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

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

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*

Plumber Contact Information

Name: _____

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

Mailing Address: _____

_____ | _____ | _____
City | *Province* | *Postal Code*

Trade Qualification # _____

Description of Project *(attach a separate page if necessary)*

_____

_____

_____

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

Solar Hot Water Heating	*Qty*	*Water Service Pipe Size		Fixture Unit #	
Water Heating – No Charge		*Water Service Sizing Form Required		☐ Yes	☐ No

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
☐	Application Form	Completed Application Form.

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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	Per *District of* Sooke Bylaw Fees and Charges Bylaw **payable via cash, cheque or debit.**
☐	BC Archaeological Information	Response from *Archaeology Information Request form* *(if required, i.e. excavating)*
☐	VIHA Record of Sewerage System	If On-Site Septic System
☐	Letters of Assurance	Letters of Assurance ensuring compliance with the BC Building Code, including Permit to Practice number*(s)* **(if *applicable)***
☐	Floor Plan	☑ **Floor Plan*(minimum scale 1:50)*** ☐ Reference to BC Building Code ☐ Dimensions and uses of all areas, labelled. ☐ Location of all plumbing fixtures.
☐	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)
☐	CRD Cross-Connection Control	If 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*

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