



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

250.361.0344  
permits@victoria.ca  
victoria.ca

## INTERIOR STRIP OUT eAPPLY CHECKLIST

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.
- **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.ca](mailto:permits@victoria.ca).**

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	
<input type="checkbox"/>	ANY APPLICABLE DEVELOPMENT PERMITS MUST BE APPROVED BEFORE APPLYING FOR BUILDING PERMITS.
<input type="checkbox"/>	<b>PLEASE NOTE THAT NAME, ADDRESS, COST OF CONSTRUCTION, AND OTHER DETAILS WILL BE COLLECTED THROUGH THE <a href="#">EAPPLY APPLICATION</a></b>
<input type="checkbox"/>	(pdf) <a href="#">SCHEDULES</a> <input type="checkbox"/> ARCH <input type="checkbox"/> STRUC <input type="checkbox"/> OTHER
<b>REQUIRED PLANS (PREFERRED SCALE IS 1/4" = 1', MINIMUM IS 3/16" = 1' (EXCEPT SITE PLAN)) INCLUDING:</b>	
<input type="checkbox"/>	(pdf) <b><u>FLOOR PLANS</u></b>
<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
<input type="checkbox"/>	ROOMS LABELLED
<input type="checkbox"/>	INDICATE EXTENT OF WORK AREA AND NOTE MATERIALS AND ASSEMBLIES TO BE REMOVED