



Building and Inspection Services
1 Centennial Square
Victoria, BC V8W 1P6

T 250.361.0344
E permits@victoria.ca
victoria.ca

COMPLEX BUILDING eAPPLICATION CHECKLIST

New Projects, Additions, Excavations
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 Applications must adhere to the following file naming and submission standards:

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

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

Example: The application form would be named **2021-01-25 APPLICATION FORM.pdf** (USE ALL CAPS)

- **Separate Files Required:** Each applicable document marked (pdf) in the Applications Requirements list below must be a separate file and named according to the above file naming standard.
- **Your complete Permit Application can be submitted by email to permits@victoria.ca. If you are experiencing issues submitting by email due to file size, please click [here](#).**
- **If you are unable to submit electronically, please contact Permits Services Representatives at 250-361-0344 to make alternative arrangements for paper submissions.**

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

| APPLICATION REQUIREMENTS | FOR OFFICE USE |
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| <input type="checkbox"/> ANY APPLICABLE DEVELOPMENT PERMITS MUST BE ISSUED BEFORE APPLYING FOR BUILDING PERMITS. | |
| <input type="checkbox"/> PERMIT APPLICATION FEE - PAYMENT LINK EMAILED TO APPLICANT AFTER INTAKE | |
| DOCUMENTS REQUIRED PRIOR TO PERMIT ISSUANCE | |
| <input type="checkbox"/> (pdf) <u>SITE DISCLOSURE STATEMENT</u> : COMPLETE AND SUBMIT THE SITE DISCLOSURE STATEMENT AS REQUIRED BY THE MINISTRY OF ENVIRONMENTAL PROTECTION & SUSTAINABILITY | |
| <input type="checkbox"/> (pdf) COPY OF CRD DESIGN LEVEL CROSS CONNECTION SURVEY FORM SUBMITTED TO CRD. (WHERE APPLICABLE) | |
| <input type="checkbox"/> (pdf) PROPOSAL RESPONSE/APPROVAL <u>LETTER FROM THE CRD</u> REGARDING THE GENERAL WASTE DISCHARGE ASSESSMENT FORM AND/OR WASTE DISCHARGE ASSESSMENT FORM FOR FOOD SERVICE OPERATIONS . (WHERE APPLICABLE) | |
| <input type="checkbox"/> (pdf) ISLAND HEALTH AUTHORITY APPROVAL (WHERE APPLICABLE) | |
| <input type="checkbox"/> (pdf) LICENSING & CONSUMER SERVICES DOCUMENTATION (HPO) | |

| DOCUMENTS REQUIRED AT TIME OF APPLICATION SUBMISSION | FOR OFFICE USE |
|--|----------------|
| <input type="checkbox"/> (pdf) APPLICATION FORM (SECTION A & SECTION B – PART 1) | |
| <input type="checkbox"/> (pdf) SCHEDULE A FROM COORDINATING REGISTERED PROFESSIONAL | |
| <input type="checkbox"/> (pdf) SCHEDULE B – AS APPLICABLE <input type="checkbox"/> ARCH <input type="checkbox"/> STRUC <input type="checkbox"/> MECH <input type="checkbox"/> PLUMB <input type="checkbox"/> FIRE SUP. <input type="checkbox"/> ELEC Please ensure each schedule is its own file: E.g. 2021-9-25 SCHEDULE B - ARCH.pdf | |
| <input type="checkbox"/> (pdf) GEOTECHNICAL REPORT (WHERE APPLICABLE) | |
| <input type="checkbox"/> (pdf) BUILDING SPECIFICATIONS (WHERE APPLICABLE) | |
| <input type="checkbox"/> <u>TENANT ASSISTANCE PLAN COMPENSATION REPORT – DO NOT SUBMIT WITH BUILDING PERMIT APPLICATION, MUST BE SUBMITTED TO HOUSING@VICTORIA.CA</u> For projects subject to the Tenant Protection During Development Bylaw with delegated development permit / development permit / delegated development variance permit / development variance permit issued after October 2, 2025. | |
| <input type="checkbox"/> <u>TENANT ASSISTANCE PLAN – DO NOT SUBMIT WITH BUILDING PERMIT APPLICATION, MUST BE SUBMITTED TO HOUSING@VICTORIA.CA</u> For projects subject to the Tenant Protection During Development Bylaw with a delegated development permit / development permit / delegated development variance permit / development variance permit issued prior to October 2, 2025. | |
| <input type="checkbox"/> <u>DEVELOPMENT PERMIT ISSUANCE</u> For projects with direct building permit applications resulting in the loss of a rental unit. | |
| <input type="checkbox"/> <u>COPIES OF NOTICES TO END TENANCY – DO NOT SUBMIT WITH BUILDING PERMIT APPLICATION, MUST BE SUBMITTED TO HOUSING@VICTORIA.CA</u> For projects subject to the Tenant Protection During Development Bylaw with tenants residing on the property to be redeveloped in the last six months. | |

| APPLICATION PLANS | |
|---|--|
| <input type="checkbox"/> (pdf) SITE SERVICING PLAN (A SIGNED UTILITY BLOCK IS REQUIRED PRIOR TO ISSUANCE OF PERMIT) COLOUR CODES FOR MARKING UNDERGROUND UTILITY LINES, AS PER BC ONE CALL. | |
| <input type="checkbox"/> (pdf) SITE PLAN: METRIC 1:100 OR 1:200 Include the following specific information in addition to information provided to meet professional standards for site plans | |
| IDENTIFY ALL EXISTING TREES ON SUBJECT PROPERTY OR IMMEDIATELY ADJACENT PROPERTIES <ul style="list-style-type: none"> <input type="checkbox"/> LABEL EACH TREE AS EITHER REMOVED OR RETAINED <input type="checkbox"/> LABEL EACH TREE WITH AN ID NUMBER THAT CORRESPONDS TO THE ARBORIST REPORT FOR ALL DEVELOPMENT RELATED APPLICATIONS. REFER TO TREE PROTECTION BYLAW FOR DEFINITION OF "DEVELOPMENT RELATED". <input type="checkbox"/> INDICATE CANOPY SPREAD OF EACH TREE <input type="checkbox"/> INDICATE PROTECTED ROOT ZONE OF EACH TREE <input type="checkbox"/> INDICATE LOCATION OF TREE PROTECTION FENCING | |
| <input type="checkbox"/> IDENTIFY PROPOSED TREES <ul style="list-style-type: none"> <input type="checkbox"/> LABEL EACH PROPOSED TREE INCLUDING SPECIES, CALIPER, AND CANOPY SPREAD. | |
| STORMWATER MANAGEMENT SYSTEM - STORMWATER COLLECTED OR REDIRECTED AS A RESULT OF NEW ROOF AREAS, NEW HARDSCAPING, AND ALTERATIONS TO EXISTING SITE TOPOGRAPHY ARE SUBJECT TO THE FOLLOWING STORMWATER MANAGEMENT SUBMISSION REQUIREMENTS. <ul style="list-style-type: none"> <input type="checkbox"/> PROVIDE TOPOGRAPHIC DETAILS WITH GEODETICS AND DETAIL TO INDICATE AREAS WHERE GRADES ARE ALTERED, AND AREAS WHERE HARDSCAPING IS PROPOSED. <input type="checkbox"/> DETAIL STORMWATER UTILITY CONNECTION <input type="checkbox"/> DETAIL STORMWATER PLUMBING SYSTEM <input type="checkbox"/> <u>ONSITE STORMWATER MANAGEMENT REQUIREMENTS</u> WHERE THERE IS NOT AN ADJACENT CONNECTION TO A CITY STORM MAIN AND STORMWATER MANAGEMENT IS PROVIDED COMPREHENSIVELY ON-SITE WITHOUT CONNECTION TO THE UTILITY, PROVIDE THE FOLLOWING PREPARED BY A QUALIFIED PROFESSIONAL ENGINEER IN ADDITION TO ABOVE. (SUBJECT TO APPROVAL BY DIRECTOR OF ENGINEERING) <ul style="list-style-type: none"> <input type="checkbox"/> SITE ASSESSMENT REPORT AND DRAWING(S) INCLUDING: <ul style="list-style-type: none"> <input type="checkbox"/> SOIL CHARACTERISTICS AND ROCK OUTCROPS <input type="checkbox"/> PERCOLATION TESTS <input type="checkbox"/> GROUNDWATER ELEVATION IN WET SEASON <input type="checkbox"/> ELEVATIONS, SITE GRADIENT AND STEEP SLOPES <input type="checkbox"/> IMPERVIOUS AREAS AND WATER FLOW DIRECTIONS <input type="checkbox"/> STORM DRAIN CONNECTION LOCATIONS AND WATER FLOW DIRECTIONS <input type="checkbox"/> KNOWN WET AREAS IN WINTER MONTHS <input type="checkbox"/> LOCATION OF UTILITIES <input type="checkbox"/> STATUTORY ROW'S, EASEMENTS, ETC <input type="checkbox"/> AVAILABLE OPTIONS FOR STORMWATER MANAGEMENT | |

| APPLICATION REQUIREMENTS - CONTINUED | FOR OFFICE USE |
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| <ul style="list-style-type: none"> <input type="checkbox"/> SIZING CALCULATIONS: <ul style="list-style-type: none"> - CONVEYANCE MUST BE SIZED TO A 15-MINUTE 25-YEAR STORM EVENT - SYSTEM DESIGNED TO ACCOMMODATE A 10-YEAR, 24-HOUR EVENT <input type="checkbox"/> OVERLAND FLOW PATHS MUST BE IDENTIFIED IN THE EVENT OF EXCEEDANCE OF THE SYSTEM <p>A LETTER OF ASSURANCE THAT CERTIFIES THE DESIGN OF THE SYSTEM AND INCLUDES A MAINTENANCE SCHEDULE.</p> | |
| <p>(pdf) <u>SITE SURVEY: METRIC 1:100 OR 1:200</u></p> <p><input type="checkbox"/> Include the following specific information in addition to information provided to meet professional standards for site surveys.</p> | |
| <p>LOCATE ALL TREES ON SUBJECT PROPERTY, ADJACENT PROPERTIES AND CITY PROPERTY.</p> <ul style="list-style-type: none"> <input type="checkbox"/> INCLUDE TREE SPECIES, DIAMETER AT BREAST HEIGHT, AND CANOPY SPREAD. <input type="checkbox"/> INCLUDE SHARED HEDGES. <p>LABEL EACH TREE AND HEDGE WITH AN ID NUMBER THAT CORRESPONDS TO THE ARBORIST REPORT FOR ALL DEVELOPMENT RELATED APPLICATIONS. REFER TO TREE PROTECTION BYLAW FOR DEFINITION OF "DEVELOPMENT RELATED".</p> | |
| <p><input type="checkbox"/> (pdf) <u>ARCHITECTURAL</u></p> | |
| <p><input type="checkbox"/> (pdf) <u>STRUCTURAL</u></p> | |
| <p><input type="checkbox"/> (pdf) <u>MECHANICAL</u></p> | |
| <p><input type="checkbox"/> (pdf) <u>PLUMBING</u></p> | |
| <p><input type="checkbox"/> (pdf) <u>FIRE SUPPRESSION</u></p> | |
| <p><input type="checkbox"/> (pdf) <u>ELECTRICAL</u></p> | |

| APPLICATION REQUIREMENTS - CONTINUED | FOR OFFICE USE |
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| <p>(pdf) LANDSCAPE PLANS (WHEN PROVIDED)</p> <p><input type="checkbox"/> Include the following specific information in addition to information provided to meet professional standards for landscape plans.</p> | |
| <p>TREES TO BE RETAINED</p> <p><input type="checkbox"/> INCLUDE ID NUMBER RELATED TO ARBORIST REPORT</p> <p><input type="checkbox"/> INDICATE CANOPY SPREAD</p> <p><input type="checkbox"/> INDICATE PROTECTED ROOT ZONE</p> | |
| <p>PROPOSED TREES</p> <p><input type="checkbox"/> INDICATE LOCATION</p> <p><input type="checkbox"/> INDICATE SPECIES</p> <p><input type="checkbox"/> INDICATE CALIPER</p> <p><input type="checkbox"/> INDICATE CANOPY SPREAD</p> | |
| <p>(pdf) ARBORIST REPORT</p> <p><input type="checkbox"/> AN ARBORIST IS REQUIRED FOR ALL DEVELOPMENT RELATED APPLICATIONS. REFER TO TREE PROTECTION BYLAW FOR DEFINITION OF "DEVELOPMENT RELATED".</p> | |
| <p>(pdf) TREE MANAGEMENT PLAN</p> <p><input type="checkbox"/> A TREE MANAGEMENT PLAN IS REQUIRED FOR ALL DEVELOPMENT RELATED APPLICATIONS. REFER TO TREE PROTECTION BYLAW FOR DEFINITION OF "DEVELOPMENT RELATED".</p> | |
| <p>IMPORTANT NOTICES:</p> <ul style="list-style-type: none"> • BC BUILDING CODE STEP 3 IS APPLICABLE FOR NEW PART 3, MID-RISE, WOOD-FRAME RESIDENTIAL BUILDINGS • BC BUILDING CODE STEP 2 IS APPLICABLE FOR NEW PART 3, HIGH-RISE/CONCRETE RESIDENTIAL BUILDINGS AND COMMERCIAL BUILDINGS • TREE PROTECTION REQUIREMENTS <p>A TREE PERMIT MAY BE REQUIRED - PLEASE REFERENCE THE TREE PROTECTION BYLAW</p> | |
| <p><input type="checkbox"/> PART 3 ENERGY DESIGN REPORT or PART 9 ENERGY COMPLIANCE REPORT</p> | |

| APPLICATION REQUIREMENTS - CONTINUED | | FOR OFFICE USE |
|---|---|----------------|
| EXCAVATION ONLY - APPLICATION REQUIREMENTS | | |
| <input type="checkbox"/> | (pdf) <u>SITE DISCLOSURE STATEMENT</u>: COMPLETE AND SUBMIT THE SITE DISCLOSURE STATEMENT AS REQUIRED BY THE MINISTRY OF ENVIRONMENTAL PROTECTION & SUSTAINABILITY | |
| <input type="checkbox"/> | (pdf) <u>GEOTECHNICAL LETTERS OF ASSURANCE - SCHEDULE B</u> | |
| <input type="checkbox"/> | (pdf) <u>GEOTECHNICAL REPORT</u> (INCLUDING AREA OF SHORING REQUIRING PINNING INTO RIGHT OF WAY - R.O.W) | |
| <input type="checkbox"/> | (pdf) <u>SITE PLAN: METRIC 1:100 OR 1:200</u> Include the following specific information in addition to information provided to meet professional standards for site plans | |
| | IDENTIFY ALL EXISTING TREES ON SUBJECT PROPERTY OR IMMEDIATELY ADJACENT PROPERTIES <ul style="list-style-type: none"> <input type="checkbox"/> LABEL EACH TREE AS EITHER REMOVED OR RETAINED <input type="checkbox"/> LABEL EACH TREE WITH AN ID NUMBER THAT CORRESPONDS TO THE ARBORIST REPORT FOR ALL DEVELOPMENT RELATED APPLICATIONS. REFERTO TREE PROTECTION BYLAW FOR DEFINITION OF "DEVELOPMENT RELATED". <input type="checkbox"/> INDICATE CANOPY SPREAD OF EACH TREE <input type="checkbox"/> INDICATE PROTECTED ROOT ZONE OF EACH TREE <input type="checkbox"/> INDICATE LOCATION OF TREE PROTECTION FENCING | |
| | IDENTIFY PROPOSED TREES <ul style="list-style-type: none"> <input type="checkbox"/> LABEL EACH PROPOSED TREE INCLUDING SPECIES, CALIPER, AND CANOPY SPREAD. | |
| <input type="checkbox"/> | (pdf) <u>SITE SURVEY: METRIC 1:100 OR 1:200</u> Include the following specific information in addition to information provided to meet professional standards for site surveys. | |
| | LOCATE ALL TREES ON SUBJECT PROPERTY, ADJACENT PROPERTIES AND CITY PROPERTY. <ul style="list-style-type: none"> <input type="checkbox"/> INCLUDE TREE SPECIES, DIAMETER AT BREAST HEIGHT, AND CANOPY SPREAD. <input type="checkbox"/> INCLUDE SHARED HEDGES. LABEL EACH TREE AND HEDGE WITH AN ID NUMBER THAT CORRESPONDS TO THE ARBORIST REPORT FOR ALL DEVELOPMENT RELATED APPLICATIONS. REFER TO TREE PROTECTION BYLAW FOR DEFINITION OF "DEVELOPMENT RELATED". | |
| <input type="checkbox"/> | (pdf) <u>HOARDING PLAN</u> (SEPARATE PERMIT REQUIRED IF HOARDING TO BE LOCATED ON CITY PROPERTY) | |
| <input type="checkbox"/> | (pdf) <u>COST ESTIMATE TO FILL</u> IN THE EXCAVATION - PREPARED BY QUALIFIED PROFESSIONAL | |
| SCREENED BY: | | DATE: |
| PROJECT ADDRESS: | | |