



**Town of View Royal - Building Services**  
45 View Royal Avenue, Victoria, BC. V9B 1A6  
Ph. 250.708.2256  
buildingpermits@viewroyal.ca

## BUILDING PERMIT APPLICATION PT9 MINOR PROJECTS

### Property Description

☐ Residential ☐ Commercial

Civic Address: \_\_\_\_\_ PID \_\_\_\_\_

Project Description: \_\_\_\_\_ Construction Cost: \_\_\_\_\_

Building Type: ☐ Single Family Dwelling (SFD) ☐ SFD w Suite ☐ Duplex/Multiplex ☐ Townhouse ☐ Commercial

Project Area: ☐ External Only ☐ Internal Only ☐ Both ☐ Secondary Suite ☐ Other \_\_\_\_\_ Strata Property: ☐ Yes ☐ No

Floor Area: Existing: \_\_\_\_\_ m<sup>2</sup> Proposed: \_\_\_\_\_ m<sup>2</sup> Was this structure built prior to 1990? ☐ Yes ☐ No

Will the work require tree removal or impact the critical root zone (the area of land surrounding the trunk of the Tree that contains the bulk of the critical root system of the Tree, as defined by a Certified Arborist) of a protected tree? ☐ Yes ☐ No  
See *Tree Protection Bylaw No. 1069, 2022*. \* if yes, please contact the Engineering Department regarding permit requirements.

### OWNER

Name		
Address	Postal Code	City
Email	Phone	Cell

### Agent / Applicant (if different from Owner)

Name		
Address	Postal Code	City
Email	Phone	Cell

### Contractor

Name / Business		
Address	Postal Code	City
Email	Phone	Cell

### Registered Professional (Architect, Engineer, Geotech)

Name / Business		
Address	Postal Code	City
Email	Phone	Cell

Personal information collected on this form is collected for the purposes of processing, communication, administration, inspection, and enforcement for this application. The personal information is collected under the authority of the *Local Government Act* and pursuant to Section 26 of the *Freedom of Information and Protection of Privacy Act*. If you have any questions about this collection, contact the Building Department at 250-708-2256 or buildingpermits@viewroyal.ca

By signing below, you are agreeing with the terms and conditions set out in the Waiver, Release and Indemnification Agreement that may affect your legal rights. **READ CAREFULLY BEFORE SIGNING.**

## **Waiver, Release, and Indemnification Agreement**

By submitting this permit application, you, or the party on whose behalf you act, are giving up certain legal rights, including the right to sue, and assuming certain obligations, such as the obligation to indemnify the Town of View Royal.

### **Please read the following provisions carefully.**

In consideration and as a condition of the Town of View Royal (the "Town") granting the permit applied for, each of the Owner, the Owner's Authorized Agent (for themselves and on behalf of and with instructions from the Owner and any other party on behalf of whom the Authorized Agent acts) and the Applicant (if not Owner of the Owner's Authorized Agent), jointly and severally agree as follows:

- 1. Waiver** – I/we hereby waive any and all claims whatsoever that I/we may have, or may have in the future, against the Town, its officers, employees, elected officials, agents, or contractors (collectively, the "Releasees") as a result of the issuance of this permit or the occupancy permit or any work undertaken pursuant to this permit or for any inspection or other action undertaken as a result of this permit, due to any cause whatsoever, including but not limited to negligence or breach of any statutory or other duty of care.
- 2. Release** – I/we hereby remise, release and forever discharge the Releasees from any and all claims, actions, demands, obligations, liabilities, costs, or expenses whatsoever, whether direct or indirect, including without limitation with respect to any damage to person or property or economic loss, that I/we may suffer or incur, due to any cause whatsoever including negligence or breach of any statutory or other duty of care, as a result of the issuance of this permit or any inspection or other action undertaken by the Town in relation to this permit.
- 3. Indemnity** – I/we hereby agree to indemnify and hold harmless the Releasees from and against any and all claims, actions, demands, obligations, liabilities, costs or expenses whatsoever and howsoever arising, including arising out of or with respect to any damage to any person or property incurred by myself, the party for whom I act as agent, or any other party, which may in any way arise or accrue against the Releasees in relation to this permit.
- 5. No Representations, Warranties or Guarantees** – The Town has not made any representations, warranties, or guarantees with respect to any matter relating to this permit or any work to be undertaken pursuant to this permit, including without limitation compliance with Town bylaws or any other provincial or federal enactments in force in the Town. I/we hereby agree that I/we will be solely responsible for ensuring that all work carried out pursuant to this permit is in compliance with all applicable Town bylaws and any other provincial or federal enactment in force in the Town. I/we further agree that I/we do not rely on the Town to notify me/us of any defects in this permit application or supporting documentation and that any inspection or other actions undertaken by the Town are not intended to ensure and will not ensure that any work complies with the applicable Town bylaws or any other provincial or federal act or regulation in force in the Town.
- 6.** I agree to comply with all applicable requirements of Town of View Royal bylaws and all other applicable provincial or federal enactments in force in the Town.

## **Applicant(s) Acknowledgement and Agreement**

If an applicant is not the owner, signature of the owner below means this document shall serve to notify the Town of View Royal that I am/we are the legal owner(s) of the property described above and do authorize the applicant to act on my/our behalf on all matters pertaining to this Permit Application, including the authority to endorse on my/our behalf application documents.

In consideration of the sum of \$10.00 from the Town to me, and other good and valuable conditions, the receipt and sufficiency of which and hereby acknowledge, I/we have read and understood the Waiver, Release, and Indemnification Agreement included with this Permit Application form and I/we hereby agree to all the terms and conditions contained in this agreement.

I declare that the above information is correct. I understand the Building Inspector may request additional information or place conditions as part of the permit. I understand that the permit will be based on submitted plans and associated details except as limited or defined by Scope of Work as shown on the permit. I understand the permit is not deemed accepted until I receive notification from the Town of such acceptance. I have read the Building Bylaw and understand all the terms and fees and charges to which this permit is issued under.

I have read and understood the Waiver, Release and Indemnification, Agreement included with this Permit Application form and I hereby agree to all the terms contained in that agreement.

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:**     /     /

**APPLICATION REQUIREMENTS - Incomplete application submissions will not be accepted.**  
**Applications must include all required information and documents in the following formats:**

- 1 paper (hard) copy of the completed application form and any original wet stamped documents.
- 2 hard copies of complete drawing sets.
- 1 digital (pdf) copy of all required documents & drawings.

**A fee of \$100.00 will be applied if the required documents do not include all information as specified below.**

<b>REQUIRED DOCUMENTS:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>Completed Application Form</b>			
<b>Application Fee</b>			
<b>Letter of Authorization</b> (If the applicant is not the property owner).			
<b>Strata Approval Letter</b> (where required)			
<b>Title Certificate</b> (current within 30 days)			
<b>Hazmat Report</b> – required for all structures built prior to 1990			
<b>Letters of Assurance</b> - Schedule B's issued from a registered professional and accompanied with <b>Proof of valid insurance</b> for each registered professional providing letters.			
<b>COMPLETE DRAWING SETS (stamped where required) which include the following:</b>			
<b>Floor Plan</b>			
All rooms showing dimensions and <b>uses</b> of all areas, including the dimensions and height of crawl and roof spaces			
Floor areas of each floor			
Location, size and swing of doors			
Location, size and openings of windows			
Safety requirements including locations of smoke and CO <sup>2</sup> alarms, bedroom egress windows			
Plumbing fixtures			
Structural elements and stair dimensions			
Foundation and crawlspace			
Secondary Suite areas identified			
Engineer designed elements, if applicable (must be sealed by Registered Professional engineer)			
Seismic design including braced wall panel layout and specifications			
Location and details of fire separation			
On-site Energized EV Outlet per dwelling unit			
<b>Elevations</b>			
Elevation Drawings of all sides of the building – Labeled North, South, East, West or Front, Rear, Left, Right side			
Label exterior finishes, roof slopes, windows, doors			
Geodetic elevations of existing natural grade, proposed finish grade, average grade and main floor			
Spatial separation calculations (wall area, limiting distance and permitted openings, actual openings)			
Basement and non-basement area identified with a horizontal dashed line			
Height calculations -refer to Zoning Bylaw No. 900, 2014			
<b>Cross-Section</b>			
Cross-section through the building illustrating ceiling heights and construction systems (roof, wall, and floor assemblies). May include foundation, drainage, columns, framing, sheathing, rainscreen, interior & exterior finishes, insulation, ventilation, and roof materials as applicable			
Cross-sectional details at an appropriate scale and at sufficient locations to illustrate that the building or structure substantially conforms to the Building Code (window head and sill flashing details)			
All crawl space areas showing height from floor to ceiling and from finished grade.			
<b>Project Data</b>			
Project Data Table including height, density, setbacks, lot coverage, parking, <b>approved variances</b> etc			

<b>ADDITIONAL DOCUMENTS:</b> (where required)	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>Title Documents</b> - copies of all registered covenants, easements, rights of way for applications with exterior changes.			
<b>Site Disclosure Statement</b> - can be found at link below. <a href="http://www2.gov.bc.ca/gov/content/environment/air-land-water/site-remediation/identifying-sites-that-may-be-contaminated">www2.gov.bc.ca/gov/content/environment/air-land-water/site-remediation/identifying-sites-that-may-be-contaminated</a>			
<b>Letters of Assurance</b> - Schedule B's issued from a registered professional and accompanied with <b>Proof of valid insurance</b> for each registered professional providing letters.			
<b>BC Land Surveyors Certificate</b> (BCLS) confirming current parcel size, the existing and finished ground levels to an established datum at the corners of the building or structure, location of existing buildings if applicable and any existing easements or rights-of-way.			
<b>Completed Servicing Agreement</b> contact Engineering at <a href="mailto:engineering@viewroyal.ca">engineering@viewroyal.ca</a>			
<b>Connection Permits</b> contact Engineering at <a href="mailto:engineering@viewroyal.ca">engineering@viewroyal.ca</a>			
<b>Stormwater Management Plan</b> as per the Subdivision and Development Bylaw a plan may be required if the proposed works increase flows into the downstream system. A design by a professional engineer would be required to bring back to post development levels.			
<b>Site Plan</b> (include the following details if applicable)			
The bearing and dimensions of the parcel from the registered subdivision plan, north arrow and scale			
Legal description and civic address of the parcel			
Location and dimensions of all existing and proposed buildings or structures with dimensions (setbacks) from all property lines			
Setbacks to the natural boundary of any lake, swamp, pond or watercourse			
Location of top bank and water courses			
The location and dimensions of existing and proposed statutory rights of way, easements, covenant areas and setback requirements, adjacent street and lane names			
Location of approved existing or proposed alternative private or other sewage disposal system, water supply system or storm water drainage system			
Location, setbacks, and elevations of all retaining walls, steps, stairs and decks			
Geodetic elevations of existing Natural Grade shown at all external corners of proposed buildings. (Must be determined by a Registered BC Land Surveyor)			
Location, dimensions and gradient of parking and parking access			
Access routes for firefighting when driveway is in excess of 45m			
Location of existing and proposed service connections			
Location and species of all trees greater than 30 cm in diameter on the property or boulevard			
On-site Energized EV Outlet			

#### **NOTE TO OWNER/APPLICANT(S):**

Please note that owner/applicant is responsible for ensuring compliance with the BC Heritage Conservation Act, including steps to determine if a site is an archaeological site. It is against the law to alter an archaeological site without first obtaining a permit to do so from the Archaeology Branch, Ministry of Forests.