# Residential Building Permit Online Application (eApply) Q&A

1

# What are the benefits of using online applications (MySaanich)?

- You can:
  - 1. Track application progress via MySaanich login.
  - 2. Upload revised documents (as requested) via MySaanich.
  - 3. Continue and submit Draft (unfinished) applications.
  - 4. Submit payment at time of submission via credit card
  - 5. **Schedule inspections** once your permit has been issued.

2

# What are the benefits of the new Residential Building Permit?

- You may apply for a demolition AND building permit in a single application to streamline processing. This also means that if a demolition is included in your building project, the demolition fee is waived (fee still applies to a stand-alone demo).
- Plumbing permits and associated inspections are also automatically included in building permits where applicable (fixture fees still apply).

3

# **How is my Building Permit Application Fee Calculated?**

- A **non-refundable application fee** is required at time of submission and is based on construction value.
- It equates to 25% of the building permit fee (forms part of, not in addition to, the building permit fee).

4

## What if my project includes the demolition of multiple structures?

- You can include the demolition of <u>one</u> structure in your building permit (demolition fee is waived)
- If multiple structures need to be demolished, please submit a Demolition Application for each additional structure (demolition fee applies)

5

#### What if I made a mistake on my application and need to correct it?

 If you have submitted your application already and need to make changes to contact info, demolition details, etc., please email <a href="mailto:inspections@saanich.ca">inspections@saanich.ca</a> and include the folder number (EG RBP00249) to inform Saanich about changes to your application.

6

#### How can I pay for my building permit?

1. In your MySaanich profile via the Online Payment System - **Building Permit Fee only**. Security Deposits due separately (via options 2 or 3 only)

OR

- 2. Online Banking via your financial institution banking system OR
- 3. In-person (credit card/cheque/debit) at Municipal Hall



7

# How do I add or change a contractor on my project?

 This cannot be done through MySaanich so please email changes to contractor contact information to inspections@saanich.ca



### How do I do I submit revised plans or additional documents?

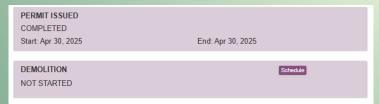
 If revisions are required, staff will inform you via email; documents can be submitted via the **Submit Documents** button in your project (folder) details in MySaanich

Submit Document(s)

9

## How do I schedule inspections?

 Once your permit has been issued, a **Schedule** button will be available beside required inspections in your project (folder) details in MySaanich.



10

# Can I cancel or reschedule inspections?

 Yes, a Reschedule and Cancel option will be available with previously scheduled inspections in your project (folder) details in MySaanich.

