

Residential Building Permit - Deck

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	<input type="checkbox"/> Yes	<input type="checkbox"/> No <small>(See Owner's Authorization Form)</small>
---------------------	------------------------------	---

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

Description of Project (attach a separate page if necessary)

Value of Construction: _____ M2 of Project: _____

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
<input type="checkbox"/>	Application Form	Completed Application Form.

REC.	ATTACHMENT	DETAILS
<input type="checkbox"/>	Owner's Authorization Form	Signed by all Property Owners registered on Title.
<input type="checkbox"/>	Corporate Registry/ Company Search	Required only if the registered property owner is a registered company, current within 30 days of application submission.
<input type="checkbox"/>	LTSA Title Search	Copy of LTSA Title Search, current within 30 days of application submission.
<input type="checkbox"/>	Copy of All Charges Registered on Title	Provide copies of the non-financial legal documents registered on the Certificate of Title (<i>Covenants, Easements, Right-of-Ways, etc.</i>).
<input type="checkbox"/>	Application Fee	Per District of Sooke Bylaw Fees and Charges Bylaw No. 752 , payable via cash, cheque or debit.
<input type="checkbox"/>	Hazardous Material Assessment	Hazardous Material Assessment Report, for alterations or renovations to buildings and structures built prior to 1990.
<input type="checkbox"/>	BC Archaeological Information	Response from Archaeology Information Request form
<input type="checkbox"/>	Letters of Assurance	Letters of Assurance ensuring compliance with the BC Building Code, including Permit to Practice number(s) (<i>if applicable</i>)
<input type="checkbox"/>	Engineered Systems	Provide shop drawings for all designs. All point loads over 4000 lbs to be shown on shop drawings. (Additional systems are not required if the building system is included in the sealed engineered drawings)
<input type="checkbox"/>	Site Plan and Design Drawings <input type="checkbox"/> Hardcopy Set (x2) <input type="checkbox"/> Digital Set (x1) (Plans to be drawn to an acceptable drafting scale to a maximum size of 24" x 36")	<input checked="" type="checkbox"/> Site Plan: <ul style="list-style-type: none"> <input type="checkbox"/> Referenced to a current survey plan prepared by a BC Land Surveyor <input type="checkbox"/> North arrow and scale. <input type="checkbox"/> Legal description and civic address of subject property. <input type="checkbox"/> Location and dimensions of all property boundaries, covenant areas, easement areas, right-of-way areas, and adjacent street and lane names. <input type="checkbox"/> Location of Present Natural Boundary (PNB) or top of bank for watercourses and riparian areas/SPEAs and their setbacks. <input type="checkbox"/> Location and dimensions of all existing structures, and proposed deck including setbacks. <input type="checkbox"/> Location of all existing and proposed water lines, wells, septic fields, sanitary sewer, and stormwater drain facilities. <input type="checkbox"/> Location, setbacks, and elevations of all retaining walls, steps, stairs, and decks. <input type="checkbox"/> Average natural and finished grade values, shown as Geodetic Datum values, for all external corners of the proposed deck(s) (<i>measured by a BC Land Surveyor</i>) <input checked="" type="checkbox"/> Floor Plans (<i>minimum scale 1:50</i>): <ul style="list-style-type: none"> <input type="checkbox"/> Dimensions and access for all deck areas, including accesses from structure. <input type="checkbox"/> Structural elements (<i>foundation plan, framing plan</i>) and stair dimensions. <input type="checkbox"/> Engineer-designed elements, if applicable (<i>must be sealed by Registered Professional Engineer</i>). <input checked="" type="checkbox"/> Design Details: <ul style="list-style-type: none"> <input type="checkbox"/> Reference to current BC Building Code

REC.	ATTACHMENT	DETAILS
<input type="checkbox"/>	Other	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Elevations (as Geodetic Datum values): <ul style="list-style-type: none"> <input type="checkbox"/> Labelled drawings of all sides of deck. <input type="checkbox"/> Average natural and average finished grades; and main floor. <input checked="" type="checkbox"/> Cross-Sections: <ul style="list-style-type: none"> <input type="checkbox"/> Deck cross-section illustrating foundation(s), drainage, structural design, heights, and construction systems (Roof or Floor assemblies). <input type="checkbox"/> Guard and handrail dimensions. <input checked="" type="checkbox"/> Development Summary (Project Information Table): <ul style="list-style-type: none"> <input type="checkbox"/> Civic address and legal description. <input type="checkbox"/> Zone (existing). <input type="checkbox"/> Total lot area (m²). <input checked="" type="checkbox"/> Permitted and Proposed: <ul style="list-style-type: none"> <input type="checkbox"/> Site coverage (%). <input type="checkbox"/> All setbacks (m). <input type="checkbox"/> Total floor area (m²) for proposed deck. <input type="checkbox"/> Height of structure(s) (m) and number of storeys.

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