



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

T 250.361.0344  
 E permits@victoria.ca  
 victoria.ca

# SINGLE FAMILY DWELLING OR DUPLEX

## eAPPLICATION CHECKLIST

### New Projects, Additions and Exterior Alterations

All of the following information is necessary to facilitate a thorough evaluation and timely decision on your application. To expedite the evaluation, all materials submitted must be clear, legible and precise. To achieve this level of customer service, only complete applications that include plans prepared to professional drafting standards will be accepted. Plans/drawings stamped with "not for permit", "not for permit application", or similarly identified as not being suitable for the purpose of Building Permit application are not acceptable.

**Digital Application must adhere to the following file naming and submission standards.**

- **File Naming Standards:** [yyyy-mm-dd][document title].pdf

The Application Requirements list below includes document titles which are bolded and underlined for reference.

Example: the pdf of the application form would be named as **2018-01-25 application form.pdf**

- **Separate Files Required:** Each applicable document required for application must be a separate file.
- **Digital Files must be submitted on a USB Data Drive which will be returned upon acceptance of application.**

Applications require a pre-screening check prior to formal acceptance. Plans that fail to meet the pre-screening standards will not be accepted and will require amendments and resubmission.

APPLICATION REQUIREMENTS	FOR OFFICE USE
APPROVED DEVELOPMENT APPROVAL IF ZONING REGULATIONS REQUIRE	
<input type="checkbox"/> APPLICATION FEE	
<input type="checkbox"/> (pdf) BUILDING PERMIT <b><u>APPLICATION FORM</u></b> (SECTION A & SECTION B – PART 2)	
<input type="checkbox"/> (pdf) <b><u>STRATA APPROVAL LETTER</u></b>	
<input type="checkbox"/> (pdf) COMPLETED <b><u>HYDRAULIC LOAD CALCULATION</u></b> (IF APPLICABLE – ADDITIONAL FIX-TURE LOADS)	
<input type="checkbox"/> (pdf) <b><u>SCHEDULE A &amp; B</u></b> – (AS APPLICABLE) <input type="checkbox"/> ARCH <input type="checkbox"/> STRUC <input type="checkbox"/> OTHER	
<input type="checkbox"/> (pdf) <b><u>LICENSING &amp; CONSUMER SERVICES DOCUMENTATION</u></b> (HPO)	
<b>3 SETS OF PLANS (PREFERRED SCALE IS 1/4" = 1', MINIMUM IS 3/16" = 1' (EXCEPT SITE PLAN)) INCLUDING:</b>	
(pdf) <b><u>SITE PLAN</u></b> : METRIC 1:100 or 1:200	
<input type="checkbox"/> NORTH ARROW	
<input type="checkbox"/> MUNICIPAL ADDRESS AND LEGAL DESCRIPTION	
<input type="checkbox"/> PROPERTY LINES	
<input type="checkbox"/> SITE AREA AND COVERAGE	
<input type="checkbox"/> FRONT, SIDE AND REAR YARD DIMENSIONS	

<b>APPLICATION REQUIREMENTS - CONTINUED</b> <b>ITEMS MARKED (pdf) MUST BE SUBMITTED AS A DIGITAL FILE</b>	<b>FOR OFFICE USE</b>
<input type="checkbox"/> ADJACENT CITY STREETS, LANES AND ADJACENT LOTS	
<input type="checkbox"/> RIGHT-OF-WAY SETBACKS, EASEMENTS AND UTILITY RIGHT-OF-WAY, IF ANY	
<input type="checkbox"/> FOUNDATION OUTLINE OF THE DWELLING, CANTILEVERS, DECKS, AND OTHER PROJECTIONS	
<input type="checkbox"/> DIMENSION THE DISTANCE FROM THE PROPERTY LINES TO THE FOUNDATION, CANTILEVERS, DECKS, PORCHES, AND OTHER PROJECTIONS	
<input type="checkbox"/> PROVIDE GEODETICS FOR ROOF PEAK, MAIN FLOOR (TOJ), AND FOOTING (ATF)	
<input type="checkbox"/> OUTLINE OF ACCESSORY BUILDINGS NOTE: A SEPARATE BUILDING PERMIT IS REQUIRED FOR ACCESSORY BUILDINGS	
<input type="checkbox"/> RETAINING WALLS, INCLUDING HEIGHT FROM GRADE	
<input type="checkbox"/> LOCATION OF WINDOW WELLS	
<input type="checkbox"/> PARKING AREA, INCLUDING DIMENSIONED DEPTH AND WIDTH IF NO GARAGE	
<input type="checkbox"/> SURFACE TREATMENT OF PARKING AREA	
<input type="checkbox"/> SHOW ALL TREES ON THE PROPERTY AND ADJACENT BOULEVARD AND INCLUDE INFORMATION ON SPECIES AND DIAMETER OF EACH	
<input type="checkbox"/> <a href="#">SITE SERVICING DETAILS IF REQUIRED</a>	
<input type="checkbox"/> PROJECT DATA TABLE (INCLUDING HEIGHT, SETBACKS, FLOOR AREA, NUMBER OF STOREYS, SITE COVERAGE AND OTHER RELEVANT DATA)	
<b>(PDF) <u>BUILDING PLANS</u></b>	
<input type="checkbox"/> FLOOR PLANS	
<input type="checkbox"/> INTERIOR DIMENSIONS, MEASURED FROM THE INTERIOR FACE OF EXTERIOR WALLS AND INCLUDE TOTAL FLOOR AREA OF EACH FLOOR	
<input type="checkbox"/> LOCATION AND DIMENSIONS OF DOORS AND WINDOWS; ROOMS LABELLED WITH INTENDED USE	
<input type="checkbox"/> FOUNDATION PLANS (PRESERVED WOOD FOUNDATION OR PILE AND GRADE BEAM TO BE SIGNED AND SEALED BY PROFESSIONAL ENGINEER)	
<input type="checkbox"/> BUILDING ELEVATIONS - PROVIDE GLAZED OPENING CALCULATIONS FOR ALL ELEVATIONS NOT FACING A STREET OR LANE. SHOW EXISTING AND PROPOSED GEODETIC GRADE ELEVATIONS, AVERAGE GRADE LINE AND MAIN FLOOR ELEVATION. INDICATE EXTERIOR FINISHES	
<input type="checkbox"/> STRUCTURAL CROSS SECTIONS	

<b>APPLICATION REQUIREMENTS - CONTINUED</b>		<b>FOR OFFICE USE</b>
<b>ITEMS MARKED (pdf) MUST BE SUBMITTED AS A DIGITAL FILE</b>		
<input type="checkbox"/>	ELECTRICAL LIGHTING LAYOUT WITH FIXTURES AND SWITCH CONTROLS	
<input type="checkbox"/>	WALL AND COLUMN FOOTINGS - SIZE AND THICKNESS	
<input type="checkbox"/>	FIREPLACE TYPE AND SPECIFICATIONS (ULC APPROVED)	
<input type="checkbox"/>	SIZE OF DOORS AND WINDOWS (INDICATE WHETHER THEY ARE VENTED OR SEALED UNITS)	
<input type="checkbox"/>	INDICATE PERFORMANCE GRADES AND "U" VALUES FOR ALL EXTERIOR WINDOWS, DOORS, AND SKYLIGHTS (NAFS - NORTH AMERICAN FENESTRATION STANDARD / SPECIFICATION FOR WINDOWS, DOORS AND SKYLIGHTS)	
<input type="checkbox"/>	WALL, FLOOR AND ROOF CONSTRUCTION DETAILS	
<input type="checkbox"/>	HEATING AND VENTILATION DETAILS	
<b>ENERGY PERFORMANCE DOCUMENTATION (STEP CODE)</b>		
<p><b>IMPORTANT NOTICE:</b></p> <p>APPLICATIONS SUBMITTED ON OR AFTER JANUARY 1, 2020</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> • BC BUILDING CODE STEP 3 IS APPLICABLE FOR NEW PART 9 HOMES (EXCLUDING SMALL HOMES/GARDEN SUITES)</li> <li>• BC BUILDING CODE STEP 2 IS APPLICABLE FOR NEW PART 9 SMALL HOMES/GARDEN SUITES (SINGLE FAMILY DWELLING HAVING A FLOOR AREA ≤ TO 102 SQ/M)</li> </ul>		
<p><b>DOCUMENT REQUIRED:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> • (PDF) <a href="#">PRE-CONSTRUCTION   BC ENERGY COMPLIANCE REPORT</a></li> </ul>		
<p><b>IMPORTANT:</b></p> <ul style="list-style-type: none"> <li>• <a href="#">AS-BUILT   BC ENERGY COMPLIANCE REPORT</a> THIS DOCUMENT IS NOT REQUIRED AT APPLICATION BUT WILL BE REQUIRED PRIOR TO ISSUANCE OF AN OCCUPANCY CERTIFICATE.</li> <li>• <a href="#">MID-CONSTRUCTION   BC ENERGY COMPLIANCE REPORT</a> TO BE SUBMITTED TO PERMITS &amp; INSPECTIONS AT MID-CONSTRUCTION, TYPICALLY THE VAPOUR BARRIER INSPECTION. THERE IS NO PASS OR FAIL ASSOCIATED WITH SUBMISSION OF THE MID-CONSTRUCTION TEST. IT ONLY SERVES TO INFORM HOW CONSTRUCTION IS PROGRESSING IN REFERENCE TO THE ENERGY MODEL.</li> </ul> <p>WHERE THE RATE OF AIR CHANGE IS FOUND TO EXCEED THE RATE MODELLED BY MORE THAN 1.5 AIR CHANGES PER HOUR, THE RECOMMENDATION IS THAT ADJUSTMENTS ARE MADE AND THE BUILDING RETESTED UNTIL THE DIFFERENTIAL IS LESS THAN 1.5. EXPERIENCE SHOWS THAT FAILURE TO DO SO MAY RESULT IN ISSUES AT OCCUPANCY THAT ARE CHALLENGING TO RESOLVE.</p>		
SCREENED BY:		DATE:
PROJECT ADDRESS:		