



Commercial and Mixed Use Building Permit

PLEASE NOTE: Only complete applications will be accepted

☒ **Building – Commercial Building Permit:**

- ☐ Commercial Building: New.
- ☐ Commercial Building: Addition.
- ☐ Commercial Building: Renovation.
- ☐ Commercial Building: Demolition.
- ☐ Mixed Use Building Permit

Description of Property

Civic Address:

Sooke	British Columbia
City	Province
	Postal Code

Legal Description:

Lot	Block	Section	Plan	PID
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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)

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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Builder Contact Information

Name:

Email:

Phone Number(s):

Mailing Address:

City

Province

Postal Code

Plumber Contact Information

Name:

Email:

Phone Number(s):

Mailing Address:

City

Province

Postal Code

Trade Qualification #

Description of Proposal (attach a separate page if necessary)

Value of Construction:

No. of Residential Units Created (If applicable)

Size of Project in m²

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. 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.
☐	☐	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 (Covenants, Easements, Right-of-Ways, etc.).
☐	☐	Application Fee	Per District of Sooke Bylaw Fees and Charges Bylaw No. 752 , payable via cash, cheque or debit.
☐	☐	Hazardous Material Assessment	Hazardous Material Assessment Report, for alterations or renovations to buildings and structures built prior to 1990. (Demolitions Only)
☐	☐	Letters of Assurance	Letters of Assurance ensuring compliance with the BC Building Code, including Permit to Practice number(s) (if applicable)
☐	☐	Record of Sewage System	Record of Sewage System from Island Health, for properties that are located outside of the Sewer Specified Area (SSA) and/or are not connected to a community sewer system.
☐	☐	Pre-Construction Energy Compliance	BC Energy Step Code (BCESC) Pre-Construction Energy Compliance Report for all new construction (if applicable)



REQ.	REC.	ATTACHMENT Report	DETAILS
☐	☐	Site Plan and Design Drawings ☐ <i>Hardcopy Set (x2)</i> ☐ <i>Digital Set (x1)</i> <i>(Plans to be drawn to an acceptable drafting scale to a maximum size of 24" x 36")</i>	☒ Site Plan: ☐ Referenced to a current survey plan prepared by a BC Land Surveyor ☐ 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, SPEA, and riparian areas. ☐ Topographic information, including watercourses and steep banks. ☐ Location and dimensions of all applicable setbacks. ☐ Location and dimensions of all existing and proposed buildings and structures, including setbacks. ☐ Location and dimensions of the driveway and all proposed off-street parking spaces. Show the existing and proposed material through the boulevard. ☐ 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, setbacks, and elevations of all retaining walls, steps, stairs, and decks. ☐ Average natural and finished grade values, shown as Geodetic Datum values, for all external corners of proposed buildings and structures <i>(measured by a BC Land Surveyor)</i> ☐ Location of emergency services access routes where a driveway is in excess of 45 m.



REQ.	REC.	ATTACHMENT	DETAILS
☐	☐	Sealed Plans & Schedules** ☐ <i>Hardcopy Set (x2)</i> ☐ <i>Digital Set (x1)</i> <i>(Plans to be drawn to an acceptable drafting scale to a maximum size of 24" x 36")</i>	☒ Sealed Building Plans and Associated Schedules: ☐ Architectural. ☐ Structural. ☐ Mechanical. ☐ Plumbing. ☐ Fire Suppression. ☐ Electrical. ☐ Other. _____ ☒ Development Summary <i>(Project Information Table):</i> ☐ Civic address and legal description. ☐ Zone <i>(existing)</i>. ☐ Total lot area (m²). Permitted and Proposed: ☐ Site coverage (%). ☐ All setbacks (m). ☐ Total floor area (m²) for all building levels. ☐ Number and type of dwelling units, if applicable. ☐ Height of building(s) (m) and number of storeys. ☐ Number of off-street parking spaces separated by type <i>(Accessible, Loading, EV/Standard Vehicle/Bicycle, etc.)</i>.
☐	☐	Site Disclosure Statement Form <i>(Schedule 1)</i>	Required only if the property has NOT always been used for residential purposes.
☐	☐	Arborist Report & Tree Protection Plan	Report from a certified Arborist, including a Tree Survey and Tree Protection Plan.
☐	☐	Landscape Plan	Landscape Plan from a Landscape Architect <i>(or other qualified professional)</i> , including: ☐ All soft and hard landscaping <i>(i.e., species, size, quantity and location of vegetation, irrigation systems, fencing, site lighting, retaining walls, furnishing, bicycle racks, etc.)</i>. ☐ Cost estimate for landscape plan <i>(including materials & installation)</i>.
☐	☐	Building Code Information Sheet	
☐	☐	Design Level Cross Connection Survey	
☐	☐	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

Building Department - For Office Use Only

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

Comments Checked in Tempest Land: ☐ Yes ☐ No Application Fee ☐ Cash / Debit ☐ Cheque
Land Owner Checked: ☐ Yes Prospero Folders: (PLN, BP, ENG, CFS) ☐ Yes ☐ No ☐ N/A