

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 one 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 inspections@saanich.ca 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

8

How 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.

PERMIT ISSUED
COMPLETED
Start: Apr 30, 2025 End: Apr 30, 2025

DEMOLITION
NOT STARTED

Schedule

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.

DEMOLITION
SCHEDULED
Start: Apr 30, 2025 AM

End:

Reschedule Cancel