



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

Residential Building Permit - Deck

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:

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Builder Contact Information

Name:

Email:

Phone Number(s):

Mailing Address:

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Description of Project (attach a separate page if necessary)

Value of Construction:

M2 of Project:

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.



REC.	ATTACHMENT	DETAILS
☐	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 (Non-Refundable)	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.
☐	BC Archaeological Information	Response from Archaeology Information Request form
☐	Letters of Assurance	Letters of Assurance ensuring compliance with the BC Building Code, including Permit to Practice number(s) (if applicable)
☐	Engineered Systems	Provide shop drawings for all designs. All point loads over 4000 lbs to be shown on shop drawings. (Additional systems are not required if the building system is included in the sealed engineered drawings)
☐	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: ☐ 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, and adjacent street and lane names. ☐ Location of Present Natural Boundary (PNB) or top of bank for watercourses and riparian areas/SPEAs and their setbacks. ☐ Location and dimensions of all existing structures, and proposed deck including setbacks. ☐ Location of all existing and proposed water lines, wells, septic fields, sanitary sewer, and stormwater drain facilities. ☐ 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 the proposed deck(s) (measured by a BC Land Surveyor) ☒ Floor Plans (minimum scale 1:50): ☐ Dimensions and access for all deck areas, including accesses from structure. ☐ Structural elements (foundation plan, framing plan) and stair dimensions. ☐ Engineer-designed elements, if applicable (must be sealed by Registered Professional Engineer). ☒ Design Details: ☐ Reference to current BC Building Code



REC.	ATTACHMENT	DETAILS
		☒ Elevations (<i>as Geodetic Datum values</i>): ☐ Labelled drawings of all sides of deck. ☐ Average natural and average finished grades; and main floor. ☒ Cross-Sections: ☐ Deck cross-section illustrating foundation(s), drainage, structural design, heights, and construction systems (<i>Roof or Floor assemblies</i>). ☐ Guard and handrail dimensions. ☒ Development Summary (<i>Project Information Table</i>): ☐ Civic address and legal description. ☐ Zone (<i>existing</i>). ☐ Total lot area (m^2). ☒ Permitted and Proposed: ☐ Site coverage (%). ☐ All setbacks (m). ☐ Total floor area (m^2) for proposed deck. ☐ Height of structure(s) (m) and number of storeys.
☐	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