



Permits and Inspections Division
 1 Centennial Square
 Victoria, BC V8W 1P6

T 250.361.0344
 E permits@victoria.ca
 victoria.ca

BUILDING PERMIT APPLICATION FORM

BP- _____

SECTION A - APPLICATION

PROJECT ADDRESS			TOTAL ESTIMATED VALUE OF CONSTRUCTION (INCLUDE ALL MATERIALS, MECHANICAL, LABOUR AND SERVICES EXCLUDING PLUMBING AND ELECTRICAL VALUES)
UNIT	NUMBER	STREET	\$
PROJECT / BUSINESS NAME			

APPLICANT SAME AS OWNER

APPLICANTS NAME			EMAIL		
REPRESENTING - COMPANY NAME			PHONE		
UNIT	NUMBER	STREET	CITY	PROVINCE	POSTAL CODE

OWNERSHIP INFORMATION

OWNERS NAME - PERSONAL			EMAIL		
OWNERS NAME (CORPORATE, LESSEE, ETC.)			PHONE		
UNIT	NUMBER	STREET	CITY	PROVINCE	POSTAL CODE

PERMIT TYPE (SELECT ONE) REFER TO CORRESPONDING APPLICATION CHECKLIST FOR SUBMISSION REQUIREMENTS	COMPLETE
<input type="checkbox"/> Complex Building (New, Additions, Excavations and Exterior Alterations)	SECTION B - PART 1
<input type="checkbox"/> Single Family Dwelling, Duplex and Accessory Buildings (New, Additions and Exterior Alterations including chimneys and fireplaces)	SECTION B - PART 2
<input type="checkbox"/> Interior Alteration Only - Alterations to Single Family Dwellings, Duplexes, and Accessory Buildings	SECTION B - PART 3
<input type="checkbox"/> Interior Alteration Only - All Other Buildings	SECTION B - PART 4
<input type="checkbox"/> Interior Strip Out	SECTION B - PART 5
<input type="checkbox"/> Building Demolition	SECTION B - PART 6
ADDITIONAL - IF APPLICABLE	
<input type="checkbox"/> Building Predates 1990 - Material Testing Report for Areas to be Disturbed or Proof of Hazardous Materials Abatement (Clearance Certificate) will be required	SECTION B - PART 7
<input type="checkbox"/> For New Building Construction - Electric Vehicle (EV) Readiness - ZONING REGULATION BYLAW, AMENDMENT BYLAW (NO. 1210) and ZONING BYLAW 2018, AMENDMENT BYLAW (NO. 5) and Electric Vehicle Charging Infrastructure Technical Bulletin (2020).	SECTION B - PART 8
<input type="checkbox"/> Alterations to Existing Topography - Stormwater Management Acknowledgement - SANITARY SEWER AND STORMWATER UTILITIES BYLAW No. 14-071	SECTION B - PART 9

SEE OVER FOR APPLICANT AND OWNER'S SIGNATURE

IMPORTANT: By signing below you are agreeing with the terms and conditions set out below and in the attached Waiver, Release and Indemnification Agreement that may affect your legal rights. **READ CAREFULLY BEFORE SIGNING.**

Where an applicant is not the owner, signature of the owner below means this document shall serve to notify the City of Victoria that I am/we are the legal owner(s) of the property described above and do authorize the applicant to act on my/our behalf on all matters pertaining to this Permit Application, including the authority to endorse on my/our behalf application documents.

I/we have read and understood the Waiver, Release and Indemnification Agreement included with this Permit Application form and I/we hereby agree to all the terms contained in that agreement.

I declare that the above information is correct. I understand the Building Inspector may request additional information or place conditions as part of the permit. I understand that the permit will be based on submitted plans and associated details except as limited or defined by Scope of Work as shown on the permit.

I have read and understood the Waiver, Release and Indemnification Agreement included with this Permit Application form and I hereby agree to all the terms contained in that agreement.

OWNER'S SIGNATURE:

APPLICANT'S SIGNATURE:

The owner/applicant is responsible for ensuring compliance with the BC Heritage Conservation Act, including steps to determine whether or not a site is an archaeological site. It is against the law to alter an archaeological site without first obtaining a permit to do so from the Archaeology Branch, Ministry of Tourism, Sport and the Arts.

WAIVER, RELEASE AND INDEMNIFICATION AGREEMENT

BY SUBMITTING THIS PERMIT APPLICATION, YOU, OR THE PARTY ON WHOSE BEHALF YOU ACT, ARE GIVING UP CERTAIN LEGAL RIGHTS, INCLUDING THE RIGHT TO SUE, AND ASSUMING CERTAIN OBLIGATIONS, SUCH AS THE OBLIGATION TO INDEMNIFY THE CITY OF VICTORIA

PLEASE READ THE FOLLOWING PROVISIONS CAREFULLY

In consideration and as a condition of the City of Victoria (the "City") granting the permit applied for, each of the Owner, the Owner's Authorized Agent (for himself and on behalf of and with instructions from the Owner and any other party on behalf of whom the Authorized Agent acts) and the Applicant (if not Owner of the Owner's Authorized Agent), jointly and severally agree as follows:

- 1. Waiver** – I/we hereby waive any and all claims whatsoever that I/we may have, or may have in the future, against the City, its directors, officers, elected officials and employees (collectively, the "Releasees") as a result of the issuance of this permit or any work undertaken pursuant to this permit or for any inspection or other action undertaken as a result of this permit, due to any cause whatsoever, including but not limited to negligence or breach of any statutory or other duty of care.
- 2. Release** – I/we hereby remise, release and forever discharge the Releasees from any and all claims, actions, demands, obligations, liabilities, costs and expenses whatsoever, whether direct or indirect, including without limitation with respect to any damage to person or property, that I/we may suffer or incur, due to any cause whatsoever including negligence or breach of any statutory or other duty of care, as a result of the issuance of this permit or any inspection or action undertaken by the City as a result of this permit.
- 3. Indemnity** – I/we hereby agree to indemnify and hold harmless the Releasees from and against any and all claims, actions, demands, obligations, liabilities, costs or expenses whatsoever and howsoever arising, including arising out of or with respect to any damage to any person or property incurred by myself, the party for whom I act as agent, or any other party, which may in any way arise or accrue against the Releasees as a result of or incidental to the issuance of this permit.
- 4. No Representations, Warranties or Guarantees** – The City has not made any representations, warranties or guarantees with respect to any matter relating to this permit or any work to be undertaken pursuant to this permit, including without limitation compliance with City bylaws or any other provincial or federal act or regulation in force in the City. I/we hereby agree that I/we will be solely responsible for ensuring that all work carried out pursuant to this permit is in compliance with all applicable City bylaws and any other provincial or federal act or regulation in force in the City. I/we further agree that I/we do not rely on the City to notify me/us of any defects in this permit Application or supporting documentation and that any inspection or other actions undertaken by the City are not intended to ensure and will not ensure that any work complies with the applicable City bylaws or any other provincial or federal act or regulation in force in the City.

I agree to conform to all applicable requirements of City of Victoria bylaws and all other applicable provincial or federal statutes in force in the City of Victoria.

SECTION B - SCOPE

PART 1: COMPLEX BUILDING - TARGETED REVIEW TIME: 20 BUSINESS DAYS

<input type="checkbox"/> NEW BUILDING <input type="checkbox"/> ADDITION <input type="checkbox"/> EXTERIOR ALTERATION <input type="checkbox"/> ENVELOPE / BALCONY REPAIR <input type="checkbox"/> STRATA CONVERSION				
<input type="checkbox"/> EXCAVATION ONLY <input type="checkbox"/> OTHER				
PROPOSED USE OF PREMISE	PREVIOUS USE OF PREMISE	MAJOR USE OF BUILDING		NUMBER OF DWELLING UNITS
AREA OF RESIDENTIAL CONSTRUCTION	<input type="checkbox"/> SQ. M.	BUILDING FOOTPRINT AREA	<input type="checkbox"/> SQ. M.	NUMBER OF STOREYS
	<input type="checkbox"/> SQ. FT.		<input type="checkbox"/> SQ. FT.	
AREA OF COMMERCIAL CONSTRUCTION	<input type="checkbox"/> SQ. M.	BUILDING FOOTPRINT AREA	<input type="checkbox"/> SQ. M.	NUMBER OF STOREYS
	<input type="checkbox"/> SQ. FT.		<input type="checkbox"/> SQ. FT.	
IS BUILDING SPRINKLERED?		<input type="checkbox"/> YES <input type="checkbox"/> NO	WILL SPRINKLERS BE ALTERED?	
IS BUILDING EQUIPPED WITH A FIRE ALARM?		<input type="checkbox"/> YES <input type="checkbox"/> NO	WILL FIRE ALARM BE ALTERED?	
RESTAURANT (IF APPLICABLE) SEATING CAPACITY			STANDPIPE AND HOSE SYSTEM	
PARTIAL PERMIT REQUESTED		<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> FOUNDATION <input type="checkbox"/> OTHER _____		

PART 2: SINGLE FAMILY DWELLING, DUPLEX AND ACCESSORY BUILDINGS

TARGETED REVIEW TIME: 20 BUSINESS DAYS

PROPOSED USE:				
PREVIOUS USE:				
<input type="checkbox"/> NEW BUILDING	<input type="checkbox"/> EXTERIOR ALTERATION	<input type="checkbox"/> ADDITION	<input type="checkbox"/> DECK	<input type="checkbox"/> ACCESSORY BUILDING
<input type="checkbox"/> FIREPLACE / CHIMNEY	<input type="checkbox"/> STRATA CONVERSION	AREA _____	AREA _____	<input type="checkbox"/> OTHER _____
AREA OF CONSTRUCTION	<input type="checkbox"/> SQ. M.	SECONDARY SUITE INCLUDED	NUMBER OF DWELLING UNITS INCLUDING SECONDARY SUITES	
	<input type="checkbox"/> SQ. FT.	<input type="checkbox"/> YES <input type="checkbox"/> NO		
ARE DRIVEWAY OR PARKING CHANGES PROPOSED?				<input type="checkbox"/> YES <input type="checkbox"/> NO
ARE THERE ANY CHANGES TO EXISTING TREES OR LANDSCAPE CHANGES? VISIT THE TREE PROTECTION BYLAW PAGE FOR MORE INFORMATION.				<input type="checkbox"/> YES <input type="checkbox"/> NO
PROFESSIONAL INVOLVEMENT (ENGINEER, ARCHITECT)				<input type="checkbox"/> YES <input type="checkbox"/> NO
ARE ANY ADDITIONAL PLUMBING FIXTURES BEING ADDED?				<input type="checkbox"/> YES <input type="checkbox"/> NO
IF YES HAS FIXTURE HYDRAULIC LOAD CALCULATION BEEN COMPLETED?				<input type="checkbox"/> YES <input type="checkbox"/> NO

PART 3: INTERIOR ALTERATION ONLY FOR SINGLE FAMILY DWELLING, DUPLEX AND ACCESSORY BUILDINGS

TARGETED REVIEW TIME: 20 BUSINESS DAYS

PROPOSED USE:				
PREVIOUS USE:				
<input type="checkbox"/> BASEMENT DEVELOPMENT	<input type="checkbox"/> KITCHEN RENO	<input type="checkbox"/> BATHROOM RENO	<input type="checkbox"/> OTHER _____	
AREA OF CONSTRUCTION	<input type="checkbox"/> SQ. M.	ADDITIONAL DWELLING UNITS CREATED?	TOTAL NUMBER OF DWELLING UNITS	
	<input type="checkbox"/> SQ. FT.	<input type="checkbox"/> YES <input type="checkbox"/> NO		
ARE ANY ADDITIONAL PLUMBING FIXTURES BEING ADDED?				<input type="checkbox"/> YES <input type="checkbox"/> NO
IF YES HAS FIXTURE HYDRAULIC LOAD CALCULATION BEEN COMPLETED?				<input type="checkbox"/> YES <input type="checkbox"/> NO
PROFESSIONAL INVOLVEMENT (ENGINEER, ARCHITECT)				<input type="checkbox"/> YES <input type="checkbox"/> NO

SECTION B - SCOPE

PART 4: INTERIOR ALTERATION ONLY ALL OTHER BUILDINGS

TARGETED REVIEW TIME: 7 BUSINESS DAYS (20 IF PLUMBING FIXTURES ARE ADDED OR USE IS CHANGING)

<input type="checkbox"/> NEW TENANT		<input type="checkbox"/> EXISTING TENANT		<input type="checkbox"/> FIRST TENANT		<input type="checkbox"/> NO TENANT (LEASEHOLD IMPROVEMENTS)	
<input type="checkbox"/> COMMERCIAL	AREA OF CONSTRUCTION			<input type="checkbox"/> SQ. M.	AREA OF BUSINESS		<input type="checkbox"/> SQ. M.
<input type="checkbox"/> RESIDENTIAL				<input type="checkbox"/> SQ. FT.			<input type="checkbox"/> SQ. FT.
PROPOSED USE OF PREMISE		PREVIOUS USE OF PREMISE		MAJOR USE OF BUILDING		NUMBER OF DWELLING UNITS	
IS BUILDING SPRINKLERED?				<input type="checkbox"/> YES <input type="checkbox"/> NO		WILL SPRINKLERS BE ALTERED?	
						<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS BUILDING EQUIPPED WITH A FIRE ALARM?				<input type="checkbox"/> YES <input type="checkbox"/> NO		WILL FIRE ALARM BE ALTERED?	
						<input type="checkbox"/> YES <input type="checkbox"/> NO	
PROFESSIONAL INVOLVEMENT (ENGINEER, ARCHITECT)				<input type="checkbox"/> YES <input type="checkbox"/> NO		STANDPIPE AND HOSE SYSTEM	
						<input type="checkbox"/> YES <input type="checkbox"/> NO	
RESTAURANT (IF APPLICABLE) SEATING CAPACITY						ARE ANY ADDITIONAL PLUMBING FIXTURES BEING ADDED?	
						<input type="checkbox"/> YES <input type="checkbox"/> NO	

PART 5: INTERIOR STRIP OUT

TARGETED REVIEW TIME: 2 BUSINESS DAYS

<input type="checkbox"/> COMMERCIAL	AREA OF CONSTRUCTION		<input type="checkbox"/> SQ. M.	FLOOR NUMBER(S)		NUMBER OF DWELLING UNITS REMOVED	
<input type="checkbox"/> RESIDENTIAL			<input type="checkbox"/> SQ. FT.				
<input type="checkbox"/> NEW TENANT		<input type="checkbox"/> EXISTING TENANT		<input type="checkbox"/> NO TENANT (LEASEHOLD IMPROVEMENTS)			
PROPOSED USE OF PREMISE		PREVIOUS USE OF PREMISE		MAJOR USE OF BUILDING			
IS BUILDING SPRINKLERED?				<input type="checkbox"/> YES <input type="checkbox"/> NO		WILL SPRINKLERS BE ALTERED?	
						<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS BUILDING EQUIPPED WITH A FIRE ALARM?				<input type="checkbox"/> YES <input type="checkbox"/> NO		WILL FIRE ALARM BE ALTERED?	
						<input type="checkbox"/> YES <input type="checkbox"/> NO	
PROFESSIONAL INVOLVEMENT (ENGINEER, ARCHITECT)				<input type="checkbox"/> YES <input type="checkbox"/> NO		STANDPIPE AND HOSE SYSTEM	
						<input type="checkbox"/> YES <input type="checkbox"/> NO	

PART 6: DEMOLITION

TARGETED REVIEW TIME: 7 BUSINESS DAYS

<input type="checkbox"/> COMMERCIAL	AREA OF CONSTRUCTION		<input type="checkbox"/> SQ. M.	NUMBER OF DWELLING UNITS REMOVED			
<input type="checkbox"/> RESIDENTIAL			<input type="checkbox"/> SQ. FT.				
FLOOR AREA OF BUILDING TO BE DEMOLISHED		<input type="checkbox"/> SQ. M.	BUILDING FOOTPRINT AREA		<input type="checkbox"/> SQ. M.	NUMBER OF STOREYS	
		<input type="checkbox"/> SQ. FT.			<input type="checkbox"/> SQ. FT.		
PROFESSIONAL INVOLVEMENT (ENGINEER, ARCHITECT)					<input type="checkbox"/> YES <input type="checkbox"/> NO		
REGISTERED OR DESIGNATED HERITAGE					<input type="checkbox"/> YES <input type="checkbox"/> NO		
ARE ANY TREES PROPOSED TO BE REMOVED? VISIT THE TREE PROTECTION BYLAW PAGE FOR MORE INFORMATION.					<input type="checkbox"/> YES <input type="checkbox"/> NO		
IS WATER SERVICE TO BE RETAINED AFTER DEMOLITION					<input type="checkbox"/> YES <input type="checkbox"/> NO		
HAS A HAZMAT SURVEY BEEN COMPLETED					<input type="checkbox"/> YES <input type="checkbox"/> NO		

BUILDING PERMIT
HAZARDOUS MATERIALS
TESTING AND ABATEMENT
INFORMATION FORM

In buildings to be renovated or demolished, materials having the potential for releasing asbestos fibres or other hazardous materials shall be removed prior to renovation or demolition. Refer to WorkSafe BC for additional information.

Project Name:

Project Address:

<input type="checkbox"/>	<p>I hereby give assurance that all materials having the potential for releasing asbestos fibres or other hazardous material will be removed from the project area to be renovated or demolished. Confirmation that it has been done will be provided in conjunction with the request for the first required inspection.</p> <p>Acceptable confirmation includes a clearance letter from a qualified hazmat surveyor or qualified hazmat abatement contractor. The clearance letter will indicate that abatement of hazardous materials was conducted in accordance with regulatory requirements (the Worker's Compensation Act, the WorkSafe Occupational Health and Safety Regulation and the BC Ministry of Environment regulations)</p>
<input type="checkbox"/>	<p>I hereby give assurance that there are no materials having the potential for releasing asbestos fibres in the project area to be renovated or demolished. Confirmation of this will be provided in conjunction with the request for the first required inspection.</p> <p>Acceptable confirmation includes a clearance letter from a qualified hazmat surveyor or qualified hazmat abatement contractor. The clearance letter will indicate that no hazardous materials were found in representative bulk samples collected from the project in accordance with regulatory requirements (the Worker's Compensation Act, the WorkSafe Occupational Health and Safety Regulation and the BC Ministry of Environment regulations)</p>

Name (print)

Signature

Representing

Address:

Phone:

Date:

BUILDING PERMIT
ELECTRIC VEHICLE (EV)
READINESS FOR NEW
CONSTRUCTION

1 OF 2

[Newly constructed buildings must meet the requirements for electric vehicle readiness](#) set out in ZONING REGULATION BYLAW, AMENDMENT BYLAW (NO. 1210) and ZONING BYLAW 2018, AMENDMENT BYLAW (NO. 5) and Electric Vehicle Charging Infrastructure Technical Bulletin (2020).

Project Name:

Project Address:

	Please Select One:
<input type="checkbox"/>	This project applied for a Development Permit prior to October 1, 2020 and is exempt from these requirements (no form required)
<input type="checkbox"/>	This project applied for a Development Permit after to October 1, 2020 and is subject to these requirements
<input type="checkbox"/>	This project did not require a Development Permit and is subject to these requirements

Zoning Requirements

I hereby give assurance that this project meets the residential and/or industrial, commercial, institutional requirements for electric vehicle readiness set out in:

ZONING REGULATION BYLAW, AMENDMENT BYLAW (NO. 1210) &
ZONING BYLAW 2018, AMENDMENT BYLAW (NO. 5)

Energized Electric Vehicle Outlet Requirements

I hereby give assurance that:

All energized electric vehicle outlets must provide, at a minimum, a Level 2 electric charging level as defined by Society of Automotive Engineers (SAE) International's J1772 standard.

Energized electric vehicle outlets must be labelled for their intended use for electric vehicle charging only.

An energized electric vehicle outlet must be assigned to an individual vehicle parking stall and must be located no further than 1.0m from that stall.

No more than one energized electric vehicle outlet may be assigned to an individual vehicle parking stall.

Requirements #2 and 3 do not apply to single family dwellings, two-family dwellings or semi-attached dwellings.

Performance Requirements for Electric Vehicle Energy Management Systems

I hereby give assurance that where an electric vehicle energy management system is installed, the electric vehicle energy management system must meet the following performance requirements:

1. A baseline performance standard of at least 12kWh per electric vehicle over an eight hour period is required when all electric vehicles are charging simultaneously (i.e. allocate at least 8A per electric vehicle on a 208V or 240V circuit, if all electric vehicles are sharing power equally). Greater allowable levels of sharing are appropriate beyond 80A, given the greater diversity of electrical loads possible at these higher amperages.

See over – continued

BUILDING PERMIT
ELECTRIC VEHICLE (EV)
READINESS FOR NEW
CONSTRUCTION

1 OF 2

2. The allowable maximum number of electric vehicles per circuit breaker amperage is as follows:

Circuit Breaker	Maximum Number of
20	1
30	2
40	4
50	5
60	6
70	7
80	8
90	10
100	11
125	14

I confirm the work and design will be carried out by a qualified professional.

Name (print) _____ Signature _____
Representing _____
Address: _____
Phone: _____ Date: _____

BUILDING PERMIT

STORMWATER MANAGEMENT REQUIREMENTS FOR ALL PROPERTIES

The [Sanitary Sewer and Stormwater Utilities Bylaw No. 14-071](#) (the bylaw) requires that any stormwater collected by impervious surfaces or redirected as a result of the alteration of existing topography conditions must drain into a stormwater sewer system, except as permitted by the bylaw.

Project Name:

Project Address:

	Applicant, initial each of the following acknowledgements:
_____	<p>Stormwater Sewer Connection Required</p> <p>I hereby acknowledge that any stormwater collected by impervious surfaces or redirected as a result of the alteration of existing topography conditions must drain into a stormwater sewer system, except as permitted by the bylaw.</p>
_____	<p>Discharges to Municipal Stormwater System and Watercourses</p> <p>I hereby acknowledge that any discharges to the Municipal Stormwater System or Watercourse must comply with the bylaw. I must not discharge, allow, or cause to be discharged into a Municipal Stormwater System or Watercourse any of the following:</p> <ul style="list-style-type: none"> (a) domestic waste, (b) trucked liquid waste, (c) sanitary waste, (d) business waste, or (e) prohibited waste.
_____	<p><u>Codes of Practice</u></p> <p>I hereby acknowledge that all work done on my property complies with Schedule G - Code of Practice for Construction and Development Activities of the bylaw, including any erosion and sediment control plans and works needed to prevent the discharge of any prohibited waste listed in Schedules D and G of the bylaw, and that I must register my property using Schedule F of the bylaw.</p>
_____	<p>Compliance with the Bylaw</p> <p>I hereby acknowledge that my failure to comply with any part of the bylaw including the Codes of Practice can result in a fine of up to \$10,000 per offense, and that each day a violation occurs constitutes a separate offence.</p>