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 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 Single Family Dwelling or Duplex Building Permits are applied for online.**
- **For application assistance, please contact Permits Services Representatives at 250-361-0344 or permits@victoria.**

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
☐	Applicable Development Permits must be issued before Building Permits are accepted.
☐	**Please note that name, address, cost of construction, confirmation of owner's authorization, and other details will be collected through the online application.**
☐	If the scope of work is only for the installation of a solid fuel appliance or a related chimney, see page 7 for application requirements.
	Optional Requirements if Applicable
☐	**(pdf)** Completed **Hydraulic Load Calculation** (applicable if additional fixture loads proposed)
☐	**(pdf) Schedule A** from coordinating registered professional
☐	**(pdf) Schedule B** – (as applicable based on professional involvement) □ **ARCH** □ **STRUC** □ **OTHER**
☐	**(pdf) Licensing & Consumer Services Documentation** (HPO) (Contact Licencing And Consumer Services - BC Housing to determine applicability)
☐	**(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.

Application Requirements - Continued

Items Marked (pdf) Must be Submitted as a Digital File

☐ **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) 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 road 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 Plans:

Preferred Scale Is 1/4" = 1', Minimum Is 3/16" = 1' (Except Site Plan) Including:

☐ **(pdf) Site Plan: Metric 1:100 or 1:200 Including the Following Detail**

☐ North arrow

☐ Municipal address and legal description

☐ Property lines

☐ Site area and building coverage

☐ Front, side and rear yard lot dimensions

☐ Adjacent city streets, lanes and adjacent lots

	Application Requirements - Continued **Items Marked (pdf) Must Be Submitted as a Digital File**
☐	Right-of-way setbacks, easements and utility right-of-way, if any exist
☐	Foundation outline of the dwelling, cantilevers, decks, and other projections
☐	Dimension the distance from the property lines to the foundation, cantilevers, decks, porches, and other projections
☐	Provide geodetics for roof peak, main floor (top of joist), and footing (at top of footing)
☐	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”.
☐	Retaining walls, including height from grade
☐	Location of window wells
☐	Parking area(s) dimensions for depth and width
☐	Surface treatment of parking area(s) (concrete, pavers, asphalt, etc.)
☐	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

Application Requirements - Continued

Items Marked (pdf) Must Be Submitted as a Digital File

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 utility 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.

☐ Project data table (including height, setbacks, floor area, number of storeys, site coverage and other relevant data)

(pdf) <u>Site Survey:</u> Metric 1:100 Or 1:200

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

	Application Requirements - Continued **Items Marked (pdf) Must Be Submitted as a Digital File**
☐	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) 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”.
	Tree Preservation Requirements A tree permit may be required - please reference the Tree Protection Bylaw
☐	**(pdf)** Site Servicing Details Colour codes for marking underground utility lines, as per BC One Call.
☐	**(pdf) Building Plans: Preferred Scale Is 1/4" = 1', Minimum Is 3/16" = 1'**
☐	Interior dimensions, measured from the interior face of exterior walls and include total floor area of each floor
☐	Location and dimensions of doors and windows; rooms labelled with intended use
☐	Foundation plans
☐	Building elevations - provide glazed opening calculations. Show existing and proposed geodetic grade elevations, average grade line and main floor elevation. Indicate exterior finishes
☐	Structural cross sections
☐	Electrical lighting layout with fixtures and switch controls
☐	Wall and column footings - size and thickness
☐	Fireplace type and location

	Application Requirements - Continued **Items Marked (pdf) Must Be Submitted as a Digital File**
☐	Size of doors and windows (indicate whether they are vented or sealed units)
☐	Indicate performance grades and "u" values for all exterior windows, doors, and skylights (NAFS - North American Fenestration Standard / specification for windows, doors and skylights)
☐	Wall, floor and roof construction details
☐	Heating and ventilation details
☐	**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)
	Energy Performance Documentation (Step Code)
☐	**IMPORTANT NOTICE:** • BC Building Code Step 3 is applicable for new Part 9 homes.
☐	**Document Required:** • (pdf) **Pre-Construction** | BC Energy Compliance Report
☐	**IMPORTANT:** • **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 Building & 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.

	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) <u>Building Floor Plans</u>: 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