

# SECTION F - CHECKLIST

## Building Move



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

- Single Family Home
- Multi Family Building
- Commercial Building
- Accessory Building
- Institutional Building
- Other \_\_\_\_\_ (please specify)

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

**REQUIRED ITEMS for 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 (see Table below)
- Certificate of Title (*dated within 30 days of the date of application*)
- Copy of All Relevant Covenants, Easements, Rights of Way, Other Charges
- Proof of Comprehensive General Liability Insurance Coverage for Works, With Minimum \$2,000,000 Coverage Inclusive Per Occurrence
- Executed Contractual Letter of Undertaking Indemnifying and Saving Harmless the Municipality From and Against Any and All Losses
- Site Plan Identifying Buildings / Structures to Be Demolished / Deconstructed
- Site Plan Indicating Location of All Trees On Property or Adjacent Property
- Hazardous Materials Survey and Report Identifying any Hazardous Materials
- Asbestos Clearance Letter

### SUBSEQUENT TO PERMIT APPLICATION

- Applicant to Notify, In Writing, All Neighbours Within 61 Metres (200 ft) of Subject Property, That Includes Contact Information for the General Contractor / Site Manager. Notices to be Delivered **Not Less than 24 Hours** Prior to Commencement of Demolition / Deconstruction, With Copy Provided to the District of Oak Bay.
  - Install Backflow Preventer (Hose Connection Vacuum Breaker) Above Grade on Water Service
  - When Services are Exposed, but Prior to Capping and Backfill, Contact Public Works at 250.598.4501 to Allow for Camera Inspection of Sewer é Storm Laterals at the Main\*
- \* Due to current capital projects and ongoing work, Public Works are unable to confirm capping and locating sewer laterals for three (3) weeks. If you wish to complete the demolition process faster, the contractor may proceed by following the Capping Procedures noted here.**

### IMPORTANT INFORMATION

- Capping of municipal services must be completed and accepted by the District prior to issuing a permit.
- Tree protection and proposed route for move must be installed and approved by the Parks Department. Please contact Parks at 250.592.7275.
- A Move Permit and a Foundation Demolition Permit must be completed, inspected, and approved before a Building Permit for a new house is issued.

Building Type	Demolition Fee	Deconstruction Fee
Unserviced Buildings, Other Structures	\$100	\$ 50
Serviced Building – Total Floor Area ≤ 186 m <sup>2</sup> (excluding basement)	\$200	\$100
Serviced Building – Total Floor Area ≥ 186 m <sup>2</sup> (excluding basement)	\$400	\$200

*An additional deposit is required prior to issuance of a permit, to offset any costs the District may incur as a result of the works. Email [inspections@oakbay.ca](mailto:inspections@oakbay.ca) to determine your fee amount.*

# SECTION F - CHECKLIST

(continued)



## CAPPING PROCEDURES

1. Scope sewer and storm laterals from house to sewer and storm main on municipal property with plumber's camera and sonde.
2. Measurements for location and depth are to be recorded on the as-built site plan provided:
  - (a) Locate and stake where storm and sewer laterals cross the property line; record depth and measurements relative to a property line.
  - (b) Locate and mark where laterals connect into the main; record depth (use asphalt nail if main is on road, or wooden stake with flagging if main is in the boulevard). Provide measurements relative to a property line.
  - (c) Cap old sewer lateral and storm lateral (where it exists) at the property line.
  - (d) Take photos of the building to be demolished, the excavation with the capped services at the property line, and the building with the excavated hole and capped services (in one photo).
  - (e) Submit all documentation and photographs to the Building and Planning Department. A digital copy must be emailed to [inspections@oakbay.ca](mailto:inspections@oakbay.ca).
3. The Public Works Department will confirm the contractor's work has been completed when municipal crews install the new services. If the work is insufficient, municipal crews will proceed with any outstanding work with all costs being the responsibility of the owner / developer.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Developer / Contractor

## MEASUREMENTS

DATE \_\_\_\_\_

CREW \_\_\_\_\_

ADDRESS \_\_\_\_\_

***PLEASE ENSURE TO MARK ON DRAWINGS THE APPROXIMATE LOCATIONS OF SEWER AND STORM LATERALS RELATIVE TO PROPERTY LINES***

### SEWER

Depth at Property Line \_\_\_\_\_

Depth at Main \_\_\_\_\_

Material \_\_\_\_\_

### STORM

Depth at Property Line \_\_\_\_\_

Depth at Main \_\_\_\_\_

Material \_\_\_\_\_

SIGNATURE \_\_\_\_\_

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