



# Building Permit Guidelines

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Land Use Guidelines  
February 2020

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# LAND USE | BUILDING PERMIT GUIDELINES

## VICTORIA INTERNATIONAL AIRPORT

<b>1.0</b>	<b>BUILDING PERMIT REQUIREMENTS</b>	<b>1.1</b>
1.1	Definitions	1.1
1.1.1	Administration	1.1
1.1.2	Lots & Parcels	1.1
1.1.3	Buildings & Use	1.2
1.1.4	Yards & Setbacks	1.2
1.1.5	Use & Density	1.3
1.1.6	Height & Grade	1.3
1.1.7	Signs	1.4
1.2	Building Permit	1.6
1.3	Project Construction	1.8
1.4	Project Completion	1.9
<b>2.0</b>	<b>THE BUILDING AND OCCUPANCY/USE PERMIT PROCESS</b>	<b>2.1</b>
2.1	General	2.1
2.2	The Building Permit Application	2.1
2.2.1	The Building Permit Application Form	2.1
2.2.2	Applicable Codes and Standards	2.2
2.2.3	Letters of Assurance	2.2
2.2.4	Small Scope Permits	2.3
2.2.5	Other Projects	2.4
2.2.6	Drawing Submittals	2.4
2.2.7	Alternative Solutions	2.5
2.2.8	Building Permit Application Documentation	2.5
2.3	Construction Activities	2.6
2.3.1	General	2.6
2.3.2	Site Activity	2.6
2.3.3	Supplementary Submittals	2.6
2.3.4	Site Reports	2.7
2.3.5	Trade Permits	2.7
2.3.6	Defective Work	2.8
2.4	Occupancy/Use Permits	2.8
2.4.1	General	2.8
2.4.2	Project Completion	2.9
2.4.3	Final Documentation	2.10
2.4.4	Interim Occupancy	2.11
2.4.5	Final Occupancy	2.11
2.4.6	Business and Operating Licenses	2.11
<b>3.0</b>	<b>FORMS</b>	<b>3.1</b>
BP-1	Schedule of Fees	3.2
BP-2	Building Permit Application	3.3

# LAND USE | BUILDING PERMIT GUIDELINES

*VICTORIA INTERNATIONAL AIRPORT*

BP-3 Assignment and Irrevocable Licence for Architect/Engineering Drawings .....	3.4
BP-4 Applicable Codes and Standards.....	3.5
BP-5 Schedule SSP-B Applicant's Small Scope Permit Letter of Assurance .....	3.6
BP-6 Schedule SSP-C Applicant's Small Scope Permit Letter of Compliance for Construction Completion .....	3.7
BP-7 BCBC Part 3 Building Permit Application Checklist .....	3.8
BP-8 Guidelines for The Interim Occupancy of Partially Completed Buildings .....	3.9
BP-9 BCBCB Part 3 Occupancy Application Checklist.....	3.10

# **Building Permit Guidelines**



## **1.0 BUILDING PERMIT REQUIREMENTS**

### **1.1 DEFINITIONS**

All words or phrases shall have their normal or common meaning except where this is changed, modified or expanded by the definitions set forth in this Section:

#### **1.1.1 Administration**

**As-built:** means drawings which include PDF and .dwg CAD drawing files for each of the following phases; for-tender, for-construction and as-constructed. All PDF files will be set to natively print to scale as full size sheets (Arch D or similar) and will be natively produced, i.e. not a scanned reproduction. The as-constructed PDF files will bear the seal and signature of the engineer of record. The as-constructed CAD files shall show the final revision as as-constructed. All CAD files are to have the supporting files (.ctb etc.) included and all cross referenced (x-ref) files are to be merged into the master file. Following the issue of the final certificate of completion, provide the PDF and .dwg drawing files revised to record all changes and labelled 'as-constructed'. Submit hard copy check prints, signed by the engineer, with the revised files. Digital record drawings must be prepared showing coordinates locating the project works using the 6<sup>0</sup>, Zone 10, UTM NAD83 coordinates.

**Development Permit:** allows a specific type of development on a specific **parcel** of land within the Victoria International Airport (Airport) Boundary to proceed in accordance with the zoning and development requirements of the Victoria Airport Authority (VAA). A **Development Permit** may stipulate some of the following conditions: the allowed use of the property, intensity of that use, **building height**, **building** site coverage, setbacks from **property lines** and other **buildings** and parking requirements.

**Building Permit:** allows construction of **buildings** or structure to proceed on condition of compliance with the British Columbia **Building Code** which addresses **building** and fire safety. A **Building Permit** is required for the construction, alteration, repair, relocation, demolition, or change of use of a **building**.

#### **1.1.2 Lots & Parcels**

**Frontage:** means that length of a **parcel** boundary which abuts a **street** at the **front lot line**.

**Lot:** means the same as **parcel**.

**Lot coverage:** means the horizontal area in which land is held or into which it is subdivided, but does not include a highway.

**Parcel:** means any **lot**, block or other area in which land is held or into which it is subdivided, but does not include a highway.

# LAND USE | BUILDING PERMIT GUIDELINES

## VICTORIA INTERNATIONAL AIRPORT

**Street:** includes a highway, road, path, land, walkway, trail, bridge, viaduct, thoroughfare and any other way, but specifically excludes private rights of way on private property.

**Yard:** means a portion of a **parcel** that may not be built upon as defined by the minimum *setback* requirements.

### 1.1.3 Buildings & Use

**Accessory building and accessory:** means a **building** or structure located on a **parcel**, the use of which **building** or structure is incidental or ancillary to the principal permitted use of the land, **buildings** or structures located on the same **parcel**.

**Building:** means any structure or portion thereof, including mechanical devices, that are used or intended to be used for the purpose of supporting or sheltering any use or occupancy.

**Building Face:** means the exterior face of a building upon which a sign is to be located

**Business Frontage:** means an area allocated for signs located on the ground floor building face of a building adjacent to the street.

**Business Premise:** means that part of a building or parcel owned or occupied for the conducting of a business or service.

**Principal building:** means the **building** for the **principal use** of the **lot** as defined under the permitted uses of the sublease.

**Principal use:** means the primary use of land, **buildings** or structures as defined under the permitted uses of the sublease.

### 1.1.4 Yards & Setbacks

**Allowable encroachments:** roof overhangs may extend into a setback a distance of 600mm.

**Stairs may extend into a setback:** Front/Rear Exterior side: 1.5 metres  
Side **Yard:** 1.0 metres

**Corner lot:** means a **lot** which abuts two or more roads where the interior angle of the intersection is less than 135 degrees.

**Exterior lot line:** means any side **yard** that abuts a **street**.

**Front lot line:** means the **yard** area between the **property line** and the **building** face. In the case of a **corner lot**, it may be either of the exterior **yards**.



# LAND USE | BUILDING PERMIT GUIDELINES

## VICTORIA INTERNATIONAL AIRPORT

**Side lot line:** means any side **yard** that does not abut a **street**.

**Rear lot line:** the **lot** line opposite to the **front lot line**.

**Natural boundary:** as established by a British Columbia Land Surveyor, the high water mark in the case of tidal waters and includes the visible high water mark of any lake, river, stream or other body of water where the presence and action of the water are so common and unusual and so long continued in all ordinary years, as to mark upon the soil of the bed of the lake, river, stream or other body of water other than tidal water, a character distinct from that of the banks thereof, in respect of the vegetation, as well in respect of the nature of the soil itself.

**Property line:** means **lot** line.

**Setback:** means the horizontal distance measured from the **lot** line or **natural boundary** to any **building** or structure.

### 1.1.5 Use & Density

**Floor area ratio:** means the figure obtained when the floor area of all **buildings** on a **parcel** is divided by the area of the **parcel**.

**Gross floor area:** means the total area of all floors designated for tenant occupancy.

**Lot width:** means the mean distance between **side lot lines**, excluding access strips of panhandle **lots**.

### 1.1.6 Height & Grade

**Finished grade:** means for the purpose of determining maximum **height** of a **building** or structure, the average elevation of **natural grade** calculated from the four corners of the smallest rectangle that will encompass the **building** or structure.

**Height:** means the vertical distance of a structure measured from **finished grade** to the highest point of a structure of a flat roof; to the deck line of a mansard roof; and to the mean level between the eaves and ridge of all gables, hip gambrel or other sloping roof. In the case of a structure without a roof, **height** will be measured to the highest point of the structure. Where a structure incorporates a roof exceeding a **pitch of 12:12** (45 degree slope), **height** shall be measured to the highest point of the structure. The measurement of the **height** shall exclude the projection of chimneys, vents, stacks, heating and ventilation, air conditioning equipment, stairwells and elevator lifting devices which protrude above the surrounding roofline (See also "**building height**" in the Development Guidelines document, General Development Guidelines, Section 3.0).

**Natural grade:** means the elevation of the ground surface of a site prior to the commencement of any development excavation, filling or relocation of on-site materials.

# LAND USE | BUILDING PERMIT GUIDELINES

## VICTORIA INTERNATIONAL AIRPORT

### 1.1.7 Signs

**Animated copy:** means a **sign** or portion of a **sign** that includes action, motion or rotation, flashing, or colour changes, but does not include displays of time and temperature.

**Automated changeable copy:** means a **changeable copy sign** capable of displaying words, symbols, figures or images that can be electronically or mechanically changed by remote or automatic means.

**Awning sign:** means a **sign** painted on, attached to, or constructed in or on the surface of an awning supported entirely from the exterior wall of a **building** and composed of non-rigid materials except for the supporting framework.

**Banner sign:** means a **sign** composed of fabric or similar material which may be secured or mounted to allow movement of the **sign** caused by air movement.

**Canopy sign:** means a **sign** which is painted, attached or constructed on the surface of an unenclosed permanent roofed structure.

**Changeable copy:** means a **sign** or portion of a **sign** in or on which the information that is displayed can be changed through the use of attachable letters, numerals and pictorial panels or electronic switching of lamps or illuminated tubes.

**Copy:** means letters, characters, numbers, symbols, logo or graphics on a sign.

**Digital Sign:** means any **sign** the **copy** of which can be remotely changed on or off site and has a varying message duration. **Digital signs** incorporate a technology or method allowing the **sign** to change **copy** without having to **physically** or mechanically replace the **sign** face or its components.

**Digital signs** may include moving effects, electronic moving **copy**, message transition effects, and video images.

**Directional sign:** means a **sign** indicating the direction only, of a business, parking area, product, service or event for the purpose of directing pedestrian or vehicular traffic.

**Directory sign:** means a **sign** that lists only name and unit number of businesses or tenants located in a shared **building** or on a common **parcel** of land.

**Fascia sign:** means a **sign** which is painted on or attached to and supported by an exterior wall or fascia of a **building** provided the face of the **sign** is parallel to the wall and does not project more than 0.31 m (1 ft.) beyond the wall surface.

**Flashing Sign:** means a **sign** containing an intermittent or flashing light source, but does not include an automatic **changeable copy sign**.

# LAND USE | BUILDING PERMIT GUIDELINES

## VICTORIA INTERNATIONAL AIRPORT

**Freestanding sign:** means any **sign** wholly supported from the ground by a structural member or members, independently of and visibly separated from any **building** or other structure and permanently fixed to the ground.

**Hanging sign:** means a **sign** suspended under a canopy, awning, eaves or portico.

**Portable sign:** means a moveable **temporary sign** not permanently attached to the ground or a building.

**Projecting sign:** means any **sign** other than an **awning sign**, **canopy sign** or **fascia sign** which is attached to and projects more than 0.31 m (1 ft.) from the face or wall of a **building** where the copy is perpendicular to the face or wall.

**Roof sign:** means a **sign** placed or erected on or above the roof of a **building**, in the air space above a roof, or painted or marked on the roof of a **building**, but specifically excludes mansard **roof sign**.

**Seasonal decoration:** means temporary ornaments and displays erected in conjunction with seasonal or holiday activities such as Christmas or Canada Day, where such ornaments and displays contain no advertising of commercial services, merchandise, or entertainment.

**Sign:** means any structure, device, advertisement, advertising device or visual representation that is visible from any **street**, highway, lane or from any property other than the one on which it is located, and that is intended to advertise, identify, or communicate information or attract the attention of the public for any purpose and without limiting the generality of the foregoing includes any symbols, letters, figures, illustrations or painted forms, but specifically excludes **seasonal decorations**, murals, window coverings or interior window displays of merchandise.

**Sign area:** means the total surface area of a **sign** within the outer edge of the **sign** frame or **sign** border but where a **sign** has no frame or boarder, means the area contained within the smallest square or rectangle that will enclose all of the copy of the sign. In the case of a double-face or multi-face **sign** only half of the total area of all **sign** faces will be counted.

**Temporary sign:** means a **sign** displayed for a limited period of time.

**Third-party sign:** means a **sign** advertising or identifying anything other than a business, product or service being conducted or offered on a **parcel** where the **sign** is located.

**Wall sign:** means a **sign** painted, pasted, or otherwise affixed to or inscribed directly upon any wall or other integral part of a building or structure, but does not include a mural.

**Wind activated sign:** means a **wind activated sign** or device designed to attract the attention of the public with movement, including **flag signs**.

# LAND USE | BUILDING PERMIT GUIDELINES

## VICTORIA INTERNATIONAL AIRPORT

**Window sign:** means a **sign** which is painted on, attached to or installed on or inside a window that faces the outside and is intended to be seen from the outside of the building.

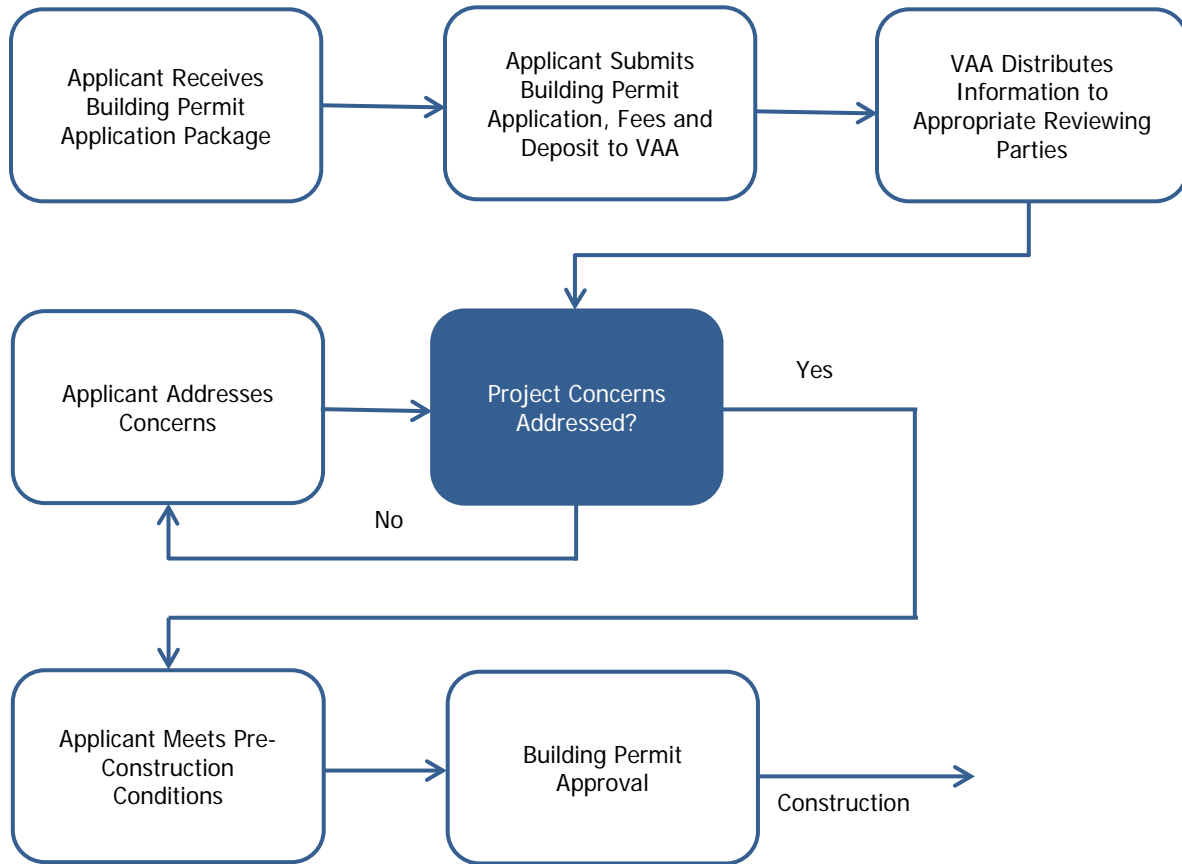
## 1.2 BUILDING PERMIT

All construction projects on Airport lands, including the alteration or modification of existing structures, must comply with VAA's Land Use and Development Guidelines. Refer to Figure 1 which illustrates the **Building Permit** application process. Details of the **Building Permit** procedures are described in Section 2 of this document.

1. A completed Building Permit Application form including all the information and documentation are required at this stage.
2. The **Building Permit** fee and security deposit is also required at this stage. Refer to the Schedule of Fees in form BP-1 in Section 3.0 of this document.
3. The Building Permit Application documentation will be reviewed by Airport staff from an operational, engineering and environmental perspective. A minimum of a preliminary design drawing set must be provided at this stage.
4. A qualified Independent Professional (IP) hired by VAA will review the documentation from a code compliance perspective.
5. The Applicant is strongly encouraged to engage the VAA and the IP to review and comment on the preliminary design prior to submitting the "Application for Building Permit"
6. The IP will contact Municipal fire protection staff (i.e. the local fire department) and others to review drawings and discuss any concerns.
7. Code review comments are returned to the Applicant to resolve any concerns.
8. Once all issues are resolved by the Applicant, revised documents, which include "issued for Construction" drawing set, are re-submitted to VAA. The IP will use the revised documents as the basis for recommending issuance of a **Building Permit**.
9. A **Building Permit** is issued.

# LAND USE | BUILDING PERMIT GUIDELINES

VICTORIA INTERNATIONAL AIRPORT



**Figure 1** YYJ - Victoria Airport Authority Building Permit Approval Process

# LAND USE | BUILDING PERMIT GUIDELINES

*VICTORIA INTERNATIONAL AIRPORT*

## 1.3 PROJECT CONSTRUCTION

No construction or alteration work is permitted to commence without the issuance of a valid **Building Permit**. Once the **Building Permit** is issued, construction may proceed, subject to the following:

1. Depending on the complexity of the project, the Applicant will employ a registered architect or engineer licenced to practice in British Columbia to perform construction and environmental field reviews to verify that the project is constructed according to approved plans and in compliance with all applicable code standards.
2. The Applicant is responsible for ensuring that progress/field reports are forwarded to the IP on a regular and timely basis. If the project is a Small Scope project and no registered professionals are employed on the project, the Applicant must submit monthly progress summary reports to the IP.
3. The Applicant shall be responsible for notifying the IP at regularly defined milestones to review the progress of construction.
4. The Applicant must submit documentation of any changes made to the design during the course of construction. Such changes cannot be implemented on site until approved by VAA. Each proposed change will be reviewed by the IP and if necessary, by VAA as outlined in Figure 2 of this document. The Applicant will be notified if an amendment to the approved **Building Permit** is necessary. This will apply if the proposed change consists of a material alteration to the approved drawings with respect to such life safety items as fire separations, egress, fire detection and suppression.
5. The VAA reserves the right to monitor construction using their own staff. The VAA reserves the right of access to the site during construction.
6. The Applicant shall be responsible for correcting non-compliant issues identified by the VAA, by the IP or any other approving agency.

# LAND USE | BUILDING PERMIT GUIDELINES

## VICTORIA INTERNATIONAL AIRPORT

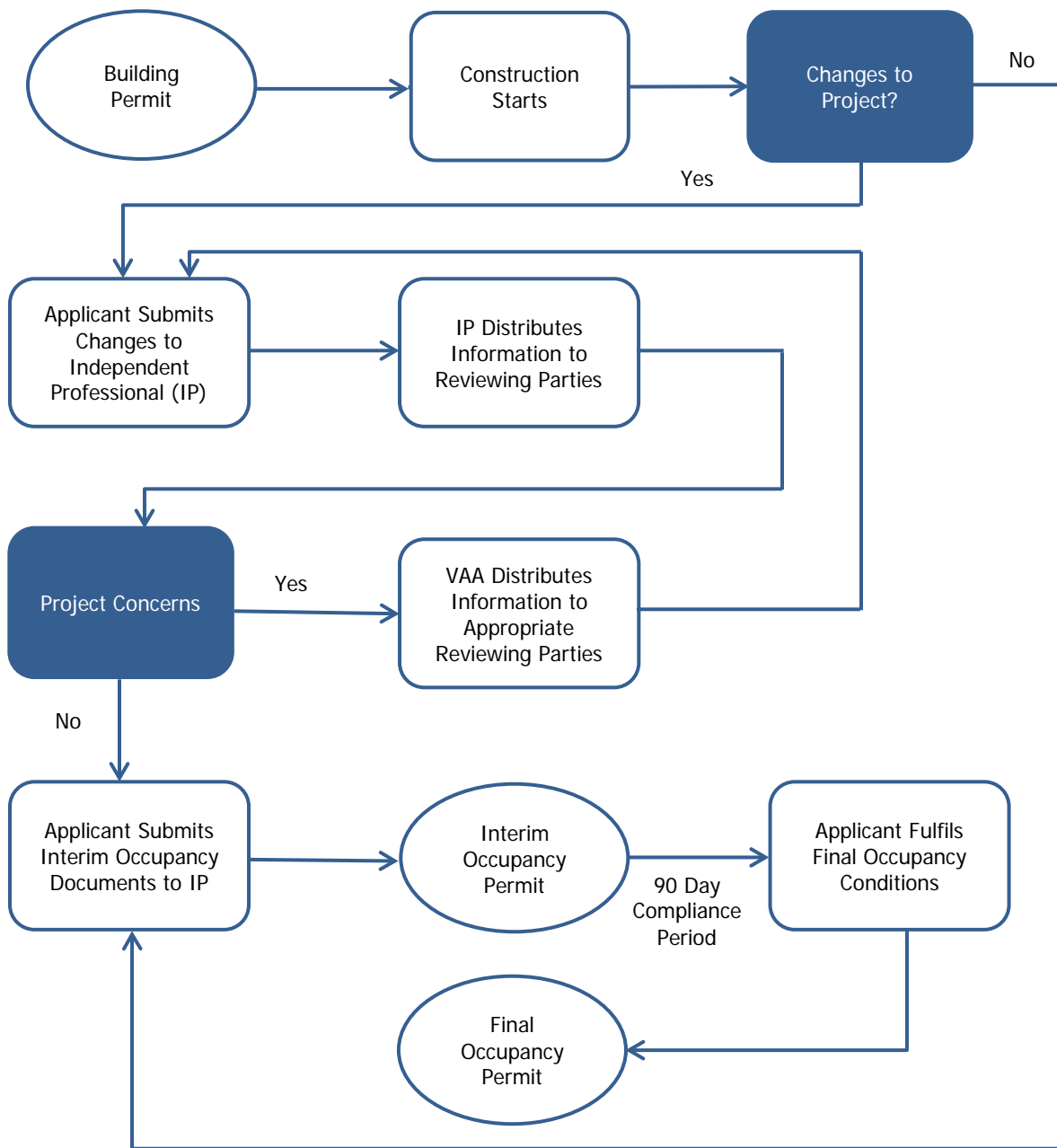
### 1.4 PROJECT COMPLETION

No facility, **building**, tenancy or other alteration that is the subject of an approved **Building Permit** is permitted to be used or occupied unless an approved Occupancy/Use Permit is issued by VAA for the project. Refer to Figure 2 which illustrates the construction and occupancy process. An application for Occupancy/Use Permit must be made by the Applicant pursuant to the following:

1. The Applicant notifies VAA (and the IP) at least 5 business days prior to the proposed occupancy/use date for the work.
2. The Applicant must submit final occupancy documentation directly to the IP at least 48 hours prior to the proposed occupancy/use date. If the 48 hour constraint is not met, the date of final site review by the IP may be delayed.
3. A coordinated final site visit by VAA staff, the IP and other representatives from external regulatory agencies (e.g., local fire department, health officials) will be arranged in consultation with the Applicant.
4. Provided all final documentation is in order, and provided all code related issues are compliant, the IP will recommend to VAA to issue an Interim Occupancy/Use Permit. Only then can the Applicant occupy or use the space.
5. Final Occupancy/Use Permit approval for the project will be granted once all conditions of the Interim Occupancy/Use Permit have been fulfilled. This will primarily include, but not be limited to the submission of **as-built** drawings.

# LAND USE | BUILDING PERMIT GUIDELINES

## VICTORIA INTERNATIONAL AIRPORT



**Figure 2** YYJ - Victoria Airport Authority Occupancy Permit Process



## **2.0 THE BUILDING AND OCCUPANCY/USE PERMIT PROCESS**

A **Building Permit** is required prior to the commencement of any construction on the sublease area. The Applicant will undertake such construction in accordance with all applicable code standards and permit procedures of the VAA and pay the appropriate permit fees as set out in the Schedule of Fees.

### **2.1 GENERAL**

1. A Building Permit Application may be accepted prior to the issuance of a **Development Permit** for the work, at the discretion of VAA.
2. A **Building Permit** will not be issued until all requirements of the Building Permit Application have been fulfilled, and a **Development Permit** is issued (if a **Development Permit** is required for the work), and a sublease has been executed.
3. Incomplete Building Permit Applications will not be accepted by VAA.
4. All **Building Permit** fees shall be paid by the Applicant at the time of submission of the Building Permit Application. The calculation for the permit fee is found under Forms- BP-1 Schedule of Fees. If you require assistance in calculating the fees applicable to your project, please email [buildingpermit@victoriaairport.com](mailto:buildingpermit@victoriaairport.com).

### **2.2 THE BUILDING PERMIT APPLICATION**

#### **2.2.1 The Building Permit Application Form**

A copy of the Building Permit Application form is provided in Section 3.0 (form BP-2) of this document. Required information includes:

1. **Name of Applicant:** The applicant is required to be the person or company that holds the sublease with VAA. In the case of a company, it must be a signing officer of the company. If an agent, a signed letter from the sublease holder must accompany the application explicitly naming an individual as agent.
2. **Estimated Value of Work:** The estimated value of the construction work must be provided. This value must include the total cost of the design, demolition, construction, installation and materials provided. It includes any equipment that is fixed in place such as conveyors, mechanical or electrical service equipment. Furniture or plug-in movable appliances are not included in the value of construction.
3. **Approximate Duration of Construction:** The estimated completion date must be indicated; this can either be in the form of a month/year or a length of construction.

# LAND USE | BUILDING PERMIT GUIDELINES

## VICTORIA INTERNATIONAL AIRPORT

4. **Description of Work:** The description of the work should give a concise and complete description of the work being performed and the location where it is being done.
5. **Name of Designer(s):** Provide the name of the entity that has overall responsibility for the design of the project. If registered professional architects or engineers are involved, the *Coordinating Registered Professional* needs to be named. If there are multiple design disciplines, attach a list of the design team particulars to the application. If there are no professionals, indicate who prepared the design.
6. **Indemnity and Certification:** The application form must be signed by the same person named in item 1 above. Refer to the wording of the indemnity and release clause including a certification of truthfulness of the application on the application form in Section 3.0 of this Guideline.
7. **Assignment of Drawings:** The Applicant must sign and include the attached "Assignment and Irrevocable Licence for Architect/Engineering Drawings". Refer to form BP-3 in Section 3.0 of this document.

### 2.2.2 Applicable Codes and Standards

Section 3.0 of these Guidelines contains a list of Applicable Codes and Standards that apply at VAA (form BP-4). These apply to all projects at the Airport, and the Applicant attests to compliance by signing the application form. The Contractor shall observe all applicable federal, provincial and municipal laws, regulations, bylaws and building codes in the performance of the work and shall ensure that the work, when completed, complies with all such federal, provincial and municipal laws, regulations, bylaws and building codes. Without restricting the generality of the foregoing, the Contractor shall at all times comply with the provisions of the Occupational Health and Safety Regulation - Worksafe BC and all regulations made pursuant to thereto, Part 8 of the National Building Code, entitled "Safety Measures at Construction and Demolition Sites" all as may be updated from time to time. It is the Applicant who undertakes ultimate responsibility for compliance with the Applicable Codes and Standards.

### 2.2.3 Letters of Assurance

**Building** design and construction is required to comply with the list of Applicable Codes and Standards contained herein, which includes the BC Building Code. As such, most **buildings** on lands controlled by VAA will be required to be designed to Part 3 [Div.B] of the BC Building Code, requiring the use of Letters of Assurance. The Letters of Assurance are given in the BC Building Code (BCBC) and are required to be completed, signed and sealed by either an Architect or an Engineer, licensed to practice in British Columbia. Engineers are regulated by the "Engineers and Geoscientists Act of British Columbia" and Architects by the "Architects Act of British Columbia". Architects and Engineers so licensed in BC are known as *registered professionals*. Italicized terms used throughout Section 2.0 of this document are defined in the BCBC.

Except as noted in Section 2.2.4 below, drawings must be prepared, signed and sealed by a *registered professional*. For most projects, there will be multiple *registered professionals* involved in the design, and one *Coordinating Registered Professional*. Each *registered professional* is required to submit a Letter of

# LAND USE | BUILDING PERMIT GUIDELINES

## VICTORIA INTERNATIONAL AIRPORT

Assurance in the form Schedule A or B as part of the Building Permit Application. These forms are available either in hard copy in the BCBC or online at <http://www.bccodes.ca/letters-of-assurance.html>. The *registered professionals* are required to sign the Letters of Assurance to give assurance that they are taking responsibility for designing the project in accordance with the code requirements and that they are committing to provide field reviews during construction. The *Coordinating Registered Professional* must sign a Schedule A to take responsibility for coordinating the design and construction and each *registered professional* must sign the appropriate Schedule B for their discipline. The instructions on the Letters of Assurance must be followed carefully and no adjustments or modifications to the Letters are permitted. The project names and addresses must match on all of the letters of assurance for a project.

While the BCBC requires *registered professionals* for **buildings** falling under Part 3 [Div.B], some other installations unique to airports may require the use of *registered professionals* to ensure that a technical design is properly implemented. For this reason, VAA reserves the right to require an Applicant to retain the services of a *registered professional* to design part or all of a project, depending on the scope and nature of the proposed work. For example, a small scope project [see below] may require that a professional engineer be retained to provide a design for seismic restraint of an element of the design (e.g., a hanging television).

While the BCBC requires *registered professionals* for **buildings** falling under Part 3 [Div.B], some other installations unique to airports may require the use of *registered professionals* to ensure that a technical design is properly implemented. For this reason, VAA reserves the right to require an Applicant to retain the services of a *registered professional* to design part or all of a project, depending on the scope and nature of the proposed work. For example, a small scope project [see below] may require that a professional engineer be retained to provide a design for seismic restraint of an element of the design (e.g., a hanging television).

### 2.2.4 Small Scope Permits

A special **Building Permit** protocol has been developed to accommodate projects which are smaller in scale. While VAA has the discretionary authority to allow a project to proceed under this “Small Scope Permit” process (SSP), the general criteria for projects which are eligible include those listed below. All of the criteria must be met.

- Small enough in scope that they do not require the use of *registered professionals*.
- Small tenant improvement projects that do not require modifications to existing fire separations or installation of new fire separations.
- Projects that do not require the installation of new fire alarm initiation devices.
- Projects that require the modification of not more than 5 automatic sprinkler heads. [If a project requires modifications to any one or more sprinkler heads, a registered professional sprinkler engineer will have to be retained to do a design and submit a Letter of Assurance, but this can be done as a condition of the **Building Permit** during construction].

Under this **Building Permit** stream, the Applicant must sign a Letter of Commitment to acknowledge his/her responsibility for code compliance. Refer to forms BP-5, Schedule SSP-B Applicant’s Small Scope

# LAND USE | BUILDING PERMIT GUIDELINES

## VICTORIA INTERNATIONAL AIRPORT

Permit Letter of Assurance in Section 3.0 of this document (for use of Application) and form BP-6, Schedule SSP-C Applicant's Small Scope Permit Letter of Assurance of Compliance for Construction Completion.

If an Applicant believes that his/her project is eligible to be done under the SSP stream, the Applicant must discuss this with VAA or the IP designated by VAA prior to the permit application initiation.

A project using the SSP approach will be required to provide the same design documentation and is required to meet all other aspects of the regular Building Permit Application procedure.

### 2.2.5 Other Projects

Other project types which are not **buildings** or tenant improvements may occur on VAA property. These projects may include roadways, parking lots, drainage projects or other civil works. In these cases, the regular **Building Permit** process is to be used, including the use of the letters of assurance is to be used. The permit application documents will be the same as if the project were a **building**, except that appropriate adjustments to the documentation submittals and letters of assurance may be made. The *registered professionals* will have to use the regular BCBC letters of assurance, with notations appropriate to their scope of work.

### 2.2.6 Drawing Submittals

1. The number of copies of the design documents is noted in the document submission checklist included in Section 3.0 (form BP-7) of this Guideline. Generally, the following copies of drawings must be submitted:
  - 2 paper copies of drawings, with appropriate seals, signatures and dates.
  - 1 electronic version (AutoCAD),
  - 1 copy in portable document file (PDF) version.
2. The electronic copies should be submitted by CD-ROM or other portable media or by mutually agreed upon digital file exchange.
3. Electronically sealed documents are acceptable. The use of the electronic seals does not reduce the number of paper copies required. The electronic sealing must be done in accordance with the APEGBC and AIBC guidelines.
4. Drawings marked only with notation indicating, "Not for Construction", "for Information only" or "Issued for Review" will not be accepted for a Building Permit Application. Documents must be marked as "Issued for **Building Permit**" or "Issued for Construction".
5. For larger, more complex projects, VAA may request the submission of "Issued for Construction" drawings before the start of construction. This requirement may be invoked where there are re-submissions of drawings or Addenda issued to correct code related deficiencies in the originally submitted design.
6. The following minimum requirements are applicable for drawings for all Building Permit Applications:
  - A site plan with noted scale(s).

# LAND USE | BUILDING PERMIT GUIDELINES

## VICTORIA INTERNATIONAL AIRPORT

- If work is done inside an existing **building**, a context plan showing the exact location of the proposed work. Identify adjacent room or tenant uses.
- The applicable edition of the BCBC. A statement indicating, “current edition of local code” is not acceptable.
- The part of the code that **building** is designed to i.e. Part 9 or Part 3 and an analysis of the code design requirements.
- Major occupancy classification.
- **Building** footprint area and **height**.
- All drawings shall be in metric.
- All utility connections shall be clearly identified.

### 2.2.7 Alternative Solutions

1. Where an Applicant proposes an Alternative Solution to a specific requirement established under an Applicable Code or Standard, it shall be the responsibility of the Applicant to submit a report from a person qualified to prepare such a report, setting out the manner in which the level of performance required by the code or standard is achieved.
2. In determining whether to accept such an Alternative Solution, VAA may retain at the Applicant's expense, its own consultants to advise VAA regarding the matter. No Alternative Solution shall be proceeded with or incorporated into the design or construction without the written acceptance of VAA.
3. VAA's decision to accept or not accept, in its sole discretion, the proposed Alternative Solution is final.
4. The proponents of Alternate Solutions shall submit letters of assurance in the form of SB and SC. See APEGBC.

### 2.2.8 Building Permit Application Documentation

1. The design documents are required to include all of the documentation with sufficient detail to demonstrate compliance with the Applicable Codes and Standards. The following information needs to be submitted as part of the Building Permit Application:
  - a. Completed and signed application form. All information is required to be fully complete.
  - b. The full **Building Permit** fee. Refer to the Schedule of Fees in Section 3.0 of this Guideline.
  - c. All documentation described in the Part 3–Building Permit Application Checklist. [Refer to Section 3.0].
  - d. A completed Environmental Checklist.
  - e. For food service or sales establishments, submit one copy of stamped drawings accepted from Island Health (see below).
2. If the application is for a new **building**, then a legal survey of the **lot** (sealed by a BCLS registered surveyor) is required. If the work is in an existing **building**, no survey is needed.
3. External regulatory approvals will include, but are not limited to, BC Hydro, Telus, Shaw, FortisBC, Island Health (IH), Industry Canada, and NAV Canada in the case of antennas. Written approvals are required and may take the form of emails, letters or stamped drawings. These are required for new

# LAND USE | BUILDING PERMIT GUIDELINES

## VICTORIA INTERNATIONAL AIRPORT

**buildings** that require new or relocated services from the utilities. IH approvals are required for all food premises and those serving or selling food or alcohol.

4. Incomplete applications will result in processing delays. Applications will not be accepted without payment.
5. **Building Permit** submissions will be reviewed by the VAA, by the IP and if necessary, the applicable local municipality.
6. Comments, if any will be returned to the Applicant. Once all issues have been resolved, and resubmission is made (if necessary), the **Building Permit** will be issued by VAA.
7. One copy of the **Building Permit** and one copy of the approved drawings shall be retained at the job site by the Applicant.

## 2.3 CONSTRUCTION ACTIVITIES

### 2.3.1 General

1. Construction cannot commence until a sublease is signed and a **Building Permit** is issued.
2. Development must commence within 6 months of receiving an authorized **Building Permit**.
3. A **Building Permit** will expire when Construction is discontinued or is suspended for a period of more than six months during the period of Construction.
4. Refer to the attached Figure 2, Occupancy Permit Process flowchart in Section 1.0 of this guideline.

### 2.3.2 Site Activity

1. A representative of the VAA will make periodic site inspections at various stages during construction. VAA or their authorized representatives are permitted to enter construction sites that are the subject of a **Building Permit** at any time.
2. The IP appointed by VAA for the project will also make periodic site visits to review progress and to establish if code compliance is being achieved. The Applicant must give 48 hours notification to the IP for framing and firestopping site reviews prior to enclosing, for final site visit, and as directed by the IP. The IP has the authority to cause areas to be uncovered for observation if enclosed before being reviewed by the IP.
3. The *registered professionals* are also obligated to perform field reviews. The Applicant is required to notify the appropriate *registered professional* within a reasonable time frame in order for them to conduct their field reviews. The Applicant must establish the timing and frequency of field reviews with the *registered professionals* independent of VAA or the IP.

### 2.3.3 Supplementary Submittals

1. VAA may issue a **Building Permit** with conditions. A condition may require the Applicant to submit supplementary information during the course of construction. The Applicant shall comply with all conditions of the **Building Permit** in a reasonable and timely manner.

# LAND USE | BUILDING PERMIT GUIDELINES

## VICTORIA INTERNATIONAL AIRPORT

2. Sprinkler shop drawings and hydraulic calculations are required to be submitted by the Applicant for all modifications to the sprinkler systems. The sprinkler designer must also submit a Schedule B Letter of Assurance. Submit 2 sealed hard copies of the drawings and calculations and one electronic copy and one original Letter of Assurance.
3. Applicant shall submit to the IP one copy of all trade permits secured by construction forces during the construction period.
4. Applicant shall submit a monthly summary of work, together with an updated shop drawing submittal log, directly to the IP.
5. Applicant shall submit a copy of all proposed design changes prior to installation. Submittals may be made electronically, directly to the IP. Changes to the design are not permitted to proceed without the benefit of a code review by the IP. Significant changes or changes involving fire or life safety elements may trigger a requirement for the Applicant to submit a request for an amendment to the **Building Permit**.

### 2.3.4 Site Reports

1. The Applicant shall cause every *registered professional* who conducts a field review on the job site to submit a copy of a field report directly to the IP. Said reports shall be submitted in a timely manner, and in any event, at least monthly.
2. The IP will produce a site report for every site visit conducted and will provide a copy to the Applicant and to the VAA. Outstanding or deficient items identified shall be rectified by the Applicant in a timely manner.

### 2.3.5 Trade Permits

1. **Electrical:** Contractor shall apply for a Provincial Electrical Trade Permit under the authority of the BC Safety Authority. Contractor is responsible for complying with the regulations set out by the BC Safety Authority for the electrical permitting works.
2. **Plumbing:** A formalized Plumbing Permit is not required. However, the Applicant shall notify the IP prior to covering any plumbing element for a site visit.
3. **Gas:** Contractor shall apply for a Provincial Gas Installation Trade Permit under the authority of the BC Safety Authority, where applicable for gas and gas fired appliance installations. Contractor is responsible for complying with the regulations set out by the BC Safety Authority for the gas permitting works.
4. **Boilers and Pressure Vessels:** Contractor shall apply for a Provincial Trade Permit under the authority of the BC Safety Authority for all boilers and other pressure vessels. Contractor is responsible for complying with the regulations set out by the BC Safety Authority for the boiler and pressure vessel permitting works.
5. **Elevators:** Contractor shall apply for a Provincial Elevator Trade Permit under the authority of the BC Safety Authority for elevators, escalators and moving walks. Contractor is responsible for complying with the regulations set out by the BC Safety Authority for the elevating devices permitting works.

# LAND USE | BUILDING PERMIT GUIDELINES

## VICTORIA INTERNATIONAL AIRPORT

6. **Other:** Any permits not obtainable through a Provincial Authority must be obtained from an equivalent authority and submitted to the VAA.

### 2.3.6 Defective Work

1. VAA may direct the immediate suspension of all or a portion of the construction that is the subject of an approved **Building Permit** by issuing a Stop Work Order, whenever it comes to the attention of VAA that the work is not being performed in accordance with the **Building Permit** or other Applicable Codes and Standards. If such a Stop Work Order is issued, no Person shall work or allow or authorize work to be carried out without the written consent of VAA.
2. The Applicant shall, within 48 hours after the posting of a notice, secure the job site and the lands and premises surrounding the job site in compliance with applicable safety requirements.
3. If a Stop Work Order is issued, VAA may at the expense of the Applicant, retain its own consultants to advise VAA and to evaluate the state of the work.
4. VAA may in its discretion, order, in writing, the correction of any work which:
  - a. According to a report by the relevant Approved Independent Professional or Approved Environmental Consultant, contravenes the Applicable Codes and Standards or Environmental Standards; or
  - b. Contravenes or exceeds the scope or conditions of an approved **Building Permit**.
5. VAA may authorize the relevant Approved Independent Professional or Approved Environmental Consultant to order this remedial work to be completed.
6. If such a correcting order is issued, the Applicant shall immediately make the corrections specified in the order.

## 2.4 OCCUPANCY/USE PERMITS

### 2.4.1 General

1. No Applicant shall occupy or use a **building**, tenancy or equipment that is the subject of an approved **Building Permit** without first receiving an approved Occupancy/Use Permit from VAA.
2. No Applicant shall permit any other third party to occupy or use a **building**, tenancy or equipment that is the subject of an approved **Building Permit** without first receiving an approved Occupancy/Use Permit from VAA.
3. VAA will issue either an Interim or Final Occupancy/Use Permit to the Applicant, which is evidence of VAA authorization for the Applicant to use or occupy the project upon satisfactory completion of:
  - Project close out documentation
  - Final coordinated site review by interested parties
  - Completion of deficiencies
  - Submission of evidence of a valid business licence
  - Payment of any outstanding fees to VAA



# LAND USE | BUILDING PERMIT GUIDELINES

## VICTORIA INTERNATIONAL AIRPORT

### 2.4.2 Project Completion

1. An Applicant shall notify VAA at least 5 working days in advance of a proposed date of occupancy or use of a project that is the subject of an approved **Building Permit**.
2. No less than 2 calendar weeks prior to the proposed occupancy/use date, the Applicant or his design team shall submit a proposed coordinated fire and life safety system demonstration testing protocol to the IP.
3. At least 48 hours prior to the proposed occupancy/use date, the Applicant shall submit the required final documentation described in Section 2.4.3 below to the IP. Failure to submit documentation in conformance with this deadline may result in the date of occupancy/use being delayed.
4. The IP will arrange in conjunction with the Applicant to conduct a coordinated final site visit. Parties who may attend this final site review include [but not limited to] the following:
  - The IP
  - VAA representatives
  - The Applicant
  - The *Coordinating Registered Professional* if one is engaged on the project
  - The local Fire Department officials as applicable
5. The Applicant's construction trades shall be solely responsible for ensuring that their Trade Permits are 'closed' by the appropriate authority and final approval has been given. Evidence of final approval from the applicable Trade Permits is a condition of Occupancy/Use Permit issuance.

#### 2.4.2.1 Partial Occupancy

1. It may be desirable for some complex projects to obtain approval for occupancy or use in stages. In this case, an Interim Occupancy/Use Permit may be sought by the Applicant for a portion of the project.
2. For new **buildings**, partial occupancy of a **building** may be permissible provided all of the conditions described in the Guidelines for the Occupancy of Partially Completed **Buildings** checklist contained in Section 3.0 (form BP-8) of this document is completed to the satisfaction of VAA and the IP. Application for partial occupancy shall be made by the IP no less than 2 weeks prior to the proposed date of use or occupancy.
3. Partial occupancy of a smaller project or a tenant improvement project may be permissible, subject to the approval of VAA and acceptable to the IP. In each case, the Applicant shall make an application to the IP for partial occupancy of a project no less than 2 weeks prior to the proposed date of use or occupancy of a portion of the project. The IP will determine in conjunction with VAA and the Applicant, the extent and requirements for the occupancy.
4. For all applications, the IP will determine in conjunction with VAA, the nature of documentation required to achieve regulatory compliance for the partial occupancy (e.g., Letters of Assurance).

# LAND USE | BUILDING PERMIT GUIDELINES

## VICTORIA INTERNATIONAL AIRPORT

### 2.4.3 Final Documentation

1. At least 48 hours prior to the proposed occupancy/use date, the Applicant shall submit to the IP, the required final documentation described in the Occupancy Application Checklist contained in Section 3.0 of this Guideline (form BP-9). Failure to submit documentation in conformance with this deadline may result in the date of occupancy/use being delayed.
2. The final coordinated site review by the parties described in 2.4.2.4 above will not attend the site until all documentation is received and is in good order.

#### 2.4.3.1 As-Built Drawings

1. **As-built** drawings are mandatory at VAA for all projects completed under the **Building Permit** process.
2. The **as-built** drawings must be submitted as a condition of the Applicant obtaining a Final Occupancy/Use Permit. An Interim Occupancy/Use Permit can be issued without having the **as-built** drawings submitted.
3. **As-built** drawing submittals must include drawings from all disciplines that are incorporated into the design and construction (architectural, structural, mechanical, plumbing, fire suppression, HVAC, electrical, civil and landscaping).
4. The **as-built** drawings are required to show the following components:
  - Exact locations of walls, doors and other architectural and structural elements,
  - Exact location of all service equipment, including mechanical, electrical, HVAC,
  - Exact location of sprinkler heads, valves, flow switches and other fire protection appurtenances,
  - Invert elevations and location dimensions with respect to the nearest **building**. Approximate locations are not acceptable. The Applicant must retain the services of a professional surveyor to obtain this information,
  - Any other information required by VAA maintenance staff in order to facilitate the ongoing maintenance and upkeep of the facilities on VAA lands.
5. **As-built** drawing submittals must take the following form:
  - One electronic version in AutoCAD,
  - One electronic version in portable document file (pdf) version.

The documentation must be submitted on CD-ROM or USB key format, or in a mutually agreed upon digital file exchange and include **as-built** operation and maintenance manuals.

# LAND USE | BUILDING PERMIT GUIDELINES

## VICTORIA INTERNATIONAL AIRPORT

### 2.4.4 Interim Occupancy

1. In order to be eligible for an Interim Occupancy/Use Permit, the Applicant must complete the items described in 2.4.1.3 above, with the exception of:
  - a. **As-built** drawing
  - b. Air balance reports

The air balance reports and **as-built** drawings may be submitted at Interim Occupancy or at Final Occupancy

2. Interim Occupancy/Use Permits are issued by VAA once the conditions of Section 2.4.1.3 are met, and are valid for a period of not more than 90 days.
3. The Applicant has 90 days to comply with any conditions specified in the Interim Occupancy/Use Permit and to submit any outstanding documentation.
4. If the conditions of the Interim Occupancy/Use Permit and submission of any outstanding final documentation has not been completed within the 90 day period, a non-refundable penalty equal to the original deposit as stated in the Schedule of Fees (BP-1) will be payable by the Applicant to the VAA every 90 days until the terms and conditions of the Interim Occupancy/Use Permit have been met.

### 2.4.5 Final Occupancy

1. When the terms and conditions of the Interim Occupancy/Use Permit have been completed by the Applicant to the satisfaction of VAA, then VAA will forthwith issue the Final Occupancy/Use Permit and the file will be closed.

### 2.4.6 Business and Operating Licenses

1. VAA tenants are expected to comply with municipal business license requirements.
2. It is the sole responsibility of the Applicant to obtain approval from the appropriate Authorities to operate a food service premises or a premises serving alcoholic beverages.
3. The Applicant shall post a valid copy of the business licence, together with approval permits for food service and alcohol service within their leased space.



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*VICTORIA INTERNATIONAL AIRPORT*

**Forms**



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**3.0 FORMS**





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**BP-1 SCHEDULE OF FEES**



## Building Permit and Refundable Deposit

1. The fees for Building Permits shall be based on the valuation of construction and shall be calculated in accordance with the following scale + G.S.T. :
  - (a) For permits \$1000.00 or less in value: \$100.00
  - (b) For permits in excess of \$1000.00 value:  
the fees shall be \$100.00 for the first thousand, plus \$13.00 per thousand or part thereof for the next \$99,000.00 plus \$11.00 per thousand or part thereof for the next \$400,000.00 and \$9.00 per thousand in excess of \$500,000.00
  
2. The “value of construction” excluding land shall be the greater of:
  - (a) The contract price including taxes and reasonable allowance for extras, or
  - (b) The value as determined by the Authority having jurisdiction based on fair market value.
  
3. Re-inspection fees: \$25.00 plus G.S.T.
  
4. We will require a refundable deposit OR a letter of credit of:
  - (a) \$500.00 for all developments valued to \$99,999.00  
1% of the building value if the value is over the above amount
  - (b) This is refunded once we receive acceptable record documentation:
    - Operations and Maintenance Manuals
    - As-built drawings
  - (c) We must receive these documents within 90 days of the interim occupancy permit being issued. If we do not receive the documents within 90 days, a non-refundable penalty equal to the original dollar amount will be charged every 90 days. Final Occupancy Permit will not be issued until the acceptable records documentation has been received.

\*If you require assistance with calculating the building permit fee, email your request to [buildingpermit@victoriaairport.com](mailto:buildingpermit@victoriaairport.com).



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*VICTORIA INTERNATIONAL AIRPORT*

**BP-2 BUILDING PERMIT APPLICATION**



## BUILDING PERMIT APPLICATION

For Office Use Only

**Received By:**

**Date:**

Development Permit # (if applicable):

Building Permit #:

Project Name:

Applicant's Legal Name:

Mailing Address:

Telephone:

Fax:

Cellular:

Email:

Contact Name:

Title:

Telephone:

Fax:

Cellular:

Email:

Location of Work:

Description of Work:

Proposed Start Date:

Proposed Completion Date:

Estimated Value of Work:

In return for the Victoria Airport Authority considering this application, the Applicant hereby releases and discharges and shall forever hold harmless the Victoria Airport Authority, and its directors, employees, agents, and Her Majesty the Queen in the Right of Canada ("Her Majesty") from and against any and all claims, action or actions, cause or causes of action, demands, costs, losses, damages and expenses which the applicant or any other person or persons whatsoever may at any time hereafter have or incur for, and in respect of, or in any way arising in whole or in part out of the rendering or failure to render any services by the Victoria Airport Authority, or by any one or more of its directors, employees, agents and Her Majesty in relation to the issuance, waiver or failure or refusal to issue a Building Permit for the project.

By signing this application, I certify that the information given in this Application for Building Permit is true to the best of my knowledge and belief.

---

Print Name

---

Authorized Signatory

---

Date

---

Company Name

**Note: Submit documentation described in the Building Permit Application Checklist.**



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*VICTORIA INTERNATIONAL AIRPORT*

**BP-3 ASSIGNMENT AND IRREVOCABLE LICENCE FOR  
ARCHITECT/ENGINEERING DRAWINGS**



# BP-3 ASSIGNMENT AND IRREVOCABLE LICENCE FOR ARCHITECT/ENGINEERING DRAWINGS

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For Office Use Only

**Received By:**

**Date:**

"The undersigned irrevocably grants licence to the copyright of the drawings, plans and specifications to Her Majesty the Queen in the Right of Canada ("Her Majesty") and the Victoria Airport Authority (the "Authority") for the purpose of the \_\_\_\_\_ (Project description) \_\_\_\_\_

or for any alterations to the \_\_\_\_\_ (Project description) \_\_\_\_\_.

The undersigned expressly agrees that Her Majesty and the Authority shall not be held responsible for any costs or expenses incurred or to be incurred in connection with the preparation of drawings, plans and specifications or their subsequent use by Her Majesty or the Authority and that Her Majesty and the Authority are entitled to use them for any purpose related the \_\_\_\_\_ (Project description) \_\_\_\_\_ at any time without any further consent or any payment."

---

Print Name

Authorized Signatory

Date

---

Company Name



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*VICTORIA INTERNATIONAL AIRPORT*

**BP-4 APPLICABLE CODES AND STANDARDS**



## APPLICABLE CODES AND STANDARDS

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The *Applicable Codes and Standards* as defined by the Victoria Airport Authority and amended from time to time:

- \*2024 British Columbia Building Code (\* Effective March 8, 2024, with the exception of earthquake related changes, which will take effect March 10, 2025)
- 2020 National Building Code of Canada
- 2015 National Fire Code
- Canada Labour Code – Part II
- 2012 Canadian Electrical Code
- VAA Land Use Documents
- Applicable Municipal requirements
- Canadian Transportation Association – Code of Practice: Passenger Terminal Accessibility
- British Columbia Health Act and regulations
- Sanitation Code of the Canadian Restaurant Association
- Non-Smoker’s Health Act and regulations
- Roads and Transportation Association of Canada Standards
- Aeronautics Act
- Aerodrome Security Regulations
- Victoria International Airport Zoning Regulations
- Procedures for Certification of Aerodromes and Airports, as published by Transport Canada
- Aerodrome Standards and Recommended Practices, as published by Transport Canada
- Heliport and Helideck Standards and Recommended Practices, as published by Transport Canada
- All Transport Canada publications applicable to construction at airports
- VAA Environment Standards
- NAV Canada requirements

The *Applicable Codes and Standards* also include all such codes, regulations, practices and standards as are accepted construction industry practice, except as otherwise directed by the Victoria Airport Authority.

This list is not intended to be a comprehensive list of all codes and standards that may apply. Other agencies or government bodies may have additional regulations that apply.





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**BP-5 SCHEDULE SSP-B APPLICANT'S SMALL SCOPE PERMIT  
LETTER OF ASSURANCE**



# APPLICANT'S SMALL SCOPE PERMIT LETTER OF ASSURANCE

For Office Use Only

**Received By:**

**Date:**

Building Permit # \_\_\_\_\_

Note: This letter must be submitted before issuance of a **building permit**.

**Re: Design and Inspection of Construction**

To: The *authority having jurisdiction*  
Victoria Airport Authority

Re: \_\_\_\_\_  
Name of Project (Print)

\_\_\_\_\_  
Address Location of Project (Print)

I acknowledge that I am not relying on registered professionals for design or field review of the proposed design. Given the nature and scope of this project I confirm that I have the knowledge and experience or I will retain a person with the knowledge and experience to ensure that the project will meet the "*Applicable Codes and Standards*".

I hereby confirm that all aspects of the design of the project substantially comply with all applicable codes and standards, not including the construction safety aspects.

## **Applicant**

\_\_\_\_\_  
Applicant's Name (Print)

\_\_\_\_\_  
Address (Print)

\_\_\_\_\_  
Phone No.

\_\_\_\_\_  
Email

---

Name of Agent or Signing Officer if applicable (Print)

---

Date

---

**Applicant Signature.** (If Applicant is a corporation the signature of a signed officer must be given here. If the signature is that of the agent, a copy of the document that appoints the agent must be attached).

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**BP-6 SCHEDULE SSP-C APPLICANT'S SMALL SCOPE PERMIT  
LETTER OF COMPLIANCE FOR CONSTRUCTION COMPLETION**





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BP-6 SCHEDULE SSP-C  
**APPLICANT'S SMALL SCOPE  
PERMIT LETTER OF  
COMPLIANCE FOR  
CONSTRUCTION COMPLETION**

For Office Use Only

**Received By:**

**Date:**

Building Permit # \_\_\_\_\_

Note: This letter must be submitted before issuance of an **occupancy/use permit**.

**Re: Design and Inspection of Construction**

To: The *authority having jurisdiction*  
Victoria Airport Authority

Re:

\_\_\_\_\_  
Name of Project (Print)

\_\_\_\_\_  
Address Location of Project (Print)

I acknowledge that I have not relied on registered professionals for design and field review of the proposed design.

I hereby give assurance that:

- (a) all aspects of the project substantially comply with all "*Applicable Codes and Standards*", not including the construction safety aspects.
- (b) The project has been constructed in substantial conformance with plans, specifications and descriptions given in the Building Permit application and subsequent changes that have been submitted to the Permit Section.

---

**Applicant**

---

Applicant's Name (Print)

---

Address (Print)

---

---

Name of Agent or Signing Officer if applicable (Print)

---

Date

---

**Applicant Signature.** (If Applicant is a corporation the signature of a signed officer must be given here. If the signature is that of the agent, a copy of the document that appoints the agent must be attached).



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**BP-7 BCBC PART 3 BUILDING PERMIT APPLICATION CHECKLIST**





# BP-7 BCBC PART 3 BUILDING PERMIT APPLICATION CHECKLIST

For Office Use Only

**Received By:**

**Date:**

**Building Permit No.** \_\_\_\_\_

**Sublease No.** \_\_\_\_\_

**Development Permit  
No.** \_\_\_\_\_

The following documentation is to be completed and submitted with the Building Permit Application for new buildings and additions, and alternations to existing buildings, including tenant improvements.

**Project Address:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## DOCUMENTS & DRAWINGS

No.	Submitted	N/A	Item
1	<input type="checkbox"/>	<input type="checkbox"/>	Building Permit Application Form
2	<input type="checkbox"/>	<input type="checkbox"/>	Building Permit Fee & Refundable Deposit
3	<input type="checkbox"/>	<input type="checkbox"/>	Project Directory
4	<input type="checkbox"/>	<input type="checkbox"/>	Two (2) sets of signed, sealed, dated hardcopy drawings plus PDF and AutoCAD versions for:
	<input type="checkbox"/>	<input type="checkbox"/>	- Excavation & Shoring
	<input type="checkbox"/>	<input type="checkbox"/>	- Erosion & Sediment Control
	<input type="checkbox"/>	<input type="checkbox"/>	- Lot Grading

DOCUMENTS & DRAWINGS			
No.	Submitted	N/A	Item
	<input type="checkbox"/>	<input type="checkbox"/>	- Architectural
	<input type="checkbox"/>	<input type="checkbox"/>	- Code Compliance Drawings
	<input type="checkbox"/>	<input type="checkbox"/>	- Structural (including retaining walls)
	<input type="checkbox"/>	<input type="checkbox"/>	- Civil (Site Servicing)
	<input type="checkbox"/>	<input type="checkbox"/>	- Mechanical
	<input type="checkbox"/>	<input type="checkbox"/>	- Plumbing
	<input type="checkbox"/>	<input type="checkbox"/>	- Fire Suppression
	<input type="checkbox"/>	<input type="checkbox"/>	- Electrical
	<input type="checkbox"/>	<input type="checkbox"/>	- Legal Survey of Lease
	<input type="checkbox"/>	<input type="checkbox"/>	- Landscaping
	<input type="checkbox"/>	<input type="checkbox"/>	- Complete set of project specifications
5	<input type="checkbox"/>	<input type="checkbox"/>	Proof of approval from other Regulatory Authorities (if applicable)
6	<input type="checkbox"/>	<input type="checkbox"/>	Schedule A of the British Columbia Building Code: "Confirmation of Commitment by the Owner & Coordinating Registered Professional"
7	<input type="checkbox"/>	<input type="checkbox"/>	Schedule B of the British Columbia Building Code: "Assurance of Professional Design & Commitment for Field Review" forms from all Registered Professionals of Record.
8	<input type="checkbox"/>	<input type="checkbox"/>	Proof of Insurance Coverage from all Registered Professionals of Record.
9	<input type="checkbox"/>	<input type="checkbox"/>	Two (2) original Soil Reports sealed by a Registered Geotechnical Engineer
10	<input type="checkbox"/>	<input type="checkbox"/>	Two (2) Alternative Solutions Report submissions with appropriate administrative fees (if applicable)
11	<input type="checkbox"/>	<input type="checkbox"/>	Two (2) copies Construction Fire Safety Plan from contractor
12	<input type="checkbox"/>	<input type="checkbox"/>	Schedule L-1 & L-2 from Landscape Professional
13	<input type="checkbox"/>	<input type="checkbox"/>	Environmental Documentation if applicable (i.e. asbestos remediation)
14	<input type="checkbox"/>	<input type="checkbox"/>	Assignment of Drawings Declaration Form.

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*VICTORIA INTERNATIONAL AIRPORT*

**BP-8 GUIDELINES FOR THE INTERIM OCCUPANCY OF PARTIALLY  
COMPLETED BUILDINGS**



# GUIDELINES TO THE INTERIM OCCUPANCY OF PARTIALLY COMPLETED BUILDINGS

For Office Use Only

**Received By:**

**Date:**

**Building Permit No.** \_\_\_\_\_

**Sublease No.** \_\_\_\_\_

**Development Permit No.** \_\_\_\_\_

Requirements are as follows:

**Project Address:** \_\_\_\_\_

**Tenant Name:** \_\_\_\_\_

No.	<input type="checkbox"/>	Requirement
1	<input type="checkbox"/>	Structural framing and enclosed walls for the entire building shall be completed.
2	<input type="checkbox"/>	All required fire separations including closures shall be completed on all occupied floor areas.
3	<input type="checkbox"/>	Required exits shall be completed and fire separated with all doors and self-closers installed down to grade or below if exit connects to floors below grade. Required exits need not be completed and fire separated above the highest occupied floor, provided there is a temporary separation (hoarding) located in the exit at the floor above the highest occupied floor.
4	<input type="checkbox"/>	Guards and handrails shall be fitted as required for the stairs serving the occupied floor areas and for the floor areas accessible to the occupants.
5	<input type="checkbox"/>	All shafts, including closures, shall be completed up to and including the floor/ceiling assemblies above occupied floors and temporarily fire separated at the top.
6	<input type="checkbox"/>	Access to uncompleted portions of the building shall be restricted to authorized personnel (hoarding).
7	<input type="checkbox"/>	Floors, halls, required means of egress and lobbies shall be free of loose materials and other hazards.

No.		Requirement
8	<input type="checkbox"/>	If a boiler or service room is required to be in operation, all appliances shall be complete and certified and required fire separations shall be completed with all closures installed.
9	<input type="checkbox"/>	Proper connections shall be made to sewers, or, if temporary, shall be approved by the Authority Having Jurisdiction.
10	<input type="checkbox"/>	All plumbing serving occupied floor areas shall be complete and operational.
11	<input type="checkbox"/>	Lighting as required in Subsection 3.2.7 of the Building Code shall be installed and operational in the occupied areas of the building.
12	<input type="checkbox"/>	Required exit marking and signs shall be installed and operating in all areas of the building accessible to the occupants.
13	<input type="checkbox"/>	Required standpipes and fire alarm systems shall be installed and operational throughout the building except that on unoccupied floor areas or portions thereof, the fire alarm facilities may be provided on a temporary basis.
14	<input type="checkbox"/>	Required pumper connections shall be provided for sprinkler and standpipe systems.
15	<input type="checkbox"/>	Required fire extinguishers shall be provided throughout the building: in unoccupied floor areas, the requirements shall be those of Part 8 of the Building Code.
16	<input type="checkbox"/>	Required sprinklers shall be installed and operational on all occupied floors, up to and including the highest occupied floor.
17	<input type="checkbox"/>	Garbage collection rooms, chutes and ancillary services thereto shall be completed on all occupied floors.
18	<input type="checkbox"/>	Required fire department access routes shall be completed and accessible at all times.
19	<input type="checkbox"/>	These requirements do not preclude completion and occupancy of higher floor of a building before intervening or lower floors are completed and occupied.
20	<input type="checkbox"/>	Other requirements as may be required by VAA to reduce fire risk and assure a reasonable degree of safety and public welfare as well as the need to protect the safety and welfare of the building occupants.

I declare that all the above requirements shall be met for this building.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name



**LAND USE | FORMS**  
*VICTORIA INTERNATIONAL AIRPORT*

**BP-9 BCBCB PART 3 OCCUPANCY APPLICATION CHECKLIST**





# BP-9 BCBC PART 3 OCCUPANCY APPLICATION CHECKLIST

For Office Use Only

**Received By:**

**Date:**

**Building Permit No.** \_\_\_\_\_

**Sublease No.** \_\_\_\_\_

**Development Permit No.** \_\_\_\_\_

The following documentation is to be completed and submitted with the Building Permit for all new buildings and additions:

**Project Address:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## DOCUMENTATION

No.	Submitted	N/A	Item
1	<input type="checkbox"/>	<input type="checkbox"/>	Schedule "C-A" Coordinating Registered Professional, Assurance of Coordination of Professional Field Review.
2	<input type="checkbox"/>	<input type="checkbox"/>	Schedules "C-B" Assurance of Professional Field Review & Compliance for:
	<input type="checkbox"/>	<input type="checkbox"/>	Architectural
	<input type="checkbox"/>	<input type="checkbox"/>	Structural
	<input type="checkbox"/>	<input type="checkbox"/>	Civil (Site Servicing)
	<input type="checkbox"/>	<input type="checkbox"/>	Mechanical
	<input type="checkbox"/>	<input type="checkbox"/>	Plumbing

DOCUMENTATION			
No.	Submitted	N/A	Item
	<input type="checkbox"/>	<input type="checkbox"/>	Fire Suppression Systems
	<input type="checkbox"/>	<input type="checkbox"/>	Electrical
	<input type="checkbox"/>	<input type="checkbox"/>	Geotechnical
3	<input type="checkbox"/>	<input type="checkbox"/>	Letter of Compliance for Alternative Solution(s) by Registered Professional
4	<input type="checkbox"/>	<input type="checkbox"/>	Verification of landscaping to approved plans by the Landscape Architect or the Architect (Schedule L-3 letter)
5	<input type="checkbox"/>	<input type="checkbox"/>	Above Ground Materials & Test Certificate of Sprinkler System
6	<input type="checkbox"/>	<input type="checkbox"/>	Underground Material & Test Certificate of Sprinkler System
7	<input type="checkbox"/>	<input type="checkbox"/>	Verification of contract with alarm monitoring company
8	<input type="checkbox"/>	<input type="checkbox"/>	Fire Alarm Verification documents
9	<input type="checkbox"/>	<input type="checkbox"/>	Backflow preventer test certificates
10	<input type="checkbox"/>	<input type="checkbox"/>	Field Acceptance test report of emergency generator by manufacturer
11	<input type="checkbox"/>	<input type="checkbox"/>	Fire pump start-up/report
12	<input type="checkbox"/>	<input type="checkbox"/>	Acceptance of elevators by the Provincial Elevator Authority (operating certificate)
13	<input type="checkbox"/>	<input type="checkbox"/>	Final Approval from Vancouver Island Health Authority
14	<input type="checkbox"/>	<input type="checkbox"/>	Copy of Site Survey on formwork location
15	<input type="checkbox"/>	<input type="checkbox"/>	Electrical Permit Final Declaration
16	<input type="checkbox"/>	<input type="checkbox"/>	Final Gas permit approval/sign-off from Provincial Inspector
17	<input type="checkbox"/>	<input type="checkbox"/>	Proof of acceptance of fire safety plan from local Fire Department

**All documents must bear the seal & signature of the applicable Registered Professionals and the IP stamp.**

I declare that all the above documents are in order, as permanent records for this building.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name