

Application Process and Revenue Intake

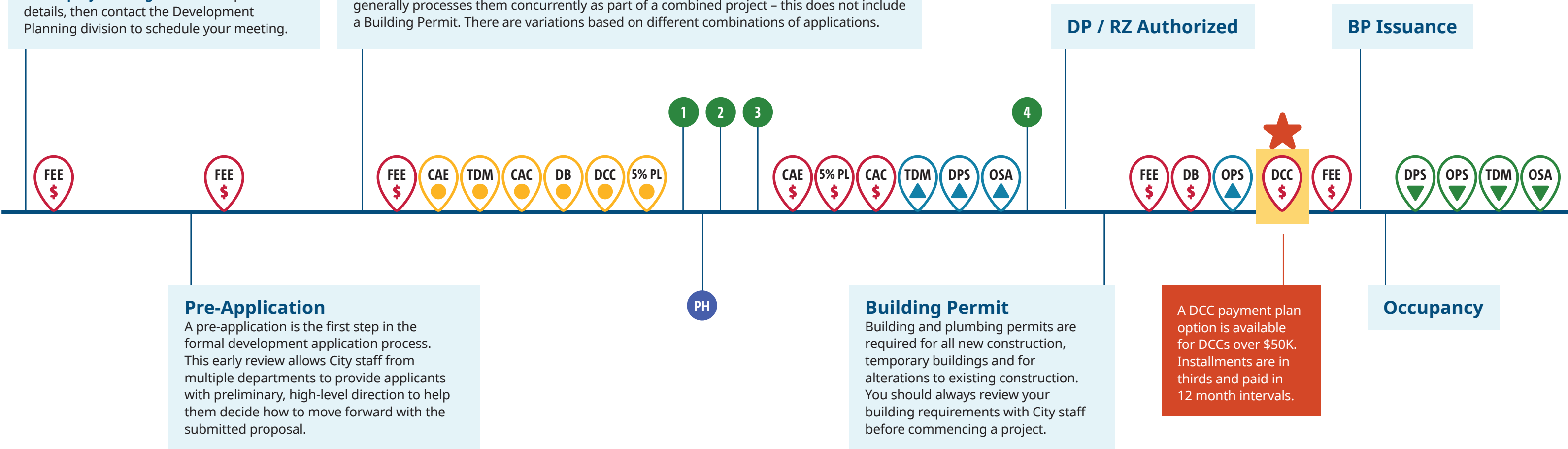
Enquiry Meeting

Enquiry meetings are for those who are seeking feedback from staff about a specific concept, plan or proposal at the earliest stages of the development process. Review the **Enquiry Meeting Guide** for important details, then contact the Development Planning division to schedule your meeting.

Formal (Combined) Application

The types of development applications required depend on the scale of the work and change proposed. The City's, **How Development Happens**, handout provides an example of how Coquitlam's development process works.

Though there are numerous types of development applications, the City of Coquitlam generally processes them concurrently as part of a combined project – this does not include a Building Permit. There are variations based on different combinations of applications.



Pre-Application

A pre-application is the first step in the formal development application process. This early review allows City staff from multiple departments to provide applicants with preliminary, high-level direction to help them decide how to move forward with the submitted proposal.

Building Permit

Building and plumbing permits are required for all new construction, temporary buildings and for alterations to existing construction. You should always review your building requirements with City staff before commencing a project.

A DCC payment plan option is available for DCCs over \$50K. Installments are in thirds and paid in 12 month intervals.

Occupancy

A security is required prior to permit authorization to ensure the project is completed in accordance with the terms and conditions of the Permit. Security payments are based on a percentage of the estimated construction value and options include, but are not limited to, cash, Letter of Credit (LOC), and bonds.

BP – Building Permit	DP – Development Permit	RZ – Rezoning	Payment	Estimate	Security / LOC Collection	Security Return
CAC – Community Amenity Contribution	DPS – Development Permit Security	TDM – Transportation Demand Management	Payment Plan	Council Reading	Public Hearing	
CAE – Community Amenity Enhancement	FEE – Application Fee	5% PL – 5% Parkland				
DB – Density Bonus	OPS – Offsite Performance Security					
DCC – Development Cost Charge	OSA – Offsite Servicing Agreement					

Further Information

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Building Division
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coquitlam.ca/BuildingPermits