

Building Permit Application Requirements



Major Projects

Major Projects often involve development companies, large construction companies with major sub-trades, professional consulting firms and / or registered professionals.

Major building projects are often referred to as “complex” buildings and fall primarily within the scope of Part 3 of the BC Building Code. Complex developments often require other development approvals prior to the building permit stage, and the construction of these projects is often overseen by registered professionals.

Examples of a major project are:

- Mid and high-rise residential building
- Commercial, Industrial, Institutional building
- Mixed-use building containing residential/commercial use
- Townhouse/multi-family development
- Tenant Improvement to commercial building
- Exterior alteration or addition to a commercial building
- Facilities requiring Fire Code review
- Racking
- Spray Booth and other specialized use building

This brochure is provided to assist the applicant during the Building Permit process. It cannot be used as a substitute for any of the applicable bylaws and regulations. In the event of a conflict, the City of Coquitlam Building Bylaw, Zoning Bylaw, Tree Management Bylaw, British Columbia Building Code and any other relevant statutes will take precedence.

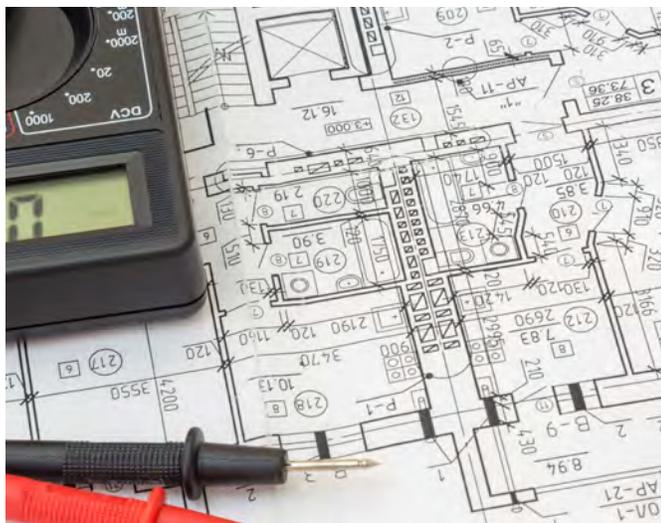
Application Requirements

This brochure is intended to assist the applicant in understanding the information necessary for a Building Permit application. Documents submitted in support of a Building Permit application provide the City with assurance that the Owner undertaking a development has understood and will comply with the requirements of the British Columbia Building Code, City Bylaws and other property agreements. With the Owner's cooperation in submitting complete applications, City staff will be able to provide better and faster service. Incomplete or missing information may result in a rejection of the submission, or a delay in the issuance of a permit.

In addition to the description of application requirements outlined in our companion brochure **Building Permits and Inspections**, the following items must be shown on your drawing package.

General Drawing Requirements

- All plans and information submitted must be legible and of suitable quality for scanning.
- Drawings shall be submitted on sheets no larger than 24" x 36".
- Drawing packages shall include site plan, foundation, floor and roof plans, cross sections, elevations, construction details and property servicing details.
- Single line drawings are acceptable for site plans only. All wall systems shall be a double line standard.
- Drawings and surveys will be accepted in Imperial or Metric scale but only one convention may be used throughout the package.
- Drawings must include: designer's name, email address and telephone number; project civic address, north arrow (if applicable), sheet number sequence and scale.
- All drawings shall be in black line. Red is reserved for City notation only.
- Drawings shall not be laminated or contain taped or pasted annotations.
- Annotations must be accompanied by owner/agent initials and be dated (structural changes initialed and dated by Engineer only).



Drawing Specifications

Refer to our document entitled **Building Permit Worksheet** for detailed specifications required on your drawing submission. The following **Specification Bulletins** may also be of assistance:

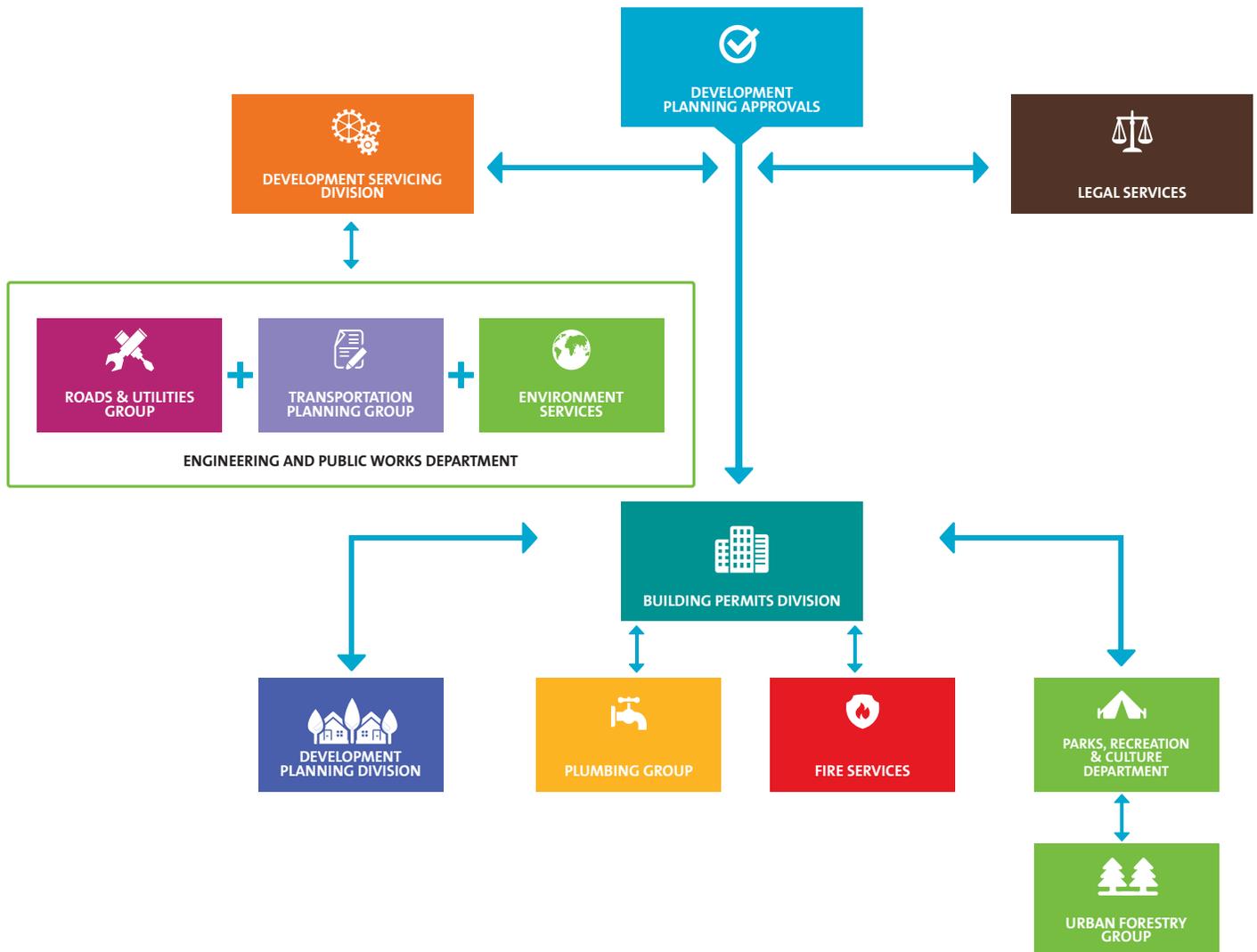
- Tenant Improvement Drawing Requirements
- Commercial Kitchen Requirements
- Racking Drawing Requirements
- Spray Booth Requirements

Major Project Referral System

Major Projects are deemed complex and usually involve prior approvals from City Council. Before a **Building Permit Application** can be received, one or all of the following **Development Planning** approvals will be necessary:

- Official Community Plan Amendment
- Rezoning Amendment
- Development Permit
- Development Variance Permit
- Subdivision Approval
- Off-Site Servicing and Civil Works Agreements
- Housing Affordability Agreement
- Heritage Restoration Agreement

Once a **Building Permit Application** has been pre-screened and has met all the requirements of the **Permit Checklist**, it will be accepted and date stamped for processing. The assigned **File Manager** will arrange to have drawing sets distributed to the various internal **departments for review of their areas of expertise**. A building permit will be issued when all departments have completed their reviews and have granted approval.



The processing time required for a Building Permit will greatly depend on the completion of other departmental reviews. The City requires that all legal agreements, off-site servicing plans and securities and housing agreements be completed prior to adoption of the Development Permit. A Building Permit application may be refused if these components have not been completed. If you have any questions about these approval processes, contact the Building Permits Division at 604 927 3441 or visit the Development Planning Counter at City Hall.

Building Permits and Application Requirements

Subtrades

Subtrade permits (electrical, plumbing, gas and sprinkler) shall be obtained by a certified trade contractor, licensed to operate in the City of Coquitlam prior to beginning work on a project with a valid building permit.

A valid electrical permit issued by Technical BC will be required and shall be posted at the site office.

Depending on the extent of new plumbing work proposed, information regarding size of water pipes, plumbing vent termination and sanitary tie-ins may also be required.

For information concerning submission requirements for sprinkler permits, please obtain a copy of the Fire Sprinkler Permit brochure from the Building Department.



Partial Building Permits



The City allows applicants of complex building permits to obtain partial building permits that allow controlled construction to occur on a property prior to full permit issuance. Partial building permits include **excavation permits** and **foundation permits**.

An excavation permit allows an applicant to begin site preparation work that usually involves removing soil, shoring and stabilizing slopes for an excavation for below grade structures such as foundation systems, parkades and underground storage. A foundation permit allows the applicant to begin foundation and slab formwork, pile driving and concrete placement and installation of underground on-site services.

For more information, obtain a copy of our brochure entitled **Partial Building Permits**.



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