

Completing the Saanich Building Permit Application Form

This Bulletin has been designed as an information supplement and is intended to be used in conjunction with the definitions in Saanich Zoning Bylaw 8200 (Zoning Bylaw). The **bold** and **italicized** words in this bulletin indicate that they are defined terms in the Zoning Bylaw and are used in that context. The new building permit application form has been designed to ensure applicants will provide all information needed so Saanich staff can efficiently process building permit applications for new **single family dwellings**, additions to existing **single family dwellings** and **accessory structures**. The Inspection Services Department of Saanich must review all building permit applications to determine whether or not the proposed construction, when completed, will comply with the Zoning Bylaw and Saanich Building & Plumbing Bylaw 7188 (Building Bylaw). There are four major areas to consider when designing for compliance to the Zoning Bylaw, these are: **lot coverage**, **setbacks**, **height*** and **floor space ratio***. The minimum amount of information required to be submitted with a building permit application is set-out in Saanich Building and Plumbing Bylaw 7188 (Building Bylaw) - Subsection 3.2 Application for Permit, and Section 2.3 of the B.C. Building Code (Code). Please also refer to the Zoning Bylaw and the Saanich Building Information Bulletin listing the most common zoning terms and their definitions and the Bulletins for **Height** and **Basement/Non-Basement Floor area**. Emphasis has been added below for clarity.

A "pre-application meeting" with one of the two Saanich Permit Coordinators is strongly recommended. At this meeting staff will comment on your permit application, associated documents and preliminary or final plans. They will point out any obvious areas of concern regarding non-compliance or incompleteness of the application or plans. Following this meeting, if required, the plans and/or the building permit application must be amended as needed and then submitted to the Inspection Services Department with the prescribed application fee. After submission of a completed permit application Saanich staff will then do a detailed review. Following this review Saanich staff will contact the applicant indicating the Building Permit is ready for pick-up, or alternately, a Permit Coordinator will send a comprehensive letter to the applicant indicating what documents, amendments and/or remedial works are required for the application to be further advanced. The Permit Coordinator can also assist in explaining the regulations concerning **height**, setbacks and the ratio of **basement** to non-basement floor areas. One may generally apply to the Board of Variance for relief/relaxation if their plans do not comply with the bylaw. The Board of Variance may consider approval of a proposed **height**, setback or floor ratio variance where, in their opinion, the variance request is "minor" in nature and, when in their opinion, there is an inherent element of "hardship" present.

Page One: Storm and Sanitary Sewers, Domestic Water Supply and General Information

Storm and Sanitary Sewers - The owner or their agent is required to investigate the availability of municipal storm and sanitary sewer systems with Saanich Engineering Department staff. Where there are municipal systems in place, the applicant must establish the invert elevations at the street. Where there is no storm sewer system available, or where the geodetic elevation of the invert is too high for a gravity flow discharge, alternate methods must be proposed – such as an on-site and engineer designed rock-pit. The information requested on the application form pertaining to sanitary and storm sewer discharge must be provided by the applicant. Please feel free to ask staff to assist you – prior to submitting the building permit application.

Domestic Water Supply – Most of the residential properties in Saanich are served by a municipal water supply located at the road frontage of the lots. Those Some rural properties in Saanich do not have a municipal water supply. To apply for a building permit for a house on these rural lots one must have a drilled well, a well log and a water quality analysis done by a laboratory. The Capital Health Region is the authority having jurisdiction regarding well water. The Capital Health Region office can be contacted at 250-475-1858 for additional information or clarification.

General Information - The application form is self explanatory as to who the stakeholders are. The registered owner of a property must sign the application, unless the registered owner provides an "agents letter" authorizing a second party to act on their behalf. Sample agent letters are available from the Saanich Inspection Services Department.

Page Two: General Information, Drawings and Zoning Bylaw Calculations

The second page of the application form has been designed to ensure applicants will provide a *quality application* with all the pertinent Building Code, Building Bylaw and Zoning Bylaw information provided on the plans. This information must also be accurately provided on the application form so Saanich staff can successfully complete a thorough review of the proposed works and prepare a building permit for issuance in a timely fashion. Whether the proposed work is a small **accessory building** or a new large **single family dwelling**, the building permit application form must include all the information needed to complete the review by staff.

Required Drawings and Documents – All building permit applications for new single family dwellings, additions to existing single family dwellings or for new accessory buildings require the submission of **5** sets of plans, a **Certificate of Title*** less than 30 days old and all documents pertaining to encumbrances noted on title to which the Corporation of The District of Saanich is a party to – such as easements, building schemes, statutory rights of way and/or restrictive covenants*. Where covenants are in place concerning "form & character", building design or other similar restrictions, the applicant must have their drawings approved by the Planning Department at Saanich **PRIOR** to making the application for building permit.

Site Plan - A site plan is essentially a drawing completed from an "aerial view" of the lot. The site plan must show adequate information so staff can review it for compliance to all elements that are regulated by the Bylaw. The site plan must be drawn to scale and show all existing and all proposed new **buildings** on the **lot**. The site plan must also show the distance between **accessory buildings** and the main residence, the setbacks from all existing and all proposed new **buildings** with the geodetic elevations** at the external corners of the buildings. All trees on the lot and boulevard must be included on the site plan and labeled with the species and trunk diameter.

Floor Plans - The Building Bylaw states that plans submitted in support of a building permit application must indicate "the proposed **use** of each room or floor area". The plans must be drawn to scale and with all dimensions noted.

Exterior Elevation Drawings – Elevation drawings must be provided for all four sides and show the proposed cladding, trim, windows, doors and all other pertinent details to show compliance to the Code.

Cross –Section Drawing(s) – a cross–section drawing is essentially a drawing of what the construction would look like if one were to cut the building in half and view it from the side. This drawing is the key element of the required plans and must contain an adequate amount of information and dimensions to determine Building Code compliance. This drawing(s), more than any other portion of building plans, must show how the building is going to be constructed and also show what materials will be for the foundation, walls, floor(s) assemblies, ceiling(s) and roof assembly, cladding, thermal insulation and roofing.

Zoning Bylaw Calculations - Prior to completing this section of the building permit application and prior to starting *any* design work, it is important that the designer determine what the parameters are that will regulate the overall design and overall development on your lot. This exercise is typically referred to as a "zoning analysis". To complete a zoning analysis, one must calculate the maximum permitted **gross floor area**, the maximum permitted non-basement floor area, the maximum permitted **lot coverage**, the maximum permitted **height** and the minimum permitted setbacks for construction on the subject lot. The next step is to ensure any plans and proposals will comply with the noted regulations.

Lot Coverage – **Lot coverage** is a defined term in the Zoning Bylaw. The horizontal area of decks, without a carport or an enclosed area below them, are not to be calculated or included as **lot coverage**. All existing and all proposed **accessory buildings** must be included in calculations to determine **lot coverage**. Staff must be able to determine from your application form what the existing **lot coverage** is and what the proposed new and additional **lot coverage** will be.

Example : A lot with a traditional two storey house that measures 30' X 50', and one accessory building that measure 20' X 30", both measured from the outermost faces of the exterior walls, would result in (30 X 50) = 1500 sq. feet of **lot coverage** for the house, and (20 X 30) = 600 sq. feet of **lot coverage** for the **accessory building**. Total **lot coverage** 1500 + 600 = 2100 sq. feet. The actual percentage of **lot coverage** is the ratio of **lot** area in relationship to **lot coverage**. In this example if the **lot** area was 8400 sq. feet, the percentage of **lot coverage** would be 25%.

Existing or Proposed New or Additional Floor Areas – Floor area is not a defined term in the Zoning Bylaw. Floor area must be calculated for the principle building only (the house). Floor area is calculated by measuring the sum total or cumulative area on each storey and is calculated by measuring to the outside face of the exterior walls.

Example : A traditional two storey house that measures 30' X 50', measured from the outermost faces of the exterior walls, would have a floor area of (30' X 50') X 2 = **gross floor area** of 3000 sq. ft.

* **The Land Title and Survey Authority of B.C.** (formerly known as the Land Titles Office or L.T.O.) will provide a certificate of title and all documents pertaining to encumbrances noted on title to which the Corporation of The District of Saanich is a party to – such as easements, building schemes, statutory rights of way and/or covenants. Applicants can research the/their title at **The Land Title and Survey Authority of B.C.** which is located at **850 Burdett Avenue** at the rear of the Law Courts building and accessed off Quadra Street. The phone number for **The Land Title and Survey Authority of B.C.** is **250-387-6331** and their mailing address is **P.O. Box 9255 Victoria, B.C. V8W 9J3**

** See Saanich Information Bulletins for **HEIGHT** and/or **BASEMENT – NON-BASEMENT FLOOR AREA** and Saanich Zoning Bylaw 8200 for additional information.

G:\IP\Protect_Adm\App_Forms\Inspection Forms_Master\Inspection Documents_Master\Application Packages\CONFIRMED IN PACKAGE\Completing Bld App Form.doc