Building Permit Application Checklist
District of Metchosin

4450 Happy Valley Road, Victoria, BC 9C 3Z3
Phone (250) 474-3167 Fax: (250) 474-6298
Email: building@metchosin.ca www.metchosin.ca

☐ **Completed Application Form**

☐ **Application Review Fee (based on Construction Value) –** this amount is non refundable but will be applied to overall permit fees upon issuance

- Construction Value less than $50,000 = $100
- Construction Value $50,000 to $250,000 = $200
- Construction Value more than $250,000 = $300

☐ **State of Title:** A State of Title, Certificate of Indefeasible Title, or Title Search of the property dated not more than 30 days prior to the submission of the application, along with copies of any non-financial charges on Title (e.g., Easements, Covenants, Rights-of-Way, or applicable Legal Notations). These documents can be obtained directly from the Land Title and Survey Authority of BC (https://ltsa.ca/).

☐ **Site Plans:** Two copies drawn to scale, showing distances from property lines, road access, improvements, existing structures, well, septic field, naturally occurring watercourses or sea, location of easements, covenants and rights of way, retaining walls, and driveways.

☐ **Building Plans:** Two sets, drawn to scale. Plans to include: area of each floor, use of rooms, location of all plumbing fixtures, location, size and swing of doors, location and size of all windows, location of all sectional details, decks, supported roofs, porch, elevations of side, back and front showing height of proposed building/structure. One digital copy (pdf) of plans to be email to building@metchosin.ca

☐ **Rain Water Management Plan (RWMP)** prepared by a Qualified Professional in accordance with District of Metchosin Bylaw No. 467, *Protection and Management of Rain Water.*

☐ **Hazardous Materials (Hazmat) Assessment Report:** for renovations/additions or demolitions of buildings constructed prior to 1990.

☐ **Accepted Filing of Sewerage System Permit Application (septic system):** must be obtained from the Island Health Authority prior to permit issuance.

☐ **Homeowner Protection Office Declaration**: For new homes, substantial reconstructions and, detached secondary suites, owner builders and HPO licensed contractors are required to provide confirmation of warranty registration or confirmation of exemption with BC Housing. See: www.bchousing.org/licensing-consumer-services for more information.

☐ **House Number:** Applications may be obtained from this office.

☐ **Pre Construction BC Energy Compliance Report** prepared by Certified Energy Advisor for all new residential construction. (BC Energy Step Code 3 – Zero Carbon EL-4)

☐ **Contractors:** All contractors must have a valid business licence to operate in Metchosin. The licence may be obtained at the Municipal office.

OTHER DOCUMENTS that may be requested after application has been received and reviewed by the Building Inspector:

- ☐ **Surveyor's Report:** A legal survey prepared by a registered British Columbia Land Surveyor (BCLS) will be required prior to the framing inspection.

- ☐ **Engineering Reports:** Structural, Geotechnical, or other professional reports may be required at the discretion of the Building Inspector ☐ **Mechanical Engineering** ☐ **Geotechnical Engineering** ☐ **Structural Engineering.**

- ☐ **Electrical Report:** May be required from Technical Safety BC prior to final inspection.

- ☐ **Final Island Health Acceptance** prior to occupancy.

- ☐ **Ventilation Check List.**

- ☐ **Confirmation of potable water source:** For properties located within the CRD Integrated Water Service area, an application for installation of a water meter is necessary. When final landscaping results in a grade change significant enough that the meter box should be raised or lowed, the CRD Integrated Water Services must be contacted. In all other areas, proof of potable water may be required. https://www.crd.bc.ca/service/drinking-water

OTHER PERMITS that may be required:

- ☐ **Road Access Permit:** Application package is available at this office. A $1500.00 deposit is required. Upon satisfactory completion and if there are no outstanding charges levied by the Municipality, the deposit will be refunded. If applicable, when a new or altered access is proposed on Highway 14 (Sooke Road), evidence of access approval from the Ministry of Transportation and Infrastructure is required. More information about Provincial Highway access can be found here: Highway use permit - Access - Province of British Columbia

- ☐ **Blasting Permit:** A permit is required should blasting be necessary.

- ☐ **Tree Cutting Permit:** A permit may be required.

- ☐ **Riparian Area Assessment:** If the Riparian Areas Regulation (RAR) applies to your project, you may need to have your property assessed by a Qualified Environmental Professional (QEP). RIPARIAN AREAS REGULATION GUIDEBOOK FOR WATERFRONT HOME OWNERS & PROPERTY DEVELOPERS

- ☐ **Erosion /Development Areas:** In designated areas a Development Permit may be required.

- ☐ **Plumbing:** Permits required if applicable. Tradesman's qualification certification for plumbers or proof of owner's ability to satisfactorily complete the proposed work is required.

- ☐ **Chimney and Solid Fuel Burning Appliances:** Inspections will only be carried out on new installations of new equipment and new installations of old equipment provided that the old equipment meets the B.C. Building Code standards (and that it is inspected prior to it being installed). WETT certification will be required.

- ☐ **Oil Furnaces:** An installation permit must be obtained.