



Site Servicing 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
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Zoning:

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

Applicant is:

Sole Property Owner	☐ Yes	☐ No (See Owner's Authorization Form)
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Name:

Email:

Phone Number(s):

Mailing Address:

City	Province	Postal Code
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Owner Contact Information

Name:

Email:

Phone Number(s):

Mailing Address:

City	Province	Postal Code
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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

Builder/Contractor Contact Information

Name:

Email:

Phone Number(s):

Mailing Address:

City

Province

Postal Code

Description of Project (attach a separate page if necessary)

Site Servicing for:

Qty	Stormwater	Qty	Sewer	Qty	Water
	Stormwater Service		Sewer Service		Water Service

Application Requirements Checklist

Other than 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. If the application cannot be submitted electronically, please contact the Building Safety department at building@sooke.ca or 250-642-1634 to make alternative arrangements for submission.

REQ.	REC.	ATTACHMENT	DETAILS
☐	☐	Application Form	Completed Application Form.
☐	☐	Owner's Authorization Form	Signed by all Property Owners registered on Title.



REQ.	REC.	ATTACHMENT	DETAILS
☐	☐	Corporate Registry/ Company Search	Required only if the registered property owner is a registered company, current within 30 days of application submission.
☐	☐	LTSA Title Search	Copy of LTSA Title Search, current within 30 days of application submission.
☐	☐	Copy of All Charges Registered on Title	Provide copies of the non-financial legal documents registered on the Certificate of Title (<i>Covenants, Easements, Right-of-Ways, etc.</i>).
☐	☐	Application Fee	Per District of Sooke Bylaw Fees and Charges Bylaw No. 752 , payable via cash, cheque or debit.
☐	☐	Site Disclosure Statement Form (Schedule 1)	Required only if the property has NOT always been used for residential purposes.
☐	☐	Site Plan ☐ Hardcopy Set (x2) ☐ Digital Set (x1) <i>(Plans to be drawn to an acceptable drafting scale to a maximum size of 24" x 36")</i>	☒ Site Plan: ☐ North arrow and scale. ☐ Legal description and civic address of subject property. ☐ Location and dimensions of all property boundaries, covenant areas, easement areas, right-of-way areas, etc. ☐ Location of Present Natural Boundary (PNB) or top of bank for watercourses and riparian areas/SPEAs. ☐ Topographic information, including watercourses . ☐ Location and dimensions of all applicable setbacks . ☐ Location and dimensions of all existing and proposed buildings and structures, including setbacks. ☐ Location, setbacks, and elevations of all retaining walls, steps, stairs, and decks. ☐ Location of all existing and proposed streets, lanes, sidewalks, trails, water lines, wells, septic fields, sanitary sewer, and stormwater drain facilities with grades. All grades must relate to an established datum point ☐ Location and depth of all existing and proposed service lines (<i>note that Storm Services are to be indicated in green, Sewer Services in red, and Water Services in blue</i>). ☒ Development Summary (<i>Project Information Table</i>): ☐ Civic address and legal description.
☐	☐	Other	



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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

Building Department - For Office Use Only

Date/Time Received: _____ Received By: _____
Project No: _____ Building Folder No: _____ Folder No: _____
Comments: _____

Associated PLN or ENG Folder ☐ Yes ☐ No

Application Fee ☐ Cash / Debit ☐ Cheque