



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

T 250.361.0344 ext. 0  
E [permits@victoria.ca](mailto:permits@victoria.ca)  
[www.victoria.ca](http://www.victoria.ca)

# BUILDING PERMIT INFORMATION

## REVIEW - IMPORTANT

### TAKE THE TIME TO REVIEW THE ENCLOSED INFORMATION PRIOR TO STARTING CONSTRUCTION

- Take the time to review and understand all noted Building Permit conditions
- The issued Building Permit Plans are enclosed and must be on site for all inspections

### NOTICE OF CONSTRUCTION

A Notice of Construction placard has been provided in your permit package. The Building and Plumbing Bylaw requires that where a building permit is issued, it is the responsibility of the owner to post and maintain a Neighbourhood Notice of Construction placard in the format provided by the City such that it is readable from each street frontage the property adjoins.

**BUILDING INSPECTIONS - THE OWNER OR HIS OR HER REPRESENTATIVE SHALL GIVE AT LEAST 24 HOURS' NOTICE TO THE CITY WHEN REQUESTING AN INSPECTION AND SHALL OBTAIN AN INSPECTION AND RECEIVE A BUILDING OFFICIAL'S ACCEPTANCE OF THE FOLLOWING ASPECTS OF THE WORK PRIOR TO CONCEALING IT:**

**Foundation Inspection** - prior to concealing installation of perimeter drain tiles and dampproofing, prior to backfilling

**Floor Slab** - the preparation of ground, including ground cover, when required, prior to the placing of a concrete slab

**Rough-In's** - rough-in of factory built chimneys and fireplaces and solid fuel burning appliances

**Framing** - prior to concealing the framing and sheathing

All framing should be complete with plumbing rough-in, electrical rough-in and other mechanical rough-ins requiring notching and drilling complete, as well as firestopping complete.

Where required by special condition of the issue permit, BC Land Surveyor Certificate(s) are to be submitted as instructed by special condition.

**Insulation and Vapour Barrier** - prior to concealing the insulation and vapour barrier

Where required a Mid-Construction Verification Report must be submitted (2) two business days prior to inspection.

**Final** - when the building or structure is substantially complete and ready for occupancy, but before occupancy takes place of the whole or part of the building or structure

### BOOKING BUILDING INSPECTIONS

Building inspections can be requested online through MyCity, by email, by phone or in person. Inspections booked by email or phone can be booked until 4:00 p.m. the day prior to the requested inspection date. The inspection will be confirmed by the Inspector the day of the inspection between 8:00 a.m. and 10:00 a.m.

- Online Your MyCity access code and additional instructions have been emailed to the permit applicant
- Email [einspections@victoria.ca](mailto:einspections@victoria.ca) (include permit number, site contact name and phone #)
- Phone 250.361.0344 ext. 0
- In Person 1 Centennial Square, 2nd Floor Development Services Counter

Review all conditions on the Building Permit to determine if inspections are required for other City Departments. To book required inspections contact the applicable department:

- |                                 |  |              |
|---------------------------------|--|--------------|
| • Engineering inspection:       | <a href="mailto:eng-land-development@victoria.ca">eng-land-development@victoria.ca</a> | 250.361.0300 |
| • Fire inspection:              | <a href="mailto:fireprevention@victoria.ca">fireprevention@victoria.ca</a>             | 250.920.3360 |
| • Planning / Zoning inspection: | <a href="mailto:zoning@victoria.ca">zoning@victoria.ca</a>                             | 250.361.0382 |

### HOURS OF WORK AND NOISE FROM CONSTRUCTION

Construction is permitted between 7:00 am to 7:00 pm on a weekday that is not a holiday and 10:00 am to 7:00 pm on a Saturday that is not a holiday. Review Noise Bylaw No. 03-012 on the City of Victoria website for further details.

**OVER**

# BUILDING PERMIT INFORMATION

## REVIEW - IMPORTANT



### ADDITIONAL PERMITS THAT COULD BE REQUIRED

- Plumbing Permit
- Electrical Permit
- Street Occupancy Permit - See information sheet
- Contractors Permit - Required for work on City property such as sidewalk or driveway crossings
- Tree removal permit - Review Tree Bylaw to determine if a permit is required for tree removal
- Sign Permit - Required for any signage installed on the property. Review Sign Bylaw for details

### REVISIONS TO AN ISSUED BUILDING PERMIT

Complete the [Revision After Issuance](#) form if changes are proposed to an issued building permit.

No person shall do any work that is substantially at variance with the accepted design or plans of a building, structure or other works for which a permit has been issued, unless that variance has been accepted in writing by a building official.

### SURVEY REQUIREMENTS

Review all permit conditions to determine when and if surveys are required. Required surveys may include:

- Placement Submitted 10 days after foundation inspection
- Building height Submitted prior to booking framing inspection
- Main floor height Submitted prior to booking framing inspection

All surveys must have digital or digital signatures. Digital submission can be emailed to [zoning@victoria.ca](mailto:zoning@victoria.ca), and hardcopies to the Zoning Division, 2nd floor City Hall.

For any questions regarding survey requirements contact:

- Zoning [zoning@victoria.ca](mailto:zoning@victoria.ca) 250.361.0316

### OCCUPANCY CERTIFICATE – COMPLETING THE PERMIT

An Occupancy Certificate will be issued once all aspects of the work requiring inspection and acceptance have been inspected, and letters of assurance and other related documents have been submitted and accepted. The aspects of work may require departmental approvals from Building, Electrical, Plumbing and Sprinklers, Fire Department, and Engineering (Underground, Transportation, Land Development).

- Issued Occupancy Certificates are emailed to the permit applicant.

### RETURN OF DEPOSITS

For return of deposits at the end of a project contact the applicable departments below. Refer to original fee slip for list of deposits.

- Plumbing cap off deposits: [permits@victoria.ca](mailto:permits@victoria.ca) 250.361.0342
- Engineering deposits: [eng-land-development@victoria.ca](mailto:eng-land-development@victoria.ca) 250.361.0300
- Parks landscaping deposits: [parks@victoria.ca](mailto:parks@victoria.ca) 250.361.0600
- Planning landscape deposits: [zoning@victoria.ca](mailto:zoning@victoria.ca) 250.361.0382

# Street Occupancy Permits

Street occupancy permits grant permission to an individual or company to work from the public right of way including street, sidewalk and boulevard. All work from the City right of way requires a permit. Street occupancy permits can be used to reserve parking stalls, close travel lanes, or create detours for pedestrians and vehicles.

## How to obtain a permit

- In person:** The Engineering Counter is located on the second floor of City Hall and is open for permit application Monday – Friday, 8 a.m. – 4:30 p.m.
- On the phone:** The Engineering Switch Board (250.361.0300) will direct you to a Transportation Technician who will assist you with the permit process.
- Payment:** Payment and meter hood pick up is located on the first floor of City Hall at the Public Service Centre. Credit card payment can be taken over the phone.

## Sidewalks

### What it will cost:

- Each 13m<sup>2</sup> of occupancy \$10/day

### When occupying a sidewalk:

- Pedestrian and wheelchair access must be maintained at all times.
  - 2.0m clear in downtown core;
  - 1.5m elsewhere.
- Accessible temporary walkways may be created in an adjacent lane with the use of temporary wheelchair ramps and appropriate traffic control devices.
- Weight restrictions may apply around under sidewalk basements.
- Walk through scaffolding permits are provided free of charge.
- Any damage to City infrastructure is the applicant's responsibility to repair.

## Roadway

### What it will cost:

**Metered Street:** each parking stall or each 13m<sup>2</sup> of road occupancy \$20/day

**Unmetered Street:** each parking stall or each 13m<sup>2</sup> of road occupancy \$15/day

### When occupying a parking lane:

- Permits can be issued for vehicles actively used for construction. Permits are not issued for all day employee parking.
- Parking can be reserved by a City of Victoria crew for a \$40 fee.
- Meter hoods can be rented if applicant wishes to reserve their own parking.
- Permits can be issued for any legal parking stall. Permits may be issued in no stopping zones based on site specific conditions. Please contact a Transportation Technician for details.

## Travel Lane

### What it will cost:

**Lane Closure:** Each bicycle or motor vehicle lane closed is charged a \$25 fee in addition to the roadway charges per 13m<sup>2</sup> occupied.

### When occupying a travel lane:

- Applicant must comply with the most current version of the *Traffic Control Manual for Work on Roadways*
- All work zones must be set up by certified traffic control persons; the City of Victoria does not provide flaggers.
- In the event a work zone does not require flaggers a City of Victoria crew may be available to set up the traffic control for a fee; typically \$40.
- Impacts to travel lanes on arterial roads are not permitted based on time of day and direction:
  - inbound lanes 6–9 a.m.
  - outbound lanes 3–6 p.m.
- Bicycle lanes must be treated like a motor vehicle lane for all purposes.

When applying for a permit you will need to provide the following information:

- **Who the permit is for:** company name, contact name, phone number, e-mail/fax
- **What the permit is for:** area of occupancy and description of work
- **Where is the permit for:** address, street or parking stall number you are occupying
- **When is the permit for:** date, duration of work and time of day

## QUESTIONS? FOR MORE INFORMATION

Contact a Transportation Technician by phone Monday to Friday, 8 a.m. – 4:30 p.m.

T 250.361.0300

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# BC Energy Step Code

## Information for Applicants – Land Use Applications and Building Permits

- **Council adopted the Step Code on April 26, 2018, and it came into effect November 1, 2018**
- The BC Energy Step Code is a new performance-based standard of the building code that establishes measurable energy-efficiency requirements for new construction.
- To demonstrate compliance, a builder must prove to local building officials that the building meets or exceeds a set of defined metrics for building envelope, equipment and systems, and airtightness testing.

### What is the BC Energy Step Code?

The BC Energy Step Code is a provincial standard that establishes progressive performance steps in energy efficiency for new buildings from the current BC Building Code level to net zero energy ready buildings by 2032.

The Step Code will apply to new residential and commercial buildings. To comply, builders must use energy modelling software and on-site testing to demonstrate that both their design and the constructed building meet Step Code requirements.

### What Steps did the City adopt and how does this affect my project?

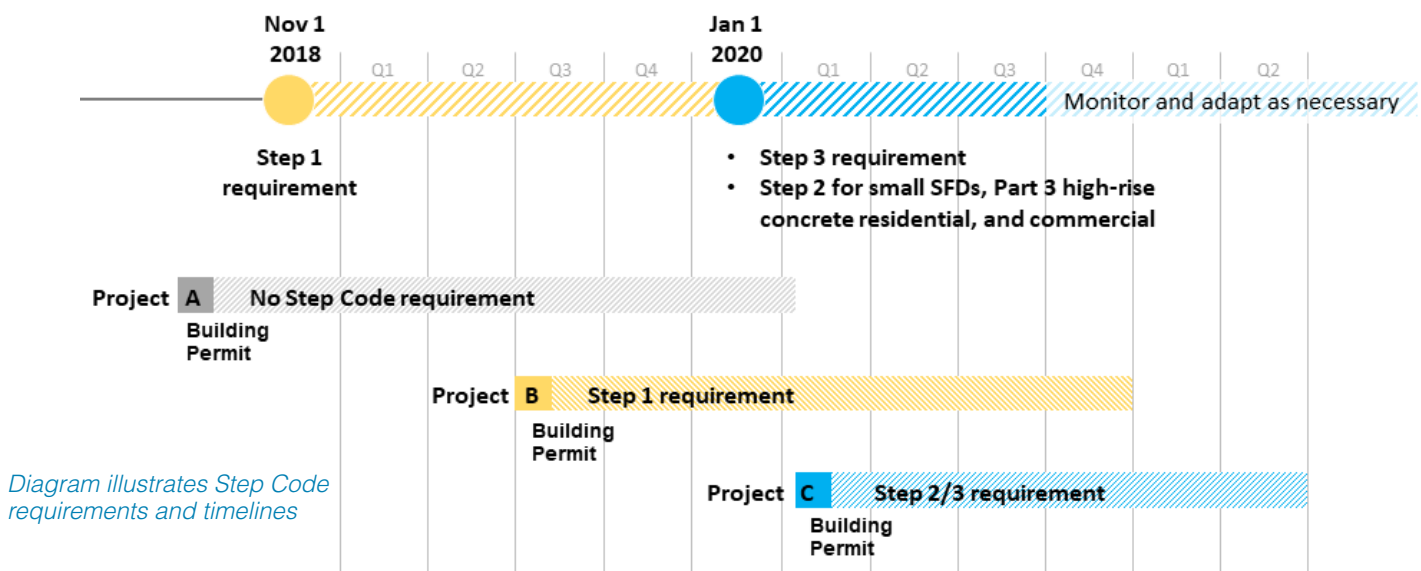
- Building permits applied for **after January 1st, 2020** will need to demonstrate compliance with the Steps adopted for that particular building typology:
  - **Step 3** for Part 9 homes (excluding small homes/garden suites)
  - **Step 2** for Part 9 small homes/garden suites
  - **Step 3** for Part 3 mid-rise/wood-frame residential buildings under 6 storeys
  - **Step 2** for Part 3 high-rise/concrete residential buildings and commercial buildings.

We **recommend that applicants familiarize themselves with the requirements of the Step Code**, as this may affect the design and/or siting of your building. As well, it is recommended that applicants familiarize themselves with the use of energy models and air tightness testing, as this will be a requirement for all projects.

### Need more info?

For information and resources on the BC Energy Step Code, including the implementation guide, costing study, technical webinars, and FAQs, visit [energystepcode.ca](http://energystepcode.ca).

To provide your input regarding adoption of the Step Code in the City of Victoria and the best mechanisms to support industry in its implementation, contact [sustainability@victoria.ca](mailto:sustainability@victoria.ca).

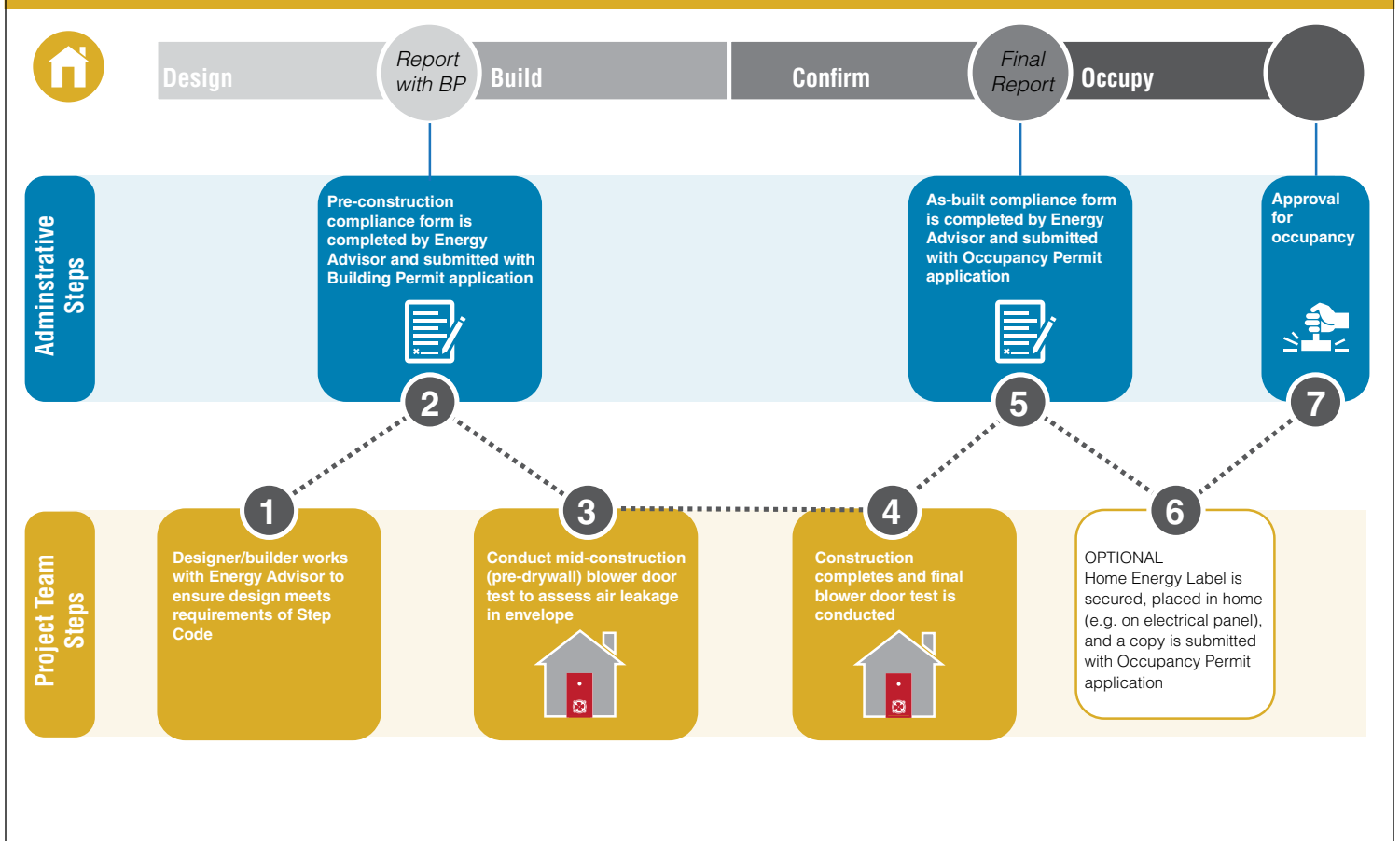


### FOR MORE INFORMATION:

E [sustainability@victoria.ca](mailto:sustainability@victoria.ca)

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## Process for Part 9 projects (e.g., single family homes, duplexes, townhomes)



## Process for Part 3 projects (e.g., multi-unit residential, large commercial office)

