

Retaining Wall or Non-Occupied Structure 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	<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: _____

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 (Covenants, Easements, Right-of-Ways, etc.).
<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"/>	Letters of Assurance	Letters of Assurance ensuring compliance with the BC Building Code, including Permit to Practice number(s) where applicable.
<input type="checkbox"/>	BC Archaeological Information	Response from Archaeology Information Request form
<input type="checkbox"/>	Site Disclosure Statement Form (Schedule 1)	Required only if the property has NOT always been used for residential purposes.
<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, etc. <input type="checkbox"/> Location of Present Natural Boundary (PNB) or top of bank for watercourses and riparian areas/SPEAs with setbacks. <input type="checkbox"/> Location and dimensions of all existing structures, including setbacks. <input type="checkbox"/> Location of all existing and proposed utilities (electricity, telephone, cable), water lines, wells, septic fields, sanitary sewer, and stormwater drain facilities. <input type="checkbox"/> Location, setbacks, and elevations of all existing and proposed 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 retaining wall(s) (measured by a BC Land Surveyor). <input checked="" type="checkbox"/> Elevations (as Geodetic Datum values). <ul style="list-style-type: none"> <input type="checkbox"/> Average natural and average finished grades; including values for retaining wall heights. <input type="checkbox"/> Retaining wall finishes, materials. <input checked="" type="checkbox"/> Design Drawings <ul style="list-style-type: none"> <input type="checkbox"/> Sealed Engineered Designs <input type="checkbox"/> Schedule B

REC.	ATTACHMENT	DETAILS
<input type="checkbox"/>	Other	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Cross-Sections: <ul style="list-style-type: none"> <input type="checkbox"/> Structure cross sections illustrating structural details including height and length of wall, and height of fill being retained, engineered design elements and construction systems. <input checked="" type="checkbox"/> Development Summary (<i>Project Information Table</i>): <ul style="list-style-type: none"> <input type="checkbox"/> Civic address and legal description. <input type="checkbox"/> Zone (<i>existing</i>). <input type="checkbox"/> Total lot area (<i>m²</i>). <input checked="" type="checkbox"/> Permitted and Proposed: <ul style="list-style-type: none"> <input type="checkbox"/> Site coverage (%). <input type="checkbox"/> All setbacks (<i>m</i>).

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