



TOWN OF SIDNEY

APPLICATION FOR BUILDING PERMIT SINGLE & TWO-FAMILY RESIDENTIAL

Date: _____

1. I hereby make application for a (***check applicable box***),

- | <u>Type of Permit</u> | <u>Use of Property</u> |
|---|--|
| <input type="checkbox"/> Building Permit | <input type="checkbox"/> Single Family Residential |
| <input type="checkbox"/> Fence Permit | <input type="checkbox"/> Two Family Residential |
| <input type="checkbox"/> Demo/Moving Permit | <input type="checkbox"/> Accessory Building |

For the property described as:

Lot: _____ Block: _____ Range: _____ Section: _____
North Saanich District, Plan _____

Civic Address: _____

2. Description of Construction:

3. The property is within a Development Permit Area Yes No

4. **REGISTERED OWNER(S)** of the property: (***PLEASE PRINT CLEARLY***)

Name(s): _____

Address: _____

Telephone: Business _____ Other _____ Fax _____

5. **CONTRACTOR:** (***PLEASE PRINT CLEARLY***)

Name(s): _____

Address: _____

Telephone: Business _____ Other _____ Fax _____

6. Will the project be Strata Titled? Yes No

7. Value of Construction _____

The undersigned is the owner, or authorized agent for the above mentioned property.

Signature of Applicant/Owner: _____

INFORMATION TO APPLICANTS / BUILDERS / DEVELOPERS

For complete information required for Building Permit applications please refer to the residential Building Permit guide at www.sidney.ca.

In reviewing the requirements for a Building Permit application, the Town will require the following documentation prior to the application being accepted:

SINGLE FAMILY & TWO-FAMILY RESIDENTIAL, BC BUILDING CODE, PART 9

1. The application filled out in full and signed by the owner of the property or their agent (with an accompanying letter from the owner).
2. Two (2) sets of scaled drawings - showing all buildings; elevations; layout per floor details cross sections; grades and heights, building envelope details (rain screen).
3. A survey of the building site showing the structures either proposed or existing, any existing trees on site and the type; and a survey of site showing existing and proposed services to site (sewer, storm, water, driveway, offsite works).
4. At time of application Development Services may request a Registered Professional A, B1, B2 Letter of Assurance for some or all components of a proposed building.
5. A copy of the Home Protection Application and Agreement, or an owner, builder declaration must be signed and notarized prior to the Town doing any plan checking.

GAS INSTALLATION:

Whether or not gas service is required, the Town of Sidney recommends that prior to commencing any construction that you contact Terasen Gas by calling 1-800-474-6886, to determine their plans for the area. An early call may subsequently avoid new driveways or landscaped areas being disturbed for gas line installation. This is not meant to be a promotion of their service in any way, but a suggestion to ensure utility coordination.

BUILDING, PLUMBING AND LICENCE INSPECTIONS OFFICE HOURS:

For inquiries and requests for inspections, please call 250-656-1725, Monday to Friday, 8:30 a.m. to 4:00 p.m. Please be advised that we require 24 hr notice for inspections.

Field Inspections will be from 10:30 a.m. to 12:00 p.m. and 2:30 p.m. to 4:00 p.m.

Contact Information:

Home Warranty Program

Homeowner Protection Office
2270 – 1055 West Georgia Street
PO Box 11132, Royal Centre
Vancouver BC V6E 3P3
TEL: 604-646-7055
FAX: 604-646-7051
TOLL FREE: 1-800-407-7757
WEBSITE: www.hpo.bc.ca

Electrical and Gas Permits

BC Safety Authority
Gateway Village
310 – 771 Vernon Avenue
Victoria, BC V8X 5A7
TEL: 250-952-4444
FAX: 250-952-4458
TOLL FREE: 1-866-566-7233
WEBSITE: www.safetyauthority.ca