



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
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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	☐ Yes	☐ No (See Owner's Authorization Form)
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Name:

Email:

Phone Number(s):

Mailing Address:

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

Name:

Email:

Phone Number(s):

Mailing Address:

City	Province	Postal Code
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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)

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.

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 (<i>Covenants, Easements, Right-of-Ways, etc.</i>).
☐	☐	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) where applicable.



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 renovations include plumbing work.
☐	☐	Water Service Sizing Form (where applicable)	Completed Water Pipe Servicing form , indicating any new plumbing fixtures being proposed. If the renovations include plumbing work.
☐	☐	Site Plan and Design Drawings ☐ Hardcopy Set (x2) ☐ Digital Set (x1) <i>(Plans to be drawn to an acceptable drafting scale to a maximum size of 24" x 36")</i>	☒ 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 <i>(To conform to the BC Building Code and a minimum scale 1:50):</i> ☐ 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 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



REQ.	REC.	ATTACHMENT	DETAILS
			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. ☐ Crawlspaced 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>).
☐	☐	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



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

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		