DISTRICT OF **Sooke**

## Residential Building Permit - Renovation

**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 | ☐ Yes | ☐ No *(See Owner's Authorization Form)*

**Name:**

**Email:** | | **Phone Number(s):**

**Mailing Address:**

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

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

**Name:**

**Email:** | | **Phone Number(s):**

**Mailing Address:**

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

## 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** *(If applicable)* _____

**M² of Project Area:** _____

**Property is Serviced By** *(check all that apply):*

| | | | | | |
|---|---|---|---|---|---|
| Municipal Sewer System | ☐ | CRD Water Supply | ☐ | Municipal Storm Drain | ☐ |
| Private Sewage/On-Site Septic System | ☐ | Private Well/On-Site Water Supply | ☐ | Private/On-Site Storm System | ☐ |

## 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.

| 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. |
| ☐ | Letters of Assurance (where applicable) | Letters of Assurance ensuring compliance with the BC Building Code, including Permit to Practice number(s) where applicable. |
| ☐ | Record of Sewage System (where applicable) | 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. If the renovations include plumbing work. |
| ☐ | BC Archaeological Information | Response from Archaeology Information Request form |
| ☐ | Plumbing Permit | Application if required |
| ☐ | Site Plan and Design Drawings ☐ Hardcopy Set (x2) ☐ Digital Set (x1) *(Plans to be drawn to an acceptable drafting scale to a maximum size of 24" x 36")* | ☑ Site Plan:<br>☐ Be referenced to a current survey plan prepared by a BC Land Surveyor<br>☐ North arrow and scale.<br>☐ Legal description and civic address of subject property.<br>☐ Location and dimensions of all property boundaries, covenant areas, easement areas, right-of-way areas, etc.<br>☐ Location of Present Natural Boundary (PNB) or top of bank for watercourses, SPEA, and riparian areas including setbacks.<br>☐ Location and dimensions of all existing buildings, structures, retaining walls, steps and stairs including setbacks.<br>☐ Location and dimensions of the driveway. When adding a dwelling unit, all proposed off-street parking spaces. Show the existing and proposed material through the boulevard.<br>☐ Location of all existing and proposed water lines, wells, septic fields, sanitary sewer, and stormwater drain facilities.<br>☐ If increasing the building footprint, location of stormwater system.<br><br>☑ **Floor Plans** *(To conform to the BC Building Code and a minimum scale 1:50)*:<br>☐ Reference to BC Building Code<br>☐ Dimensions and uses of all areas, labelled.<br>☐ Engineered design elements sealed by a registered P. Eng (if applicable) |

*Freedom of Information and Protection of Privacy Act Notice: personal information contained on this form is collected under the Freedom of Information and Protection of Privacy Act sections 26(c) and will be used for the purpose of processing your application. If you have any questions about the collection and use of this information please contact Corporate Services.*

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**DISTRICT OF Sooke**

| REC. | ATTACHMENT | DETAILS |
|---|---|---|

- ☐ Location, dimensions, and swing of doors and openings of windows.
- ☐ Location and dimensions of all interior and exterior stairways.
- ☐ Plumbing fixtures.
- ☐ Foundation plan, including crawlspace area(s).
- ☐ Seismic design including braced wall panel layout and specifications
- ☐ Fire separations as applicable.
- ☐ Safety Requirements:
  - ○ Smoke and Carbon Monoxide alarms
  - ○ Bedroom egress windows

☑ Elevations *(as Geodetic Datum values)*:

- ☐ Average natural and average finished grades; to roof top and floor heights.
- ☐ Elevations of all sides affected by the addition, labelled.
- ☐ Building finishes, details of roof slope, windows, doors.
- ☐ Spatial separation calculations *(wall area, limiting distance and permitted openings, actual openings)*.
- ☐ Guardrails
- ☐ Basement and non-basement areas, identified with a horizontal dashed line.

☑ Cross-Sections:

- ☐ Building cross-sections illustrating ceiling heights and construction systems *(Roof, Wall, Floor assemblies)*; may include foundation, drainage, columns, framing, sheathing, rainscreen, interior and exterior finishes, insulation, ventilation and roof materials as applicable.
- ☐ All exterior window and door assemblies, including window head and sill flashing.
- ☐ Crawlspace area to be labelled.

☑ Development Summary *(Project Information Table)*:

- ☐ Civic address and legal description.
- ☐ Zone *(existing)*.
- ☐ Total lot area *(m²)*.

Permitted and Proposed:

- ☐ Site coverage *(%)*.
- ☐ All setbacks *(m)*.
- ☐ Total floor area *(m²)* for all building levels.
- ☐ Total floor area *(m²)* and floor area ratio *(F.A.R.)*
- ☐ Number and type of dwelling units.
- ☐ Height of building(s) *(m)* and number of storeys.
- ☐ Number of off-street parking spaces separated by type *(accessible, loading, EV/standard vehicle/bicycle, etc.)*.

| REC. | ATTACHMENT | DETAILS |
|---|---|---|
| ☐ | **Hazardous Materials Assessment Report** | ☐ Hazardous Materials Assessment Report for structures built prior to 1990. |
| ☐ | **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*