



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 - Renovation

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:

City

Province

Postal Code

Builder Contact Information

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 Proposal (attach a separate page if necessary)

Value of Construction:

No. of Residential Units (If applicable)

M² of Project Area:

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	☐

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.
☐	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.
☐	Letters of Assurance (where applicable)	Letters of Assurance ensuring compliance with the BC Building Code, including Permit to Practice number(s) where applicable.
☐	Record of Sewage System (where applicable)	Record of Sewage System from Island Health, for properties that are located outside of the Sewer Specified Area (SSA) and/or are not connected to a community sewer system. If the renovations include plumbing work.
☐	BC Archaeological Information	Response from Archaeology Information Request form
☐	Plumbing Permit	Application if required
☐	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: ☐ Be 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, etc. ☐ Location of Present Natural Boundary (PNB) or top of bank for watercourses, SPEA, and riparian areas including setbacks. ☐ Location and dimensions of all existing buildings, structures, retaining walls, steps and stairs including setbacks. ☐ Location and dimensions of the driveway. When adding a dwelling unit, all proposed off-street parking spaces. Show the existing and proposed material through the boulevard. ☐ Location of all existing and proposed water lines, wells, septic fields, sanitary sewer, and stormwater drain facilities. ☐ If increasing the building footprint, location of stormwater system. ☒ Floor Plans (To conform to the BC Building Code and a minimum scale 1:50): ☐ Reference to BC Building Code ☐ Dimensions and uses of all areas, labelled. ☐ Engineered design elements sealed by a registered P. Eng (if applicable)



REC. ATTACHMENT DETAILS

		☐ Location, dimensions, and swing of doors and openings of windows. ☐ Location and dimensions of all interior and exterior stairways. ☐ Plumbing fixtures. ☐ Foundation plan, including crawlspace area(s). ☐ Seismic design including braced wall panel layout and specifications ☐ Fire separations as applicable. ☐ Safety Requirements: ☐ Smoke and Carbon Monoxide alarms ☐ Bedroom egress windows ☒ Elevations (<i>as Geodetic Datum values</i>): ☐ Average natural and average finished grades; to roof top and floor heights. ☐ Elevations of all sides affected by the addition, labelled. ☐ Building finishes, details of roof slope, windows, doors. ☐ Spatial separation calculations (<i>wall area, limiting distance and permitted openings, actual openings</i>). ☐ Guardrails ☐ Basement and non-basement areas, identified with a horizontal dashed line. ☒ Cross-Sections: ☐ Building cross-sections illustrating ceiling heights and construction systems (<i>Roof, Wall, Floor assemblies</i>); may include foundation, drainage, columns, framing, sheathing, rainscreen, interior and exterior finishes, insulation, ventilation and roof materials as applicable. ☐ All exterior window and door assemblies, including window head and sill flashing. ☐ Crawlspace area to be labelled. ☒ 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 all building levels. ☐ Total floor area (m^2) and floor area ratio (F.A.R.) ☐ Number and type of dwelling units. ☐ Height of building(s) (m) and number of storeys. ☐ Number of off-street parking spaces separated by type (<i>accessible, loading, EV/standard vehicle/bicycle, etc.</i>).
☐	Design & capacity of Heating & Air-conditioning systems/appliances (if required)	9.33.5.1 Providing the Load Calculations for a certified system and declared within an approved program software that is F280 compliant (for sizing of equipment and ducting) ☐ Whole home / block load & refuge room CSA F280 analysis (baseboard & mini split systems) OR ☐ Room by room CSA F280 analysis (central heating & air-conditioning with distribution systems)



REC.	ATTACHMENT	DETAILS
☐	Hazardous Materials Assessment Report	☐ Hazardous Materials Assessment Report for structures built prior to 1990.
☐	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