



Permits and Inspections Division
 1 Centennial Square
 Victoria, BC V8W 1P6

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 E permits@victoria.ca
victoria.ca

INTERIOR STRIPOUT eAPPLICATION CHECKLIST All Buildings

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) <u>APPLICATION FORM</u> (SECTION A & SECTION B – PART 5)	
<input type="checkbox"/> (pdf) <u>STRATA APPROVAL LETTER</u> - APPLICABLE FOR BUILDINGS OPERATED UNDER A STRATA CORPORATION.	
<input type="checkbox"/> (pdf) <u>SCHEDULES</u> – (AS APPLICABLE WHERE STRUCTURAL ALTERATIONS ARE INCLUDED) <input type="checkbox"/> ARCH <input type="checkbox"/> STRUC <input type="checkbox"/> OTHER	
3 SETS OF PLANS (PREFERRED SCALE IS 1/4" = 1', MINIMUM IS 3/16" = 1' (EXCEPT SITE PLAN)) INCLUDING:	
<input type="checkbox"/> (pdf) <u>FLOOR PLANS</u>	
<input type="checkbox"/> INTERIOR DIMENSIONS, MEASURED FROM THE INTERIOR FACE OF EXTERIOR WALLS AND INCLUDE THE TOTAL FLOOR AREA OF EACH FLOOR	
<input type="checkbox"/> LOCATION AND DIMENSIONS OF DOORS AND WINDOWS; ROOMS LABELLED	
<input type="checkbox"/> INDICATE EXTENT OF WORK AREA AND NOTE MATERIALS AND ASSEMBLIES TO BE REMOVED	
SCREENED BY:	DATE:
PROJECT ADDRESS:	