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

How is my Building Permit Application Fee Calculated?

- A **non-refundable application fee** payable by credit card is required at time of submission and is based on estimated construction value.

Application Fee Based on Construction value:

less than $15,000……………………………………………………………$100

between $15,001 and $100,000……………………………………………$300

between $100,001 and $500,000………………………………..……$1,000

between $500,001 and $2,000,000……………………………………$3,000

between $2,000,001 and $10,000,000……………………………….$7,500

over $10,000,000………………………………………………………$15,000

3

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.

4

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

Saanich

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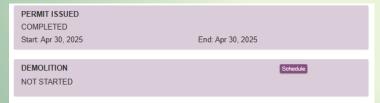## How do I do I submit revised plans or additional documents?

- 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)
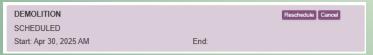
6

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   Schedule
NOT STARTED

7

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   Reschedule Cancel
SCHEDULED
Start: Apr 30, 2025 AM   End:

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How do I pay for my building permit?

Please Note: All Building Permits (except Demolition) require a Deposit. Deposits cannot be paid by credit card in MySaanich Online Payments.

The most efficient way to pay is to confirm your balance owing from your MySaanich account, then use one of our payment options listed below:

- **Online Banking -** Pay through your financial institution online banking system *(requires 2-4 days to clear)*.
  Search for Saanich and select "District of Saanich – Permits", "Saanich, District Permits" or "Saanich (District of) Permits". Use your folder number as the account number

- **In person -** We accept credit card, cheque, cash and debit

Saanich