Making a difference...together



CRD Building Permit Guide

For the Electoral Areas of the Capital Regional District

The purpose of the CRD Building Permit Guide is to assist applicants with the preparation of building permit applications regarding demolition, deconstruction, construction, repairs, alterations or additions to buildings and structures.

By following this guide, a building permit application will be processed more quickly.
If this guide does not answer your questions, please contact us at permitquestion@crd.bc.ca.

Building permit applications can be submitted electronically (see page 13 for instructions).
Inspections can be booked using the online form (see page 16 for instructions)

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The Purpose of a Building Permit

The public's expectations are that buildings are reasonably safe, well built and energy efficient. This is best achieved by having buildings reasonably compliant to the BC Building Code. CRD's role is to verify compliance with the BC Building Code and this authority is formalized through CRD Building Regulation Bylaw.

The building permitting process serves to protect occupants and owners as well as neighbouring properties. The building permitting process also serves as a check that zoning and other regulations are followed. If unpermitted construction is left unchecked, the risks to occupants, property owners, and the community are increased.

What Construction Requires a Building Permit?

- site excavation or blasting
- construction, repairing or altering a building or structure
- moving a building
- changing the occupancy of a building
- plumbing work
- construction of a masonry fireplace and installation of wood stoves and chimneys
- demolition of buildings or structures
- deconstruction or removal of a building
- installing a manufactured home
- installation of solar panels on a roof (new or existing)
- replacement of roofing material or external siding of dissimilar materials

What Construction Does Not Require a Building Permit?

- Most accessory buildings less than 10 square meters in area (but may require planning approval)
- Minor repairs or alterations to non-structural components of the building
- Valve, faucet, fixture or service water heater repairs or replacement
- Repairs to plumbing piping where there is no change to piping
- Retaining structures less than 1.2 meters in height
- Retaining structures more than 1.2 meters in height that are greater than 30° off vertical
- Construction of a fence
- Construction of a deck less than 600 mm above grade

The Consequences of Not Getting a Building Permit

Not getting a building permit when one is required may affect:

- Insurance claims (such as water, fire or earthquake damage) or 3rd-party claims (slips & falls)
- Future sale of property
- Future building permit applications
- Renewing or getting a mortgage

If owners build without permits, CRD can:

- Issue fines
- Place a Notice on Title with BC Land Titles
- Take further legal action, such as the removal of construction built without permits.

Fines can be issued for:

- Failing to obtain a building permit
- Occupying a building without a certificate of occupancy
- Tampering with posted CRD notices and building permit certificates
- Building contrary to the approved permit
- Obstructing a building official's entry for an inspection
- Continue work on a structure after written orders to cease



Building Permit Application Process

Step 1: Before Submitting a Building Permit Application

- You have received planning confirmation when necessary from Islands Trust or CRD Juan de Fuca Community Planning.
- You have received applicable approvals from other agencies (i.e. B.C. Archaeology Branch, Home Warranty Insurance etc.). Note that other agency approvals can take time, contacting them early is recommended.
- 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.
- The property is accessible by an approved access/driveway.
- Property address has been assigned.
- 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.
- Electrical, gas and sewage disposal work require separate permits and inspections.

Step 2: Gather Building Permit Application Documents

- Completed Building Permit Application.
- PDF drawings of the proposed construction. **All PDFs must be unlocked and allow markups including Schedules and Drawings,** please relay this to your Engineer, Designer or Architect) prior to submission (see page 8 for requirements).
- Other required documents (see page 9).

Step 3: Submit Your Application

- Submit all required documents to CRD (see page 13 for submission instructions).

Step 4: Pay the Application Fee

- Once a permit application has been screened for completeness, an invoice for the $300 non-refundable application fee will be emailed to the applicant.

Step 5: Review By Building Inspector

- After the application fee is paid, a CRD Building Inspector will review the application.
- The target timeline for the building inspector's review is within 4 weeks.
- The building inspector will either approve the application or email the applicant a deficiency list.
- The deficiency list could include a request to submit missing documents and revisions or additions to the submitted documents or drawings.
- If the building inspector has emailed the applicant a deficiency list, the applicant is responsible for responding to these deficiencies. Submit responses to bpapplication@crd.bc.ca (not to the building inspector).
- Applicant may contact the building inspector directly if clarification is required.
- After the resubmitted documents are received, the building inspector will re-review the application.
- For faster permit issuance, all required documents should be submitted and properly completed.

Step 6: Permit Issuance

- After the building inspector approves the application, the applicant will receive an email from the CRD that the application has been approved along an invoice with the permit fee amount and payment instructions.
- Once the permit fees are paid, a permit package will be emailed to the applicant which contains:
    - the building permit
    - the applicant's PDF drawings (that have been approved by CRD)
    - a list of inspections
    - A laminated permit sign will be mailed, which is to be posted on-site within view of the roadway.
- A permit application will be cancelled if the permit is not issued within six months from the date the application was received.

Work may not start or continue until a building permit has been issued.

Building Permit Application Drawings

Drawings to be submitted:

Houses, Small Buildings and Additions

- Site Plan
- Foundation Plan
- Floor Plans
- Elevations
- Cross Sections
- Construction Details (including flashing and rainscreen details)
- Structural drawings
- Differentiate between existing and new construction for additions

Detached Garage and Sheds

- Site Plan
- Foundation Plan
- Floor Plan
- Cross Sections
- Construction Details

Interior Renovations

- Floor Plans (existing and proposed)
- Construction Details

Drawing Guidelines

- Drawings must be clear, legible and in sufficient detail for building inspector to review.
- Refer to the sample drawings in Appendix A (page 19) for the expected drawing quality.
- Drawings to be in digital PDF format, **unlocked and allow markups. Please relay this to your Designer or Architect** prior to submission**.**
- Easements and rights of way to be identified on the site plan.
- For more information on easements and rights of way, contact the Land Title office (see page 18).
- Drawings to be drawn to the scale shown in the table below.
- Drawings can be either metric or imperial units, but must be in the same units for the entire drawing set.

	Metric	**Imperial**
Site Plan	1:200	1/16” = 1’-0”
Plans, Elevations & Bldg Sections	1:50 or 1:100	1/4” = 1’ or 1/8” = 1’-0”
Construction Details	1:10 (or smaller)	½” = 1’-0” (or smaller)

The applicant is responsible for having a full set of approved hard-copy drawings on-site for the Building Inspector’s use during site inspections.

Other Documents to Be Submitted with Application

All PDFs must be unlocked and allow markups including Schedules and Drawings, please relay this to your Engineer, Designer or Architect. **Incomplete applications or applications with locked PDFs will not be processed.**

1. **Archaeology**: For new buildings and building additions where there is excavation or tree removal, confirmation is required that the property is **not in an archaeological sensitive area.**
    - **Salt Spring Island & Southern Gulf Islands** applicants must provide confirmation from the Archaeology Branch or a private professional consulting Archaeologist.
    - **Juan de Fuca** applicants are encouraged to obtain archaeology information from CRD Juan de Fuca Community Planning.
2. **Appointment of an Authorized Agent** form is required when an owner is giving an agent, applicant, architect or contractor permission to act on their behalf during construction. If there is more than one legal owner, all owners must sign.
3. **BC Energy and Carbon Step Code** required for all new buildings. Is not required for building additions or renovations.
    - Energy modelling through an Energy Advisor.
    - Energy Step Code 3 and Zero Carbon Step Code EL-3 required.
4. **Construction Drawings (existing and new required):** Detailed, scaled, fully dimensioned PDF construction drawings including, (if applicable), architectural floor plans, building elevations, cross sections, details, structural, civil, mechanical and electrical drawings. **All construction drawing PDF's must be unlocked and allow markups**, please relay this to your Engineer, Designer or Architect prior to submission.
5. **Easements, Covenants, Rights-of-Way, Undersurface Rights, Covenants** (all non-financial charges on a title). When they exist on a property include a copy.
6. **Engineering Schedules** only required when Architects or Engineers are involved with the project. Schedule A required only when there is a Designated Coordinating Registered Professional (Architect) and will generally only apply to Part 3 buildings. Schedules must be **sealed** *(Assurance of Professional Design and Commitment for Field Review*)**. All schedule PDF's must be unlocked**, please relay this to your Architect or Engineer prior to submission.
    - Architectural
    - Fire Suppression
    - Geotechnical
    - Mechanical
    - Sprinkler Drawings (if applicable)
    - Structural

7. **Fireplace and/or Chimney** design details. Additional information may be requested by the Building Official.
8. **Floor, Beam and Roof Truss Layout** with factored point loads only if using engineered products (i.e. pre-manufactured trusses or engineered lumber products).
9. **Home Warranty Insurance (for New Residential construction)**. Provide proof of home warranty insurance for new houses or existing houses where renovations are 75% or more of original area by submitting a *New Home Registration* form from BC Housing. This applies to both builders and owners who are an owner/builder. If not applicable, submit a letter or email from BC Housing stating it is not required. Home warranty insurance is not required for other building types.
10. **Major highways or numbered routes**. When on these 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.
11. **Mobile Home Certificate** required for additions, alterations, repairs or renovations to an existing mobile home. If moving a mobile, modular or manufactured home onto a property, complete a Mobile Home Application.
12. **Planning Approval** of zoning and development permit confirmation is **required for all new**:
    - Single family dwellings
    - Accessory buildings
    - Change of building use
    - Change to building exterior
    - Decks
    - Additions that change the footprint of the building

    Planning approval is not required for interior renovations when there is no change of use.

    - **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, Phone: 250.642.8100, #3-7450 Butler Road, Sooke, BC, V9Z 1N1

- **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 and can be submitted via email to:

  - **Southern Gulf Islands**, #200-1627 Fort Street, Victoria, BC, V8R 1H8
    Email: 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, Phone: 250.537.9144

13. Plumbing:

- If installed by a plumber, the plumber's name and TQ number is required.
- If installed by the homeowner, isometric drawings are required.

14. Potable water supply, proof required:

- Well log
- Rainwater harvesting (requires mechanical engineering design)
- Water test results (coliform and minerals)
- Approval letter from applicable Water District
  - **Salt Spring Island** applicants needing assistance, contact North Salt Spring Waterworks District.
  - **Port Renfrew** applicants to provide copy of Confirmation Letter from CRD Integrated Water Service. Contact CRD Integrated Water Service or email waterbilling@crd.bc.ca.
  - **Magic Lakes, North Pender Island** applicants to provide copy of application and payment to CRD Integrated Water Service, or if water account is already set up submit copy of utility bill. Contact CRD Integrated Water Service or email waterbilling@crd.bc.ca.

15. Sewage Disposal Permit: Required for new buildings, new additions and renovations where more than three plumbing fixtures are added. Not required if less than three plumbing fixtures are added to an existing site sewage system or if building sewage system is connected to a municipal or shared common-use system. Number of bedrooms must be listed.

- *Record of Sewerage System* (filing of application with Island Health)
- If Addition to **Single Family Dwelling**: Assessment of sewage disposal system by registered professional.

16. **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.
17. **Statement of Directors and Registered Office** if the owner is a corporation or society**.**
18. **Title Search** is required for all permit applications and must be dated within 30 days of application. Visit LTSA or order with application for $25.
19. **Ventilation Checklists:** Mechanical ventilation checklists are required:
    - for new houses (and where a mechanical engineer has not designed the ventilation system)
    - for buildings additions or renovation where the mechanical system has changed or a fireplace or wood stove has been added
    - when the building envelope has been significantly upgraded
    - Checklist:
        - Distributed CRV Systems
        - Exhaust Fan & Passive Inlets
        - Forced Air System
        - HRV Systems



How To Digitally Submit a Building Permit Application

All PDFs must be unlocked and allow markups including Schedules and Drawings, please relaythis to your Engineer, Designer or Architect. I**ncomplete applications or applications with locked PDFs will not be processed.**

1. Go to ZendTo for CRD secure file drop-off with no account set-up required.
2. Click “Drop-off”
3. Add Sender Information:
    a. Your name
    b. Your organization (if applicable)
    c. Your email
    d. Click “Send confirmation.”
4. An email will be sent to you with a link. Click on link.
5. Add Recipient Information:
    a. Name: CRD Building Inspection
    b. Email: bpapplication@crd.bc.ca
    c. Click “Add and Close”
6. Add PDF attachments (**all PDFs must be unlocked and allow markups including Schedules and Drawings**, please relay this to your Engineer, Designer or Architect prior to uploading).
    a. "Click to Add Files or Drag Them Here"
    b. Select PDF file(s) from your computer
    c. Once attached the PDF files(s) will be listed
7. Click "Drop-off Files".
8. A message will appear on the screen notifying you that "Your files have been sent successfully".
9. Once the CRD has retrieved your PDF file(s) from ZendTo, you will receive a confirmation email.

Applications sent to other file-sharing sites will not be received.



Fees & Payment

Application Fee

- The application fee is $300 and is not refundable.
- Once a permit application has been screened, an invoice for the application fee will be emailed to the applicant.

Permit Fee

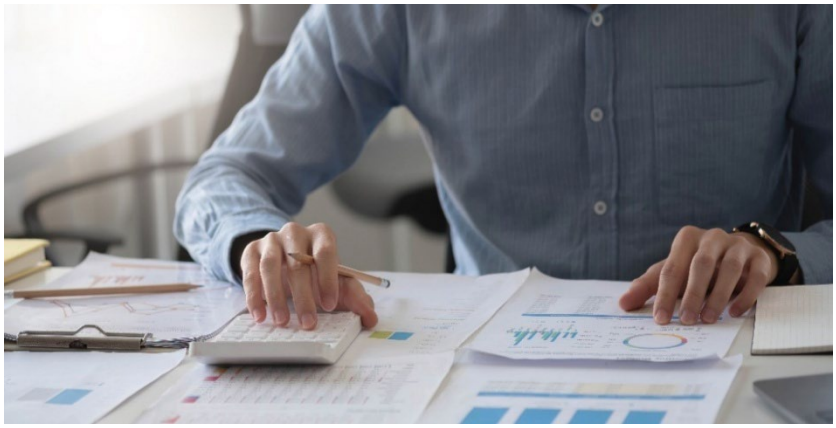
- The Permit fee is equivalent to 1.4% of the construction value of the work proposed as per CRD Bylaw No. 3741.
- The construction value is the greater or the applicant declared value or a value established by a construction industry accepted costing method such as Marshall and Swift.
- The permit fee is due once the Building Official has reviewed and approved a permit application and the permit is ready to be issued. An invoice for the permit fee will be emailed to the applicant.

Payment of Application and Permit Fees

- An invoice will be emailed to the applicant.
- Payment can be made by cash, debit, cheque, credit card, bank draft or money order 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

Online payment is not available at this time.



Commencing Construction

Before Construction Commences

- No work (including excavation) may start until a building permit has been issued by CRD.
- Post the laminated CRD building permit sign at the front of the construction site visible from the road (which will be mailed to the applicant).

Important Dates

- Construction to commence within 12 months of permit issuance.
- Construction to be completed within 48 months of permit issuance.



Inspections

Before Requesting a CRD Inspection

- Construction is completed for the specific inspection.
- Applicant (or representative) is to be on-site during the CRD inspection.
- Full-size hardcopy drawings (CRD approved) to be available on the site for building inspector on-site. Failure to provide these drawings on-site by the applicant may result in a failure of the inspection.
- There is full access to the construction area.
- Submit any requested documents at least 2 days before an inspection (email to bpapplication@crd.bc.ca)

Requesting an Inspection

- Inspection requests must be made at least 24 hours in advance of the desired inspection date (48 hours for a final inspection).
- Additional notice may be required for inspections in the Southern Gulf Islands (Galiano, Gossip, James, Mayne, Moresby, Pender, Piers, Saturna and Sidney).
- Cut-off for booking inspections is 3:00pm.
- For inspection days in your area, refer to the Inspection Area Schedule.
- CRD approved drawings are required to be on-site for all inspections.
- Request an inspection using our Building Inspection Request Form. The following information is required:
    - Name of person requesting inspection
    - Requester's phone number
    - Requester's email address
    - Address of construction site
    - Name of on-site contact
    - Phone number of on-site contact
    - City/Town (select from Juan de Fuca, Malahat, Willis Point, Salt Spring Island, Southern Gulf Islands: Galiano, Gossip, James, Mayne, Moresby, Pender, Piers, Saturna, Sidney)
    - Building permit number
    - Desired inspection date (refer to Inspection Area Schedule)
    - Inspection type (as listed on page 14)
    - Special instructions (gate access, timing of crucial actions for specific inspections etc.)

Required CRD Inspections

Applicants (or a representative such as the contractor) are required to book an inspection at the following stages of construction:

1. **Excavation/Blasting/Siting:** After rock blasting, excavation and foundation layout (siting) is complete, request an inspection.
2. **Footings Forms:** After the foundation forms and reinforcing steel are placed but before concrete is placed, request an inspection. Provide the geotechnical and structural engineers' field reports at least one day prior to CRD inspection.
3. **Wall Forms:** After the basement or crawlspace foundation, wall forms and reinforcing steel are placed but before concrete is placed, request an inspection. Provide structural engineers' field reports at least one day prior to CRD inspection. Note: BC Land Surveyors (BCLS) Survey certificate of the foundation layout to be submitted before first framing inspection to verify correct placement of the building foundation.
4. **Foundation Drains Damp Proof:** After foundation damp proofing and the perimeter drains are installed and before any backfilling, request an inspection.
5. **Rough-In-Plumbing Underslab:** After underslab drain-waste-vent and radon piping is installed and before covered with drain rock, request an inspection. Drain-waste-vent piping to be under test pressure at time of inspection. Slab subbase material to be reviewed during this inspection.
6. **Interior Slab on Ground:** After insulation and vapour barrier is installed and before slab concrete is placed, request an inspection. Inspection includes suspended concrete slabs.
7. **Septic and Sewer:** While piping and connections are exposed, request an inspection. Provide Letter of Certification from a Registered Onsite Wastewater Practitioner.
8. **Rough-In Plumbing:** After Rough-In-Plumbing (water and drain-waste-vent piping) is installed and exposed, request an inspection. Piping to be under test pressure at time of inspection. Exterior services pipe from supply connection and to building to be reviewed during this inspection. Partial framing inspection can be reviewed during this inspection.

9. **Framing:**
    a. Documents to be submitted two days prior to first framing inspection:
        - Sealed BC Land Surveyors Survey certificate of foundation placement
        - Ventilation checklist or sealed HVAC drawings
        - Structural engineer's field inspection report
    b. Prior to a framing inspection:
        - All rough-in work by electricians, plumbers and HVAC contractors to be completed
        - Floor, roof, and wall sheathing nailing(including all braced wall panels) to be complete
        - Fire blocks, fire stops and fire separations to be installed
    c. Framing to be exposed without insulation and building paper.
    d. After framing is completed, request an inspection.
10. **Rainscreen:** After all exterior building paper, flashing, strapping and bug screens are installed (and metal lath if applicable) and before exterior cladding is installed, request an inspection. Insulation and Vapour Barrier Inspection may also be reviewed during this inspection.
11. **Insulation and Vapour Barrier:** After the insulation, vapour barrier and all exterior wall and ceiling penetrations (ducts and electrical) are installed and before any drywall is installed, request an inspection. Rainscreen inspection can be reviewed during this inspection.
12. **Stucco:** After first scratch coat installed, request an inspection. After second brown coat is installed, request a second inspection. Final stucco coat to be inspected at a later inspection.
13. **Chimney:** To be inspected after flue liner is installed (and exposed) and before SFBA inspection. In most cases, this inspection can be done with another inspection.
14. **Solid Fuel Burning Appliance** (SFBA): To be inspected after SFBA (Fireplace, Woodstove) installation is completed. In most cases, this inspection can be done with another inspection.
    a. Submit CSA Certification document of appliance before appliance is on-site.
    b. Submit WETT Certification 2 days prior to CRD inspection.
15. **Final:** After all construction (and plumbing if applicable) is complete (including any prior deficiency items) and requested documents have been submitted, request a final inspection.
    a. **Pre-Final Inspection Document Submission:** Documents to be submitted five days prior to final inspection. Email to bpapplication@crd.bc.ca.
        - Final Energy Advisor Audit Report
        - Island Health approval of septic system
        - Laboratory testing results of potable water quality

- Technical Safety BC electrical approval
- Technical Safety BC gas approval
- All design Professionals Schedules C-A and C-B, **all PDFs must be unlocked and allow markups,** please relay this to your Engineer
- Confirmation of water connection (Port Renfrew only)
- Other documents specifically requested by Building Official

b. **Final Inspection:** For requirements, refer to the Final Inspection Checklist.

c. A **Certificate of Occupancy** is the final step of the building permit process and the building permit process is not completed until the Certificate of Occupancy is issued. A Certificate of Occupancy is required before the building can be used or occupied. If a Certificate of Occupancy is not issued, it will eventually lead to the permit expiring. CRD will provide notice to the applicant if a permit is about to expire. A Certificate of Occupancy will be issued after:

- All deficiencies have been resolved
- All applicable documents are submitted and accepted
- All stairs, decks, guards, handrails and cladding are installed
- All exterior windows (with NAFS stickers) and doors are installed
- Address numbers are installed at a visible location from the roadway

d. At the owner's request, a **Conditional Certificate of Occupancy** can be issued allowing early occupancy before some deficiencies are completed such as: exterior cladding; and exterior decks, guards and stairs (provided there is restricted access to these decks and buildings have other adequate exiting) A Conditional Certificate of Occupancy will have a set expiry date. All health and safety requirements will need to be completed including:

- Smoke and CO alarms
- Handrails
- HVAC and plumbing system
- Sprinklers (if required)
- Technical Safety BC gas & electrical approval

Once all deficiencies are completed, a final Certificate of Occupancy will then be issued.

e. **Certificate of Completion** (not a Certificate of Occupancy) will be issued for accessory buildings.

Expiring Building Permit

When Does a Permit Expire?

- Construction has not started within 12 months of permit issuance.
- No CRD inspections have occurred within the past year (meaning that the construction has not progressed). CRD will email the applicant when a permit is about to expire.
- A permit expires after four years. CRD will email the applicant to notify the permit has expired.

Extending an Existing Building Permit

- Before a building permit expires, an issued building permit may be extended as a result of weather, strikes, material or labour shortages, financial hardship and other factors outside the owner's control.
- The owner must request to extend the permit.
- A new application and resubmitting documents are not required to extend a permit.
- This permit extension can only be for up to 12 months.
- The permit can only be extended once. Once expired, the applicant can either renew the permit or reapply for a new building permit.

Renewing an Existing Building Permit

- To renew a permit, the original scope of work cannot have changed.
- A permit must be renewed within 30 days after it expires.
- A new application form and a renewal fee of $300 is required but other documents from the original permit do not need to be resubmitted.
- A renewed permit can extend a permit for up to 12 months.
- A permit can only be renewed once.

Reapplying for a New Building Permit

- If the permit has expired and is not renewed, submit a new application form including documents. You may also be required to provide documents to show the remaining work meets current Building Code and bylaws.
- The permit fee will be based on the construction value of the work remaining.

Provided the project scope has not changed, the permit fees will not be higher than the original permit fee.

Agency Contact Information

Access Permits, Culverts, Bridges and Roads

Ministry Of Transportation and Infrastructure
240 - 4460 Chatterton Way, Victoria, BC V8X 5J2
Tel: 250.952.4515 or 250.387.6121 (Service BC)
Fax: 250.952.4508
Tel: 1.800.663.7867 (Enquiry BC)
Website: gov.bc.ca/tran

Addressing

Mayne Island & Saturna Island
Contact the local **Fire Department**.

Pender Island, Salt Spring Island, other SGI Islands and Juan De Fuca
Contact **CRD Building Inspection**
Tel: 250.360.3230 | Fax: 250.360.3232
Email: permitquestion@crd.bc.ca

Archaeological Sites in BC

Province of B.C.
Tel: 250-953-3334
Email: Archaeology@gov.bc.ca
Website:
www2.gov.bc.ca/gov/content/industry/natural-resource-use/archaeology
Juan de Fuca: Archaeology information:
jdfinfo@crd.bc.ca

Demolition & Deconstruction

Demolition & Deconstruction Permits Information
Demolition & Renovation Waste – CRD Residential & Commercial Customers

Electrical and Gas Permits

Technical Safety BC
310 - 771 Vernon Avenue, Victoria, BC V8X 5A7
Tel: 1.866.566.7233 (Toll Free)
Website: safetyauthority.ca

Home Registration & Warranty

BC Housing | Licences & Consumer Services
203 - 4555 Kingsway, Burnaby, BC V5H 4T8
Tel: 604.646.7050 | Fax: 604.646.7051
Toll-free: 1.800.407.7757
Email: licensinginfo@bchousing.org
Website: bchousing.org/licensing-consumer-services

Land Title, Covenants, Easements, Rights Of Way

Land Title and Survey Authority Of BC
200 - 1321 Blanshard Street, Victoria, BC V8W 9J3
(or local Government Access Centre)
Toll free 1.877.577.5872 | Fax: 250.356.6060
Website: ltsa.ca

Land Use, Planning and Zoning

Southern Gulf Islands
Islands Trust Victoria Office
200 - 1627 Fort Street, Victoria, BC V8R 1H8
Tel: 250.405.5151 | Fax: 250.405.5155
Toll-free: 1.800.663.7867 (Enquiry BC)
Email: southinfo@islandstrust.bc.ca
Website: islandstrust.bc.ca

Salt Spring Island
Islands Trust
4-121 McPhillips Avenue
Salt Spring Island, BC V8K 2T6
Tel: 250.537.9144 | Fax: 250.537.9116
Email: ssiinfo@islandstrust.bc.ca

Juan De Fuca Electoral Area
Juan De Fuca Community Planning
3 – 7450 Butler Road, Sooke, BC V9Z 1N1
Tel: 250.642.8100 | Fax: 250.642.5274
Email: jdfinfo@crd.bc.ca

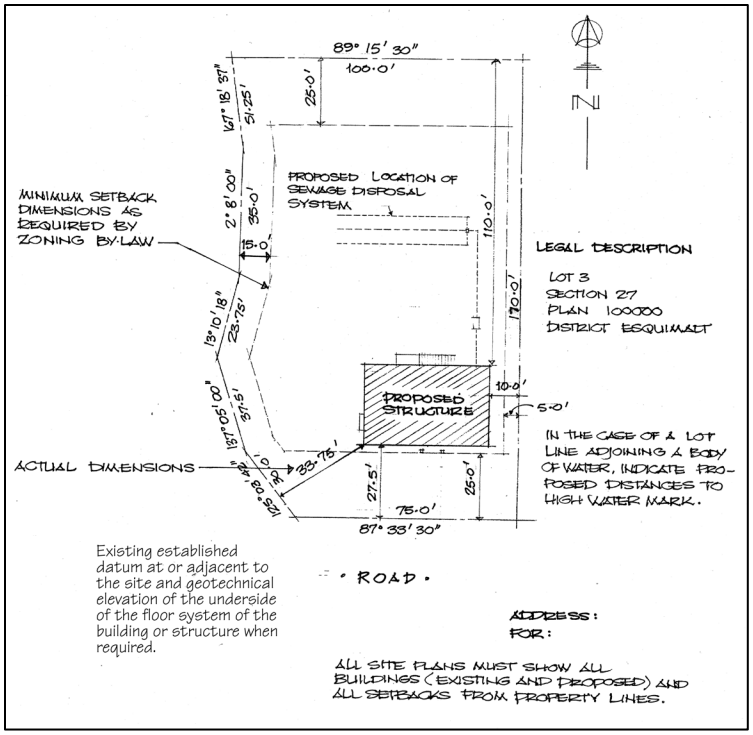
Sewerage Disposal Certification

Island Health | Environmental Public Health
201 - 771 Vernon Avenue, Victoria, BC V8X 5A7
Tel: 250.519.3401 | Fax: 250.519.3402
Website: Island Health
Sewage Systems - BC Guidelines and Resources
Sewage Systems – CRD Septic Regulations & Bylaw

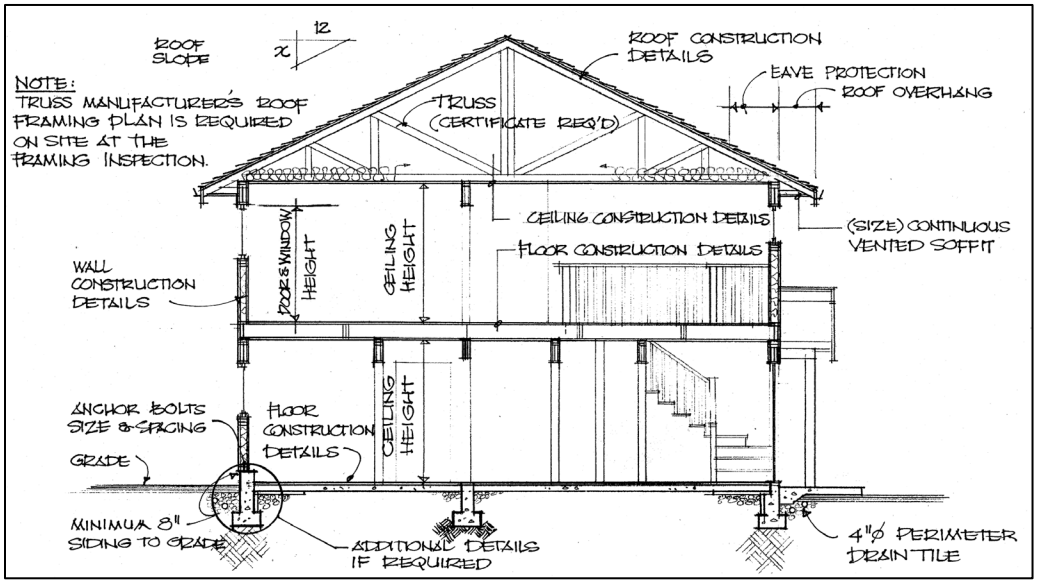
APPENDIX A – Sample Drawings

All PDFs must be unlocked and allow markups including Schedules and Drawings, please relay this to your Engineer, Designer or Architect.

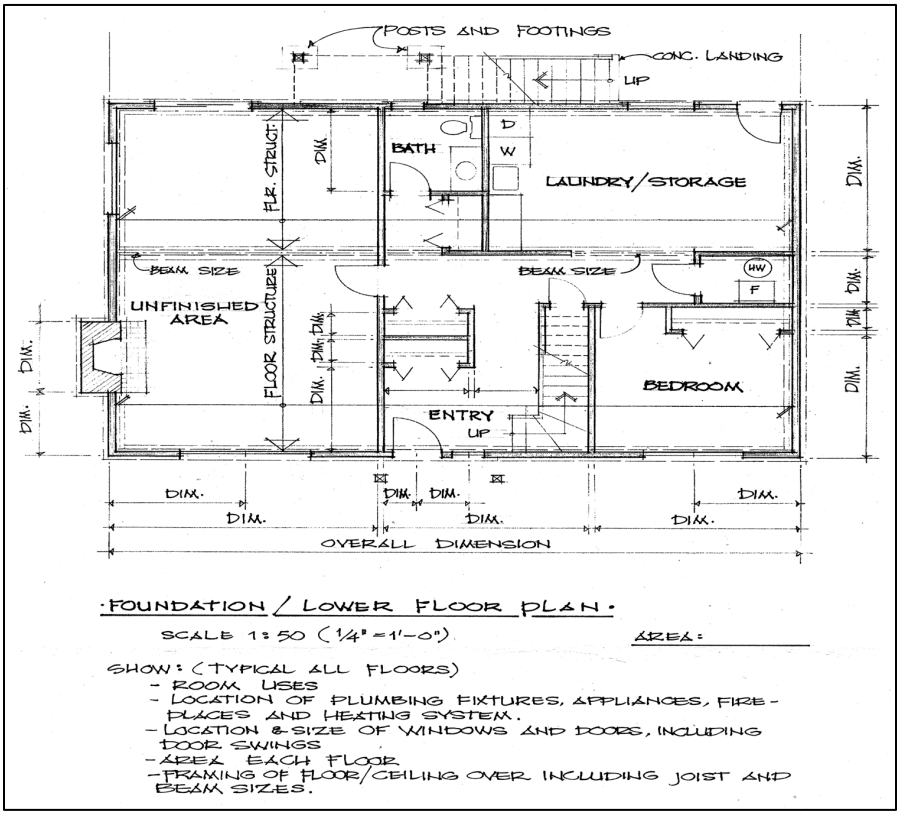
Site Plan



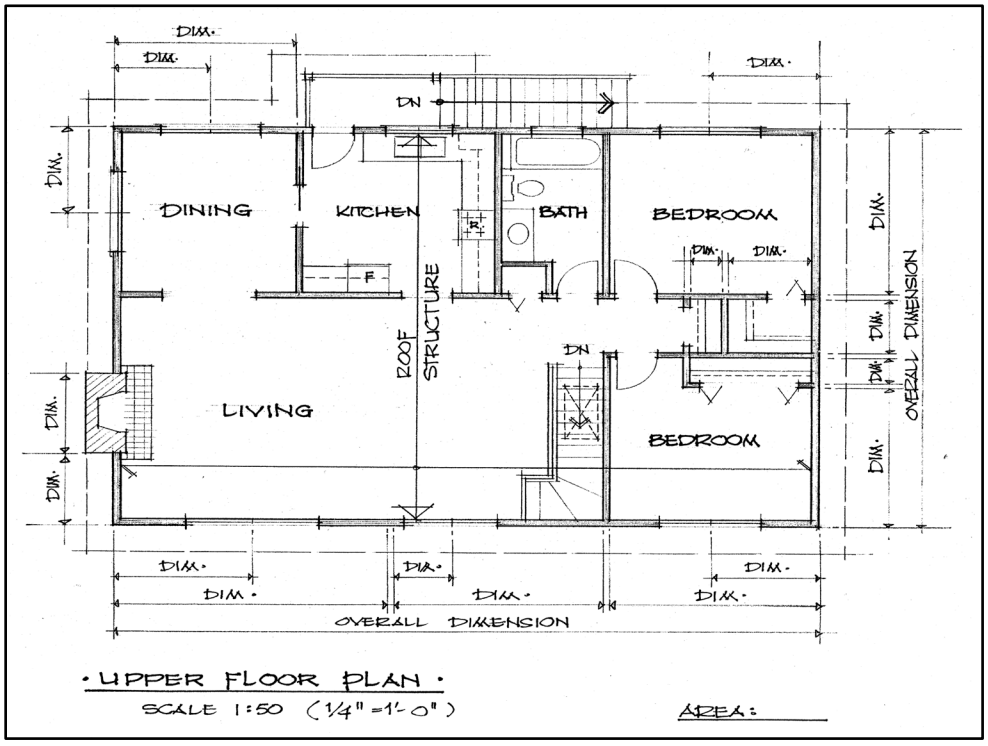
Cross Section



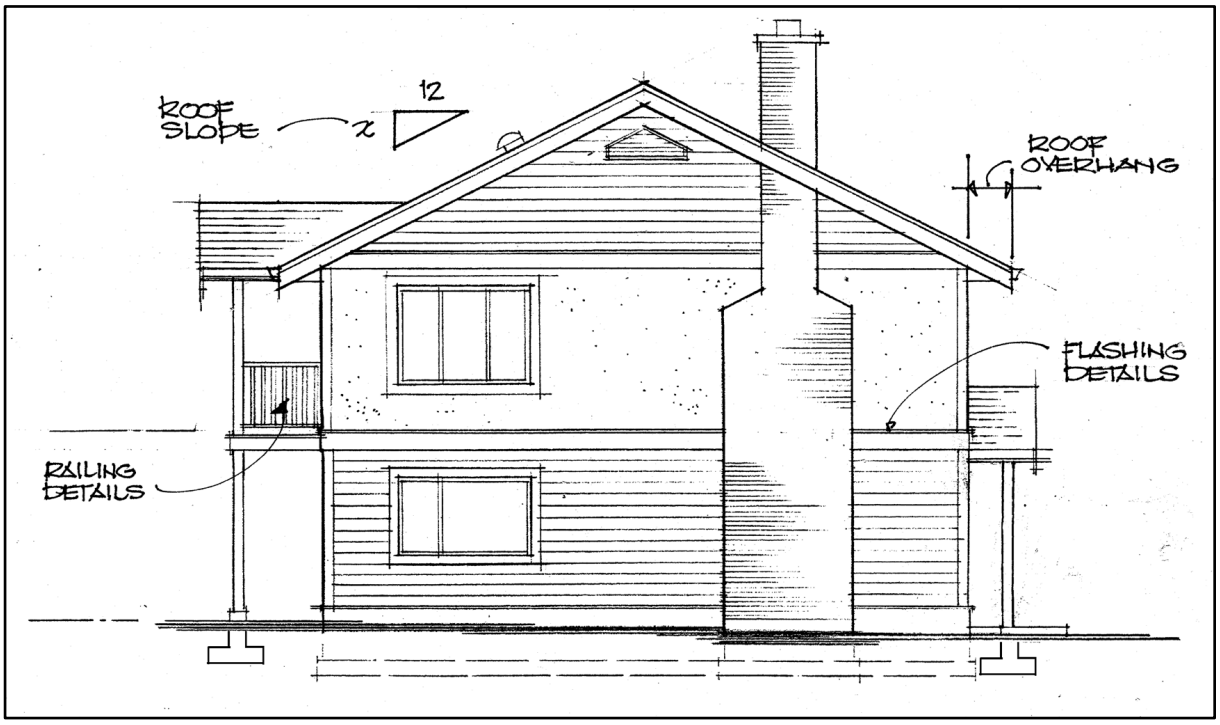
Lower Floor

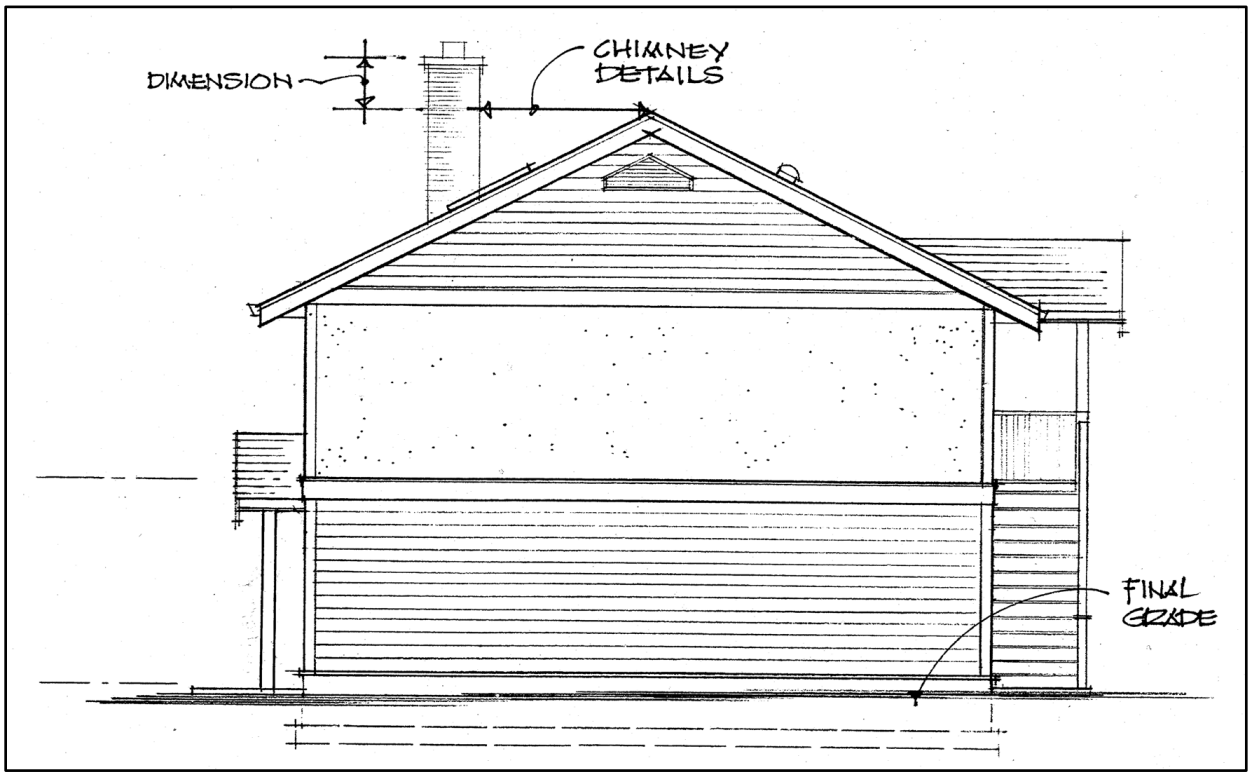


Upper Floor



Side Elevation





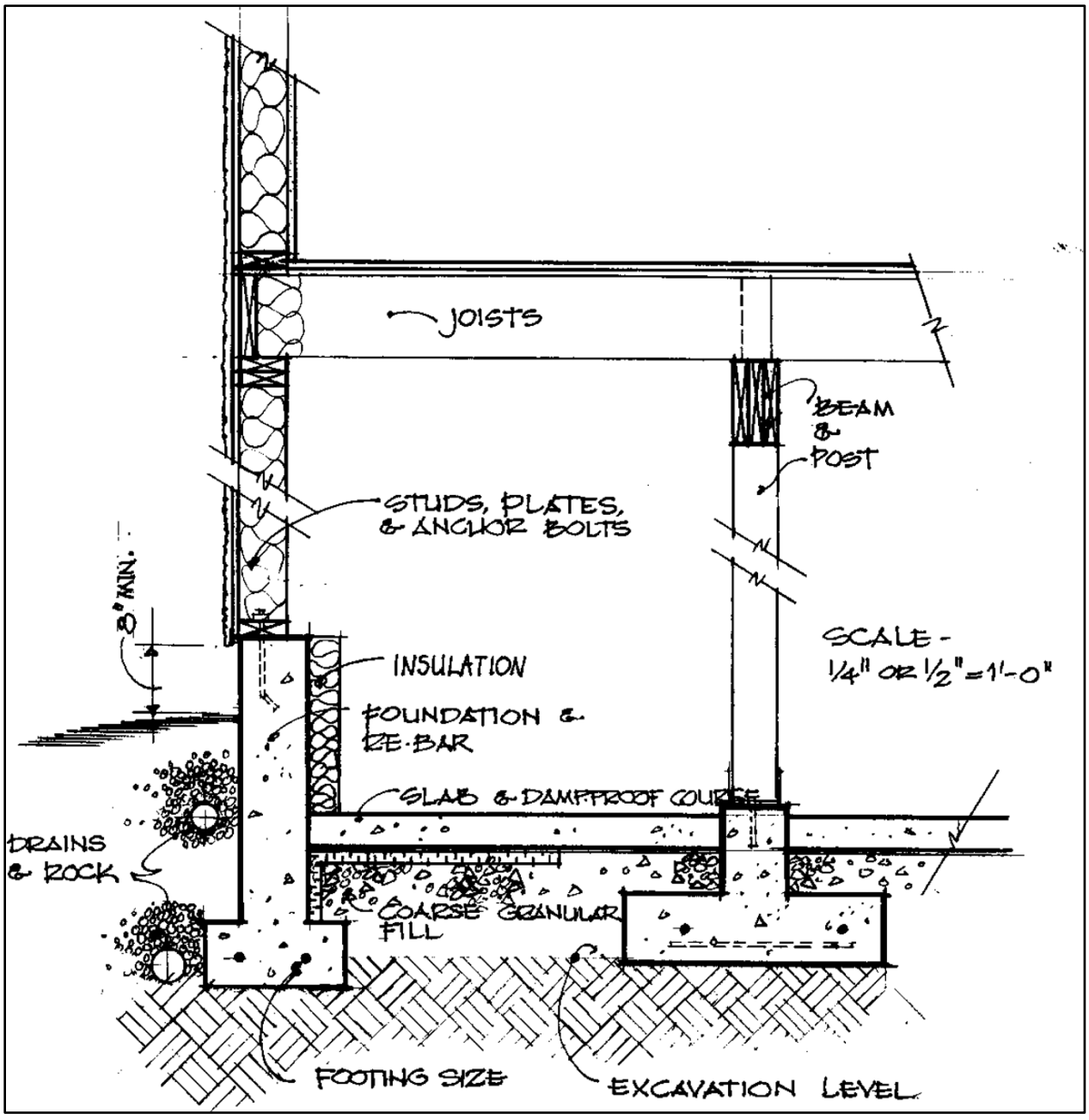
Front Elevation



Rear Elevation



Footing Detail



Cladding Detail

