

# 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: developmentservices@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<sup>2</sup>) per floor: \_\_\_\_\_

Proposed Total Floor Area (m<sup>2</sup>) per floor: \_\_\_\_\_

Proposed Building Area (m<sup>2</sup>): \_\_\_\_\_

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.

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

P: 250-656-1725 F: 250-655-4508  
E: [developmentsservices@sidney.ca](mailto:developmentsservices@sidney.ca)

<b><u><a href="#">Complete Application Form &amp; Checklist</a></u></b>		
<b><u><a href="#">Appointment of Agent</a></u> or Strata Approval Letter - Only if applicant is not the property's registered owner</b>		
<b>Copies of land title &amp; registered private covenants, easements &amp; rights-of-way - A title search must have occurred within the past 30 days.</b> <input type="checkbox"/> By selecting this box you agree to the Town conducting this search on your behalf at a cost of \$16.00 (+ GST) per title and \$26.00 (+GST) per individual charge.		
<b>Compliance with DP /DVP conditions - E.g. landscape deposit, covenant, installed tree fencing, etc.</b>		
<b>2 paper copies + 1 digital copy of the following BP drawings (min. scale 1:100):</b>	<b>Drawings</b>	<b>Included</b>
	Site Plan	
	Floor Plan	
	Elevations	
	Building Section	
<b>Professional Engineering</b>		
<b>Site Servicing Plan <sup>(1)</sup> - Required for developments located on an Environmentally Sensitive Area or when the proposed works affect an existing building's use, servicing or street access</b>		
<b>BC Energy Compliance Report – Pre-Construction Performance Path for Part 9 Buildings (new construction only)</b>		
<b>Construction Fire Safety Plan <sup>(2)</sup></b>		
<b>Construction Management Plan – If required by Building Inspector please refer to the Town's template document</b>		
<b>Letters of Assurance - Schedule A and Schedule B (Division C Part 2 of the BCBC) as required by Building Inspector</b>		
<b>FCL Report &amp; Assurance Statement <sup>(3)</sup> - Required when a site/proposed building sits below 5.0m geodetic elevation</b>		
<b>Lot &amp; Parking Area Coverage <sup>(4)</sup> – Calculations of lot coverage and parking areas must be listed on the site plan</b>		
<b>Arborist Report &amp; Tree Protective Fencing <sup>(5)</sup> - Required when the proposed work might affect protected trees</b>		
<b><u><a href="#">Homeowner Protection Office Documents (HPO)</a></u></b>		
<b><u><a href="#">WorkSafe BC Notice of Project</a></u></b>		
<b>Trades Qualification &amp; Business Licence Numbers - Required when proposed construction involves plumbing work</b>		
<b><u><a href="#">BC Archaeological Branch</a></u> email response <sup>(4)</sup> - Required when a property is a known or potential archeological site</b>		
<b>Hazardous Materials Assessment Report - Required for buildings constructed prior to 1990</b>		
<b>Clearance/abatement letter - Required for buildings constructed prior to 1990</b>		
<b><u><a href="#">Right of Way Permit</a></u> <sup>(5)</sup> - Required if proposing to occupy or obstruct the municipal right of way including on-street parking spaces</b>		
<b><u><a href="#">Tree Removal Permit</a></u> <sup>(5)</sup> - Required if proposing to remove or prune a protected tree</b>		
<b>Copy of <u><a href="#">CRD Cross Connection Control Survey form</a></u> - Required when constructing an industrial, institutional, commercial and multi-family buildings OR when a property requires temporary water services (e.g. construction sites)</b>		
<b>Other - Additional information/permits may be requested during the application review including Storm Water Management design, sewage disposal permits, highway access permits, Ministry of Health approval, etc.</b>		

(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](mailto: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](mailto:developmentsservices@sidney.ca) for more information

(5) For more information contact the Engineering Department at 250-656-4502 or [engineeringservices@sidney.ca](mailto: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](mailto: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](mailto: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](mailto:sherri.brooks@victoriaairport.com) or (250) 953-7588.