



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

Heating Oil Tank Permit

PLEASE NOTE: Only complete applications will be accepted

- ☐ Combined Furnace and Tank Installation
- ☐ Furnace Installation or replacement
- ☐ Removal of Tank
- ☐ New Tank Installation or replacement

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)
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Name:

Email:

Phone Number(s):

Mailing Address:

City	Province	Postal Code
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Owner Contact Information (attach a separate page if necessary)

Name:

Email:

Phone Number(s):

Mailing Address:

City	Province	Postal Code
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Contractor Contact Information

Name:

Email:

Phone Number(s):

Mailing Address:

City

Province

Postal Code

Trade Qualification #

Tank Details

Tank Serial Number:

Date of Manufacture:

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 documents, 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.).



REC.	ATTACHMENT	DETAILS
☐	Application Fee (Non-Refundable)	Per District of Sooke Bylaw Fees and Charges Bylaw , payable via cash, cheque, or debit. See sooke.ca/feesbylaw
☐	Site Plan	☒ Site Plan: ☐ Be referenced to a current survey plan prepared by a BC Land Surveyor ☐ North arrow and scale. ☐ Civic address of subject property. ☐ Location and dimensions of all property boundaries. ☐ Location and dimensions of all existing buildings. ☐ Additional information as required.
☐	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