



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

Plumbing 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
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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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Plumber Contact Information

Name:

Email:

Phone Number(s):

Mailing Address:

City	Province	Postal Code
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Trade Qualification #



Description of Project *(attach a separate page if necessary)*

Installations:

Qty	Fixtures	Qty	Fixtures	Qty	Fixtures	Qty	Fixtures
	Automatic Washer		Drinking Fountain		Janitor Sink		Water Closet
	Bar Sink		Floor Drain		Laundry Tray		Water Supplied Fridge
	Basin		Hose Bib		Shower		Other -
	Bath		Hot Water Tank Drain		Sink		Other -
	Dishwasher		Hot Water Tank		Urinal		Other -

Qty	Drain	Qty	Sewer/Septic	Qty	Water/Drain	Qty	Sewer/Drain
	Storm Drain Lateral		Sewer Lateral		Water Service*		Manhole
	Replace Drain Tile		Sewer – New Area		Int. Roof Leader		Oil Interceptor
	Rainwater Leaders		Septic Connection		Roof Drain		Pump Station
	Other -		Other -		Backflow Preventor		Grease Trap

Qty	Fire/Other	Qty	Fire/Other	Qty	Fire/Other	Qty	Other
	Fire Sprinkler Head		Fire Water Service		Standpipe Hose Outlet		Swim Pool wtr/dm conn

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	☐

Solar Hot Water Heating

Qty

*Water Service Pipe Size

Fixture Unit #

Water Heating – No Charge

*Water Service Sizing Form Required

☐ Yes

☐ No



Application Requirements Checklist

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.
☐	☐	Application Fee	Per District of Sooke Bylaw Fees and Charges Bylaw No. 752 payable via cash, cheque or debit.
☐	☐	VIHA Record of Sewerage System	If On-Site Septic System
☐	☐	Well Report	If not on CRD Water Supply
☐	☐	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



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Building Department - For Office Use Only

Date/Time Received:			Received By:		
Project No:			Building Folder No:		
			Folder No:		
Comments:					

Comments Checked in Tempest Land:	☐ Yes	☐ No	Application Fee	☐ Cash / Debit	☐ Cheque
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