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

250.361.0344
permits@victoria.ca
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INTERIOR STRIP OUT
eAPPLICATION CHECKLIST

The following application requirements are necessary to facilitate a thorough evaluation and timely decision on your application.

Digital Application must adhere to the following submission standards.

- **Permit applications for Interior Strip Out Permits are completed through the eApply portal.**
- **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 two business days.

	Application Requirements
☐	Any applicable development permits must be approved before applying for building permits.
☐	If your property is heritage ensure that no heritage protected elements are impacted. If you have questions, please contact a heritage planner at 250.361.0382 or developmentservices@victoria.ca
☐	Please note that name, address, cost of construction, scope of work, confirmation of owner's authorization, and other building details will be collected through the online application
☐	**(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.
	Plans are not required for this permit type
	Must be able to confirm the following: • I confirm that only interior millwork, non-loadbearing partitions, hardware, doors, drywall, and other interior finishes are being removed. • I confirm that all aspects related to life safety, passive or active fire protection will not be disturbed, removed or rendered inoperable. This includes guards, fire separations, fire walls, fire closures, fire alarm and suppression systems. • I confirm that the structure and structural integrity of the building will not be disturbed or altered in any manner. • I confirm that plumbing and electrical permits will be obtained as required for the removal or alteration of plumbing and electrical fixtures and equipment. • I confirm that a request for final inspection will be made once the strip out work is completed.