



Permits and Inspections Division
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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. 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"/> PERMIT APPLICATION FEE	
APPLICATION DOCUMENTS	
<input type="checkbox"/> (pdf) APPLICATION FORM (SECTION A & SECTION B – PART 3)	
<input type="checkbox"/> (pdf) STRATA APPROVAL LETTER - APPLICABLE FOR BUILDINGS OPERATED UNDER A STRATA CORPORATION	
<input type="checkbox"/> (pdf) HYDRAULIC LOAD CALCULATION (APPLICABLE IF APPLICATION INCLUDES ADDITIONAL PLUMBING FIXTURE LOADS)	
<input type="checkbox"/> (pdf) SCHEDULE A & B – (AS APPLICABLE) <input type="checkbox"/> ARCH <input type="checkbox"/> STRUC <input type="checkbox"/> OTHER	
<input type="checkbox"/> (pdf) SITE PLAN METRIC 1:100 or 1:200 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	
<input type="checkbox"/> NORTH ARROW	
<input type="checkbox"/> MUNICIPAL ADDRESS AND LEGAL DESCRIPTION	
<input type="checkbox"/> PROPERTY LINES	

APPLICATION REQUIREMENTS - CONTINUED ITEMS MARKED (pdf) MUST BE SUBMITTED AS A DIGITAL FILE	FOR OFFICE USE
<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	
<input type="checkbox"/> SURFACE TREATMENT OF PARKING AREA	
<p>IDENTIFY ALL EXISTING TREES ON SUBJECT PROPERTY OR IMMEDIATELY ADJACENT PROPERTIES</p> <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 	
<p>IDENTIFY PROPOSED TREES</p> <ul style="list-style-type: none"> <input type="checkbox"/> LABEL EACH PROPOSED TREE INCLUDING SPECIES, CALIPER, AND CANOPY SPREAD 	
<input type="checkbox"/> PROJECT DATA TABLE (INCLUDING HEIGHT, SETBACKS, FLOOR AREA, NUMBER OF STOREYS, SITE COVERAGE AND OTHER RELEVANT DATA)	
<input type="checkbox"/> <p>(pdf) SITE SURVEY: METRIC 1:100 OR 1:200 **NOT REQUIRED IF A SITE PLAN IS NOT REQUIRED** Include the following specific information in addition to information provided to meet professional standards for site surveys</p>	

APPLICATION REQUIREMENTS - CONTINUED ITEMS MARKED (pdf) MUST BE SUBMITTED AS A DIGITAL FILE	FOR OFFICE USE
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"	
(pdf) ARBORIST REPORT **NOT REQUIRED IF A SITE PLAN IS NOT REQUIRED** <input type="checkbox"/> AN ARBORIST IS REQUIRED FOR ALL DEVELOPMENT RELATED APPLICATIONS. REFER TO TREE PROTECTION BYLAW FOR DEFINITION OF "DEVELOPMENT RELATED"	
(pdf) TREE MANAGEMENT PLAN **NOT REQUIRED IF A SITE PLAN IS NOT REQUIRED** <input type="checkbox"/> A TREE MANAGEMENT PLAN IS REQUIRED FOR ALL DEVELOPMENT RELATED APPLICATIONS. REFER TO TREE PROTECTION BYLAW FOR DEFINITION OF "DEVELOPMENT RELATED"	
<input type="checkbox"/> (pdf) SITE SERVICING DETAILS IF REQUIRED - SITE SERVICING DETAILS ARE REQUIRED WHEN POTABLE WATER, OR SEWER SERVICE UPGRADES ARE INCLUDED IN THE PROJECT SCOPE **NOT REQUIRED IF A SITE PLAN IS NOT REQUIRED**	
<input type="checkbox"/> (pdf) BUILDING PLANS: PREFERRED SCALE IS 1/4" = 1', MINIMUM IS 3/16" = 1'	
<input type="checkbox"/> FLOOR PLANS	
<input type="checkbox"/> PROPOSED ROOM(S) LAYOUT	
<input type="checkbox"/> INTERIOR DIMENSIONS, MEASURED FROM THE INTERIOR FACE OF EXTERIOR WALLS	
<input type="checkbox"/> DESIGNATION OF THE USE OF EACH ROOM, SIZE OF EACH ROOM, AND THE TOTAL AREA OF EACH FLOOR TO BE DEVELOPED	
<input type="checkbox"/> DETAILS OF STRUCTURAL CHANGES, IF PROPOSED	
<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)	
<input type="checkbox"/> DOOR LOCATIONS AND SIZES	
<input type="checkbox"/> SMOKE DETECTOR(S), CARBON MONOXIDE DETECTOR(S) AND BATHROOM FAN LOCATIONS	

APPLICATION REQUIREMENTS - CONTINUED		FOR OFFICE USE
ITEMS MARKED (pdf) MUST BE SUBMITTED AS A DIGITAL FILE		
<input type="checkbox"/>	ELEVATIONS ARE REQUIRED IF PROPOSED WORK IS SUBJECTIVE TO CODE REQUIREMENTS FOR WINDOWS AND EXIT DOORS	
<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"/>	CROSS SECTIONS ARE REQUIRED IF PROPOSED WORK IS SUBJECTIVE TO CODE REQUIREMENTS FOR CEILING HEIGHTS, SOUND TRANSMISSION AND FIRE RESISTANCE RATINGS	
<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
SERVICE UPGRADES: INCREASE TO EITHER PUBLIC OR PRIVATE POTABLE WATER SERVICE PER HYDRAULIC LOAD CALCULATION SHEET								
ZON	N/A IF: NOT HERITAGE; NO CHANGE OF USE							

SCREENED BY:	DATE:
PROJECT ADDRESS:	