

## **INFORMATION TO BE SUBMITTED WITH A BUILDING PERMIT APPLICATION**

Effective June 2, 2025, all Building Permit Applications are Submitted Electronically to [bpapplication@crd.bc.ca](mailto:bpapplication@crd.bc.ca), and inspection requests emailed to [inspectionrequest@crd.bc.ca](mailto:inspectionrequest@crd.bc.ca). Visit the [Building Permit Guide](#) for more information.

Click links below or visit [Building Inspection](#) for relevant forms and information.

PDF documents submitted with an application must be **unlocked** (including construction drawings and site plan).

- ☐ **Completed Application Form** (check all that apply):
  - ☐ [Building Permit](#)
  - ☐ [Chimney Permit](#)
  - ☐ [Plumbing Permit](#)
- ☐ **Planning Approval** (*see page 3*).
- ☐ **BC Energy Step Code** including a Pre-Construction Compliance Report (*see BC Energy Step Code Bulletin for details*).
  - ☐ Energy modelling through an Energy Advisor.
  - ☐ Prescriptive path for compliance.
- ☐ **Site Plan** drawn to scale showing: dimensions of property, location of septic tank and disposal field, location of well, location of proposed building, ground elevations, location of all existing buildings and distances to property lines, details of site drainage.
- ☐ **Full-sized detailed Construction Drawings** showing: foundation plan (fully dimensioned), floor plan of each level (fully dimensioned), elevations of all sides of the building, proposed and/or existing uses of all rooms on floor plans, overall cross sections with structural details (*see BC Energy Step Code Bulletin for details*).
- ☐ **Written authorization** using the [Appointment of an Authorized Agent](#) form if an owner is giving an applicant permission to act on their behalf. If there is more than one legal owner, all owners must sign.
- ☐ Copy of the **Statement of Directors and Registered Office** if the owner of the property is a company or society.
- ☐ Copy of a current **Title Search** dated within 30 days of application. See [LTSA](#) or check here ☐ to order for \$25.
- ☐ Copies of any non-financial charges on Title (i.e. **Easements, Covenants, Rights-of-Way**).
- ☐ Copy of current Property Assessment Notice (**Tax Notice**).
- ☐ **New Home Registration Form** from [BC Housing](#) with proof of Home Warranty Insurance or Notarized Owner Builder Declaration and Disclosure Notice. If not applicable, a letter/email from BC Housing stating it is not required.
- ☐ **Valid Sewage Disposal Permit**:
  - ☐ Application (include copy of [Island Health](#) filing)
  - ☐ For **Addition to Single Family Dwelling**: Assessment of sewage disposal system by registered professional.

☐ **Proof of potable water supply:**

- ☐ Well log ☐ Rainwater Harvesting (requires mechanical engineering design)  
☐ Water test results (coliform and minerals) ☐ Approval letter from applicable Water District

SSI applicants needing assistance, contact [North Salt Spring Waterworks District](#)

Port Renfrew applicants, contact [CRD](#) Integrated Water Services or email [waterbilling@crd.bc.ca](mailto:waterbilling@crd.bc.ca)

☐ **Plumbing:**

- ☐ If installed by a plumber, submit a [Plumbing Permit](#) application with the plumber's name and TQ number.  
☐ If installed by the homeowner, **isometric drawings** are required.

☐ Confirmation that the property is **not in an archaeological sensitive area**.

- ☐ Applicants for **Salt Spring Island & Southern Gulf Islands** must provide confirmation from [Archaeology Branch](#).  
☐ Applicants for **Juan de Fuca** will receive confirmation from CRD Community Planning **if** they are also applying for planning approval. If CRD Community Planning is not involved, contact [Archaeology Branch](#).

☐ **Engineering Schedules (sealed originals)** and proof of **Professional Liability Insurance** (to be provided with letters of assurance).

- ☐ Mechanical ☐ Geotechnical ☐ Structural

☐ **Mechanical Ventilation Checklists:**

- ☐ [Forced Air System](#) ☐ [HRV Systems](#) ☐ [Distributed CRV Systems](#) ☐ [Exhaust Fan & Passive Inlets](#)

☐ **Plan Processing Fee**

- ☐ \$ 100 for construction value less than \$50,000  
☐ \$ 200 for construction value between \$50,000 & \$200,000  
☐ \$ 300 for construction value greater than \$200,000

*This fee is non-refundable and shall be credited against the building permit fee when the permit is issued.*

Plan Processing Fees can be paid by:

- cheque
- money order
- bank draft
- debit
- cash

Plan Processing Fees can be dropped off at any CRD office or mailed to:

**Capital Regional District**  
**Attention: Building Inspection**  
**625 Fisgard Street**  
**Victoria, BC V8W 1R7**

## PLANNING APPROVAL

- ☐ Zoning and development permit confirmation is required for all new:
- Single Family Dwellings
  - Accessory Buildings
  - Garages
  - Decks
  - Additions/renovations that change the footprint of the building
  - Change of occupancy to/from a house to/from an accessory building

☐ For Juan de Fuca, Malahat & Willis Point

Contact Juan de Fuca Community Planning **PRIOR** to applying for a building permit for information about land use, zoning and development areas.

Email: [jdfinfo@crd.bc.ca](mailto:jdfinfo@crd.bc.ca), Phone: 250.642.8100, #3-7450 Butler Road, Sooke, BC, V9Z 1N1

☐ For Southern Gulf Islands & Salt Spring Island

Contact Islands Trust **PRIOR** to applying for a building permit. Building permit applications **MUST INCLUDE** a [Building Permit Review Response Form](#) confirming that the Site Plan and Construction Drawings (including elevation) comply with land use bylaws and development permit areas. Plans and drawings submitted to Islands Trust and the CRD must be identical. For zoning and development area assistance, contact Islands Trust. The Building Permit Review form is available online [www.islandstrust.bc.ca](http://www.islandstrust.bc.ca) and can be submitted via email to:

**Southern Gulf Islands**, #200-1627 Fort Street, Victoria, BC, V8R 1H8

Email: [southinfo@islandstrust.bc.ca](mailto:southinfo@islandstrust.bc.ca), Phone: 250.405.5151

**Salt Spring Island** - #1-500 Lower Ganges Road, Salt Spring Island, BC, V8K 2N8

Email: [ssiinfo@islandstrust.bc.ca](mailto:ssiinfo@islandstrust.bc.ca), Phone: 250.537.9144

## ADDITIONAL DOCUMENTS THAT MAY BE REQUIRED BY THE BUILDING INSPECTOR

- ☐ Verification of street address AND access to property by fire and emergency vehicles from appropriate Fire Department or Building Inspection office. New dwellings without addresses apply with the [Address Request Form](#).
- ☐ Building permits related to **strata lots**: Copy of the company search including all registered owners of the strata, and a letter from the Board of Directors approving the proposal and a site plan identifying all numbered building sites.
- ☐ When on **major highways or numbered routes**: Evidence of access approval from the Ministry of Transportation. This can be in the format of a note documenting your conversation. For assistance contact 250.952.4515.
- ☐ For **hazard assessment** details regarding structures built prior to 1990 contact [WorkSafeBC](#) at 1.888.621.7233.
- ☐ Floor, beam and roof truss layout with factored point loads only if using engineered products (i.e. pre-manufactured trusses or engineered lumber products).

## CONTACT INFORMATION

**Southern Gulf Islands,  
Malahat & Willis Point**  
625 Fisgard Street  
PO Box 1000 Victoria BC V8W 1R7

**Juan de Fuca**  
#3-7450 Butler Rd  
Sooke BC  
V9Z 1N1

**Salt Spring Island**  
#206-118 Fulford-Ganges Rd  
Salt Spring Island BC  
V8K 2S4

**Pender Island**  
#30-4605 Bedwell Harbour Rd  
PO Box 113  
Pender Island BC V0N 2M0

General Enquiries: [permitquestion@crd.bc.ca](mailto:permitquestion@crd.bc.ca)

Phone: 250.360.3230

Permit Applications: [bpapplication@crd.bc.ca](mailto:bpapplication@crd.bc.ca)

Inspection Requests: [inspectionrequest@crd.bc.ca](mailto:inspectionrequest@crd.bc.ca)