

INFORMATION TO BE SUBMITTED WITH A BUILDING APPLICATION

- Completed Application Form (check all that apply):
 - Building Permit
 - Plumbing Permit
 - Chimney Permit
- Plan Processing Fee to be submitted at time of application:
 - \$ 100 (construction value of 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.

- Islands Trust must be contacted prior to applying for a building permit. Building permit applications must include Islands Trust Building Permit Review Response Form confirming that the Site Plan and Construction Drawings (including elevation) complies with land use bylaws and development permit areas. Plans and drawings that are 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 and can be submitted via email to:

Salt Spring Island Office:

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

Victoria Office for Southern Gulf Islands:

Email: southinfo@islandstrust.bc.ca, Phone: 250.405.5151, #200-1625 Fort Street, Victoria, V8R 1H8

Islands Trust Website: islandstrust.bc.ca

Zoning and development permit confirmation is required for all new:

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

- Two copies of the Site Plan and a PDF 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 addresses for PDFs on next page.
- Two sets of full-sized detailed Construction Drawings and a PDF 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 shown on floor plans, overall cross sections with structural details. Email addresses for PDFs on 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 a current Title Search dated within 30 days of application, or check here to order a Title Search for \$25.
- Copies of any non-financial charges on Title (e.g. **Easements, Covenants, Rights-of-Way**).
- Copy of current Property Assessment Notice (Tax Notice).
- If applicable, if the property is not on a well written approval is required from the applicable **Water District**. For Salt Spring Island applicants needing assistance determining which water district is applicable to their property contact North Salt Spring Waterworks District at by phone 250.537.9902.
- Written confirmation from the Archaeology Branch of the Ministry of Forests, Lands, Natural Resource Operations and Rural Development that the property is not in an archaeological sensitive area. For assistance contact 250.953.3334.
- Proof of potable water supply:
 - Well log
 - Rainwater Harvesting (requires mechanical engineering design)
 - Water test results (for coliform and minerals)
 - Approval letter from applicable Water District

Email PDF's of Site Plans and Construction Drawings to the CRD:

binspection@crd.bc.ca for Southern Gulf Islands and Malahat/Willis Point

bjidf@crd.bc.ca for Juan de Fuca

bisaltspring@crd.bc.ca for Salt Spring Island

Capital Regional District Website: crd.bc.ca

Building Inspection: crd.bc.ca/service/building-permits-inspections

Victoria	Juan de Fuca	Salt Spring Island	Pender Island
625 Fisgard Street PO Box 1000 Victoria, BC V8W 2S6 Ph: 250.360.3230	#3-7450 Butler Rd Sooke, BC V9Z 1N1 Ph: 250.642.8109	#206-118 Fulford-Ganges Rd Salt Spring Island, BC V8K 2S4 Ph: 250.537.2711	#30-4605 Bedwell Harbour Rd PO Box 113 Pender Island, BC V0N 2M0 Ph: 250.629.3424

**INFORMATION THAT MAY BE REQUESTED AFTER APPLICATION
HAS BEEN RECEIVED AND REVIEWED BY THE BUILDING INSPECTOR**

- Valid Sewage Disposal Permit:
 - Application (include copy of Island Health filing)
 - Final
- Plumbing: Plumber's Name _____ and Trade Certification Number # _____ OR if installed by the homeowner, isometric drawings are required.
- Ventilation Checklist (1 / 2 / 3)
- If applicable, 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 or email from BC Housing stating that New Home Registration is not required.
- If applicable:
 - Mechanical Engineering
 - Geotechnical Engineering
 - Structural Engineering
- If applicable, building permits require written confirmation from the service provider that there is **capacity in the water supply and sewer system** (e.g. Improvement District or CRD Integrated Water Services).
- If applicable, **verification of street address AND access to property by fire and emergency vehicles** from appropriate Fire Department or Building Inspection office. New dwellings without an address are required to apply for an address using an Address Request Form.
- If applicable, for building permits related to **strata lots**: A copy of the company search advising of 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.
- If applicable, **when on major highways or numbered routes**: Evidence of access approval from the Ministry of Transportation at #240-4460 Chatterton Way, Victoria, BC, V8X 5J2. Phone: 250.952.4515. This can be in the format of a note documenting your conversation with the Ministry.
- For an **Addition to Single Family Dwelling**: Assessment of sewage disposal system by a registered professional.
- For **hazard assessment** details regarding structures built prior to 1990 contact WorkSafeBC at 1.888.621.7233.