

## **INFORMATION TO BE SUBMITTED WITH A BUILDING PERMIT APPLICATION**

Click [links](#) below or go to [crd.bc.ca/service/building-permits-inspections](http://crd.bc.ca/service/building-permits-inspections) for relevant forms and information.

- Completed Application Form** (check all that apply):
  - [Building Permit](#)
  - [Chimney Permit](#)
  - [Plumbing Permit](#)
- Plan Processing Fee** to be submitted at time of application, including **Construction Value** = \$ \_\_\_\_\_
  - \$ 100 (construction value less than \$50,000)
  - \$ 200 (construction value between \$50,000 & \$200,000)
  - \$ 300 (construction value greater than \$200,000)

*This fee is non-refundable and shall be credited against the building permit fee when the permit is issued.*
- Planning Approval** (*see next page for details*).
- BC Energy Step Code** including a Pre-Construction Compliance Report (*see BC Energy Step Code Bulletin for details*).
- Two copies of the Site Plan\*** drawn to scale showing: dimensions of property, location of septic tank and disposal field, location of well, location of proposed building, ground elevations, location of all existing buildings and distances to property lines, details of site drainage. **Email PDF to appropriate office with application** (*see next page*).
- Two sets of full-sized detailed Construction Drawings\*** showing: foundation plan (fully dimensioned), floor plan of each level (fully dimensioned), elevations of all sides of the building, proposed and/or existing uses of all rooms on floor plans, overall cross sections with structural details (*see BC Energy Step Code Bulletin for details*). **Email PDF to appropriate office with application** (*see next page*).
- Written authorization** using the [Appointment of an Authorized Agent](#) form if an owner is giving an applicant permission to act on their behalf. If there is more than one legal owner, all owners must sign.
- Copy of the **Statement of Directors and Registered Office** if the owner of the property is a company or society.
- Copy of a current **Title Search** dated within 30 days of application. See [LISA](#) or check here  to order for \$25.
- Copies of any non-financial charges on Title (i.e.. **Easements, Covenants, Rights-of-Way**).
- Copy of current [Property Assessment Notice \(Tax Notice\)](#).
- New Home Registration Form** from [BC Housing](#) with proof of Home Warranty Insurance or Notarized Owner Builder Declaration and Disclosure Notice. If not applicable, a letter/email from BC Housing stating it is not required.
- Valid Sewage Disposal Permit:**
  - Application (include copy of [Island Health](#) filing)
  - For **Addition to Single Family Dwelling**: Assessment of sewage disposal system by registered professional.
- Proof of potable water supply:** For SSI applicants needing assistance, contact [North Salt Spring Waterworks District](#)
  - Well log
  - Rainwater Harvesting (requires mechanical engineering design)
  - Water test results (coliform and minerals)
  - Approval letter from applicable Water District
- Plumbing:**
  - If installed by a plumber, submit a [Plumbing Permit](#) application with the plumber's name and TQ number.
  - If installed by the homeowner, **isometric drawings** are required.
- Confirmation that the property is **not in an archaeological sensitive area**.
  - Applicants for **Salt Spring Island & Southern Gulf Islands** must provide confirmation from [Archaeology Branch](#).
  - Applicants for **Juan de Fuca** will receive confirmation from CRD Community Planning if they are also applying for planning approval. If CRD Community Planning is not involved, contact [Archaeology Branch](#).
- Engineering Schedules\*** and proof of **Professional Liability Insurance** (to be provided with letters of assurance).
  - [Mechanical](#)
  - [Geotechnical](#)
  - [Structural](#)
- Mechanical Ventilation Checklists:**
  - [Forced Air System](#)
  - [HRV Systems](#)
  - [Distributed CRV Systems](#)
  - [Exhaust Fan & Passive Inlets](#)

\*Ensure Schedules and Drawings are sealed originals.

## **BC Energy Step Code**

Starting May 1, 2023, all applications for new structures (except accessory buildings) will need to include additional items.

Refer to the BC Energy Step Code Bulletin for the full list of requirements.

## **PLANNING APPROVAL**

Zoning and development permit confirmation is **required for all new:**

- Single Family Dwellings
- Accessory Buildings
- Garages
- Decks
- Additions/renovations that change the footprint of the building
- Change of occupancy to/from a house to/from an accessory building

### For Juan de Fuca, Malahat & Willis Point

Contact Juan de Fuca Community Planning **PRIOR** to applying for a building permit for information about land use, zoning and development areas.

Email: [jdfinfo@crd.bc.ca](mailto:jdfinfo@crd.bc.ca), Phone: 250.642.8100, #3-7450 Butler Road, Sooke, BC, V9Z 1N1

### For Southern Gulf Islands & Salt Spring Island

Contact Islands Trust **PRIOR** to applying for a building permit. Building permit applications **MUST INCLUDE** a [Building Permit Review Response Form](#) confirming that the Site Plan and Construction Drawings (including elevation) comply with land use bylaws and development permit areas. Plans and drawings submitted to Islands Trust and the CRD must be identical. For zoning and development area assistance, contact Islands Trust. The Building permit review form is available online [www.islandstrust.bc.ca](http://www.islandstrust.bc.ca) and can be submitted via email to:

#### **Southern Gulf Islands**

Email: [southinfo@islandstrust.bc.ca](mailto:southinfo@islandstrust.bc.ca), Phone: 250.405.5151, #200-1627 Fort Street, Victoria, BC, V8R 1H8

#### **Salt Spring Island**

Email: [ssiinfo@islandstrust.bc.ca](mailto:ssiinfo@islandstrust.bc.ca), Phone: 250.537.9144, #1-500 Lower Ganges Road, Salt Spring Island, BC, V8K 2N8

## **ADDITIONAL DOCUMENTS THAT MAY BE REQUIRED BY THE BUILDING INSPECTOR**

- Verification of street address AND access to property by fire and emergency vehicles** from appropriate Fire Department or Building Inspection office. New dwellings without addresses apply with the [Address Request Form](#).
- Building permits related to **strata lots**: Copy of the company search advising all registered owners of the strata, and a letter from the Board of Directors approving the proposal and a site plan identifying all numbered building sites.
- When on **major highways or numbered routes**: Evidence of access approval from the Ministry of Transportation. This can be in the format of a note documenting your conversation. For assistance contact 250.952.4515.
- For **hazard assessment** details regarding structures built prior to 1990 contact [WorkSafeBC](#) at 1.888.621.7233.
- Floor, beam and roof truss layout with factored point loads only if using engineered products (i.e. pre-manufactured trusses or engineered lumber products).

## **CONTACT INFORMATION**

### **Southern Gulf Islands, Malahat & Willis Point**

625 Fisgard Street  
PO Box 1000 Victoria BC V8W 2S6  
250.360.3230  
[binspection@crd.bc.ca](mailto:binspection@crd.bc.ca)

### **Juan de Fuca**

#3-7450 Butler Rd  
Sooke BC  
V9Z 1N1  
250.642.8109  
[bijdf@crd.bc.ca](mailto:bijdf@crd.bc.ca)

### **Salt Spring Island**

#206-118 Fulford-Ganges Rd  
Salt Spring Island BC  
V8K 2S4  
250.537.2711  
[bisaltspring@crd.bc.ca](mailto:bisaltspring@crd.bc.ca)

### **Pender Island**

#30-4605 Bedwell Harbour Rd  
PO Box 113  
Pender Island BC V0N 2M0  
250.629.3424  
[bipender@crd.bc.ca](mailto:bipender@crd.bc.ca)

# BC Energy Step Code

The purpose of this bulletin is to explain how BC Energy Step Code pertains to new building permits.

## **Please Note:**

- This is a supplement of the **Building Permit Application Checklist**, which can be found here: <https://www.crd.bc.ca/service/building-permits-inspections/forms-publications>

Starting May 1, 2023, **all applications for new structures** (except accessory buildings) must include:

- A **Pre-Construction Compliance Report** from an **Energy Advisor** or Registered Professional.
  - The Energy Advisor must provide their registration/certification information.
  - The date of the drawings and the name of the designer listed in the report must match the **Construction Drawings**.
- Construction Drawings for **New Single Family Dwellings** and **Part 9 Buildings** must meet Step 3 at minimum, with the exception of log homes, which must meet the original 2018 Code provisions.
- Construction Drawings for **Part 3 Buildings** must meet Step 2 at minimum, with the exception of schools, libraries, colleges, recreation centres, hospitals, and care centres, which must meet Part 8 of the **National Energy Code for Buildings**.

During the **Construction phase**:

- Builders are encouraged to work closely with Energy Advisors on and off site.
- Builders are encouraged to have a **Mid-Construction Compliance Report** with blower door test.
- Changes may not be made to the approved Construction Drawings without prior approval of the Energy Advisor and the CRD Building Inspection Division.

Prior to booking a **Final Inspection**:

- An **As-Built Compliance Report**, with blower door test results, must be submitted for review.