

## Building Permit Guide

### 1. When is a building permit required?

A building permit **is** required for all work related to building or building demolition. This includes work such as:

- enclosing carports
- finishing a basement
- constructing any new interior or exterior walls

A building permit **is not** required for:

- work related to building maintenance, such as:
  - painting
  - replacing cabinets
  - replacing roofing shingles or flooring with similar materials
- an accessory building less than 10m<sup>2</sup> (107 sq. ft.); However, an accessory building must still comply with other bylaw requirements, such as setbacks.

### 2. Natural grade

The site plan must show:

- existing geodetic natural grades at all building corners
- existing natural grade on all building elevations.

This is required in order to verify that the building as shown can comply with the building height regulations in the Zoning Bylaw. The height of buildings as defined in the Zoning Bylaw is measured from existing natural grade. Plans will not be processed if these grades are not shown.

### 3. Metric plans

All drawings and plans submitted with a building permit application must show metric dimensions. Plans may be drawn in imperial measurement provided that each dimension is also clearly indicated in its metric equivalent. Any plans that are not in metric measurement or do not include metric equivalents will be returned without being reviewed and a new application fee will be required when the proper metric plans are submitted.

### 4. When should a building permit be obtained?

A building permit must be obtained before beginning any work that requires a permit. It is a violation of the Building and Plumbing Bylaw to undertake work without a valid permit. If work is initiated without a permit, the permit fee will be doubled.

### 5. General information

a) Zoning - Check the current Zoning Bylaw to determine the following requirements for your property:

- permitted uses
- setbacks from property lines and neighbouring buildings
- maximum ratio of floor area to parcel size
- maximum building height
- maximum lot coverage

b) Approved Services - An application cannot be processed until water, storm, and sanitary sewer services are available and approved for the site. Check with the Engineering Department (250-414-7108) for location of services. Contact the City of Victoria (250-361-0313) for water service information.

c) Subdivisions - The subdivision creating the building lot must be registered at the Land Title Office before the Building Permit application can be processed.

d) Plot plans showing lot sizes and dimensions, title searches and copies of registered documents may be obtained from the Victoria Land Title Office, Suite 110 – 1321 Blanshard Street, Victoria (1-877-577-5872 or 1-604-660-0380).

e) Engineering - A Geotechnical Engineer's Report may be required, if the site conditions warrant it. The geotechnical engineer will be required to submit Letters of Assurance, prior to and after construction.

f) A Structural Engineer will be required for the design and field review, when the structure of the building does not fully conform to Part 9 of the Building Code.

g) Inspections - A list of required inspections will be issued with the Building Permit. At least 24 hours' notice for inspection is required.

## **6. Other permits**

In addition to building permits, the following permits may be required. These must be obtained prior to the commencement of the work.

Plumbing permits (obtained by licensed plumber) from:  
Esquimalt Building Inspection Department  
1229 Esquimalt Road  
250-414-7108

Fireplace and chimney permits obtained from:  
Esquimalt Building Inspection Department  
250-414-7108

House move or demolition permits obtained from:  
Esquimalt Building Inspection Department  
250-414-7108

Sign permits obtained from:  
Esquimalt Building Inspection Department  
250-414-7108

Depending on the size and location of the sign, a Development Permit may also be required. Please contact the Development Services Department at 250-414-7148.

Tree cutting permits obtained from:  
Esquimalt Parks and Recreation Department  
527 Fraser Street  
250-412-8500

Electrical permits obtained from:

Safety Authority of British Columbia  
310-771 Vernon Avenue, Victoria BC 250-952-4444  
Gas permits obtained from:  
Provincial Gas Safety Branch  
Safety Authority of British Columbia  
310-771 Vernon Avenue, Victoria BC  
250-952-4444

**Disclaimer:**

Building Code Bylaw No. 2538 is enacted for the purpose of regulating construction within the Township of Esquimalt in the general public interest.

The activities undertaken by or on behalf of the Township of Esquimalt pursuant to this bylaw are for the sole purpose of providing a limited spot check for health, safety and protection or persons and property. It is not contemplated nor intended, nor does the purpose of this bylaw extend:

- to the protection of owners, owner/builders, or constructors from economic loss;
- to the assumption by the Township of Esquimalt or any Building Official of any responsibility for ensuring the compliance by an owner, his or her representatives or any employees, constructors or designers retained by him or her, with the Building Code, the requirements of this bylaw, or any other applicable codes or standards;
- to providing any person a warranty of design or workmanship with respect to any building or structure for which a building permit or occupancy permit is issued under this bylaw;
- to providing to any person a warranty that construction undertaken pursuant to building permits issued by the Township of Esquimalt is free from latent, or any defects.