

House Move Permit Checklist

Moving a home?

A permit from the District is required before a home can be moved within or from outside of and into the District. This checklist provides the requirements for a House Move Permit application pursuant to Section 23 of “Building and Plumbing Bylaw 2007, No. 4247”.

This CHECKLIST will help you prepare a House Move 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.

Complete applications can be emailed to inspections@oakbay.ca

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.

Contractual Letter of Undertaking

Completed Contractual Letter of Undertaking indemnifying and saving harmless the municipality from and against any and all losses.

General Liability Insurance

Proof of comprehensive general liability insurance coverage for works with minimum \$5 million coverage inclusive per occurrence.

Notification to Neighbours

Written notification to neighbours within a 200 ft radius of subject property with contact information for the general contractor/site manager included. The notices must be delivered no less than 24 hours prior to commencement of the move and a copy of the notice must be provided to District.

Hazmat Survey

Hazardous materials assessment.

Scheduled Move Date

Detailed move timeline (scheduled or anticipated move date).

Identify all infrastructure that requires relocation or any tree removals or trimming.

Outline the period in which any infrastructure such as traffic poles or streetlights need to be removed. Public Works charges shall apply.

Route Map

Detailed route map.

Street Occupancy Permit Application

Street Occupancy Permit application completed to permit occupation of a portion of the road allowance. Please provide a sketch or diagram showing the occupation. If your occupation will obstruct pedestrian or street traffic, please provide a Traffic Management Plan including signage. Contact engineering@oakbay.ca with any questions. Your application must include:

detailed diagrams that indicate the exact locations and areas of construction/work for occupancy

dimensions must be indicated on the diagrams (on the road or boulevard)

advance notice construction signage must be indicated on the diagram as well as other traffic control devices, such as cones or barricades used to cordon off these areas of work.

APPLICATION FEES

House Move Permit application fees are due at the time of issuance. Permit fees are payable by debit, cash, cheque (**Made payable to the Corporation of the District of Oak Bay**), and by credit card up to \$15,000 (note: credit card payments can only be accepted over the phone). Application fees are as follows:

\$200 per building or structure under 2,000 sq ft; \$400.00 per building or structure exceeding 2,000 sq ft

\$100 per un-serviced buildings, other structures

\$2,000 bonding / security as prescribed in "Building and Plumbing Bylaw 2007, No. 4247"

Any additional fees equal to the total cost of providing municipal works and services required to accommodate the safe and orderly moving of the building, such as public works, boulevard or tree preparation and protection, traffic control.