



Building and Inspection Services  
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victoria.ca

# SINGLE FAMILY DWELLING OR DUPLEX

## eAPPLICATION CHECKLIST

### Interior Alterations, Change of Use

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](mailto: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"/> ANY APPLICABLE DEVELOPMENT PERMITS MUST BE ISSUED BEFORE APPLYING FOR BUILDING PERMITS  |                |
| <input type="checkbox"/> <a href="#">PERMIT APPLICATION FEE</a>  |                |
| <b>APPLICATION DOCUMENTS</b>   |                |
| <input type="checkbox"/> (pdf) <a href="#">APPLICATION FORM</a> (SECTION A & SECTION B – PART 3)   |                |
| <input type="checkbox"/> (pdf) <a href="#">HYDRAULIC LOAD CALCULATION</a> (APPLICABLE IF APPLICATION INCLUDES ADDITIONAL PLUMBING FIXTURE LOADS)   |                |
| <input type="checkbox"/> (pdf) <a href="#">SCHEDULE A</a> FROM COORDINATING REGISTERED PROFESSIONAL  |                |
| <input type="checkbox"/> (pdf) <a href="#">SCHEDULE B</a> – (AS APPLICABLE)<br><input type="checkbox"/> ARCH <input type="checkbox"/> STRUC <input type="checkbox"/> OTHER   |                |
| <input type="checkbox"/> <b><u>TENANT ASSISTANCE PLAN COMPENSATION REPORT – DO NOT SUBMIT WITH BUILDING PERMIT APPLICATION, MUST BE SUBMITTED TO <a href="mailto:HOUSING@VICTORIA.CA">HOUSING@VICTORIA.CA</a></u></b><br><br>For projects subject to the <a href="#">Tenant Protection During Development Bylaw</a> with delegated development permit / development permit / delegated development variance permit / development variance permit issued after October 2, 2025. |                |

| APPLICATION REQUIREMENTS - CONTINUED  |  | FOR OFFICE USE |
|---|--|----------------|
| ITEMS MARKED (pdf) MUST BE SUBMITTED AS A DIGITAL FILE  |  |                |
| <input type="checkbox"/> <b><u>TENANT ASSISTANCE PLAN – DO NOT SUBMIT WITH BUILDING PERMIT APPLICATION. MUST BE SUBMITTED TO <a href="mailto:HOUSING@VICTORIA.CA">HOUSING@VICTORIA.CA</a></u></b><br><br>For projects subject to the <a href="#">Tenant Protection During Development Bylaw</a> with a delegated development permit / development permit / delegated development variance permit / development variance permit issued prior to October 2, 2025. |  |                |
| <input type="checkbox"/> <b><u>DEVELOPMENT PERMIT ISSUANCE</u></b><br><br>For projects with direct building permit applications resulting in the loss of a rental unit.   |  |                |
| <input type="checkbox"/> <b><u>COPIES OF NOTICES TO END TENANCY – DO NOT SUBMIT WITH BUILDING PERMIT APPLICATION, MUST BE SUBMITTED TO <a href="mailto:HOUSING@VICTORIA.CA">HOUSING@VICTORIA.CA</a></u></b><br><br>For projects subject to the <a href="#">Tenant Protection During Development Bylaw</a> with tenants residing on the property to be redeveloped in the last six months.   |  |                |
| <input type="checkbox"/> <b>(pdf) <u>SITE PLAN</u> METRIC 1:100 or 1:200</b><br><b>REQUIRED WHEN THE PROPOSED SCOPE OF WORK INCLUDES A CHANGE OF USE (E.G. SECONDARY SUITE), OR INCLUDES UPGRADES TO POTABLE WATER OR SEWER SERVICES</b>  |  |                |
| <input type="checkbox"/> NORTH ARROW  |  |                |
| <input type="checkbox"/> MUNICIPAL ADDRESS AND LEGAL DESCRIPTION  |  |                |
| <input type="checkbox"/> PROPERTY LINES   |  |                |
| <input type="checkbox"/> SITE AREA AND COVERAGE   |  |                |
| <input type="checkbox"/> FRONT, SIDE AND REAR YARD 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  |  |                |
| <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"/> OUTLINE OF EXISTING ACCESSORY BUILDINGS NOTE: A SEPARATE BUILDING PERMIT IS REQUIRED FOR PROPOSED ACCESSORY BUILDINGS  |  |                |
| <input type="checkbox"/> RETAINING WALLS, INCLUDING HEIGHT FROM GRADE   |  |                |
| <input type="checkbox"/> PARKING AREA, INCLUDING DIMENSIONED DEPTH AND WIDTH IF NO GARAGE   |  |                |

| APPLICATION REQUIREMENTS - CONTINUED                   |  | FOR OFFICE USE |
|--|--|----------------|
| ITEMS MARKED (pdf) MUST BE SUBMITTED AS A DIGITAL FILE |  |                |
| <input type="checkbox"/>                               | SURFACE TREATMENT OF PARKING AREA  |                |
| <input type="checkbox"/>                               | IDENTIFY ALL EXISTING TREES ON SUBJECT PROPERTY OR IMMEDIATELY ADJACENT PROPERTIES <ul style="list-style-type: none"> <li><input type="checkbox"/> LABEL EACH TREE AS EITHER REMOVED OR RETAINED</li> <li><input type="checkbox"/> LABEL EACH TREE WITH AN ID NUMBER THAT CORRESPONDS TO THE ARBORIST REPORT FOR ALL DEVELOPMENT RELATED APPLICATIONS. REFERTO <a href="#">TREE PROTECTION BYLAW</a> FOR DEFINITION OF “DEVELOPMENT RELATED”</li> <li><input type="checkbox"/> INDICATE CANOPY SPREAD OF EACH TREE</li> <li><input type="checkbox"/> INDICATE PROTECTED ROOT ZONE OF EACH TREE</li> <li><input type="checkbox"/> INDICATE LOCATION OF TREE PROTECTION FENCING</li> </ul> |                |
| <input type="checkbox"/>                               | IDENTIFY PROPOSED TREES <ul style="list-style-type: none"> <li><input type="checkbox"/> LABEL EACH PROPOSED TREE INCLUDING SPECIES, CALIPER, AND CANOPY SPREAD</li> </ul>  |                |
| <input type="checkbox"/>                               | PROJECT DATA TABLE (INCLUDING HEIGHT, SETBACKS, FLOOR AREA, NUMBER OF STOREYS, SITE COVERAGE AND OTHER RELEVANT DATA)  |                |
| <input type="checkbox"/>                               | <b>(pdf) SITE SURVEY: METRIC 1:100 OR 1:200</b><br><b>**NOT REQUIRED IF A SITE PLAN IS NOT REQUIRED**</b><br><b>Include the following specific information in addition to information provided to meet professional standards for site surveys</b>   |                |

| 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 <a href="#">TREE PROTECTION BYLAW</a> FOR DEFINITION OF "DEVELOPMENT RELATED"</p> |  |                |
| <p><b>(pdf) ARBORIST REPORT</b></p> <p><input type="checkbox"/> <b>**NOT REQUIRED IF A SITE PLAN IS NOT REQUIRED**</b></p> <p>AN ARBORIST IS REQUIRED FOR ALL DEVELOPMENT RELATED APPLICATIONS. REFER TO <a href="#">TREE PROTECTION BYLAW</a> FOR DEFINITION OF "DEVELOPMENT RELATED"</p>  |  |                |
| <p><b>(pdf) TREE MANAGEMENT PLAN</b></p> <p><input type="checkbox"/> <b>**NOT REQUIRED IF A SITE PLAN IS NOT REQUIRED**</b></p> <p>A TREE MANAGEMENT PLAN IS REQUIRED FOR ALL DEVELOPMENT RELATED APPLICATIONS. REFER TO <a href="#">TREE PROTECTION BYLAW</a> FOR DEFINITION OF "DEVELOPMENT RELATED"</p>  |  |                |
| <p><input type="checkbox"/> <b>(pdf) SITE SERVICING DETAILS</b> IF REQUIRED - SITE SERVICING DETAILS ARE REQUIRED WHEN POTABLE WATER, OR SEWER SERVICE UPGRADES ARE INCLUDED IN THE PROJECT SCOPE</p> <p>COLOUR CODES FOR MARKING UNDERGROUND UTILITY LINES, AS PER BC ONE CALL.</p> <p><b>**NOT REQUIRED IF A SITE PLAN IS NOT REQUIRED**</b></p>  |  |                |
| <p><input type="checkbox"/> <b>(pdf) BUILDING PLANS: PREFERRED SCALE IS 1/4" = 1', MINIMUM IS 3/16" = 1'</b></p>  |  |                |
| <p><input type="checkbox"/> <b>FLOOR PLANS</b></p>  |  |                |
| <p><input type="checkbox"/> PROPOSED ROOM(S) LAYOUT</p>   |  |                |
| <p><input type="checkbox"/> INTERIOR DIMENSIONS, MEASURED FROM THE INTERIOR FACE OF EXTERIOR WALLS</p>  |  |                |
| <p><input type="checkbox"/> DESIGNATION OF THE USE OF EACH ROOM, SIZE OF EACH ROOM, AND THE TOTAL AREA OF EACH FLOOR TO BE DEVELOPED</p>  |  |                |
| <p><input type="checkbox"/> DETAILS OF STRUCTURAL CHANGES, IF PROPOSED</p>  |  |                |
| <p><input type="checkbox"/> WINDOW LOCATIONS, SIZES AND OPENING FUNCTION (FOR BEDROOM EGRESS, SLIDER TYPE WINDOWS ARE PREFERRED; BUT, OTHER TYPES MAY BE ACCEPTABLE AND CAN BE REVIEWED ON AN INDIVIDUAL BASIS)</p>   |  |                |
| <p><input type="checkbox"/> DOOR LOCATIONS AND SIZES</p>  |  |                |

| APPLICATION REQUIREMENTS - CONTINUED                   |  | FOR OFFICE USE |
|--|--|----------------|
| ITEMS MARKED (pdf) MUST BE SUBMITTED AS A DIGITAL FILE |  |                |
| <input type="checkbox"/>                               | SMOKE DETECTOR(S), CARBON MONOXIDE DETECTOR(S) AND BATHROOM FAN LOCATIONS  |                |
| <input type="checkbox"/>                               | <b>ELEVATIONS ARE REQUIRED IF PROPOSED WORK IS SUBJECTIVE TO CODE REQUIREMENTS FOR WINDOWS AND EXIT DOORS</b>  |                |
| <input type="checkbox"/>                               | LABELLED ELEVATION DRAWINGS OF ALL SIDES OF THE BUILDING   |                |
| <input type="checkbox"/>                               | LOCATION AND DIMENSIONS OF ALL WINDOWS, DOORS, OPENINGS, ENTRY STAIRS AND DECKS  |                |
| <input type="checkbox"/>                               | EXTERIOR FINISHES  |                |
| <input type="checkbox"/>                               | <b>CROSS SECTIONS ARE REQUIRED IF PROPOSED WORK IS SUBJECTIVE TO CODE REQUIREMENTS FOR CEILING HEIGHTS, SOUND TRANSMISSION AND FIRE RESISTANCE RATINGS</b> |                |
| <input type="checkbox"/>                               | TYPICAL CONSTRUCTION ASSEMBLIES INCLUDING, AS APPLICABLE, FIRE RESISTANCE RATINGS AND SOUND TRANSMISSION RATINGS   |                |
| <input type="checkbox"/>                               | CEILING HEIGHTS  |                |
| <input type="checkbox"/>                               | STAIR DIMENSIONS   |                |

| FOR OFFICE USE:           |  |      |                          |      |                          |                          |                          |                          |
|---------------------------|--|------|--------------------------|------|--------------------------|--------------------------|--------------------------|--------------------------|
| BUILDING INSPECTOR: _____ |  |      |                          |      |                          |                          |                          |                          |
| BLDG                      | PLUM   | ELEC | ZON                      | FIRE | PARKS                    | LAND                     | U/G                      | TRAN                     |
| <input type="checkbox"/>  | <input type="checkbox"/> NO SERVICE UPGRADE  | N/A  | <input type="checkbox"/> | N/A  | N/A                      | N/A                      | N/A                      | N/A                      |
|                           | <input type="checkbox"/> YES SERVICE UPGRADE   | N/A  | <input type="checkbox"/> | N/A  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|                           | N/A (NO PLUMBING)  | N/A  | <input type="checkbox"/> | N/A  | N/A                      | N/A                      | N/A                      | N/A                      |
|                           | <b>SERVICE UPGRADES: INCREASE TO EITHER PUBLIC OR PRIVATE POTABLE WATER SERVICE PER HYDRAULIC LOAD CALCULATION SHEET</b> |      |                          |      |                          |                          |                          |                          |
| <b>ZON</b>                | N/A IF: NOT HERITAGE; NO CHANGE OF USE   |      |                          |      |                          |                          |                          |                          |

|                  |       |
|------------------|-------|
| SCREENED BY:     | DATE: |
| PROJECT ADDRESS: |       |