Building and Inspection Services
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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.

- **Separate Files Required:** Each applicable document marked (**pdf**) must be a separate file.
- **Permit applications for Single Family Dwelling or Duplex Interior Only 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 seven 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**
☐	**(pdf) Hydraulic Load Calculation** (applicable if application includes additional plumbing fixture loads)
☐	**(pdf) Schedule A** from coordinating registered professional
☐	**(pdf) Schedule B** – (as applicable) ☐ **ARCH** ☐ **STRUC** ☐ **OTHER**
☐	**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.

Application Requirements - Continued
Items Marked (pdf) Must Be Submitted as a Digital File

☐ **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) 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.

(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**

☐ North arrow

☐ Municipal address and legal description

☐ Property lines

☐ Site area and coverage

☐ Front, side and rear yard dimensions

☐ Adjacent city streets, lanes and adjacent lots

☐ Right-of-way setbacks, easements and utility right-of-way, if any

☐ 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

☐ Outline of existing accessory buildings note: a separate building permit is required for proposed accessory buildings

☐ Retaining walls, including height from grade

☐ Parking area, including dimensioned depth and width if no garage

☐ Surface treatment of parking area

Application Requirements - Continued

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

☐ 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

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

☐ **(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

☐ 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**

****Not Required if a Site Plan is Not Required****

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****

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

☐ **(pdf) Site Servicing Details** if required - site servicing details are required when potable water, or sewer service upgrades are included in the project scope

Colour codes for marking underground utility lines, as per BC One Call.

****Not Required if a Site Plan is Not Required****

	Application Requirements - Continued **Items Marked (Pdf) Must Be Submitted as a Digital File**
☐	**(pdf) <u>Building Plans</u>: preferred scale is 1/4" = 1', minimum is 3/16" = 1'**
☐	**Floor plans**
☐	Proposed room(s) layout
☐	Interior dimensions, measured from the interior face of exterior walls
☐	Designation of the use of each room, size of each room, and the total area of each floor to be developed
☐	Details of structural changes, if proposed
☐	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)
☐	Door locations and sizes
☐	Smoke detector(s), carbon monoxide detector(s) and bathroom fan locations
☐	**Elevations are required if proposed work is subjective to code requirements for windows and exit doors**
☐	Labelled elevation drawings of all sides of the building
☐	Location and dimensions of all windows, doors, openings, entry stairs and decks
☐	Exterior finishes
☐	**Cross sections are required if proposed work is subjective to code requirements for ceiling heights, sound transmission and fire resistance ratings**
☐	Typical construction assemblies including, as applicable, fire resistance ratings and sound transmission ratings
☐	Ceiling heights
☐	Stair dimensions