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 - Addition

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*

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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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)*

Area of Project in M^2

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	☐

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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.

REQ.	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**	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)*

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REQ.	REC.	ATTACHMENT	DETAILS
☐	☐	**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 addition includes plumbing,
☐	☐	**Water Service Sizing Form (where applicable)**	Completed *Water Pipe Servicing form*, indicating any new plumbing fixtures being proposed, if the addition includes plumbing.
☐	☐	**Site Disclosure Statement Form** *(Schedule 1)*	Required only if the property has NOT always been used for residential purposes.
☐	☐	**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. ☐ Topographic information, including watercourses and steep banks. ☐ Location and dimensions of all buildings and structures, including setbacks to existing structure and proposed addition. ☐ Location and dimensions of the driveway and all proposed off-street parking spaces. Show the existing and proposed material through the boulevard. ☐ Location of all existing and proposed streets, lanes, sidewalks, trails, water lines, wells, septic fields, sanitary sewer, and stormwater drain facilities with grades. All grades must relate to an established datum point. ☐ Location, setbacks, and elevations of all retaining walls, steps, stairs, and decks. ☐ Average natural and finished grade values, shown as Geodetic Datum values, for all external corners of proposed addition *(measured by a BC Land Surveyor)*. ☐ Location of emergency services access routes where a driveway is in excess of 45 m. ☑ **Floor Plans** *(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) ☐ Location, dimensions, and swing of doors and 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.

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REQ.	REC.	ATTACHMENT	DETAILS

- ☐ Fire separations as applicable.
- ☐ Safety Requirements:
  - ○ Smoke and Carbon Monoxide alarms
  - ○ Radon Requirements
- ☐ Bedroom egress windows

☑ **Elevations** *(as Geodetic Datum values)*:

- ☐ Average natural and average finished grades; including floor heights.
- ☐ Elevations of all sides affected by the addition, labelled.
- ☐ Building finishes, details of roof slope, windows, doors.
- ☐ Spatial separation calculations *(wall area, limiting distance and permitted openings, actual openings).*
- ☐ Basement and non-basement areas, identified with a horizontal dashed line.

☑ **Cross-Sections:**

- ☐ Building cross-sections illustrating ceiling heights and construction systems *(Roof, Wall, Floor assemblies);* 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.
- ☐ Guardrails
- ☐ Crawlspace area labelled.

☑ **Development Summary** *(Project Information Table)*:

- ☐ Civic address and legal description.
- ☐ Zone *(existing).*
- ☐ 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 of secondary suite *(m^2)* as applicable.
- ☐ 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 *(accessible, loading, EV/standard vehicle/bicycle, etc.).*

☐ ☐ 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.

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☐ 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*

Building Department - For Office Use Only

Date/Time Received: **Received By:**

Project No: **Folder No:**

Comments:

Comments Checked in Tempest Land: ☐ Yes ☐ No

Application Fee ☐ Cash / Debit ☐ Cheque

Outstanding/Incomplete ☐ Yes ☐ No
BLD / PLN / ENG / CFS

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