

# Building Permit Checklist

## NEW RESIDENTIAL CONSTRUCTION

### Building a new home?

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](mailto: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 are to be to [inspections@oakbay.ca](mailto: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.

#### Home Warranty Insurance on New Homes (2/5/10)

This is a Provincial (BC Housing) requirement for all new homes, including coach houses, and substantially renovated homes. Provide your New Home Registration form or your Owner-Builder Exemption.

#### 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).

#### Energy Performance Documentation (BC Energy Step Code)

Different documents are required for different construction phases. For Pre Construction, a BC Energy Compliance Report is required. For as built phase, a BC Energy Compliance Report is required prior to issuance of occupancy. Please note: Building permit applications for new homes must comply with Energy Step Code Level 3.

### CONSTRUCTION DRAWINGS

#### Construction Drawings

Digital copy (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 copy showing truss layout and loads.

#### Engineered Floor System Layouts and Beams

Digital copy and other engineered beams and products, if applicable.

### SITE SURVEY AND HEIGHT CALCULATIONS

#### Site Survey

Digital 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 prepared by a qualified arborist is required that includes, but is not limited to, 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 for retained trees;
- canopy cover tree(s) to meet or exceed canopy cover targets for the zone in which the parcel is located; and
- traffic access and material storage in consideration of protecting retained trees.

For more details, contact Oak Bay Parks at [trees@oakbay.ca](mailto:trees@oakbay.ca) or call 250-592-7275.

### 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, the recommendations for excavation and construction as well as 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.

### GRADING PLAN

- Grading Plan**

A grading plan may have been a requirement for your lot when the subdivision was created. If so, the house plans must be based on the approved grading plan.

### OTHER PROFESSIONALS / REPORTS

- To be determined based on specifics of the project.

### 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 the Municipal Hall.