



DISTRICT OF METCHOSIN

BUILDING INSPECTION DEPARTMENT

4450 Happy Valley Road, Victoria, B.C. V9C 3Z3
Telephone: 474-3196; Fax 474-6298

BUILDING PERMIT REQUIREMENTS CHECKLIST

Documents Required Permit Application:

1. **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. Copies of any non-financial charges on Title (e.g., Easements, Covenants, Rights-of-Way or Building Schemes).
2. **Security Deposit:** A \$500.00 deposit is required. If there are no outstanding charges levied by the Municipality, the deposit will be refunded, plus interest, upon issuance of an Occupancy Certificate.
3. **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.
4. **Building Plans:** Two sets for dwellings and major additions, otherwise 2 sets, drawn to scale. **Include square footage** for each floor, garage, basement, etc. **NOTE:** Pursuant to the BC Solar Hot Water Ready Regulation 101/2011, Building plans for new home construction, shall indicate design specifications which will allow for the future installation of a solar domestic hot water system (please refer to attached provincial guidelines).
5. **Hazardous Materials (Hazmat) Assessment Report:** for buildings constructed prior to 1990, WorkSafe BC Regulation 20.112. For hazard assessment details regarding structures contact WorkSafeBC at 1-888-621-7233.
6. **Accepted Filing of Sewerage System Permit Application (septic system):** must be obtained from the Vancouver Island Health Authority prior to permit issuance.
7. **Homeowner Protection Office Declaration:** For new homes, substantial reconstructions and, detached secondary suites, owner builders and HPO licensed contractors are required to submit completed forms to the District, available from the HPO, prior to issuance of building permit.
8. **House Number:** Applications may be obtained from this office.
9. **Letter of Permission from Owner:** The legal owner of the property is required to sign the permit application, however, if the permit is not being obtained by the owner, a letter of permission to apply, signed by the legal owner must be obtained by the agent or contractor acting on the owner's behalf.
10. **Contractors:** All contractors must have a valid business licence to operate in Metchosin. The licence may be obtained at the Municipal office.
11. **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, plus interest. If applicable, when on major highways or numbered routes: Evidence of access approval from the Ministry of Transportation at 240-4460 Chatterton Way, Victoria, BC, V8X 5J2. Phone: 250-952-4515. This can be in the format of a note documenting your conversation with the Ministry.
12. **Blasting Permit:** A permit is required should blasting be necessary.
13. **Tree Cutting Permit:** A permit may be required.
14. **Riparian Area Assessment:** If the Riparian Areas Regulation applies to your project, you may need to have your property assessed by a Qualified Environmental Professional (QEP).
15. **Erosion /Development Areas:** In designated areas a Development Permit may be required.
16. **NEW – Pre-Construction Energy Compliance Report prepared by Certified Energy Advisor for all new residential construction. (BC Energy Step Code 3)**

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

17. **Surveyor's Report:** A legal survey prepared by a registered British Columbia Land Surveyor (BCLS) will be required prior to the framing inspection.
18. **Engineering Reports:** Structural, Geotechnical, or other professional reports may be required at the discretion of the Building Inspector **Mechanical Engineering** **Geotechnical Engineering** **Structural Engineering.**
19. **Electrical Report:** May be required from the BC Electric Inspectors Dept. prior to final inspection.
20. **Final Health Permit** approval prior to occupancy.

21. **Statutory Declaration/Covenant:** Owners proposing an Accessory Buildings with 2 or more intended accessory uses, such as a garage – workshop or studio and, that may include provisions for plumbing facilities, shall submit a Statutory Declaration or register a Restrictive Covenant on title of property assuring the compliant use of the Accessory Building.
22. **Ventilation Check List.**
23. **If applicable, for building permits related to strata lots:** A copy of the company search advising of all registered owners of the strata, and a letter from the Board of Directors approving the proposal and a site plan identifying all numbered building sites.

Miscellaneous Requirements:

24. **Water:** Where community water is available, application to the C.R.D. Water District 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 lowered, the CRDWD must be contacted. In all other areas proof of potable water may be required.
25. **Oil Furnaces:** An installation permit must be obtained.
26. **Additions to Existing Residence:** Additions involving additional bedrooms require a health permit from the CRD.
27. **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.
28. **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).