



48 HOUR BUILDING PERMIT APPLICATION CHECKLIST FOR APPLICANTS One and Two Family Dwellings

The following checklist will assist you in submitting a complete one/two family residential building permit application. In addition to the list below, the construction drawings will also provide the necessary information and details to demonstrate compliance with the 2012 BC Building Code and relevant bylaws. **Only those applicants with all the required documents below will be able to participate in this program,** and allow the District of Sooke Building Department to issue a permit within **two working days.** **Permit applications not initially accepted for the 2-day program cannot participate in the program.**

Permit applications must show 2012 Building Code changes including seismic requirements, smoke alarms, and all other applicable changes clearly identified.

Note – all items must be checked below for the application to be accepted for 48 hour permit processing.

Documents Required with Submission

Yes N/A

- Completed Building Permit Application
- Homeowner Protection Office Approval
- 2 Sets of Plans – issued for construction (including site plans)
- Highway Use Permit – preconstruction checklist submitted
- Septic Design filed with VIHA
- Registered covenant requirements completed or secured
- DP, DVP or BOV conditions addressed
- Engineer stamped plans with schedule “B” where point load exceeds 7500 lbs**

Information Required on Plans

- Lot Size & Coverage
- Floor Areas – separate calculations for
 - each floor level
 - garage
 - decks
 - suite
- Zoning, Building Height & Setbacks

Specific Information Required on Plans

Yes N/A

- Intended use of all floor areas
- Identify actual unobstructed parking areas and dimension according to *Sooke Zoning Bylaw #600*
- Driveway type and width; for the first 10m on private property, the maximum driveway grade must be 15%, hard surfaced
- Seismic and wind lateral bracing details complete with code compliance report
- Existing and finished ground levels to an established elevation point at or adjacent to the site
- Sanitary and storm mains, if any, abutting the site and on the site, existing and proposed service connections, proposed storm water drainage plan.
- Geodetic elevations where main minimum floor elevation specified by Covenant
- Proposed retaining walls in excess of 1.2m require a Schedule “B”
- If side yard setback is less than 3m, provide area of exposed building face and total area of unprotected openings (windows and doors).
- Residential sprinklers to NFPA 13D (Requires Separate Building Permit)

I hereby certify that the above noted information is included in the submitted building permit application. I understand that the District of Sooke will make every effort to process and issue the permit in two working days. The District of Sooke reserves the right to modify this document at any time.

Owner or authorized agent signature

FREEDOM OF INFORMATION NOTICE: Personal information contained on this form is collected under the *Freedom of Information and Protection of Privacy Act* and will be used for the purpose of issuing this permit and for municipal statistics. Enquiries about the collection or use of information on this form may be directed to the Deputy Clerk.