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# Change of Occupancy Classification 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:

## Owner

Name:

Mailing Address:

Telephone:

Email:

If the owner is a company or society, include a copy of the Statement of Directors and Registered Office.

## Applicant

Name:

Mailing Address:

Telephone:

Email:

If different from the Owner, complete and attach [Appointment of an Authorized Agent Form](#)

## Builder

Name:

Mailing Address:

Telephone:

Email:

If different from the Owner, complete and attach [Appointment of an Authorized Agent Form](#)

## Information to be Submitted with the Change of Occupancy Classification 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**.

### 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)

**Office Use Only**

Existing Building       Part 3     Part 9

**Existing Occupancy:**

- |  |  |  |  |
|--|--|--|--|
| <input type="checkbox"/> Group A, Division 1 | <input type="checkbox"/> Group A, Division 2 | <input type="checkbox"/> Group A, Division 3 | <input type="checkbox"/> Group A, Division 4 |
| <input type="checkbox"/> Group B, Division 1 | <input type="checkbox"/> Group B, Division 2 | <input type="checkbox"/> Group B, Division 3 |  |
| <input type="checkbox"/> Group C             | <input type="checkbox"/> Group D             | <input type="checkbox"/> Group E             |  |
| <input type="checkbox"/> Group F, Division 1 | <input type="checkbox"/> Group F, Division 2 | <input type="checkbox"/> Group F, Division 3 |  |

**Proposed Occupancy:**

- |  |  |  |  |
|--|--|--|--|
| <input type="checkbox"/> Group A, Division 1 | <input type="checkbox"/> Group A, Division 2 | <input type="checkbox"/> Group A, Division 3 | <input type="checkbox"/> Group A, Division 4 |
| <input type="checkbox"/> Group B, Division 1 | <input type="checkbox"/> Group B, Division 2 | <input type="checkbox"/> Group B, Division 3 |  |
| <input type="checkbox"/> Group C             | <input type="checkbox"/> Group D             | <input type="checkbox"/> Group E             |  |
| <input type="checkbox"/> Group F, Division 1 | <input type="checkbox"/> Group F, Division 2 | <input type="checkbox"/> Group F, Division 3 |  |