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

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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 submission standards:

- **Separate Files Required:** Each applicable document marked (**pdf**) must be a separate file.
- **Digital documents (pdf) must be unlocked to allow stamps to be added**
- **Permit applications for Complex Building Permits are applied for online.**
- **For application assistance, please contact Permits Services Representatives at 250-361-0344 or permits@victoria.ca**

Applications are screened for completeness prior to acceptance for review. Permits Services Representatives will provide instruction if an incomplete application is submitted. Once an application is complete, you will be provided with a link to pay the $100 application fee. Once payment is received, the targeted review time for this application type is twenty business days.

	Application Requirements
☐	Any applicable Development Permits must be issued before applying for Building Permits.
☐	**Please note that name, address, cost of construction, confirmation of owner's authorization, and other details will be collected through the online application**
	Documents Required Prior to Permit Issuance
☐	**(pdf) Site Disclosure Statement**: complete and submit the Site Disclosure Statement as required by the Ministry Of Environmental Protection & Sustainability
☐	**(pdf)** Copy of **CRD Design Level Cross Connection Survey** form submitted to CRD (where applicable).
☐	**(pdf)** Proposal Response/Approval **Letter from the CRD** regarding the **General Waste Discharge Assessment Form** and/or **Waste Discharge Assessment Form For Food Service Operations** (where applicable).
☐	**(pdf)** Island Health Authority Approval (where applicable)
☐	**(pdf) Licensing & Consumer Services Documentation** (HPO)
☐	**(pdf) Hazmat Survey** Required for buildings constructed fully or partially before 1990 have the potential to release asbestos fibres or other hazards. Refer to WorkSafeBC for additional information.

	Documents Required at Time of Application Submission
☐	**(pdf) Schedule A** from coordinating Registered Professional
☐	**(pdf) Schedule B** – as applicable ☐ **ARCH** ☐ **STRUC** ☐ **MECH** ☐ **PLUMB** ☐ **FIRE SUP.** ☐ **ELEC** Please ensure each schedule is its own file.
☐	**(pdf) Geotechnical Report** (where applicable)
☐	**(pdf) Building Specifications** (where applicable)
☐	**Tenant Assistance Plan Compensation Report – DO NOT submit with Building Permit application, must be submitted through TAP Reporting Tool. Contact housing@victoria.ca for details.** 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.
☐	**Tenant Assistance Plan – DO NOT submit with Building Permit application, must be submitted through TAP Reporting Tool. Contact housing@victoria.ca for details.** 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.
☐	**Development Permit Issuance** For projects with direct building permit applications resulting in the loss of a rental unit.
☐	**Copies of Notices To End Tenancy – DO NOT submit with Building Permit application, must be submitted to housing@victoria.ca** For projects subject to the Tenant Protection During Development Bylaw with tenants residing on the property to be redeveloped in the last six months.
☐	**(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.
☐	**(pdf) Notice of Dedication Issued by the Servicing Officer – (as applicable)** If your development project requires a Rezoning application or a Development Permit, the Servicing Officer will provide a *Notice of Dedication* to you of any dedication requirement to be met. This will be provided through the review process, prior to bylaw adoption (in the case of Rezoning) or Development Permit issuance. If your development project does not require a Rezoning or Development Permit, and your project will create new residential units or increase the density onsite, you are required to engage the Servicing Officer prior to building permit application to determine if a road dedication will be required for your project. The Servicing Officer can be reached 250.361.0300 or eng@victoria.ca.

Application Requirements - Continued

☐ **(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

- □ Label each tree as either removed or retained
- □ 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".
- □ Indicate canopy spread of each tree
- □ Indicate protected root zone of each tree
- □ Indicate location of tree protection fencing

☐ Identify proposed trees

- □ 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.

- □ Provide topographic details with geodetics and detail to indicate areas where grades are altered, and areas where hardscaping is proposed.
- □ Detail stormwater utilty connection
- □ Detail stormwater plumbing system

Onsite stormwater management requirements

☐ 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)

- □ Site assessment report and drawing(s) including:
  - □ Soil characteristics and rock outcrops
  - □ Percolation tests
  - □ Groundwater elevation in wet season
  - □ Elevations, site gradient and steep slopes
  - □ Impervious areas and water flow directions
  - □ Storm drain connection locations and water flow directions
  - □ Known wet areas in winter months
  - □ Location of utilities
  - □ Statutory ROW's, easements, etc
  - □ Available options for stormwater management
  - □ Sizing calculations:
    - Conveyance must be sized to a 15-minute 25-year storm event
    - System designed to accommodate a 10-year, 24-hour event
  - □ Overland flow paths must be identified in the event of exceedance of the system
  - □ A letter of assurance that certifies the design of the system and includes a maintenance schedule.

	Application Requirements - Continued
☐	**(pdf) Site Survey: Metric 1:100 Or 1:200** **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. □ Include tree species, diameter at breast height, and canopy spread. □ 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”.
☐	**(pdf) Architectural**
☐	**(pdf) Structural**
☐	**(pdf) Mechanical**
☐	**(pdf) Plumbing**
☐	**(pdf) Fire Suppression**
☐	**(pdf) Electrical**

Application Requirements - Continued

(pdf) Landscape Plans (when provided)

☐ **Include the following specific information in addition to information provided to meet professional standards for landscape plans.**

Trees to be retained

- □ Include ID number related to Arborist Report
- □ Indicate canopy spread
- □ Indicate Protected Root Zone

Proposed trees

- □ Indicate location
- □ Indicate species
- □ Indicate caliper
- □ Indicate canopy spread

(pdf) Arborist Report

☐ An arborist is required for all development related applications. Refer to Tree Protection Bylaw for definition of "development related".

(pdf) Tree Management Plan

☐ A tree management plan is required for all development related applications. Refer to Tree Protection Bylaw for definition of "development related".

IMPORTANT NOTICES:

- 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

  A tree permit may be required - please reference the Tree Protection Bylaw

☐ **Part 3 Energy Design Report** or
Part 9 Energy Compliance Report

☐ **(pdf) Fire Underwriters Survey (FUS) Report** (where applicable)

☐ **(pdf) Erosion and Sediment Control Plan – required for permits associated with new builds or additions containing more than four dwelling units or non-residential**

Refer to 4.G Erosion and Sediment Control (page 147) of the Engineering Standards and Specifications (ESS) manual and follow plan content requirements as specified in the ESS manual section 4.54 (page 148)

☐ **Codes of Practice Registration Form** must be submitted

(Not required for applications only containing work on a deck and up to four balcony repairs or upgrades)

	Application Requirements - Continued
	Excavation Only - Application Requirements
☐	**(pdf) Site Disclosure Statement**: complete and submit the Site Disclosure Statement as required by the Ministry of Environmental Protection & Sustainability
☐	**(pdf) Geotechnical Letters of Assurance - Schedule B**
☐	**(pdf) Geotechnical Report** (including area of shoring requiring pinning into right Of Way - R.O.W)
☐	**(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 □ Label each tree as either removed or retained □ 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”. □ Indicate canopy spread of each tree □ Indicate protected root zone of each tree □ Indicate location of tree protection fencing
	Identify Proposed Trees □ label each proposed tree including species, caliper, and canopy spread.
☐	**(pdf) Site Survey: Metric 1:100 Or 1:200** **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. □ Include tree species, diameter at breast height, and canopy spread. □ 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”.
☐	**(pdf) Hoarding Plan** (separate permit required if hoarding to be located on City property)
☐	**(pdf) Cost Estimate To Fill** in the excavation - prepared by qualified professional