

General Information Required:

- Title Search (current within 30 days)
- Copies of all encumbrances to which Saanich is party to (ie: restrictive covenants, statutory rights-of-way and 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 Lot with north arrow shown and all existing and all proposed Buildings noted with dimensions from property lines. Identify which Buildings are existing and which are proposed.		
• Geodetic Elevations of existing Natural Grade shown at all external corners of all proposed new Buildings . (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 – Label rooms as “Existing” or “New” on submitted plans	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 Natural Grade , proposed Finish Grade 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 Gross Floor Area calculation, as per Saanich Zoning Bylaw 8200.		

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:

Existing Floor Area	Sq. Ft.	N/A
Existing Top Floor Area		
Existing Main Floor Area (not including attached garage or carport areas)		
Existing Lower Floor Area (not including attached garage or carport areas)		
Existing Total Floor Area of attached garages and/or carports		
The portion of the total <u>existing</u> floor area noted above that qualifies as " Basement ", as defined in Saanich's Zoning Bylaw (Floor Plans must include a dashed line, indicating the dividing line between Basement and Non-Basement floor areas)		
Proposed New Floor Area	Sq. Ft.	N/A
Proposed New Top Floor Area		
Proposed New Main Floor Area (not including attached garage or carport areas)		
Proposed New Lower Floor Area (not including attached garage or carport areas)		
Proposed New Total Floor Area of attached garages and/or carports		
The portion of the total <u>new</u> floor area noted above that qualifies as " Basement ", as defined in Saanich's Zoning Bylaw (Floor Plans must include a dashed line, indicating the dividing line between Basement and Non-Basement floor areas)		
Lot Coverage – This is classified as the footprint of a building (see By-Law for complete definition)	Sq. Ft.	N/A
Existing total Lot Coverage		
Proposed new and additional total Lot Coverage		
The area of the total Lot Coverage representing existing <u>and</u> proposed Accessory Buildings		