



Building and Inspection Services
1 Centennial Square
Victoria, BC V8W 1P6

T 250.361.0344
E permits@victoria.ca
victoria.ca

COMPLEX BUILDING 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 - PAYMENT LINK EMAILED TO APPLICANT AFTER INTAKE	
DOCUMENTS REQUIRED PRIOR TO PERMIT ISSUANCE	
<input type="checkbox"/> (pdf) COPY OF CRD DESIGN LEVEL CROSS CONNECTION SURVEY FORM SUBMITTED TO CRD. (WHERE APPLICABLE)	
<input type="checkbox"/> (pdf) PROPOSAL RESPONSE/APPROVAL LETTER FROM THE CRD REGARDING THE GENERAL WASTE DISCHARGE ASSESSMENT FORM AND/OR WASTE DISCHARGE ASSESSMENT FORM FOR FOOD SERVICE OPERATIONS . (WHERE APPLICABLE)	
<input type="checkbox"/> (pdf) ISLAND HEALTH AUTHORITY APPROVAL (WHERE APPLICABLE)	
<input type="checkbox"/> (pdf) HOMEOWNERS PROTECTION OFFICE DOCUMENTATION (IF APPLICABLE)	

APPLICATION REQUIREMENTS - CONTINUED		FOR OFFICE USE
ITEMS MARKED (pdf) MUST BE SUBMITTED AS A DIGITAL FILE		
DOCUMENTS REQUIRED AT TIME OF APPLICATION SUBMISSION		
<input type="checkbox"/>	(pdf) APPLICATION FORM (SECTION A & SECTION B – PART 4)	
<input type="checkbox"/>	(pdf) SCHEDULE A FROM COORDINATING REGISTERED PROFESSIONAL	
<input type="checkbox"/>	(pdf) SCHEDULE B – AS APPLICABLE <input type="checkbox"/> ARCH <input type="checkbox"/> STRUC <input type="checkbox"/> MECH <input type="checkbox"/> PLUMB <input type="checkbox"/> FIRE SUP. <input type="checkbox"/> ELEC Please ensure each schedule is its own file: E.g. 2018-9-25 SCHEDULE B - ARCH.pdf	
<input type="checkbox"/>	<u>TENANT ASSISTANCE PLAN COMPENSATION REPORT – DO NOT SUBMIT WITH BUILDING PERMIT APPLICATION, MUST BE SUBMITTED TO HOUSING@VICTORIA.CA</u> 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.	
<input type="checkbox"/>	<u>TENANT ASSISTANCE PLAN – DO NOT SUBMIT WITH BUILDING PERMIT APPLICATION, MUST BE SUBMITTED TO HOUSING@VICTORIA.CA</u> 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.	
<input type="checkbox"/>	<u>DEVELOPMENT PERMIT ISSUANCE</u> For projects with direct building permit applications resulting in the loss of a rental unit.	
<input type="checkbox"/>	<u>COPIES OF NOTICES TO END TENANCY – DO NOT SUBMIT WITH BUILDING PERMIT APPLICATION, MUST BE SUBMITTED TO HOUSING@VICTORIA.CA</u> For projects subject to the Tenant Protection During Development Bylaw with tenants residing on the property to be redeveloped in the last six months.	
<input type="checkbox"/>	(pdf) <u>SITE PLAN: METRIC 1:100 or 1:200</u>	
<input type="checkbox"/>	INCLUDING BUT NOT LIMITED TO, FULL DIMENSIONS OF THE LOT, NORTH ARROW, SCALE, ADJACENT STREETS AND LANES, INDICATE ALL EXISTING AND PROPOSED BUILDINGS WITH LOCATIONS AND SETBACKS DIMENSIONED	
<input type="checkbox"/>	STREET ADDRESS AND LEGAL DESCRIPTION	
<input type="checkbox"/>	PARKING AREA, INCLUDING DIMENSIONED DEPTH AND WIDTH IF NO GARAGE	
<input type="checkbox"/>	SURFACE TREATMENT OF PARKING AREA	

APPLICATION REQUIREMENTS - CONTINUED		FOR OFFICE USE
ITEMS MARKED (pdf) MUST BE SUBMITTED AS A DIGITAL FILE		
<input type="checkbox"/>	PROJECT DATA TABLE (INCLUDING HEIGHT, SETBACKS, FLOOR AREA, NUMBER OF STOREYS, SITE COVERAGE AND OTHER RELEVANT DATA)	
<input type="checkbox"/>	(pdf) <u>KEY PLAN</u>	
<input type="checkbox"/>	SHOW THE EXACT LOCATION OF THE TENANT SPACE WITHIN THE BUILDING AND THE TENANT UNIT NUMBER	
<input type="checkbox"/>	(pdf) <u>FLOOR PLANS</u>	
<input type="checkbox"/>	INTERIOR DIMENSIONS, MEASURED FROM THE INTERIOR FACE OF EXTERIOR WALLS AND INCLUDE TOTAL FLOOR AREA OF EACH FLOOR	
<input type="checkbox"/>	LOCATION AND DIMENSIONS OF DOORS AND WINDOWS; ROOMS LABELLED WITH INTENDED USE	
<input type="checkbox"/>	SHOW FOUNDATION AND CRAWLSPACE AREAS	
<input type="checkbox"/>	SEATING PLAN SHOWING NUMBER OF SEATS FOR RESTAURANTS AND OTHER SIMILAR ASSEMBLY OCCUPANCIES.	
<input type="checkbox"/>	(pdf) <u>ELEVATIONS</u>	
<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"/>	(pdf) <u>CROSS SECTION</u>	
<input type="checkbox"/>	CROSS SECTION DIMENSIONED AND INDICATING TYPICAL CONSTRUCTION ASSEMBLIES, CEILING HEIGHTS AND REFERENCED TO GRADE	
<input type="checkbox"/>	STAIR DIMENSIONS	
<input type="checkbox"/>	(pdf) <u>MECHANICAL DRAWINGS</u>	
<input type="checkbox"/>	KITCHEN EXHAUST, HVAC, PLUMBING, SPRINKLER SYSTEMS, ELECTRICAL, etc.	

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

SCREENED BY:	DATE:
PROJECT ADDRESS:	