



DISTRICT OF

Sooke

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

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

☐ Yes

☐ No (See Owner's Authorization Form)

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:

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Builder Contact Information

Name:

Email:

Phone Number(s):

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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
☐	Application Form	Completed Application Form.



REC.	ATTACHMENT	DETAILS
☐	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 (Covenants, Easements, Right-of-Ways, etc.).
☐	Application Fee (Non-Refundable)	Per District of Sooke Bylaw Fees and Charges , payable via cash, cheque or debit.
☐	Letters of Assurance	Letters of Assurance ensuring compliance with the BC Building Code, including Permit to Practice number(s) where applicable.
☐	BC Archaeological Information	Response from Archaeology Information Request form
☐	Site Disclosure Statement Form (Schedule 1)	Required only if the property has NOT always been used for residential purposes.
☐	Site Plan and Design Drawings ☐ <i>Hardcopy Set (x2)</i> ☐ <i>Digital Set (x1)</i> <i>(Plans to be drawn to an acceptable drafting scale to a maximum size of 24" x 36")</i>	☒ Site Plan: ☐ 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 and riparian areas/SPEAs with setbacks. ☐ Location and dimensions of all existing structures, including setbacks. ☐ Location of all existing and proposed utilities (electricity, telephone, cable), water lines, wells, septic fields, sanitary sewer, and stormwater drain facilities. ☐ Location, setbacks, and elevations of all existing and proposed retaining walls, steps, stairs, and decks. ☐ 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). ☒ Elevations (as Geodetic Datum values). ☐ Average natural and average finished grades; including values for retaining wall heights. ☐ Retaining wall finishes, materials. ☒ Design Drawings ☐ Sealed Engineered Designs ☐ Schedule B



REC.	ATTACHMENT	DETAILS
		☒ Cross-Sections: ☐ Structure cross sections illustrating structural details including height and length of wall, and height of fill being retained, engineered design elements and construction systems. ☒ Development Summary <i>(Project Information Table):</i> ☐ Civic address and legal description. ☐ Zone <i>(existing)</i>. ☐ Total lot area (m²). ☒ Permitted and Proposed: ☐ Site coverage (%). ☐ All setbacks (m).
☐	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