

# SECTION C - CHECKLIST

## Complex Buildings – Commercial / Multifamily / Institutional



Property Address \_\_\_\_\_

- |                                       |       |                  |  |
|---------------------------------------|-------|------------------|--|
| <input type="checkbox"/> New Building | _____ | ft <sup>2</sup>  | <input type="checkbox"/> Interior Renovation |
| <input type="checkbox"/> Addition     | _____ | ft <sup>2</sup>  | <input type="checkbox"/> Exterior Alteration |
| <input type="checkbox"/> Other        | _____ | (please specify) | <input type="checkbox"/> Excavation          |

### The following information **MUST** be submitted with your building permit application.

- Electronic Application Submission**  
**USB Flash Drive or Email (up to 8 MB per email), With ALL Supporting Documentation**
- Completed Building Permit Application Form
- Application Fee (20% of Building Permit Fee)  
*Please email [inspections@oakbay.ca](mailto:inspections@oakbay.ca) to determine your fee amount.*
- Certificate of Title (*dated within 30 days of the date of application*)
- Copy of All Relevant Covenants, Easements, Rights of Way, Other Charges
- Site Survey
- Licensing and Consumer Services Documentation (HPO)
- Strata Approval Letter
- Material Testing Report for Areas to be Disturbed, or Proof of Hazardous Materials Abatement (Clearance Certificate) – Where Works Involve a Building Constructed Prior to 1990

### **SITE PLAN (to be submitted at 1:100 or 1/8" to 1 ft)**

- Property Address and Legal Description
- Building Designer Name, Address, Telephone Number and Email
- Project Data Table (see **Data Table** for required format)
- Occupancy Classification
- Occupancy Load
- Location and Setbacks (where applicable) of Rights of Way and Easements
- Location of Covenant Areas (where applicable)
- Property Lines
- Adjacent Roads and Adjacent Lots
- North Arrow
- Lot Area and Lot Coverage
- Front, Side and Rear Yard Setbacks and Areas
- Location and Dimensions of All Buildings and Structures on the Parcel
- Distance From Lot Lines to the Buildings and Structures
- Setback to the Natural Boundary of the Ocean or Watercourse
- Distance Between Buildings, and Between Buildings and Structures
- Location of Window Wells and Below Grade Stairs and Patios
- Location and Height of Retaining Walls
- Location of Driveway, Parking Area and Other Paved Surface (Including Width and Length Dimensions)
- Proposed Paved Surface Coverage Within the Front and Rear Yards
- Surface Treatment of Parking Area
- Location and Diameter (dbh) of All Trees on Property, in Boulevard, and on Adjacent Properties
- Tree Canopy Cover Calculations, as Per the Urban Forest Strategy
- Site Servicing Data (where applicable)

*Please be advised that further information may be required as a result of the application review process, therefore the checklist items noted on this form should not be considered a complete list of requirements.*

**REQUIRED ITEMS for**  
Building Permit Application

# SECTION C - CHECKLIST

(continued)



The following information **MUST** be submitted with your building permit application.

REQUIRED ITEMS for  
Building Permit Application

## REPORTS AND PLANS

- Building Plans / Drawings  
(Including Floor Plans, Elevations, Cross Sections and All Other Applicable Data)
- Geotechnical Report
- CRD Design Level Cross Connection Survey Form
- Copy of Either Submitted to CRD (Where Applicable):  
Waste Discharge Assessment Form for Food Service Operations or  
General Waste Discharge Assessment Form
- Schedule A** (BCBC) from Coordinating Registered Professional – Letters of Assurance
- Schedule B** (BCBC) – Letters of Assurance - as Per the Following
  - Architectural             Structural             Mechanical             Geotech Temporary
  - Fire Suppression         Electrical             Plumbing             Geotech Permanent
- Architectural Plans
- Structural Plans
- Mechanical Plans
- Plumbing Plans
- Fire Suppression Plans
- Electrical Plans
- Landscape Plans
- Site Servicing

## ENERGY PERFORMANCE DOCUMENTATION (BC ENERGY STEP CODE)

- Pre Construction – BC Energy Compliance Report
- As Built – BC Energy Compliance Report (Required Prior to Issuance of Occupancy)

### IMPORTANT NOTICE

- Building permit applications for new homes submitted after November 1, 2018 must comply with Energy Step Code Level 1.
- Building permit applications for new homes submitted after January 1, 2020 must comply with Energy Step Code Level 3.

### IMPORTANT NOTICE

The District of Oak Bay, in partnership with BC Hydro, is offering a rebate program to offset charges related to the BC Energy Step Code.

Applicants may be eligible for a rebate for completing a mid construction blower door test, or for meeting the requirements of step code levels above those required.

Please refer to the attached application form for project eligibility.

# DATA TABLE

Property Address \_\_\_\_\_  
 Parcel Identifier \_\_\_\_\_



LOT INFORMATION	REQUIRED	EXISTING	PROPOSED
Zone	_____	_____	_____
Lot Area	_____ m <sup>2</sup>	_____ m <sup>2</sup>	_____ m <sup>2</sup>
Lot Frontage	_____ m	_____ m	_____ m
Lot Breadth	_____	_____ m	_____ m
Lot Depth	_____	_____ m	_____ m
Front Yard Setback Area	_____	_____ m <sup>2</sup>	_____ m <sup>2</sup>
Paved Surface (m <sup>2</sup> and %)	_____	_____ / _____ m <sup>2</sup> / %	_____ / _____ m <sup>2</sup> / %
Rear Yard Setback Area	_____	_____ m <sup>2</sup>	_____ m <sup>2</sup>
Paved Surface (m <sup>2</sup> and %)	_____	_____ m <sup>2</sup> / %	_____ m <sup>2</sup> / %
Setbacks			
Front Lot Line	_____ m	_____ m	_____ m
Interior Side Lot Line(s)	_____ m	_____ / _____ m	_____ / _____ m
Total Side Lot Lines	_____ m	_____ m	_____ m
Rear Lot Line	_____ m	_____ m	_____ m
Second Storey	_____ m	_____ m	_____ m
Between Buildings / Structures	_____ m	_____ m	_____ m
Heights			
Average Grade	_____ m	_____ m	_____ m
Roof Height	_____ ft	_____ ft	_____ ft
Building Height	_____ ft	_____ ft	_____ ft
Occupiable Height	_____ ft	_____ ft	_____ ft
Gross Floor Area	_____ ft <sup>2</sup>	_____ ft <sup>2</sup>	_____ ft <sup>2</sup>
Main Floor	_____ ft <sup>2</sup>	_____ ft <sup>2</sup>	_____ ft <sup>2</sup>
Upper Floor(s)	_____ ft <sup>2</sup>	_____ ft <sup>2</sup>	_____ ft <sup>2</sup>
Atrium	_____ ft <sup>2</sup>	_____ ft <sup>2</sup>	_____ ft <sup>2</sup>
Basement	_____ ft <sup>2</sup>	_____ ft <sup>2</sup>	_____ ft <sup>2</sup>
Decks / Patios / Landings	_____ ft <sup>2</sup>	_____ ft <sup>2</sup>	_____ ft <sup>2</sup>
Accessory Buildings	_____ ft <sup>2</sup>	_____ ft <sup>2</sup>	_____ ft <sup>2</sup>
Exemptions			
Floor Area Ratio	_____	_____	_____
Lot Coverage	_____ %	_____ %	_____ %
Parking (# spaces, covered)	_____	_____	_____



# BC ENERGY STEP CODE 2019 IMPLEMENTATION REBATE



## REBATE APPLICATION

### Property Information

Project Address \_\_\_\_\_

Building Permit No. \_\_\_\_\_

Rebate Applied For  Mid Blower Door Test – Part 9 Building<sup>1</sup>  
*(select one only)*  Energy Incentives Exceed Step 1 – Part 9 Building<sup>2</sup>  
 Mid Blower Door Test – Part 3 Building<sup>3</sup>  
 Energy Incentives Exceed Step 1 – Part 3 Building<sup>4</sup>

### Applicant / Builder Information

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

Mailing Address \_\_\_\_\_ City \_\_\_\_\_

Postal Code \_\_\_\_\_ Phone \_\_\_\_\_

### Terms and Conditions – BC Energy Step Code Implementation Rebate

**PLEASE READ** the following Terms and Conditions for the Energy Step Code Implementation Rebate:

1. Issued rebates for a Mid Blower Door Test for a Part 9 building shall not exceed \$400.00.
2. Issued rebates for Energy Incentives Exceeding Step 1 for a Part 9 building shall not exceed \$600.00.
3. Issued rebates for a Mid Blower Door Test for a Part 3 building shall not exceed \$800.00.
4. Issued rebates for Energy Incentives Exceeding Step 1 for Part 3 building shall not exceed \$1000.00.
5. Building projects must be within the municipal boundaries of the District of Oak Bay.
6. Only one rebate will be issued per building permit application.
7. Rebates will not be issued until an Occupancy Certificate is issued in association with the corresponding Building Permit.
8. Applicants must conduct a Mid-Construction (Pre-Drywall) Blower Door Test and submit a corresponding report.
9. Applicants must submit a Pre-Construction Step Code Compliance Form with the Building Permit application.
10. Applicants must submit an As-Built Step Code Compliance Form.
11. The rebate is issued only to the person making application (the Applicant) for the rebate.
12. Notwithstanding items 1 to 11, rebates will be issued at the sole discretion of the Manager of Planning for so long as funding is available.

### IMPORTANT!

By signing below, you are agreeing with the Terms and Conditions set out above.

**PLEASE READ CAREFULLY BEFORE SIGNING.**

1. Where an applicant is not the owner, signature of the owner below means this document shall serve to notify the District of Oak Bay that I am / we are the legal owner(s) of the property described above and do authorize the applicant to act on my / our behalf on all matters pertaining to this Rebate Application, including the authority to endorse on my / our behalf the application documents.
2. I / We have read and understood the Terms and Conditions included with this Rebate Application form, and I / We hereby agree to all the Terms contained in that agreement.
3. I declare that the above information is correct. I understand that the Rebate Application is assessed based on the information provided within this application, and the submitted plans and associated details submitted in conjunction with the application for a Building Permit.
4. I have read and understood the terms and conditions included with this Rebate Application form, and I / We hereby agree to all the terms contained in that agreement.

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

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Owner Name (please print)