



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

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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 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 THEIR 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 Click [here](#) to submit an automated email request
- Phone 250.361.0344
- 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: eng-land-development@victoria.ca 250.361.0300
- Fire inspection: fireprevention@victoria.ca 250.920.3360
- Planning / Zoning inspection: zoning@victoria.ca 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, and hardcopies to the Zoning Division, 2nd floor City Hall.

For any questions regarding survey requirements contact:

- Zoning 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 250.361.0344
- Engineering deposits: eng-land-development@victoria.ca 250.361.0300
- Parks landscaping deposits: parks@victoria.ca 250.361.0600
- Planning landscape deposits: zoning@victoria.ca 250.361.0382