



## APPLICATION CHECKLIST

All required items must be submitted for an application to be considered complete

<b>Completed <a href="#">Application Form &amp; Checklist</a></b>		
<b><a href="#">Appointment of Agent</a> or <a href="#">Strata Approval Letter</a> - Only if applicant is not the property's registered owner. If property owner is a company, provide copy of corporate registry showing names of individuals with signing authority.</b>		
<b><a href="#">Land title search &amp; charges registered on title</a> - 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><a href="#">Compliance with DP / DVP conditions</a> - e.g. landscape deposit, covenant, installed tree fencing, etc.</b>		
<b>Drawings: Digital copies of the following BP drawings (min. scale 1:100):</b>  *Paper copies with the Town of Sidney Approved stamp will be required at the time of building permit issuance.	<b>Drawings</b>	<b>Included</b>
	Site Plan	
	Floor Plan	
	Elevations	
	Building Section	
	Professional Engineering	
<b><a href="#">Site Servicing Plan</a> <sup>(1)</sup> - Required for developments located in an Environmentally Sensitive Area or when the proposed works affect an existing building's use, servicing or street access.</b>		
<b><a href="#">BC Energy Compliance Report</a> – Pre-Construction Performance Path for Part 9 Buildings (new construction only).</b>		
<b><a href="#">Construction Fire Safety Plan</a>– Please refer to the Town's template document at Sidney.ca.</b>		
<b><a href="#">Construction Management Plan</a> – If required by Building Inspector please refer to the Town's template document.</b>		
<b><a href="#">Letters of Assurance</a> - Schedule A and Schedule B (Division C Part 2 of the BCBC) as required by Building Inspector.</b>		
<b><a href="#">FCL Report &amp; Assurance Statement</a> <sup>(2)</sup> - Required when a site/proposed building sits below 5.0m geodetic elevation.</b>		
<b><a href="#">Lot &amp; Parking Area Coverage</a> <sup>(3)</sup> – Calculations of lot coverage and parking areas must be listed on the site plan.</b>		
<b><a href="#">Arborist Report &amp; Tree Protection Fencing Plan</a> <sup>(4)</sup> - Required when the proposed work might affect protected trees.</b>		
<b><a href="#">Homeowner Protection Office Documents (HPO)</a></b>		
<b><a href="#">WorkSafe BC Notice of Project</a></b>		
<b><a href="#">Business Licence Number and Municipality</a></b>		
<b><a href="#">BC Archaeological Branch email response</a> <sup>(3)</sup> - Required when a property is a known or potential archeological site.</b>		
<b><a href="#">Site Disclosure Statement:</a> - Required if the property has, or has had, commercial or industrial uses listed in Schedule 2 of the the <a href="#">Contaminated Sites Regulation</a> of BC and if the proposed work causes soil disturbance.</b>		
<b><a href="#">Hazardous Materials Assessment Report</a> - Required for buildings constructed prior to 1990.</b>		
<b><a href="#">Clearance/abatement letter</a> - Required for buildings constructed prior to 1990.</b>		
<b><a href="#">Right of Way Permit Application</a> <sup>(4)</sup> - Required if proposing to occupy or obstruct the municipal right of way including on-street parking spaces.</b>		
<b><a href="#">Tree Removal Permit Application</a> <sup>(4)</sup> - Required if proposing to remove or prune a protected tree.</b>		
<b><a href="#">CRD Cross Connection Control Survey form</a> - Required when constructing industrial, institutional, commercial and multi-family buildings OR when a property requires temporary water services (e.g. construction sites).</b>		
<b><a href="#">BC Hydro confirmation of designer assigned to project for underground service connection</a> – Required for construction of new buildings.</b>		
<b><a href="#">Storm Water Management Plan</a> – Prepared by a civil engineer. May be required depending on property location and proposed increase in on-site impermeable area.</b>		
<b><a href="#">Other</a> - Additional information/permits may be requested during the application review including, sewage disposal permits, highway access permits, Island Health approval, etc.</b>		

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

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

(3) Contact Development Services at 250-656-1725 or [developmentservices@sidney.ca](mailto:developmentservices@sidney.ca) for more information.

(4) For more information contact the Engineering Department at 250-656-4502 or [engineeringservices@sidney.ca](mailto:engineeringservices@sidney.ca)

## IMPORTANT INFORMATION

### COMPLETE APPLICATIONS

Review of your permit application will start when all required items have been submitted. This includes payment of the Building Permit processing fee (Building Bylaw No. 2016 Schedule A). If you have questions about what items are required, please contact the Development Services Department.

### PAPER COPIES OF DRAWINGS

At the end of the building permit application review process, the applicant is required to provide two sets of paper copies of the approved drawings. Development Services staff will email the applicant with the stamped, approved plans. Sets of approved plans are required to be printed by the applicant and delivered to the Town Hall before a Building Permit is issued.

### COVENANTS REGISTERED ON TITLE

If a storm water management system is required for the proposed structure, then a storm water management covenant is required to be registered on title before a building permit is issued. The project civil engineer will be required to provide an operating manual for the designed system. The approved storm water management plan and operating manual will be attached to the covenant. Please contact the Engineering Department to find out if storm management will be required for a project and to obtain a copy of the covenant template.

If a flood hazard report is required, then a flood hazard covenant will be required to be registered on title before a building permit is issued. Please contact the Development Services Department to find out if a flood hazard report will be required for a project and to obtain a copy of the covenant template.

### BUILDING PERMIT FEES & DEPOSITS

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

- BP Valuation 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](#)
- On-site Landscape Deposit - As required by a Development Permit
- Development Cost Charges - [Municipal DCC Bylaw No. 1440](#) & [CRD DCC Bylaw No. 2758](#)

### 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 [engineeringservices@sidney.ca](mailto:engineeringservices@sidney.ca) to request water service be provided during the construction period.

### 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@yyj.com](mailto:sherri.brooks@yyj.com) or (250) 953-7588.