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

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

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:

City | *Province* | *Postal Code*

Builder Contact Information

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*

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.

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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 *(Covenants, Easements, Right-of-Ways, etc.).*
☐	Application Fee (Non-Refundable)	Per *District of Sooke Bylaw Fees and Charges Bylaw* **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.
☐	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.
☐	BC Archaeological Information	Response from Archaeology Information Request form
☐	Plumbing Permit	Application if required
☐	Site Plan and Design Drawings ☐ ***Hardcopy Set (x2)*** ☐ ***Digital Set (x1)*** ***(Plans to be drawn to an acceptable drafting scale to a maximum size of 24" x 36")***	☑ 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** *(To conform to the BC Building Code and a minimum scale 1:50)*: ☐ 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.

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REC.	ATTACHMENT	DETAILS

- ☐ 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 *(as Geodetic Datum values)*:
  - ☐ 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 *(wall area, limiting distance and permitted openings, actual openings)*.
  - ☐ Guardrails
  - ☐ Basement and non-basement areas, identified with a horizontal dashed line.

- ☑ Cross-Sections:
  - ☐ Building cross-sections illustrating ceiling heights and construction systems *(Roof, Wall, Floor assemblies)*; 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.
  - ☐ Crawlspace area to be labelled.

- ☑ Development Summary *(Project Information Table)*:
  - ☐ Civic address and legal description.
  - ☐ Zone *(existing)*.
  - ☐ 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 *(accessible, loading, EV/standard vehicle/bicycle, etc.)*.

☐ **Design & capacity of Heating & Air-conditioning systems/appliances** (if required)

9.33.5.1 Providing the Load Calculations for a certified system and declared within an approved program software that is F280 compliant (for sizing of equipment and ducting)

- ☐ Whole home / block load & refuge room CSA F280 analysis (baseboard & mini split systems)

  OR

- ☐ Room by room CSA F280 analysis (central heating & air-conditioning with distribution systems)

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REC.	ATTACHMENT	DETAILS
☐	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*

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