



Building and Inspection Services
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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 following Application Requirements list includes document names which are bolded and underlined for reference.

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

- **Separate Files Required:** Each applicable document marked (pdf) must be a separate file and named according to the above 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
<input type="checkbox"/> APPLICABLE DEVELOPMENT PERMITS MUST BE ISSUED BEFORE BUILDING PERMITS ARE ACCEPTED.	
<input type="checkbox"/> PERMIT APPLICATION FEE	
APPLICATION DOCUMENTS	
<input type="checkbox"/> (pdf) APPLICATION FORM (SECTION A & SECTION B – PART 2)	
<input type="checkbox"/> IF THE SCOPE OF WORK IS ONLY FOR THE INSTALLATION OF A SOLID FUEL APPLIANCE OR A RELATED CHIMNEY, SEE PAGE 6 FOR APPLICATION REQUIREMENTS.	
OPTIONAL REQUIREMENTS IF APPLICABLE	
<input type="checkbox"/> (pdf) COMPLETED HYDRAULIC LOAD CALCULATION (APPLICABLE IF ADDITIONAL FIXTURE LOADS PROPOSED)	
<input type="checkbox"/> (pdf) SCHEDULE A FROM COORDINATING REGISTERED PROFESSIONAL	
<input type="checkbox"/> (pdf) SCHEDULE B – (AS APPLICABLE BASED ON PROFESSIONAL INVOLVEMENT) <input type="checkbox"/> ARCH <input type="checkbox"/> STRUC <input type="checkbox"/> OTHER	
<input type="checkbox"/> (pdf) LICENSING & CONSUMER SERVICES DOCUMENTATION (HPO) (CONTACT LICENCING AND CONSUMER SERVICES - BC HOUSING TO DETERMINE APPLICABILITY)	

APPLICATION REQUIREMENTS - CONTINUED		FOR OFFICE USE
ITEMS MARKED (pdf) MUST BE SUBMITTED AS A DIGITAL FILE		
APPLICATION PLANS: PREFERRED SCALE IS 1/4" = 1', MINIMUM IS 3/16" = 1' (EXCEPT SITE PLAN) INCLUDING:		
<input type="checkbox"/>	(pdf) <u>SITE PLAN</u> : METRIC 1:100 or 1:200 INCLUDING THE FOLLOWING DETAIL	
<input type="checkbox"/>	NORTH ARROW	
<input type="checkbox"/>	MUNICIPAL ADDRESS AND LEGAL DESCRIPTION	
<input type="checkbox"/>	PROPERTY LINES	
<input type="checkbox"/>	SITE AREA AND BUILDING COVERAGE	
<input type="checkbox"/>	FRONT, SIDE AND REAR YARD LOT DIMENSIONS	
<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 EXIST	
<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 (TOP OF JOIST), AND FOOTING (AT TOP OF FOOTING)	
<input type="checkbox"/>	FOR DEVELOPMENTS THAT INCLUDE MORE THAN ONE BUILDING, A SEPARATE BUILDING PERMIT IS REQUIRED FOR EACH BUILDING. ADDITIONAL BUILDINGS SHOULD BE NOTED ON PLANS AS "NOT INCLUDED IN THIS PERMIT APPLICATION".	
<input type="checkbox"/>	RETAINING WALLS, INCLUDING HEIGHT FROM GRADE	
<input type="checkbox"/>	LOCATION OF WINDOW WELLS	
<input type="checkbox"/>	PARKING AREA(S) DIMENSIONS FOR DEPTH AND WIDTH	
<input type="checkbox"/>	SURFACE TREATMENT OF PARKING AREA(S) (CONCRETE, PAVERS, ASPHALT, ETC.)	
<input type="checkbox"/>	IDENTIFY ALL EXISTING TREES ON SUBJECT PROPERTY OR IMMEDIATELY ADJACENT PROPERTIES <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	

APPLICATION REQUIREMENTS - CONTINUED		FOR OFFICE USE
ITEMS MARKED (pdf) MUST BE SUBMITTED AS A DIGITAL FILE		
<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. 		
<p>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.</p> <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 <p>ONSITE STORMWATER MANAGEMENT REQUIREMENTS:</p> <p>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)</p> <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"/> <ul style="list-style-type: none"> <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 <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 <input type="checkbox"/> A LETTER OF ASSURANCE THAT CERTIFIES THE DESIGN OF THE SYSTEM AND INCLUDES A MAINTENANCE SCHEDULE. 		
<input type="checkbox"/> PROJECT DATA TABLE (INCLUDING HEIGHT, SETBACKS, FLOOR AREA, NUMBER OF STOREYS, SITE COVERAGE AND OTHER RELEVANT DATA)		
<p>(pdf) SITE SURVEY: METRIC 1:100 OR 1:200</p> <input type="checkbox"/> Include the following specific information in addition to information provided to meet professional standards for site surveys.		

APPLICATION REQUIREMENTS - CONTINUED		FOR OFFICE USE
ITEMS MARKED (pdf) MUST BE SUBMITTED AS A DIGITAL FILE		
<p>LOCATE ALL TREES ON SUBJECT PROPERTY, ADJACENT PROPERTIES AND CITY PROPERTY.</p> <p><input type="checkbox"/> INCLUDE TREE SPECIES, DIAMETER AT BREAST HEIGHT, AND CANOPY SPREAD.</p> <p><input type="checkbox"/> INCLUDE SHARED HEDGES.</p> <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>(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><input type="checkbox"/> (pdf) SITE SERVICING DETAILS</p>		
<p><input type="checkbox"/> (pdf) BUILDING PLANS: PREFERRED SCALE IS 1/4" = 1', MINIMUM IS 3/16" = 1'</p>		
<p><input type="checkbox"/> INTERIOR DIMENSIONS, MEASURED FROM THE INTERIOR FACE OF EXTERIOR WALLS AND INCLUDE TOTAL FLOOR AREA OF EACH FLOOR</p>		
<p><input type="checkbox"/> LOCATION AND DIMENSIONS OF DOORS AND WINDOWS; ROOMS LABELLED WITH INTENDED USE</p>		
<p><input type="checkbox"/> FOUNDATION PLANS</p>		
<p><input type="checkbox"/> BUILDING ELEVATIONS - PROVIDE GLAZED OPENING CALCULATIONS. SHOW EXISTING AND PROPOSED GEODETIC GRADE ELEVATIONS, AVERAGE GRADE LINE AND MAIN FLOOR ELEVATION. INDICATE EXTERIOR FINISHES</p>		
<p><input type="checkbox"/> STRUCTURAL CROSS SECTIONS</p>		
<p><input type="checkbox"/> ELECTRICAL LIGHTING LAYOUT WITH FIXTURES AND SWITCH CONTROLS</p>		
<p><input type="checkbox"/> WALL AND COLUMN FOOTINGS - SIZE AND THICKNESS</p>		
<p><input type="checkbox"/> FIREPLACE TYPE AND LOCATION</p>		

APPLICATION REQUIREMENTS - CONTINUED		FOR OFFICE USE
ITEMS MARKED (pdf) MUST BE SUBMITTED AS A DIGITAL FILE		
<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	
ENERGY PERFORMANCE DOCUMENTATION (STEP CODE)		
<input type="checkbox"/>	IMPORTANT NOTICE: <ul style="list-style-type: none"> BC BUILDING CODE STEP 3 IS APPLICABLE FOR NEW PART 9 HOMES. 	
<input type="checkbox"/>	DOCUMENT REQUIRED: <ul style="list-style-type: none"> (PDF) PRE-CONSTRUCTION BC ENERGY COMPLIANCE REPORT 	
<input type="checkbox"/>	IMPORTANT: <ul style="list-style-type: none"> AS-BUILT BC ENERGY COMPLIANCE REPORT THIS DOCUMENT IS NOT REQUIRED AT APPLICATION BUT WILL BE REQUIRED PRIOR TO ISSUANCE OF AN OCCUPANCY CERTIFICATE. MID-CONSTRUCTION BC ENERGY COMPLIANCE REPORT TO BE SUBMITTED TO PERMITS & 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. 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. TREE PRESERVATION REQUIREMENTS A TREE PERMIT MAY BE REQUIRED - PLEASE REFERENCE THE TREE PROTECTION BYLAW UTILITY SERVICING ON MARCH 1, 2023 THE MINISTRY OF THE ENVIRONMENT ENACTED NEW REGULATION AFFECTING SOIL RELOCATION AND SITES RECEIVING SOILS. ALL BUILDING PERMIT APPLICATIONS THAT INCLUDE WORKS ON CITY PROPERTY (EG. UTILITY SERVICING) ARE REQUIRED TO TEST AND REPORT ON THE QUALITIES OF THE SOILS THAT ARE RELATED TO THE SERVICING WORK. THE TESTING AND REPORTING MUST BE COMPLETED BY A QUALIFIED PROFESSIONAL AND PROVIDED TO THE CITY AT THE TIME OF BP APPLICATION, AND ARE REQUIRED FOR THE CITY TO PROVIDE AN ACCURATE ESTIMATE TO INSTALL THE NEW SERVICES. A STREET OCCUPANCY PERMIT FROM TRANSPORTATION ENGINEERING IS REQUIRED TO CARRY OUT WORK ON MUNICIPAL ROADS AND RIGHT-OF-WAYS 	

FOR OFFICE USE

IF THE SCOPE OF WORK IS ONLY FOR THE INSTALLATION OF A SOLID FUEL APPLIANCE OR A RELATED CHIMNEY, PLEASE PROVIDE ONLY THE FOLLOWING.

EXAMPLES OF SOLID FUEL APPLIANCES INCLUDE WOODSTOVES, PELLET-STOVES, AND MASONRY FIREPLACES.

☐ **(pdf) BUILDING FLOOR PLANS: PREFERRED SCALE IS 1/4" = 1', MINIMUM IS 3/16" = 1' AND SHOULD INCLUDE THE FOLLOWING:**

☐ ADDRESS

☐ DESCRIPTION OF OVERALL PROJECT

☐ LOCATION OF THE SOLID FUEL APPLIANCE OR A RELATED CHIMNEY

SCREENED BY:

DATE:

PROJECT ADDRESS: