



Solid Fuel Burning Appliance (SFBA) Permit

PLEASE NOTE: Only complete applications will be accepted

☒ Solid Fuel Burning Appliance (SFBA) Permit:

- ☐ New SFBA.
☐ Replacement SFBA.

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	☐ 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

Name:

Email:

Phone Number(s):

Mailing Address:

City	Province	Postal Code
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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

Installer Contact Information

Name:			
Email:		Phone Number(s):	
Mailing Address:			
	City	Province	Postal Code
WETT Certification #			

Description of Project (attach a separate page if necessary)

Installation	Qty	Installation	Qty	Installation	Make	Qty
Chimney - Masonry		Fireplace - Masonry		Woodstove - Insert		
Chimney - Metal		Fireplace - Metal		Woodstove - Freestanding		

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: 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.
☐	☐	Application Fee	Per District of Sooke Bylaw Fees and Charges Bylaw No. 752 , payable via cash, cheque or debit.



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REQ.	REC.	ATTACHMENT	DETAILS
☐	☐	Installers Declaration	☒ Installers Declaration, including: ☐ Installer's WETT certification number. ☐ CSA/ULC number for new/replacement appliance. ☐ Condition and acceptability of the chimney, chimney liner, and appliance installed.

Application Submission Acknowledgement

- ☐ I hereby agree that this application is made with the understanding that all new or existing woodstoves, inserts, and chimneys must comply with present standards in the BC Building Code. Units cannot be approved for use unless they comply with these standards; woodstove and fireplace inserts manufactured prior to 1993 cannot be accepted.
- ☐ 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.

PLEASE NOTE:

A carbon monoxide detector is required by the BC Building Code on each storey containing a bedroom and within 5m of each bedroom door.

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:

Building Folder No:

Folder No:

Comments:

Comments Checked in Tempest Land:

☐ Yes ☐ No

Application Fee

☐ Cash / Debit

☐ Cheque