



## Retaining Wall or Non-Occupied Structure Permit

**PLEASE NOTE:** Only complete applications will be accepted

### Description of Property

**Civic Address:**

|       |          |                  |  |
|-------|----------|------------------|--|
| Sooke |          | British Columbia |  |
| City  | Province | Postal Code      |  |

**Legal Description:**

|     |       |         |      |     |
|-----|-------|---------|------|-----|
| Lot | Block | Section | Plan | PID |
|-----|-------|---------|------|-----|

**Zoning:**

|          |  |
|----------|--|
| Existing |  |
|----------|--|

### Applicant Contact Information (Please note that Inspection Notices will be forwarded solely to the Applicant)

**Applicant is:**

|                     |                              |                                                                             |
|---------------------|------------------------------|-----------------------------------------------------------------------------|
| Sole Property Owner | <input type="checkbox"/> Yes | <input type="checkbox"/> No <small>(See Owner's Authorization Form)</small> |
|---------------------|------------------------------|-----------------------------------------------------------------------------|

**Name:**

|  |
|--|
|  |
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**Email:**

**Phone Number(s):**

|  |  |
|--|--|
|  |  |
|--|--|

**Mailing Address:**

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|      |          |             |
|------|----------|-------------|
| City | Province | Postal Code |
|------|----------|-------------|

### Owner Contact Information (attach a separate page if necessary)

**Name:**

|  |
|--|
|  |
|--|

**Email:**

**Phone Number(s):**

|  |  |
|--|--|
|  |  |
|--|--|

**Mailing Address:**

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|      |          |             |
|------|----------|-------------|
| City | Province | Postal Code |
|------|----------|-------------|



DISTRICT OF

Sooke

Building Safety Division  
Planning and Development Department  
2205 Otter Point Road, Sooke, BC V9Z 1J2  
Office Hours: Monday – Friday: 8:30 AM - 4:30 PM  
Phone: (250) 642-1634 Email: [building@sooke.ca](mailto:building@sooke.ca)

## Builder Contact Information

Name:

Email:

Phone Number(s):

Mailing Address:

City

Province

Postal Code

## Description of Project (attach a separate page if necessary)

Value of Construction:

## Site Disclosure Statement (SDS) for Contaminated Sites

Pursuant to the *Environmental Management Act*, the Province of British Columbia requires an applicant to submit a [Site Disclosure Statement Form](#) on properties that are or were used for commercial or industrial purposes as defined within the provincial regulations, i.e., [Schedule 2](#) activities. Please indicate if the subject property qualifies for the following major exemptions for requiring a Site Disclosure Statement:

The property has always been used for residential purposes

☐ Yes

☐ No (See [SDS Form - Schedule 1](#))

## Application Requirements Checklist

Other than the hardcopy drawing sets, all required Attachments must be provided as separate digital PDFs without any passwords or restrictions.

**PLEASE NOTE:** All application submissions must adhere to the following naming convention: [YYYY-MM-DD Attachment Title.pdf]. For example, the attachment for the Application Form would be named: 2024-01-01 Application Form.pdf.

Complete application packages can be submitted by email to [building@sooke.ca](mailto:building@sooke.ca). If the application cannot be submitted electronically, please contact the Building Safety department at [building@sooke.ca](mailto:building@sooke.ca) or 250-642-1634 to make alternative arrangements for submission.

| REC.                     | ATTACHMENT       | DETAILS                     |
|--------------------------|------------------|-----------------------------|
| <input type="checkbox"/> | Application Form | Completed Application Form. |



| REC.                     | ATTACHMENT                                                                                                                                                                                                                                 | DETAILS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <b>Owner's Authorization Form</b>                                                                                                                                                                                                          | Signed by all Property Owners registered on Title.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <input type="checkbox"/> | <b>Corporate Registry/ Company Search</b>                                                                                                                                                                                                  | Required only if the registered property owner is a registered company, current within 30 days of application submission.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <input type="checkbox"/> | <b>LTSA Title Search</b>                                                                                                                                                                                                                   | Copy of LTSA Title Search, current within 30 days of application submission.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <input type="checkbox"/> | <b>Copy of All Charges Registered on Title</b>                                                                                                                                                                                             | Provide copies of the non-financial legal documents registered on the Certificate of Title (Covenants, Easements, Right-of-Ways, etc.).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <input type="checkbox"/> | <b>Application Fee (Non-Refundable)</b>                                                                                                                                                                                                    | Per <a href="#">District of Sooke Bylaw Fees and Charges Bylaw No. 752</a> , payable via cash, cheque or debit.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <input type="checkbox"/> | <b>Letters of Assurance</b>                                                                                                                                                                                                                | Letters of Assurance ensuring compliance with the BC Building Code, including Permit to Practice number(s) where applicable.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <input type="checkbox"/> | <b>BC Archaeological Information</b>                                                                                                                                                                                                       | Response from <a href="#">Archaeology Information Request form</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <input type="checkbox"/> | <b>Site Disclosure Statement Form (<a href="#">Schedule 1</a>)</b>                                                                                                                                                                         | Required only if the property has NOT always been used for residential purposes.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <input type="checkbox"/> | <b>Site Plan and Design Drawings</b><br><input type="checkbox"/> <i>Hardcopy Set (x2)</i><br><input type="checkbox"/> <i>Digital Set (x1)</i><br><i>(Plans to be drawn to an acceptable drafting scale to a maximum size of 24" x 36")</i> | <p><input checked="" type="checkbox"/> <b>Site Plan:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Referenced to a current survey plan prepared by a BC Land Surveyor</li> <li><input type="checkbox"/> North arrow and scale.</li> <li><input type="checkbox"/> Legal description and civic address of subject property.</li> <li><input type="checkbox"/> Location and dimensions of all property boundaries, covenant areas, easement areas, right-of-way areas, etc.</li> <li><input type="checkbox"/> Location of Present Natural Boundary (PNB) or top of bank for watercourses and riparian areas/SPEAs with setbacks.</li> <li><input type="checkbox"/> Location and dimensions of all existing structures, including setbacks.</li> </ul><br><ul style="list-style-type: none"> <li><input type="checkbox"/> Location of all existing and proposed utilities (electricity, telephone, cable), water lines, wells, septic fields, sanitary sewer, and stormwater drain facilities.</li> <li><input type="checkbox"/> Location, setbacks, and elevations of all existing and proposed retaining walls, steps, stairs, and decks.</li> <li><input type="checkbox"/> Average natural and finished grade values, shown as Geodetic Datum values, for all external corners of the proposed retaining wall(s) (measured by a BC Land Surveyor).</li> </ul> <p><input checked="" type="checkbox"/> <b>Elevations</b> (as Geodetic Datum values).</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Average natural and average finished grades; including values for retaining wall heights.</li> <li><input type="checkbox"/> Retaining wall finishes, materials.</li> </ul> <p><input checked="" type="checkbox"/> <b>Design Drawings</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Sealed Engineered Designs</li> <li><input type="checkbox"/> Schedule B</li> </ul> |



| REC.                     | ATTACHMENT | DETAILS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|--------------------------|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                          |            | <div><input checked="" type="checkbox"/> <b>Cross-Sections:</b><ul style="list-style-type: none"><li><input type="checkbox"/> Structure cross sections illustrating structural details including height and length of wall, and height of fill being retained, engineered design elements and construction systems.</li></ul></div> <div><input checked="" type="checkbox"/> <b>Development Summary</b> <i>(Project Information Table):</i><ul style="list-style-type: none"><li><input type="checkbox"/> Civic address and legal description.</li><li><input type="checkbox"/> Zone <i>(existing)</i>.</li><li><input type="checkbox"/> Total lot area (m<sup>2</sup>).</li></ul></div> <div><input checked="" type="checkbox"/> <b>Permitted and Proposed:</b><ul style="list-style-type: none"><li><input type="checkbox"/> Site coverage (%).</li><li><input type="checkbox"/> All setbacks (m).</li></ul></div> |
| <input type="checkbox"/> | Other      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

## Application Submission Acknowledgement

- ☐ I hereby make an application as specified herein, and declare that all the information submitted in support of the application is true and correct in all respects.
- ☐ I hereby acknowledge that all the information provided herein is collected for the purpose of administering the *Local Government Act* and the bylaws of the municipality under the *Local Government Act*, and under the authority of those enactments.
- ☐ I hereby acknowledge that submission of the Application Form and associated Attachments does not automatically constitute acceptance of the application.

**PLEASE NOTE:** Upon receipt of a complete application, District of Sooke staff will confirm acceptance of the application with the applicant.

|                       |      |
|-----------------------|------|
| Applicant's Signature | Date |
|-----------------------|------|