

Plumbing 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	<input type="checkbox"/> Yes	<input type="checkbox"/> No <small>(See Owner's Authorization Form)</small>
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Name:

Email:

Phone Number(s):

Mailing Address:

City	Province	Postal Code
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Plumber Contact Information

Name:

Email:

Phone Number(s):

Mailing Address:

City	Province	Postal Code
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Trade Qualification #

Description of Project (attach a separate page if necessary)

Installations:

Qty	Fixtures	Qty	Fixtures	Qty	Fixtures	Qty	Fixtures
	Automatic Washer		Drinking Fountain		Janitor Sink		Water Closet
	Bar Sink		Floor Drain		Laundry Tray		Water Supplied Fridge
	Basin		Hose Bib		Shower		Other -
	Bath		Hot Water Tank Drain		Sink		Other -
	Dishwasher		Hot Water Tank		Urinal		Other -
Qty	Drain	Qty	Sewer/Septic	Qty	Water/Drain	Qty	Sewer/Drain
	Storm Drain Lateral		Sewer Lateral		Water Service*		Manhole
	Replace Drain Tile		Sewer – New Area		Int. Roof Leader		Oil Interceptor
	Rainwater Leaders		Septic Connection		Roof Drain		Pump Station
	Other -		Other -		Backflow Preventor		Grease Trap
Qty	Fire/Other	Qty	Fire/Other	Qty	Fire/Other	Qty	Other
	Fire Sprinkler Head		Fire Water Service		Standpipe Hose Outlet		Swim Pool wtr/dm conn

Property is Serviced By (check all that apply):

Municipal Sewer System	<input type="checkbox"/>	CRD Water Supply	<input type="checkbox"/>	Municipal Storm Drain	<input type="checkbox"/>
Private Sewage/On-Site Septic System	<input type="checkbox"/>	Private Well/On-Site Water Supply	<input type="checkbox"/>	Private/On-Site Storm System	<input type="checkbox"/>

Solar Hot Water Heating

Qty		*Water Service Pipe Size	<input type="text"/>	Fixture Unit #	<input type="text"/>
Water Heating – No Charge	<input type="text"/>	*Water Service Sizing Form Required	<input type="checkbox"/>	Yes	<input type="checkbox"/>
			<input type="checkbox"/>	No	<input type="checkbox"/>

Application Requirements Checklist

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: 2026-01-01 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
<input type="checkbox"/>	Application Form	Completed Application Form.



REC.	ATTACHMENT	DETAILS
<input type="checkbox"/>	Owner's Authorization Form	Signed by all Property Owners registered on Title.
<input type="checkbox"/>	Corporate Registry/ Company Search	Required only if the registered property owner is a registered company, current within 30 days of application submission.
<input type="checkbox"/>	LTSA Title Search	Copy of LTSA Title Search, current within 30 days of application submission.
<input type="checkbox"/>	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.).
<input type="checkbox"/>	Application Fee	Per District of Sooke Bylaw Fees and Charges Bylaw No. 752 payable via cash, cheque or debit.
<input type="checkbox"/>	BC Archaeological Information	Response from Archaeology Information Request form (if required, i.e. excavating)
<input type="checkbox"/>	VIHA Record of Sewerage System	If On-Site Septic System
<input type="checkbox"/>	Letters of Assurance	Letters of Assurance ensuring compliance with the BC Building Code, including Permit to Practice number(s) (if applicable)
<input type="checkbox"/>	Floor Plan	<input checked="" type="checkbox"/> Floor Plan (minimum scale 1:50) <ul style="list-style-type: none"> <input type="checkbox"/> Reference to BC Building Code <input type="checkbox"/> Dimensions and uses of all areas, labelled. <input type="checkbox"/> Location of all plumbing fixtures.
<input type="checkbox"/>	Well Report	If not on CRD Water Supply. (District of Sooke Bylaw 925, Subdivision and Development Standards Bylaw requires a minimum of 2500 litres per day and potable water meeting water quality standards)
<input type="checkbox"/>	CRD Cross-Connection Control	If required
<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