



CRD Building Permit Guide

For the Electoral Areas of the Capital Region

The purpose of this booklet is to:

- advise you about the applicable regulations within the Capital Regional District Electoral Areas (Juan de Fuca, Salt Spring Island and Southern Gulf Islands) regarding construction, repairs, alterations or additions to buildings and structures
- assist you with the preparation of your building permit application

Starting Monday, June 2, 2025:

- Building permit applications are to be submitted electronically, see page 3 for instructions.
- Requests for inspections are to be emailed to inspectionrequest@crd.bc.ca, see page 9 for instructions.



Making a difference...together

PLEASE NOTE:

The building owner is responsible for carrying out the work or having the work carried out in full accordance with the requirements of the British Columbia Building Code and other applicable regulations. Neither the granting of a building permit, nor the approval of the relevant drawings and specifications, nor inspections made by CRD Building Inspection shall in any way relieve the owner of such building from this responsibility.



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Building Permits

This section has been prepared to assist applicants in obtaining building permits for building projects carried out within the Electoral Areas of the Capital Regional District. It is intended that by following this guide, applicants can complete the building permit process in an efficient manner and avoid unnecessary delays and expenses. Should you find that this guide does not answer your specific questions, or for information concerning commercial projects, please contact permitquestion@crd.bc.ca.



What work requires a building permit?

You need a building permit when you wish to do the following:

- construct any new building
- construct a new accessory building
- construct or locate a temporary building
- make alterations, renovations, or repairs to an existing building or structure
- complete a previously unfinished area in an existing building (e.g. a recreation room or bathroom)
- demolish or relocate a building or structure
- locate or relocate a manufactured home in a park or on a lot
- remodel or construct a deck
- construct a swimming pool
- install or alter plumbing within a structure or on a property
- connect to a sewer system, storm drain, or water system
- install a new chimney or fireplace
- install a wood stove, fireplace insert, or other wood burning appliance
- change the occupancy type of a building
- install an irrigation or sprinkler system

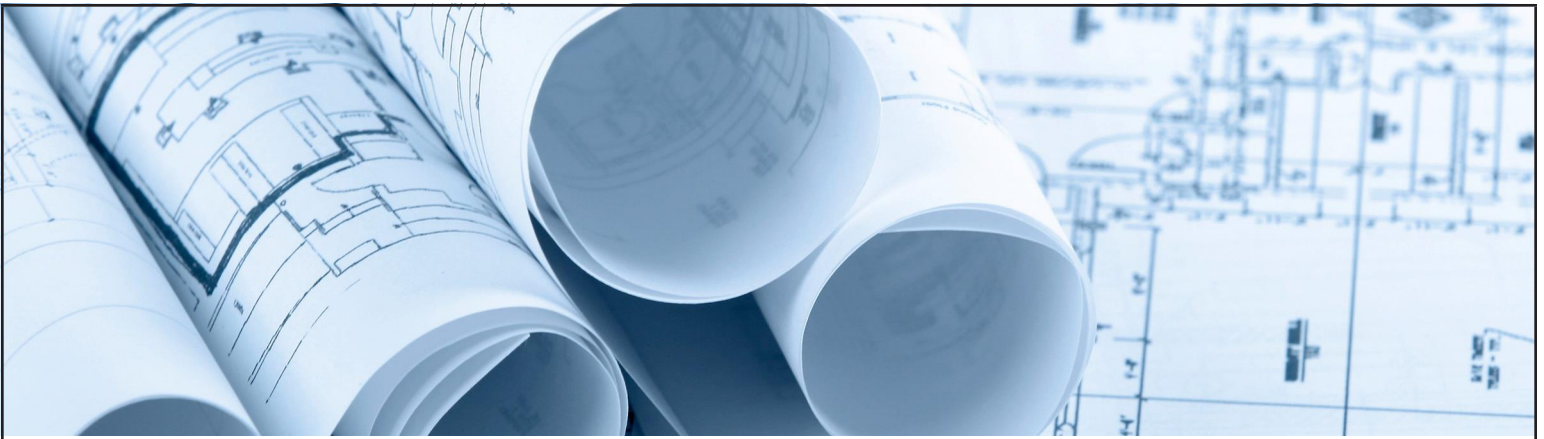
You may not start any stage of a project, including demolition or excavation, until a building permit has been obtained.

What work does not require a building permit?

Non-structural or minor modifications do not require a permit, including:

- installing cupboards
- painting
- roofing repairs or replacements (providing that no structural changes are made)
- landscaping or sidewalks
- fences
- constructing a storage shed less than 10 m² in size (e.g. pump-house) as long as it is sited correctly
- buildings or construction less than \$100 value

If you are unsure whether your project will require a building permit, call the Building Inspection office. Although the above work does not require a building permit, homeowners should ensure that the work conforms to the requirements of the BC Building Code, zoning bylaws and other applicable regulations.



How do I obtain a building permit?

Building permits are only issued when:

- your property is correctly zoned for your intended use
- your property is registered at the Land Title Office
- your property is accessible by an approved access
- your building plans conform to the building bylaw, zoning bylaw, the development permit, or approved variances to the bylaw
- your application form is completed, all other requirements are met, and permit fees are paid in full

How to submit documents for a building permit application?

Building permits are submitted via email.

- (1) Go to <https://zendto.crd.bc.ca>
- (2) Click on “drop-off” button
- (3) Add your name, organization and email
- (4) An email will be sent to you with a link, click on link
- (5) Add recipient “CRD Building Inspection”, email: bpapplication@crd.bc.ca
- (6) Add attachment(s). *Submit only PDF documents
- (7) Click “drop-off files”

How do I pay for a building permit application?

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 Fee can be paid by:
 - cheque
 - money order
 - bank draft

- Payments can be mailed to:
Capital Regional District
Attention: Building Inspection
625 Fisgard Street
Victoria BC V8W 1R7

For further information on obtaining a building permit, please visit the CRD website at www.crd.ca



What drawings must I submit with a permit application?

In addition to an application form completed and signed by the property owner or representative, applicants must submit a PDF document with full sets of plans drawn to scale.

A full set of drawings for the following include:

Single Family Dwelling and Two-Family Dwelling

- Site Plan
- Foundation Plan
- Flashing and Rainscreen Details
- Floor Plan
- Cross Section (showing all structural details and finishes)
- All Elevations (all sides of the buildings)

Attached Garage

- Site Plan
- Foundation Plan
- Floor Plan
- Cross Section (showing all structural details and finishes)
- All Elevations (all sides of the buildings)

Additions

- Site Plan
- Foundation Plan
- Floor Plan
- Cross Section (showing all structural details and finishes)
- Applicable Elevations
- Differentiation between new and existing construction

Detached Garage and Sheds

- Site Plan
- Foundation Plan
- Floor Plan
- Cross Section (showing all structural details and finishes)
- All Elevations (all sides of the buildings)
- Front and Side Elevation
- Structural Details

Carports

- Site Plan
- Foundation Plan
- Cross Section (showing all structural details and finishes)
- All Elevations (all sides of the buildings)

Finishing Basement

- Site Plan (when required)
- Floor Plan (existing and proposed)
- All Elevations (all sides of the buildings)

Applicants may draw the required plans themselves; however, if you have difficulty in this area, you should seek the help of a qualified person. Plans must be drawn to scale, be clear and legible and indicate the nature and extent of the work. As a guide, please refer to the sample drawings provided in this guide for examples of typical plans (see Pages 11-16). Please consult with your Building Inspector.

It is the responsibility of the applicant, property owner, or their agent to ascertain whether there are any restrictive covenants, easements or rights of way registered against the property. If an easement or right of way exists, they must be identified on the site plan. If a covenant exists it must be disclosed and copies may be required. For more information, contact the Land Title office (see Page 17).



What other documentation may be required?

The following additional information may need to be submitted with your application. Please consult with your Building Inspector for the specific requirements of your project. **For a detailed Building Permit Application Checklist, see Pages 18-19.**

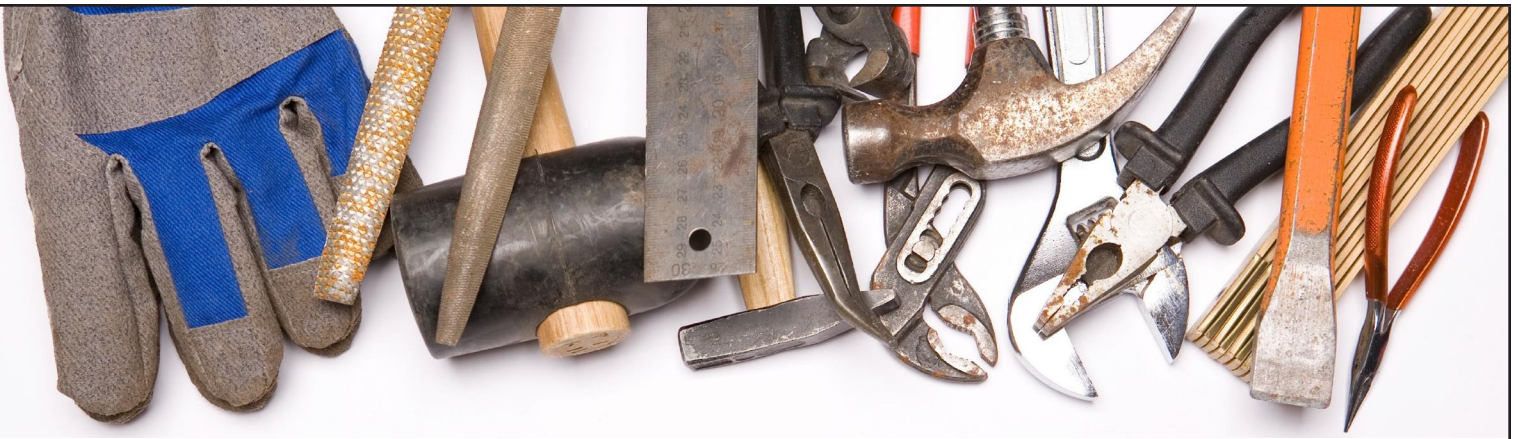
- For Building permits related to strata lots: a copy of the company search advising of all registered owners of the strata, a letter from the Board of Directors approving the proposal, and a site plan identifying all numbered building sites.
- A copy of the current Property Assessment Notice and Title Search.
- When a new home is being constructed, submit with an application the appropriate documents obtained from the Homeowner Protection office (see Page 17).
- A survey certificate will be required for new homes. Additions and accessory buildings may not require a survey if setbacks can be determined by other means.
- Include in an application to the Building Inspection department proof of filing a letter of certification for the sewerage system to Island Health. An occupancy certificate cannot be issued by the Building Inspector until a final letter of certification of the sewerage system has been issued from Island Health.
- A permit from the Building Inspection office is required to install, modify or alter an oil burner or furnace or a wood-burning appliance. All stoves need to be installed according to applicable standards and manufacturer's instructions.
- Evidence of access is required from the Ministry of Transportation and Infrastructure if your property borders a highway and you require a new driveway access (see Page 17).
- An appropriate house number (address) is to be obtained from the local fire department or from the appropriate CRD Building Inspection Office (see Page 17).

- Verification of sufficient quality and quantity of potable drinking water on your property is required.
- When manufactured building products are used (e.g. trusses, engineered floor joists, beams), a certified plan showing engineered construction details is required.
- If, in the opinion of the Building Inspector, specialized technical knowledge is required to ensure that the proposed work will be structurally sound or comply with the Building Code, it will be necessary that an architect or professional engineer prepare drawings, specifications or reports.
- An electrical permit is required to install or alter electrical wiring within and coming into a building (see Page 17).
- A gas permit is required to install or alter gas services to a property (see Page 17).

How long does it take to process a building permit?

Applications are reviewed to ensure that the proposed work complies with the building code and zoning bylaws, and that all collateral approvals from applicable agencies have been received (e.g., Homeowner Protection office). For current turnaround times, contact Building Inspection (see Page 3) and **ensure you submit a complete building permit application**, which includes land use and zoning approval, approved septic/sewer, complete Architectural and Engineering schedules, and a Work Safe BC Hazard Assessment (when required).

Work must not start until after the building permit is issued.



What will a building permit cost?

There are two fees:

1. The plan processing fee is due when a permit application is submitted.
2. The permit fee is calculated and due when the permit is approved.

Plan processing fees:

- \$100 when construction value is less than \$50,000
- \$200 when construction value is between \$50,000 & \$200,000
- \$300 when construction value is greater than \$200,00

The plan processing fee is non-refundable and shall be credited against the permit fee when the permit is issued.

Permit fees:

Fees are based on the total value of the work proposed. A schedule of the fee calculation is available in [Building Inspection Bylaw 3741](#). The fee schedule describes the formula used to assess the value of the work, and fees for chimneys, stoves, water/septic connections, and installation of plumbing fixtures.

Please consult with your Building Inspector for the specific fees for your permit.

What happens when a building permit is approved?

When a permit is approved, the applicant is contacted to pay the permit fee. When payment is received, a building permit package will be emailed to the applicant. This package contains:

- the building permit
- a set of plans stamped by the CRD
- a permit sign to be posted on site
- a list of required inspections.



Construction & Inspection

This section has been prepared to assist applicants in preparing for construction and inspection for building projects carried out within the Electoral Areas of the Capital Regional District. Should you find that this guide does not answer your specific question, or for information concerning commercial projects, please contact permitquestion@crd.bc.ca.



What inspections are required?

Site Inspection – To be carried out by the Building Inspector before issuing the permit to check for geotechnical hazards and access.

Footing and Form Inspection - On completion of form work, prior to placing of concrete.

Foundation Drains Inspection – When foundation is damp-proofed and drain tile is completed, (including drain rock).

Dampproofing Floors on Grade – Before pouring slab on grade floor, an inspection of under slab, plumbing, vapour barrier and insulation is required. A ground seal is required in crawl space areas. This can be either two inches of concrete or vapour barrier protected by a clean granular fill of four inches. Crawl space must be protected by a floor drain connected to perimeter drainage system. All ground seals must be located higher than the top of the drain tile.

BC Land Survey - Location of the building to be certified by a BC Land Surveyor and submitted to the building inspector for approval.

Frame Inspection - When framing is completed and prior to application of insulation and exterior cladding. All interior work that may alter the quality of the framing such as plumbing, electrical, and duct work must be completed before requesting the frame inspection.

Plumbing Inspection - A rough plumbing inspection is required when all drains, vents, and water piping are completed with an appropriate test applied.

Sanitary Sewer Connection – When all piping is installed to the septic tank or municipal sewage system with the appropriate test applied.

Water Service Inspection – When the water service piping is installed and connected to the supply.

Insulation and Vapour Barrier – When all thermal insulation and vapour barriers are completed and prior to the application of the interior wall finish.

Chimney Inspection - One inspection is required at the first flue liner above a fireplace throat and another is required when the chimney is completed.

Wood Burning Appliance Inspection – When the appliance is installed into an approved chimney flue. Ensure the chimney has been approved to accept a wood burning appliance prior to installation.

Lath and Stucco - An inspection is required after the lath is completed and prior to the application of the stucco. Inspections are also required after the application of each coat of stucco.

Final Plumbing Inspection – When the appropriate inspections listed above have been approved and all plumbing fixtures have been installed.

Final Inspection - When all construction is completed and prior to occupancy of any portion of the structure. A Certificate of Occupancy must be applied for and obtained prior to the occupancy of the building. The Building Inspection division will not issue a Certificate of Occupancy if deficiencies are recorded in the structure by other inspection authorities.

Electrical, gas and sewage disposal work require separate permits and inspections.
Contact the appropriate agency listed on Page 17 of this guidebook.



How do I Request an inspection?

Email a request to inspectionrequest@crd.bc.ca. It is the responsibility of the owner to ensure that the required inspections are requested. Please note that as inspections are not conducted every day in all areas, you are advised to contact CRD two days in advance. When emailing for an inspection please include the following information:

- contact name and telephone number
- address of construction
- type of inspection requested
- permit number
- day inspection is requested

In order to avoid unnecessary delays, inspection rejections and payment of re-inspection fees, please ensure that:

- All work to be inspected is completed and ready for inspection.
- The approved construction drawings are available on site for all inspections.
- The Building Inspector is able to obtain reasonable access to the building for inspection. If the building is occupied, please ensure someone is on the premises at the time of the inspection.
- Construction work does not proceed beyond the stages indicated for each inspection without prior written approval from the Building Inspector.
- **Occupancy of the building does not occur prior to the issuance of a Certificate of Occupancy¹ or Conditional Certificate of Occupancy².**

Please note that under Section 700 of the Local Government Act, the CRD Board may authorize building officials to register a Notice on Title for properties where work has not been inspected satisfactorily during construction (i.e. inspections not called for or carried out and work has been covered).

Guidelines for building permit application drawings.

The following examples of drawings are for guidance only and should not be reproduced for building permit applications. The extent of the work that you propose may require more or less information than is shown on these examples. You are advised to contact your Building Inspector early in the process if you are not familiar with preparing construction drawings and wish to produce them yourself. Drawings may be submitted in either metric or imperial units. All drawings must be clear and legible. Mirror image drawings will not be acceptable. Except for the site plans, single line drawings are not acceptable.

Drawings must be drawn to scale. The following scales are recommended:

	Metric	Imperial
Site Plan	1:200	1/16" = 1'
Floor and Foundation Plans	1:50	1/4" = 1'
Elevation Plans	1:100	1/8" = 1'
Section Plans	1:25	1/2" = 1'

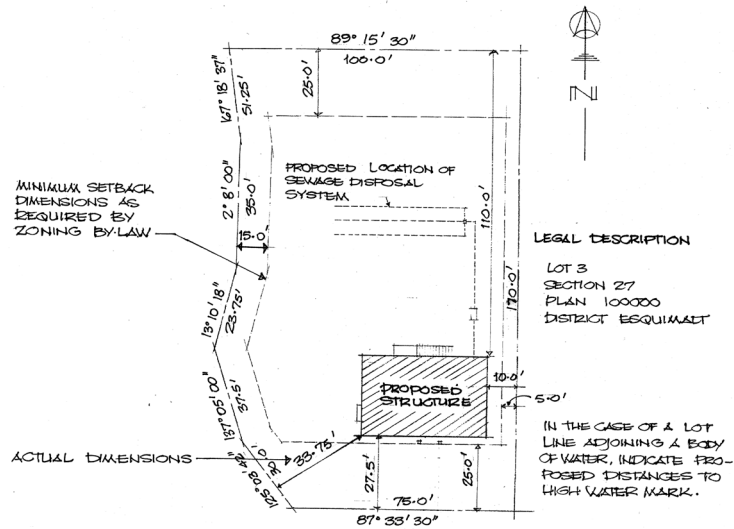
¹ Issued by the Building Inspector - stating the building or structure is substantially complete and suitable for occupancy - if satisfied, after a final inspection, that the building is fit for occupancy. The certificate shall list those inspections which were not carried out and shall state that the certificate does not imply approval of such stages of construction. ² Partial or emergency occupancy approval made by application to the Building Inspector.



Sample Drawings

On the following pages, you will find a sampling of drawings for your reference. Should you require any further information, please visit www.crd.ca

Site Plan



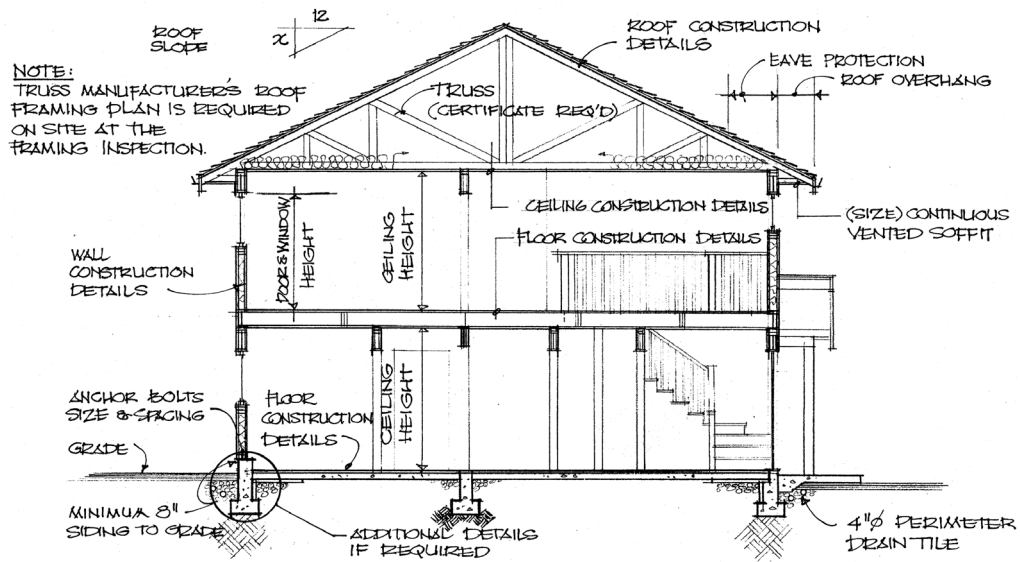
Existing established datum at or adjacent to the site and geotechnical elevation of the underside of the floor system of the building or structure when required.

ROAD

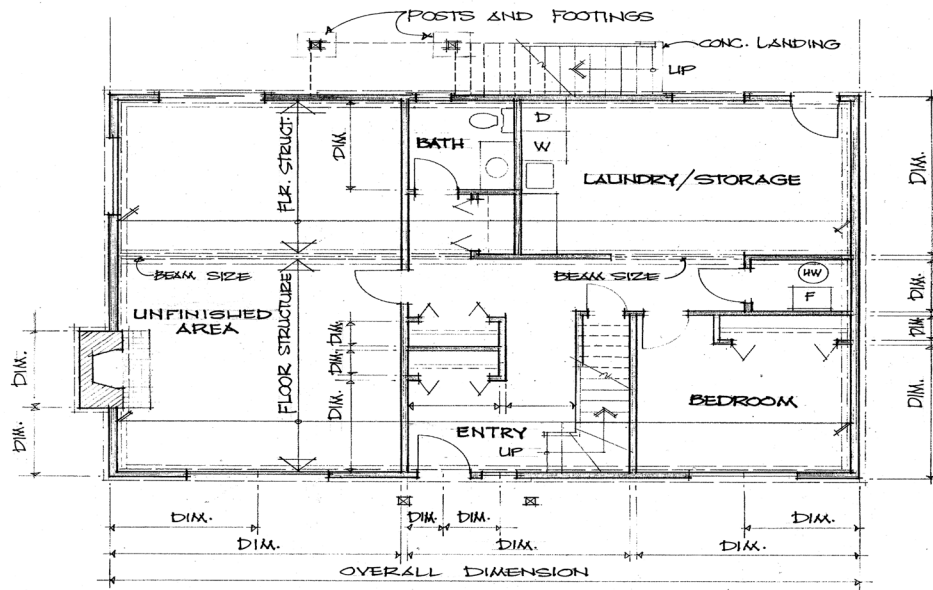
ADDRESS:
FOR:

ALL SITE PLANS MUST SHOW ALL BUILDINGS (EXISTING AND PROPOSED) AND ALL SETBACKS FROM PROPERTY LINES.

Cross Section



Lower Floor



• FOUNDATION / LOWER FLOOR PLAN •

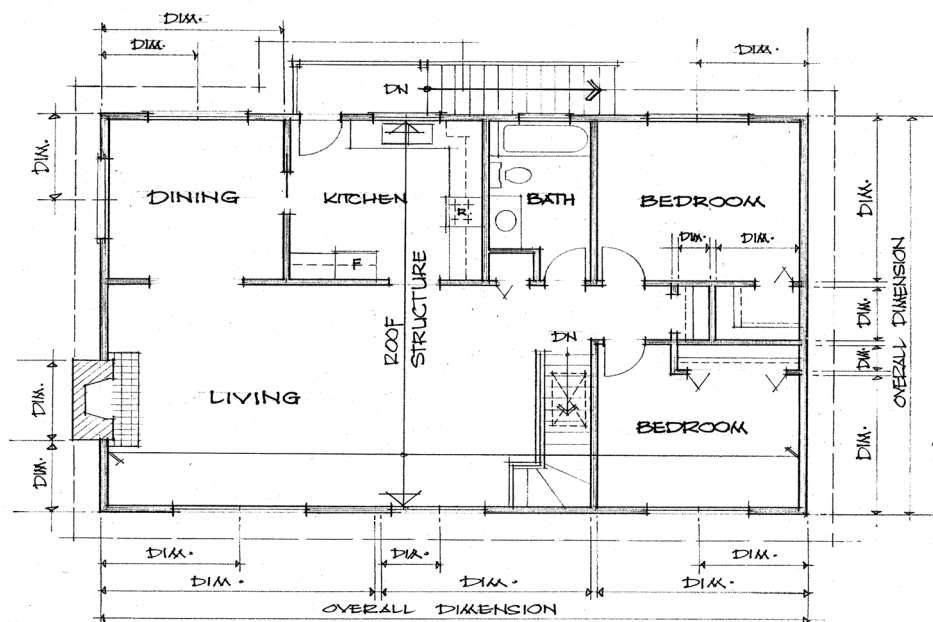
SCALE 1:50 ($\frac{1}{4}" = 1'-0"$)

AREA: _____

SHOW: (TYPICAL ALL FLOORS)

- ROOM USES
- LOCATION OF PLUMBING FIXTURES, APPLIANCES, FIRE-PLACES AND HEATING SYSTEM.
- LOCATION & SIZE OF WINDOWS AND DOORS, INCLUDING DOOR SWINGS
- AREA EACH FLOOR
- FRAMING OF FLOOR/CEILING OVER INCLUDING JOIST AND BEAM SIZES.

Upper Floor

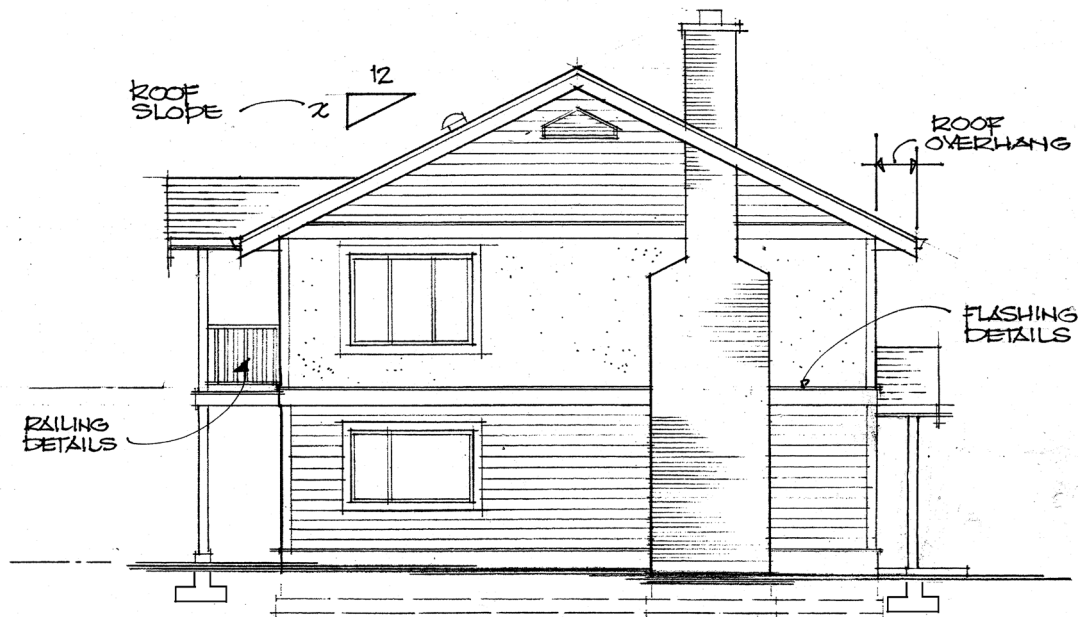


• UPPER FLOOR PLAN •

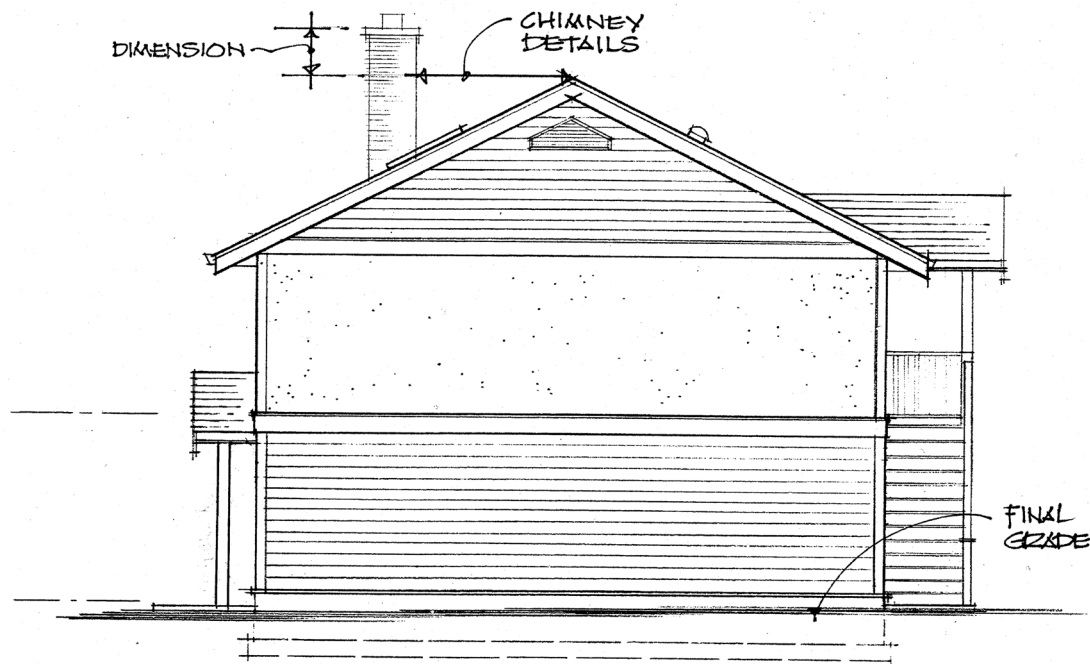
SCALE 1:50 ($\frac{1}{4}" = 1'-0"$)

AREA: _____

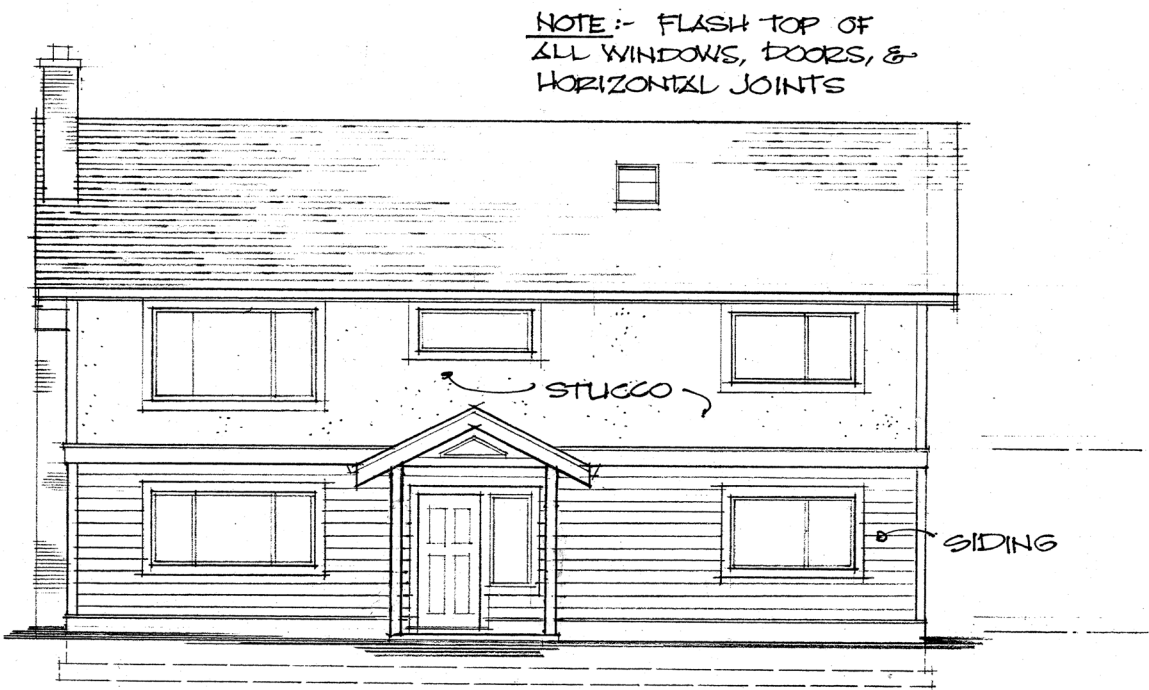
Side Elevation



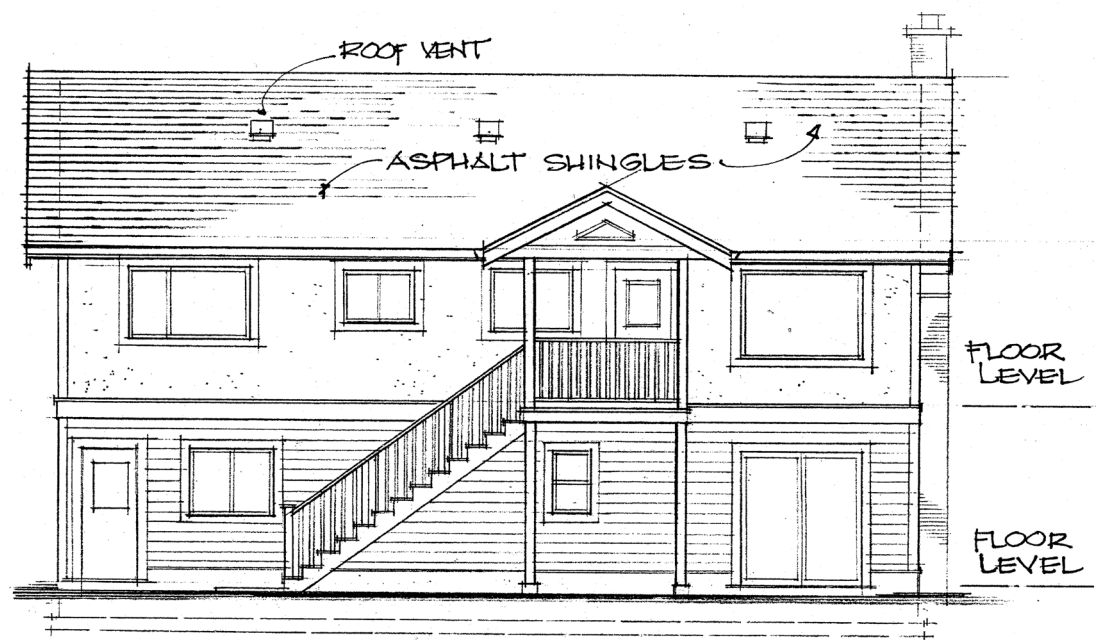
Side Elevation



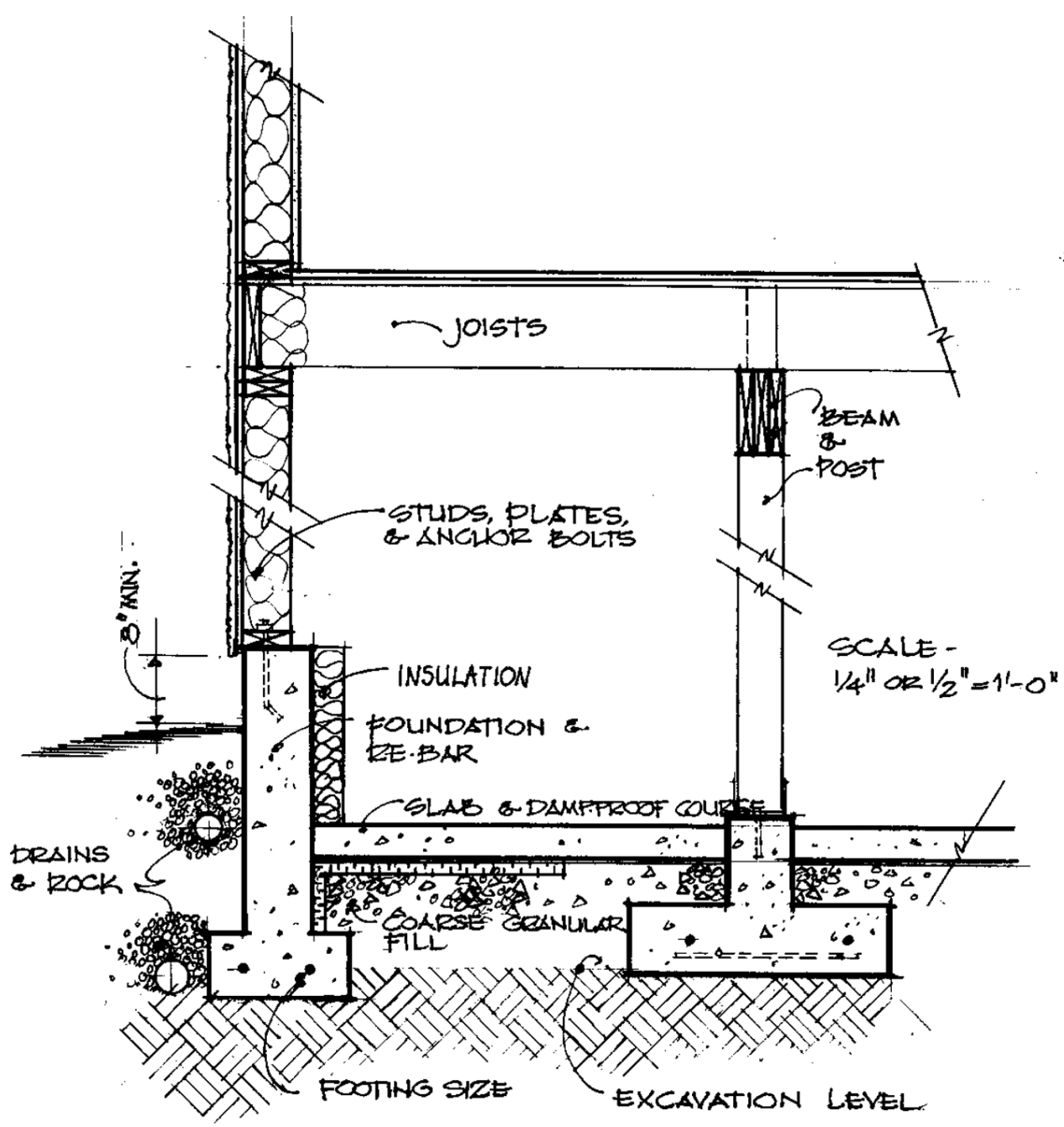
Front Elevation



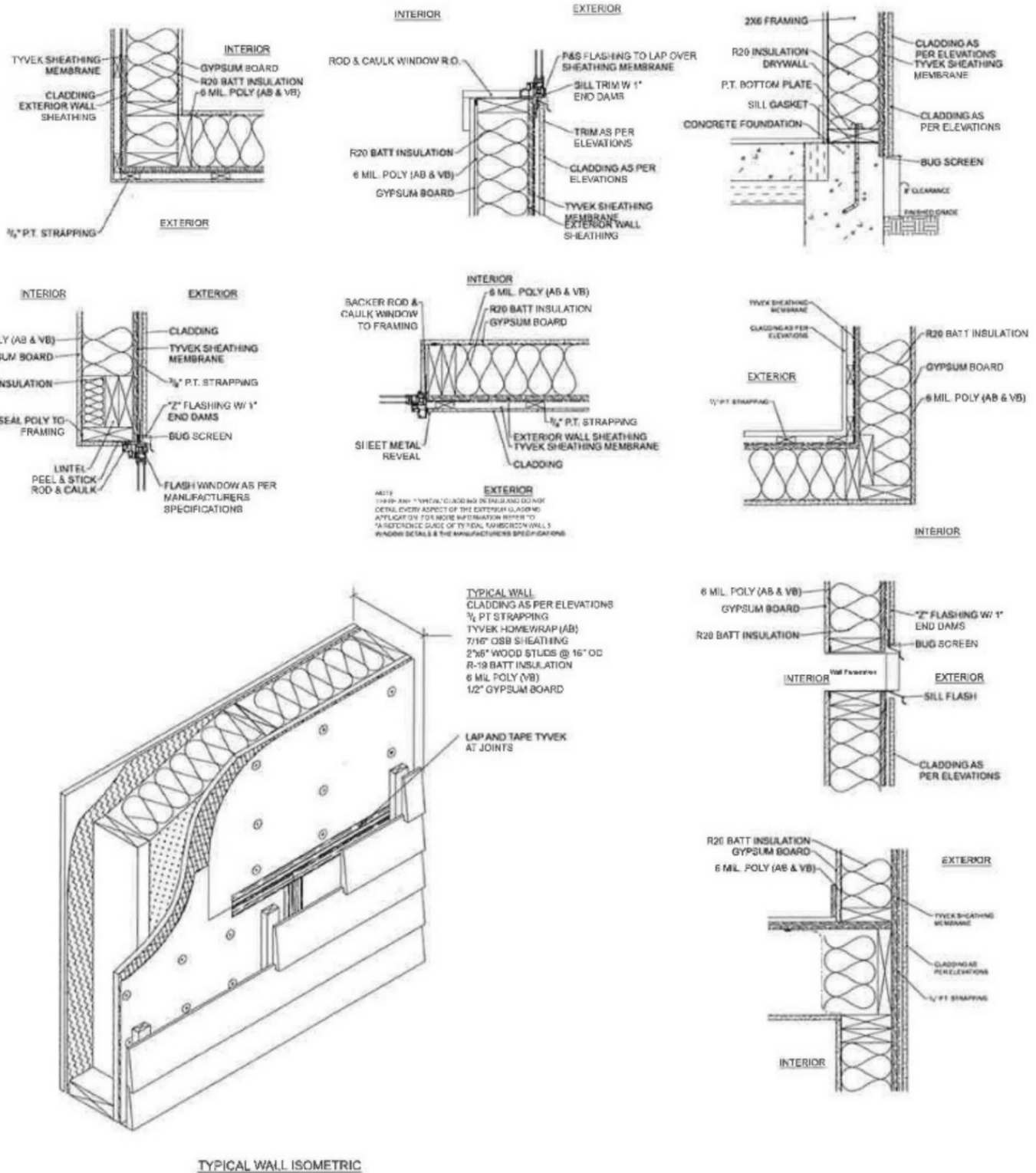
Rear Elevation



Footing Detail



Cladding Detail





Contact Information

Licensing & Consumer Services

BC Housing

(Formerly Homeowner Protection Office)

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

www.bchousing.org/licensing-consumer-services

Electrical and Gas Permits

Technical Safety BC

310 - 771 Vernon Avenue, Victoria, BC V8X 5A7 Toll free:

1.866.566.7233

www.safetyauthority.ca

New Home Street Address

For Southern Gulf Islands except Pender and Salt Spring Islands:

Contact your local Fire Department. Consult telephone directory Blue Pages for the office nearest you.

For Pender Island, Salt Spring Island and Juan de Fuca:

Contact Building Inspection. Tel: 250.360.3230

Fax: 250.360.3232 Email: permitquestion@crd.bc.ca

Evidence of 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

Toll free 1.800.663.7867 (Enquiry BC) www.gov.bc.ca/tran

Property Registration, Easements, Right-of-Ways, Restrictive Covenants or Title Searches

Land Title and Survey Authority of BC

200 - 1321 Blanshard Street, Victoria, BC V8W 9J3 Toll free

1.877.577.5872 Fax: 250.356.6060

www.ltsa.ca or your local Government Access Centre

Sewage Disposal Certification to be filed with:

Island Health

Health Protection & Environmental Services 201 - 771

Vernon Avenue, Victoria, BC V8X 5A7

Tel: 250.519.3401 Fax: 250.519.3402

Land Use, Planning and Zoning

For Southern Gulf Islands and Salt Spring Island:

Contact the Islands Trust office for your area:

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

www.islandstrust.bc.ca

Islands Trust Salt Spring Island Office

1 - 500 Lower Ganges Road, Salt Spring Island, BC

V8K 2N8 Tel: 250.537.9144 Fax: 250.537.9116

Email: ssiinfo@islandstrust.bc.ca

For Juan de Fuca Electoral Area

JDF Community Planning

3 - 7450 Butler Road, Sooke, BC V9Z 1N1

Tel: 250.642.8100 Fax: 250.642.5274

Email: jdfinfo@crd.bc.ca

For more information visit

[Building Inspection](#) at www.crd.ca.

Thinking of building or ready to apply?

Start with the [Application Checklist](#)

Notes

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