

• All words shown in ***bold italics*** are defined terms listed in Section 2 – Definitions of Saanich Zoning Bylaw 8200 •

General Information Required:

- Title Search (current within 30 days)
- Copies of all encumbrances to which Saanich is party to (ie: restrictive covenants, statutory right-of-ways, building schemes.)
- Five Completed Sets of Drawings
- Plans drawn to acceptable drafting scale ie. 1/4" = 1 ft

DRAWINGS - See Brochure

Drawing Requirements: Reference our brochure "Residential Building Permits" and other bulletins in the application package and confirm that you have provided the required information by checking all the boxes below:

Site Plan Requirements	Provided	N/A
• Site Plan drawing with Full Dimensions of <i>Lot</i> with north arrow shown and all existing and all proposed <i>Buildings</i> noted with dimensions from property lines. Identify which <i>Buildings</i> are existing and which are proposed.		
• Geodetic Elevations of existing <i>Natural Grade</i> shown at all external corners of all proposed new <i>Buildings</i> . (Must be determined by a BCLS).		
• Easements, Covenants and Rights-of-way identified and dimensioned on site plan.		
• Are there trees on the property or boulevard?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Species and diameter indicated on site plan	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Location of driveway indicated on site plan	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Floor Plan Requirements	Provided	N/A
• Floor Plans with dimensions and <u>all</u> rooms labeled with their intended use, including all areas on the lower floor and all proposed "rooms for family members".		

Elevation Requirements	Provided	N/A
• Elevation drawings of all sides of proposed new or altered buildings.		
• Geodetic Elevations of existing <i>Natural Grade</i> , proposed <i>Finish Grade</i> and main floor shown on all elevation drawings.		
• "Basement" slab shown with horizontal dashed line.		

Cross-Section Requirements	Provided	N/A
• Complete cross-section drawing(s) supplied with reference on the floor plans as to the location. Cross-section drawing(s) must show foundation, drainage, columns, framing, sheathing, interior and exterior finishes, insulation, ventilation and roofing materials as applicable.		
• Engineer designed elements identified, including, but not limited to: manufactured trusses, manufactured I-joist, manufactured beams and high foundation walls.		
• Crawlspace areas identified and labeled with proposed maximum height dimension of 5' 6". (All crawlspace areas exceeding a height of 5' 6" must be included in the <i>Gross Floor Area</i> calculation, as per Saanich Zoning Bylaw 8200) and other bulletins in the application package.		

ZONING BYLAW CALCULATIONS

Project Data: Reference "Saanich Zoning Bylaw 8200" and confirm that you have provided the required information by completing all the boxes below:

Lot Coverage	Sq. Ft.	N/A
• Proposed new and additional <i>Lot Coverage</i>		
• Existing <i>Lot Coverage</i>		
• Total of proposed new and existing <i>Lot Coverage</i>		
• The portion of the total <i>Lot Coverage</i> noted above representing existing and proposed <i>Accessory Buildings</i>		

Proposed New or Additional Floor Area	Sq. Ft.	N/A
• Top Floor		
• Main Floor (not including attached garage or carport areas)		
• Lower Floor (not including attached garage or carport areas)		
• Total Floor Area of attached garages and/or carports		
The portion of the total <u>new</u> floor area noted above that qualifies as " <i>Basement</i> ", as defined in Saanich's Zoning Bylaw (Floor Plans must include a dashed line, indicating the dividing line between <i>Basement</i> and Non-Basement floor areas)		

Existing Floor Area	Sq. Ft.	N/A
• Top Floor		
• Main Floor (not including attached garage or carport areas)		
• Lower Floor (not including attached garage or carport areas)		
• Total Floor Area of attached garages and/or carports		
The portion of the total <u>existing</u> floor area noted above that qualifies as " <i>Basement</i> ", as defined in Saanich's Zoning Bylaw (Floor Plans must include a dashed line, indicating the dividing line between <i>Basement</i> and Non-Basement floor areas)		