

**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.
- 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. (Paper copies to accompany application, PDF's to be emailed to address on page 2).
- 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. (Paper plans to accompany application, PDF's to be emailed to address on page 2).
- Written Authorization** using the Appointment of an Authorized Agent form (available on website) 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 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
  - Water test results (for coliform and minerals)
  - Rainwater Harvesting (requires mechanical engineering design)
  - Approval letter from applicable Water District
- Approval from **Islands Trust** that the Site Plan and Construction Drawings (including elevation) are consistent with zoning 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:**
  - Salt Spring Island Office** 1 – 500 Lower Ganges Road, Salt Spring Island, V8K 2N8, Phone: 250-537-9144
  - Victoria Office for Southern Gulf Islands** 200 - 1625 Fort Street, Victoria, V8R 1H8, Phone: 250-405-5151
  - Website: [islandstrust.bc.ca](http://islandstrust.bc.ca)

Zoning and development permit confirmation is required for all new:

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

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

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

bijdf@crd.bc.ca for Juan de Fuca

bisaltspring@crd.bc.ca for Salt Spring Island

**Capital Regional District Website: [crd.bc.ca](http://crd.bc.ca)**

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| <p><b>Victoria</b><br/>625 Fisgard Street<br/>PO Box 1000<br/>Victoria, BC<br/>V8W 2S6<br/>Ph: 250-360-3230</p> | <p><b>Juan de Fuca</b><br/>#3 – 7450 Butler Rd<br/>Sooke, BC<br/>V9Z 1N1<br/>Ph: 250-642-8109</p> | <p><b>Salt Spring Island</b><br/>#3-7450 Fulford-Ganges Rd<br/>Salt Spring Island, BC<br/>V8K 2S4<br/>Ph: 250-537-2711</p> | <p><b>Pender Island</b><br/>30 – 4605 Bedwell Harbour Rd<br/>PO Box 113<br/>Pender Island, BC<br/>V0N 2M0<br/>Ph: 250-629-3424</p> |
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**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 Check List.**
- 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 (available on the CRD website).
- 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.