

# Building Permit Checklist

Site Address of Project: \_\_\_\_\_ Hold # \_\_\_\_\_

Legal Description: \_\_\_\_\_

## Information Submitted at time of Building Application:

- Application form
- 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)

The plan processing fee is **non-refundable** and shall be credited against the building permit fee when the Permit is issued.
- Written authorization from owner giving applicant permission to act on their behalf.
- Building permits relating to strata lots: a copy of the company search advising of all registered owners of the strata, a letter from the Board of Directors approving the proposal and a site plan identifying all numbered building sites.
- Copy of a current **Title Search** (made within 30 days of application). \*Please note when submitting a **Title Search** and the property has any easements, covenants and/or right-of-ways on title, these documents must accompany your application.
- Copy of current Assessment Notice (Tax Notice).
- Evidence of Access approval from Ministry of Transportation when on major highways or numbered routes (240-4460 Chatterton Way, Victoria, BC V8X 5J2 (250) 952-4515). This can be in the format of a note documenting your conversation with the Ministry.
- Three sets of Site Plans drawn to scale showing: dimensions of property, location of septic tank and disposal field, location of proposed building, ground elevations, location of all existing buildings and approximate distances to property lines, details of site drainage.
- Three sets of specifications and scale drawings of the building with respect to which the work is to be carried out 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.  
**REVERSE PRINTED PLANS NOT ACCEPTABLE.**
- Homeowner Protection Office Registration Form with proof of Home Warranty Insurance or Notarized Homeowner Protection Office Owner Builder Declaration and Disclosure Notice.
- Valid Sewage Disposal Permit. (Application  Final )
- FOR ADDITION TO SFD: Assessment of sewerage disposal system by authorized person.
- Proof of potable water supply.
- Verification of street address from appropriate Fire Department or building inspection office (check to see which applies).
- Verification of access to property by fire and emergency vehicles from appropriate Fire Department or the building inspection office (check to see which applies).
- Contact WorkSafe B.C. at 604.276.3100 for hazard assessment details.
- Engineering                       Geotech Engineering                       Structural Engineering
- Referral to Islands Trust