



Islands Trust

www.islandstrust.bc.ca

Toll Free: 1 (800) 663-7867

Victoria Office  
200 - 1627 Fort Street  
Victoria, BC V8R 1H8  
Ph: (250) 405-5151  
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[southinfo@islandstrust.bc.ca](mailto:southinfo@islandstrust.bc.ca)

GALIANO, MAYNE, NORTH PENDER,  
SATURNA, SOUTH PENDER

Salt Spring Office  
1 – 500 Lower-Ganges Road  
Salt Spring Island, BC V8K 2N8  
Ph: (250) 537-9144  
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[ssiinfo@islandstrust.bc.ca](mailto:ssiinfo@islandstrust.bc.ca)

SALT SPRING

## Building Permit Review Process

### Before you submit your documents:

- Review applicable Local Trust Committee bylaws, including:
  - **Land Use Bylaw**
    - Confirm that the subject property zoning permits the proposed use and density.
    - Confirm that uses, buildings and structures comply with siting, size and dimension requirements.
  - **Official Community Plan**
    - Determine whether or not proposed uses, buildings or structures are located within a Development Permit Area; if so, an application for a Development Permit may be required. Contact the Islands Trust to confirm.

For further information, visit the Islands Trust website at [www.islandstrust.bc.ca](http://www.islandstrust.bc.ca) and explore MapIT (<http://mapfiles.islandstrust.bc.ca>)

### Building Permit Review Process:

- An Islands Trust planner will review your completed submission.
- Supplementary information or clarifications may be requested.
- A planner will contact you if the submission does not comply with applicable Local Trust Committee bylaws to discuss options (e.g. termination of the review, amendment of the submission, or application for required Islands Trust permits).
- Once the review is completed, the submission is forwarded with a response form to the Capital Regional District, carbon copying the applicant. Processing time can take up to (10) business days. Please wait at least 10 days before contacting us.

## Building Permit Review Requirements

Please provide the following information submitted electronically to the Islands Trust - **incomplete applications will not be accepted:**

- Completed Building Permit Review form
- Current title search (no more than 30 days old)
- Copies of all title charges (restrictive covenants, easements, rights-of-way, etc.)
- A Site Plan\* - drawn to scale - showing the following:
  - a. The location, dimensions and floor area of existing and proposed buildings and structures as well as distances between existing and proposed buildings and structures;
  - b. The location of existing and proposed infrastructure (e.g. septic tanks, disposal fields, wells, water lines, cisterns, retention ponds, etc.);
  - c. The location of existing and proposed driveways, off-street parking, loading, outdoor storage, stream crossings, retaining walls, pathways, decks and patios;
  - d. The location of all watercourses (including streams, ditches, lakes and wetlands);
  - e. The location, dimensions and area of existing and proposed covenant areas, easements and utility corridors;
  - f. Setbacks of existing and proposed buildings, structures and water infrastructure to lot lines the natural boundaries of watercourses and the sea, and, where applicable, the edge of any cliff on the subject property;
  - g. The area of the subject property.

**\*Information Note:** a Site Survey completed by a registered BC Land Surveyor (BCLS) may be required for your submission if proposed works are occurring in close proximity to setbacks and development permit areas – check with planning staff to confirm.

- Floorplan drawings showing dimensions and total floor area calculations (*per applicable local trust committee bylaws*).
- Elevation drawings (*note: ensure the height of proposed buildings and structures is shown on all elevations per applicable local trust committee bylaws*).
- SSI Full Time Rental Cottages with a floor area greater than 56 square metres: plans for a rainwater harvesting system certified by an ASSE-certified designer, professional engineer or geoscientist to comply with the above-noted standard.

**NOTE:** This information is intended to provide guidance only and should not be interpreted as a right to a development approval if the steps indicated are followed. Please consult the Local Government Act and its regulations, as well as the other Islands Trust applicable bylaws for the definitive requirements and procedures. For any further information, please contact the Islands Trust. Islands Trust staff cannot offer legal advice on the interpretation of statutes or bylaws, or answer for other agencies that may be affected by your inquiry. Persons requiring such advice should seek professional legal counsel and/or consult with other agencies where applicable.



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**OFFICE USE ONLY:**

Date Received	File No.	CRD Building Permit No.
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**Building Permit Review Form**

**PROPOSED DEVELOPMENT (check all that apply):**

<b>1</b> <input type="checkbox"/> New Construction <input type="checkbox"/> Alter/Repair <input type="checkbox"/> Replace <input type="checkbox"/> Addition <input type="checkbox"/> Change of Occupancy	<b>2</b> <input type="checkbox"/> Single Family Dwelling <input type="checkbox"/> Two-Family Dwelling <input type="checkbox"/> Secondary Suite <input type="checkbox"/> Full-Time Rental Cottage (SSI) <input type="checkbox"/> Seasonal Cottage <input type="checkbox"/> Garage	<input type="checkbox"/> Carport <input type="checkbox"/> Accessory Building <input type="checkbox"/> Commercial <input type="checkbox"/> Farm Building <input type="checkbox"/> Retaining Wall <input type="checkbox"/> Other:
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**PROPOSED USE(S):** \_\_\_\_\_

**SUBJECT PROPERTY DETAILS:**

Parcel Identifier Number (PID): \_\_\_\_\_ Civic Address: \_\_\_\_\_

**OWNER DETAILS:**

Owner Name(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Details: Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**AGENT AUTHORIZATION FOR APPLICANT (if different from owner):**

*As the registered owner(s) of the subject property, I/we hereby appoint the "applicant" to serve as the agent for this application, and communicate with Islands Trust staff and Islands Trust bodies on our behalf.*

SIGNATURE	SIGNATURE
Owner Name: _____	Owner Name: _____

Applicant Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Details: Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**DECLARATION:**

**BY SIGNING BELOW, I CERTIFY ALL INFORMATION PROVIDED IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.**

*As the owner(s) or agent authorized to act on behalf of the owner(s) of the subject property, I declare the information submitted in support of this application is true and correct in all respects.*

SIGNATURE	SIGNATURE
Print Name: _____	Print Name: _____

**Freedom of Information**

*The collection of personal information, for the purpose of processing this application, is authorized under the Local Government Act, Community Charter and section 26(c) of the Freedom of Information and Protection and Privacy Act. Enquiries may be directed to a Deputy Secretary at any of the Islands Trust Offices, as noted on page 1 of this form. A request for information, under the Freedom of Information and Protection of Privacy Act may be made to: FOI Coordinator, Islands Trust, 200-1627 Fort Street, Victoria, BC V8R 1H8, Tel. (250) 405-5151, Fax (250) 405-5155.*