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 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 Complex Interior Alteration 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 if there are no plumbing changes proposed and twenty business days if plumbing changes are proposed.

	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**
	Documents Required Prior to Permit Issuance
☐	**(pdf)** Copy of **CRD Design Level Cross Connection Survey** form submitted to CRD. (where applicable)
☐	**(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)
☐	**(pdf)** Island Health Authority Approval (where applicable)
☐	**(pdf) Homeowners Protection Office Documentation (HPO)** (if applicable)
☐	**(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

Documents Required at Time of Application Submission

☐ **(pdf) Schedule A** from coordinating registered professional

☐ **(pdf) Schedule B** – as applicable

☐ **ARCH** ☐ **STRUC** ☐ **MECH** ☐ **PLUMB** ☐ **FIRE SUP.** ☐ **ELEC**

Please ensure each schedule is its own file.

☐ **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)

☐ **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 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.

☐ **(pdf) Site Plan: Metric 1:100 Or 1:200**

☐ 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

	Application Requirements - Continued **Items Marked (pdf) Must be Submitted as a Digital File**
☐	Street address and legal description
☐	Parking area, including dimensioned depth and width if no garage
☐	Surface treatment of parking area
☐	Project data table (including height, setbacks, floor area, number of storeys, site coverage and other relevant data)
☐	**(pdf) Key Plan**
☐	Show the exact location of the tenant space within the building and the tenant unit number
☐	**(pdf) Floor Plans**
☐	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
☐	Show foundation and crawlspace areas
☐	Seating plan showing number of seats for restaurants and other similar assembly occupancies.
☐	**(pdf) Elevations**
☐	Labelled elevation drawings of all sides of the building
☐	Location and dimensions of all windows, doors, openings, entry stairs and decks
☐	**(pdf) Cross Section**
☐	Cross section dimensioned and indicating typical construction assemblies, ceiling heights and referenced to grade
☐	Stair dimensions
☐	**(pdf) Mechanical Drawings**
☐	Kitchen exhaust, HVAC, plumbing, sprinkler systems, electrical, etc.