

Building Permit Application

Office Use - Received By: _____

Town of Sidney

Development Services Dept.

**Single & Two-Family Residential Buildings,
& Accessory Buildings**

P: 250-656-1725 F: 250-655-4508

E: developmentsservices@sidney.ca

Civic Address _____ PID _____

Legal Lot _____ Block _____ Section _____ Range _____ Plan _____

Contacts

Property Owner

Please print clearly.

Name		Company	
Address		City & Province	Postal Code
Phone	Cell	Email	
Owner's Signature (required – or alternative form of authorization)		Date	

Contractor/ Applicant

If the applicant is NOT the owner, complete "[Owner's Authorization](#)" form.

Name			
Company		Municipality & Business Licence #	
Address		City & Province	Postal Code
Phone	Cell	Email	

Development Details

Construction Type: New Addition Renovation Fence Blasting Other: _____

Building Use: Single-Family Two-Family/Duplex Accessory Deck Other: _____

Describe Proposal:

Service Size: _____ Sewer
_____ Storm
_____ Water

Value of Construction: \$ _____
Total value of all works for project

Existing Total Floor Area (m ²) per floor: _____
Proposed Total Floor Area (m ²) per floor: _____
Proposed Building Area (m ²): _____
Proposed Number of Residential Units: _____
Proposed Number of Commercial Units: _____

Neither the issuance of a permit under this bylaw, nor the acceptance or review of plans, drawings or supporting documents, nor any inspections made by or on behalf of the Municipality shall in any way relieve the owner or his/her agent(s) from full and sole responsibility to perform the work in strict accordance with the Town of Sidney Building Bylaw, the Building Code and or other applicable enactments. The undersigned owner/authorized agent of the owner makes an application as specified herein, and declares that the information submitted in support of the application is true and correct in all respects. I have read, understood and agreed to the above conditions.

Signature of Owner (or applicant with Owner's Authorization)

Date

Any personal information provided in this application is collected for the purpose of administering the Local Government Act, and the bylaws of the municipality under the Local Government Act, and under the authority of those enactments. Questions about the collection of the information may be directed to the Freedom of Information Office

Building Permit Application Checklist

Town of Sidney
Development Services Dept.

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Demolition & Accessory Buildings

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Complete Application Form & Checklist		
Appointment of Agent or Strata Approval Letter - Only if applicant is not the property's registered owner		
Copies of land title & registered private covenants, easements & rights-of-way - A title search must have occurred within the past 30 days		
Compliance with DP /DVP conditions - E.g. landscape deposit, covenant, installed tree fencing, etc.		
2 paper copies + 1 digital copy of the following BP drawings (min. scale 1:100):	Drawings	Included
	Site Plan	
	Floor Plan	
	Elevations	
	Building Section	
Professional Engineering		
Site Servicing Plan ⁽¹⁾ - Required for developments located on an Environmentally Sensitive Area or when the proposed works affect an existing building's use, servicing or street access		
Construction Fire Safety Plan ⁽²⁾		
Construction Management Plan – If required by Building Inspector please refer to the Town's template document		
Letters of Assurance - Schedule A and Schedule B (Division C Part 2 of the BCBC) as required by Building Inspector		
FCL Report & Assurance Statement ⁽³⁾ - Required when a site/proposed building sits below 5.0m geodetic elevation		
Lot & Parking Area Coverage ⁽⁴⁾ – Calculations of lot coverage and parking areas must be listed on the site plan		
Arborist Report & Tree Protective Fencing ⁽⁵⁾ - Required when the proposed work might affect protected trees		
Homeowner Protection Office Documents (HPO)		
WorkSafe BC Notice of Project		
Trades Qualification & Business Licence Numbers - Required when proposed construction involves plumbing work		
BC Archaeological Branch email response ⁽⁴⁾ - Required when a property is a known or potential archeological site		
Hazardous Materials Assessment Report - Required for buildings constructed prior to 1990		
Clearance/abatement letter - Required for buildings constructed prior to 1990		
Right of Way Permit ⁽⁵⁾ - Required if proposing to occupy or obstruct the municipal right of way including on-street parking spaces		
Tree Removal Permit ⁽⁵⁾ - Required if proposing to remove or prune a protected tree		
Copy of CRD Cross Connection Control Survey form - Required when constructing an industrial, institutional, commercial and multi-family buildings OR when a property requires temporary water services (e.g. construction sites)		
Other - Additional information/permits may be requested during the application review including sewage disposal permits, highway access permits, Ministry of Health approval, etc.		

(1) [Building Bylaw No. 2016](#), Section 4.2.1(g) outlines requirements for this type of plan

(2) For more information please contact Sidney Fire Department at 250-656-2121 or firedept@sidney.ca

(3) For more details refer to the Town's [Interim Flood Construction Level Policy DV-014](#)

(4) Contact Development Services at 250-656-1725 or developmentsservices@sidney.ca for more information

(5) For more information contact the Engineering Department at 250-656-4502 or engineeringservices@sidney.ca

DISCONNECTING EXISTING SERVICES

Upon capping off existing services and installation of Cross Connection Control device contact Development Services at 250-656-1725 or developmentsservices@sidney.ca to schedule an inspection.

WATER SERVICE DURING CONSTRUCTION

Upon submitting this application, please contact the Engineering Department at 250-656-4502 or engineeringsservices@sidney.ca to request water service be provided during the construction period.

BUILDING PERMIT FEES & DEPOSITS

The following fees and deposit are payable prior to the issuance of a Building Permit. Staff will call or email to let you know the applicable permit fees/deposits.

- **BP Processing Fee + BP Fee** - [Building Bylaw No. 2016, Schedule A](#)
- **Off-site Works Deposit** - [Building Bylaw No. 2016, Section 5.2.3](#)
- **Bonus Density Payment** - [Bonus Density & Community Amenity Contribution Policy DV-013](#)
- **Parking in lieu payment** - [Off-Street Parking & Loading Bylaw No. 2140, Section 4.6](#)
- **Landscape Deposit** - As required by a Development Permit
- **Development Cost Charges** - [Municipal DCC Bylaw No. 1440](#) & [CRD DCC Bylaw No. 2758](#)

VICTORIA AIRPORT AUTHORITY /NavCan HEIGHT RESTRICTIONS

Victoria Airport's Zoning Regulation (AZR) provides a guide for maximum building height around the airport. In addition to the AZR, temporary tall obstacles, such as construction cranes, must adhere to the maximum height regulations as per the Obstacle Limitation Surface (OLS). For site-specific height limitations please contact Sherri Brooks, Commercial Development Officer at sherri.brooks@victoriaairport.com or (250) 953-7588.