

## Residential Building Permit - Demolition

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

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**Email:**

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**Phone Number(s):**

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**Mailing Address:**

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City	Province	Postal Code
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## Owner Contact Information (attach a separate page if necessary)

**Name:**

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**Email:**

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**Phone Number(s):**

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**Mailing Address:**

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City	Province	Postal Code
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## 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: \_\_\_\_\_ No. of Residential Units Demolished \_\_\_\_\_

Area of Structure in M<sup>2</sup> \_\_\_\_\_

Property is Serviced By (check all that apply):

Municipal Sewer System	<input type="checkbox"/>	CRD Water Supply	<input type="checkbox"/>	Municipal Storm Drain	<input type="checkbox"/>
Private Sewage/On-Site Septic System	<input type="checkbox"/>	Private Well/On-Site Water Supply	<input type="checkbox"/>	Private/On-Site Storm System	<input type="checkbox"/>

## 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](mailto:building@sooke.ca). If the application cannot be submitted electronically, please contact the Building Safety department at [building@sooke.ca](mailto:building@sooke.ca) or 250-642-1634 to make alternative arrangements for submission.

REC.	ATTACHMENT	DETAILS
<input type="checkbox"/>	Application Form	Completed Application Form.
<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 (Covenants, Easements, Right-of-Ways, etc.).
<input type="checkbox"/>	Application Fee	Per <a href="#">District of Sooke Bylaw Fees and Charges Bylaw No. 752</a> , payable via cash, cheque or debit.
<input type="checkbox"/>	<b>Site Plan**</b> <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"/> <b>Site Plan including:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Referenced to a current survey plan prepared by a BC Land Surveyor</li> <li><input type="checkbox"/> North arrow and scale.</li> <li><input type="checkbox"/> Legal description and civic address of subject property.</li> <li><input type="checkbox"/> Location and dimensions of all property boundaries, covenant areas, easement areas, right-of-way areas, etc.</li> <li><input type="checkbox"/> Location of watercourses and riparian areas/SPEAs.</li> <li><input type="checkbox"/> Location and dimensions of all existing structures.</li> <li><input type="checkbox"/> Location and dimensions of structure to be removed.</li> <li><input type="checkbox"/> Highlighted structure to be removed.</li> <li><input type="checkbox"/> Location of all existing and proposed water lines, wells, septic fields, sanitary sewer, and stormwater drain facilities.</li> </ul>
<input type="checkbox"/>	BC Archaeological Information	Response from <a href="#">Archaeology Information Request form</a> (if required, i.e. excavating)
<input type="checkbox"/>	Fire Safety Plan	Fire Safety Plan to conform with BC Fire Code
<input type="checkbox"/>	Hazardous Materials Assessment Report	<input type="checkbox"/> Hazardous Materials Assessment Report for structures built prior to 1990.
<input type="checkbox"/>	Electricity Disconnections	<input type="checkbox"/> Proof of BC Hydro disconnection



**REC.**  **ATTACHMENT** **DETAILS**  
 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