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# Building Permit Application

Information: [crd.ca/building](http://crd.ca/building) Phone: 250-360-3230 Questions: [permitquestion@crd.bc.ca](mailto:permitquestion@crd.bc.ca)

Site Address:	
City:	Postal Code:
Legal Description:	PID:

<b>Owner</b>	
Name:	
Mailing Address:	
Telephone:	Email:
If the owner is a company or society, include a copy of the Statement of Directors and Registered Office.	

<b>Applicant</b>	
Name:	
Mailing Address:	
Telephone:	Email:
<input type="checkbox"/> If different from the Owner, complete and attach <a href="#">Appointment of an Authorized Agent Form</a>	

<b>Builder</b>	
Name:	
Mailing Address:	
Telephone:	Email:
<input type="checkbox"/> If different from the Owner, complete and attach <a href="#">Appointment of an Authorized Agent Form</a>	

<b>Plumber</b>	
Name:	Plumber T.Q. #:
Company Name:	
Mailing Address:	
Telephone:	Email:

**Before you apply** make sure your project meets these requirements before submitting your application:  
(refer to the [Building Permit Guide](#)).

- You are the registered owner of the property or have permission to act on the owner's behalf (by completing an [Appointment of an Authorized Agent form](#)).
- The property has the correct zoning.
- The property is registered with the Land Title and Survey Authority of BC (LTSA).
- The property is accessible by an approved access/driveway.
- Essential services have or will be provided for.
- Building plans conform to current building code, land use and zoning bylaws and all other applicable enactments.
- Property address has been assigned.
- Electrical, gas and sewage disposal work require separate permits and inspections. Contact the [appropriate agency](#).

### Project Information:

Proposed Construction: \_\_\_\_\_

Project Construction Value: \_\_\_\_\_

Type of Building, select one:

- Single Family Dwelling
- Accessory Building
- Multi Family
- Commercial
- Industrial institutional
- Other

Type of Construction, select one:

- New Construction
- Addition
- Alteration
- Conversion
- Repair
- Move-In
- Renew
- Reapply

Short Description of work (140 characters max):

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## Information to be Submitted with the Building Permit Application:

Select all that are applicable to your project. If you need assistance, please email [permitquestion@crd.bc.ca](mailto:permitquestion@crd.bc.ca)

- Detailed Construction Drawings (existing and new required):** Scaled, fully dimensioned PDF construction drawings including, (if applicable), architectural floor plans, building elevations, cross sections, details, structural, civil, mechanical and electrical drawings. All PDF's must be **unlocked**.
- 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 and details of site drainage.
- Copy of a current **Title Search** dated within 30 days of application. Visit [LTSA](#) or check here  to order for \$25.
- Planning Approval** of 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** - Islands Trust, 4-121 McPhillips Avenue, Salt Spring Island, BC, V8K 2T6  
Email: [ssiinfo@islandstrust.bc.ca](mailto:ssiinfo@islandstrust.bc.ca), Phone: 250.537.9144
- 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.
- If the owner is a company or society, include a copy of the **Statement of Directors and Registered Office**.
- Copy of any non-financial charges on Title (i.e. **Easements, Covenants, Rights-of-Way**).
- 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)
  - If 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)
  
  - Magic Lakes, North Pender Island** – a copy of application and payment to be submitted with building permit application and any new house application will require proof of connection payment and application for connections to CRD Magic Lake Property Owners Society, prior to permits being issued.
  
- Plumbing:**
  - If installed by a plumber, the plumber's name and TQ number is required.
  - If installed by the homeowner, **isometric drawings** are required.
  
- BC Energy and Carbon Step Code:**
  - Energy modelling through an Energy Advisor.  
**Energy Step Code 3 and Zero Carbon Step Code EL-3 required.**
  
- Confirmation that the property is **not in an archaeological sensitive area.**
  - Applicants for **Salt Spring Island & Southern Gulf Islands** must provide confirmation from the [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 the [Archaeology Branch](#).
  
- Designed Professional Engineering Schedules (sealed)** All PDF's must be **unlocked**.
  - Mechanical
  - Architectural
  - Geotechnical
  - Structural
  - Fire Suppression
  - Sprinkler Drawings (if applicable)
  
- Mechanical Ventilation Checklists:**
  - [Forced Air System](#)
  - [HRV Systems](#)
  - [Distributed CRV Systems](#)
  - [Exhaust Fan & Passive Inlets](#)
  
- Design details of the fireplace and/or chimney may be requested for approval by the Building Official.

- 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.
- Floor, beam and roof truss layout with factored point loads only if using engineered products (i.e. pre-manufactured trusses or engineered lumber products).
- Mobile Home Certificate**

### **Submit Application using ZendTo:**

- (1) Go to "[ZendTo](#)" (no account set-up required).
- (2) Click on "drop-off".
- (3) Add your name, organization and email. Click "Send confirmation".
- (4) An email will be sent to you with a link. Click on link
- (5) Add recipient "CRD Building Inspection" and email: [bpapplication@crd.bc.ca](mailto:bpapplication@crd.bc.ca). Click "Add and Close".
- (6) Add pdf attachment by selecting "Click to Add Files or Drag Them Here" and select the pdf from your computer. Once attached the pdf will be listed on the screen.
- (7) Click "Drop-off Files".
- (8) A message will appear on the screen "Your files have been sent successfully".
- (9) Once the CRD has retrieved your pdf file from ZendTo, you will receive a confirmation email.

### **Non-refundable Application Fee of \$300**

The application will be reviewed, once approved an invoice for the application fee will be emailed to the applicant. Payment can then be made by: cheque, credit card, money order, bank draft, debit or cash at CRD offices in Victoria, Juan de Fuca, Pender Island or Salt Spring Island or mailed to:

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

### **Limitation of Liability**

Neither the issuance of a permit under this bylaw nor the acceptance or review of plans, drawings, or specifications or supporting documents, nor any inspections made by or on behalf of the Capital Regional District shall in any way relieve the owner or his or her representatives from full and sole responsibility to perform the work in full accordance with the British Columbia Building Code, the Building Regulation Bylaw of the CRD and all other applicable enactments, codes, and standards.

**Notice of Collection of Personal Information**

The CRD is committed to protecting your privacy. Personal information contained on this form is collected under sections 26 (a) and (c) of the *Freedom of Information and Protection of Privacy Act* (FOIPPA) and will be used to process this application, as well as for any purpose contemplated under Part 9 of the *Local Government Act*. Please note that as a result of this application, copies of any associated permits, plans and/or other related property records (excluding any personal information therein) may be available to the public, either on a routine basis or by request under FOIPPA. If you have questions regarding the collection of personal information on this form, please contact: Building Inspection Manager 250-360-3230 [permitquestion@crd.bc.ca](mailto:permitquestion@crd.bc.ca).

**All building in the CRD Electoral Areas is regulated by Building Regulation Bylaw No. 3741.**

**Signature Required:**

\_\_\_\_\_  
Name of Applicant

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date (dd/mm/yyyy)