

Building Permit Checklist

RENOVATIONS | ADDITIONS | ACCESSORY BUILDINGS

Undertaking a residential renovation or addition? Adding a garage, shed or deck?

Building Permits protect your interests by providing an independent review to ensure that the materials and methods employed on your project are safe according to the minimum standards outlined in the BC Building Code and the District of Oak Bay Bylaws. A Building Permit is required before constructing, altering, renovating, moving, relocating, or demolishing a building or structure, as well as some other specific activities. A Building Permit must be obtained from the District before work begins.

This CHECKLIST will help you prepare a Building Permit application. If you have questions or require any additional information or clarification, please contact the Building Department at 250-598-2042, extension 7496 or inspections@oakbay.ca.

MUST HAVE ITEMS:

Once we receive these “must have” items, we will begin to process your application. Only complete applications will be accepted for review. This will help us to process all permit applications as quickly as possible.

Complete applications, including digital plans in PDF format can be emailed to inspections@oakbay.ca. Please note the civic address in the subject line.

APPLICATION

Building Permit Application

This form must be fully completed for your project and signed.

Agent Authorization Consent Form

If someone other than the owner is submitting the application, this form must be signed by the owner(s) authorizing the applicant to apply for the building permit on the owner’s behalf.

Certificate of Title

A copy of the current title (dated within 30 days of application submission) must be included with your application, and must include any Charges or Interests such as easements, rights of way, covenants, geotechnical reports, etc.

Contaminated Site Screening

Has the site been used for any industrial or commercial uses specified in the Schedule 2 of the Provincial Contaminated Site Regulation? (if answer is yes, please complete and submit a Site Profile).

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CONSTRUCTION DRAWINGS

Construction Drawings

Digital (scale 1/4" = 1')

Floor plans

Foundation plan

Elevations

Cross sections

Seismic braced wall panel plan, if the building isn't designed by a structural engineer

Engineered Truss Documents

Digital showing truss layout and loads, if applicable.

Engineered Floor System Layouts and Beams

Digital and other engineered beams and products, if applicable.

SITE SURVEY AND HEIGHT CALCULATIONS

Site Survey

Digital original BCLS surveys (Proposed Location Certificate).

Show all buildings (existing and proposed), rights of way, easements, covenant areas, SPEA, etc., building envelope, parking requirements, parcel size, parcel coverage, zoning.

Proposed building height, maximum building height, average natural grade, average finished grade

Proposed retaining wall height.

Proposed location, dimensions and gradient of parking and driveway access

Show existing and finished ground levels

TREE MANAGEMENT PLAN

A Tree Management Plan is required for most applications. Please contact Oak Bay Parks directly to explain your project and confirm whether a Tree Management Plan is required. Parks can be reached at trees@oakbay.ca or call 250-592-7275

If a Tree Management Plan is required, it must be prepared by a qualified arborist and must include, at a minimum, the following:

inventory of existing trees, which ones are to be retained and which ones proposed for removal;

recommendations to preserve trees during construction, including tree protection fencing;

canopy cover tree(s) to meet or exceed canopy cover targets for the zone in which the parcel is located;

traffic access and material storage in consideration of protecting retained trees.

PLUMBING

Plumbing Permit (if applicable)

If new plumbing fixtures are added or if changes are made to existing plumbing systems, please apply for a Plumbing Permit as well (see separate checklist)

Plumbing Isometric Drawing (if applicable)

This is required if the system is not going to be installed by a certified plumber.

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REPLACING PERIMETER DRAIN (PARTIAL OR FULL)

- A dye test is required to confirm connection to District's storm drain before ANY drain tile work is permitted. A connection will be required if not connected. Please contact the Engineering Department at engineering@oakbay.ca or (250) 598-2042 extension 7403 to facilitate connection.

STRATA AND CO-OP PROPERTIES

- For properties located within a Strata or Co-op, a letter of approval for the proposed works from the strata corporation must be submitted with the application.

DOCUMENTS THAT MAY BE REQUIRED:

These depend on the scope of your project. We recommend an initial discussion with District staff to review details of your proposal and confirm which documents are required for a complete application.

STRUCTURAL ENGINEERING

- Design Drawings**
 - Digital sealed design drawings.
 - Structural Engineer must complete Schedule B.

GEOTECHNICAL ENGINEERING

- Requires a sealed report from a Geotechnical Engineer stating that the ground is safe for the intended use, construction and monitoring recommendations.
 - Geotechnical Engineer Schedule B.
- OR**
- An Excavation Inspection might be required to be done by the Building Inspector for bearing and drainage. Depending on the results of the inspection, a Geotechnical Engineer may be required.

Other Important Information:

Business Licencing: The prime contractor and sub-trades require a valid business licence for operating in Oak Bay.

Hazmat Report: If hazardous materials are present at the worksite, the Hazmat Report should be posted at the worksite entrance.

Gas and Electrical Permits: These must be obtained through **Technical Safety BC**.

Building Permit Fees: Once a complete application is received, staff will contact the applicant to obtain payment of the application fee. When payment is received, the application will be added to the application review que. The balance of permit fees is due when the Building Permit has been approved and is ready to be picked up. Applicants can pay anything less than \$15,000 by credit card over the phone at (250) 598-2042, extension 7496. Note that credit card payments are only available over the telephone. Applicants can pay by Debit, Cheque at Municipal Hall.