Checklist



Planning and Development Department Development Services Division Fax: 604-927-3445

Form Revised 2004 October 19

Permits Checklist Number: 04-003

Screening of Building Permit Applications for Secondary Suites

Subject Address:	
Proponent:	
Proponent Contact Information:	
Screening date:	
Screening by:	
Permit Application Number:	
Date entered:	

Your submission has been reviewed for completeness of documentation and, unless otherwise indicated below, (a permit application will be accepted) (plan review will be scheduled) once the missing information is provided:

COMMENTS		

Form Revised 2004 October 19

Pre-screening of Building Permit Application	ns for Secondary Suites (continued)
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ITEM	INCLUDED	MISSING	NOT APPLICABLE	COMMENTS
Check AMANDA for RC or GW folders				
Floor area of construction on info fields				
Title search				
Agent letter				
Site plan (showing secondary off-street parking)				
Floor plan (scaled drawings)				
Secondary suite floor area				
Labeled room uses				
Common/ private laundry facility				
Heating system (type, fire dampers, etc.)				
Suite access and egress requirements				
Fire separations (walls and ceilings)				
Door and window sizes				
Smoke alarm details				
Structureal modifications requiring professional involvement				

The pre-screening system is a means of assisting the proponent in ensuring that all drawings and documents will be available when the permit application is made. This pre-screening does not constitute a plan review, nor does it constitute an endorsement of the quality or content of the submission. Further comments/requirements may be addressed to the applicant once the plan review is undertaken. The proponent is soley responsible for the completeness and correctness of any permit application, the supporting documentation and for compliance of the proposed work with all applicable laws, codes and regulations.

Please refer to Permits Bulletin Number 03-004 Common Reasons for Delay in Building Permit Processing and Permits Bulletin Number 03-005 Commonly Missed Items in New Single and Two Family Permit Applications for further information.

NV/pk