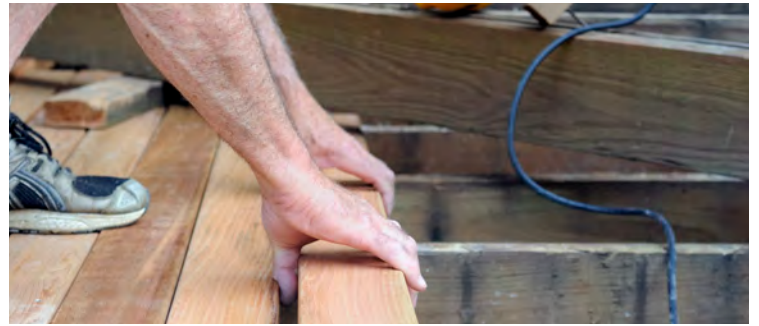


Building Permit Application Requirements



Minor Projects

Minor projects are often described as relatively small residential buildings or they may consist of simple construction and are undertaken by homeowners or small construction companies. These projects generally fall with the scope of Part 9 of the BC Building code. The review process for these applications requires less review time by the other departments and agencies compared to major projects.

Examples of minor projects are:

- Duplex (two-family residential home)
- Single family residential home
- Laneway housing (coach house, carriage home)
- Accessory building – detached garage, carport, shed, workshop
- Addition/house raise
- Secondary suite
- House move
- Renovation
- Basement finish
- Decks and balconies
- Pool
- Awning/canopy/patio cover
- Retaining wall
- Wood burning appliance

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.

When Do I Need a Building Permit?

A building permit will be required to:

- construct a new building larger than 10 sq. m in floor area
- add or remove floor area from an existing building
- renovate an existing building that involves removing or replacing drywall, altering insulation or ventilation components or window and door locations
- convert existing space into a secondary suite
- finish previously unfinished areas of a building such as a basement, attic or garage
- construct a new shed, shop, garage or carport larger than 10 sq. m.
- alter the structural components of a building
- alter or remove staircases, steps and any components such as guardrails and handrails
- build a new deck or balcony
- move a building either on the property, or to another property
- demolish all or a portion of a building
- install a swimming pool or pond
- build a retaining wall greater than 1.2 m in height
- install a wood-burning appliance
- attach a roof structure such as a patio roof or awning to an existing building.

A building permit will not be required to:

- repair or replace roofing material
- replace doors and windows that result in no change to the location and size of the rough opening framing
- replace exterior cladding materials with new and approved materials
- replace cabinetry or floor finishes
- repair existing individual deck components such as subfloors, surface material or guardrails



Planning Your Project

Things you should know:

- The zoning of your property to ensure your intended use is permitted.
- The regulations in that zone such as setbacks, site coverage and height.
- The age, location and depth of services to your property, such as water, sanitary sewer and drainage.
- The restrictions on your Land Title such as covenants, rights of way and easements.
- Restrictions that may apply to tree removal or vegetation/habitat sensitive environments.

If you are proposing to change the location and/or width of your driveway, you will require permission from the City Engineering & Public Works Department.

It is recommended that you review the Good Neighbour. Construction brochure to avoid violating other municipal bylaws and complaints from neighbours.



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.

General Drawing Requirements

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.

- 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).

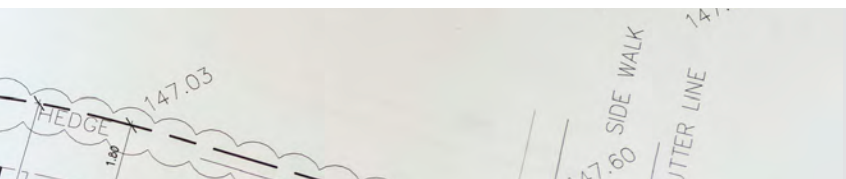
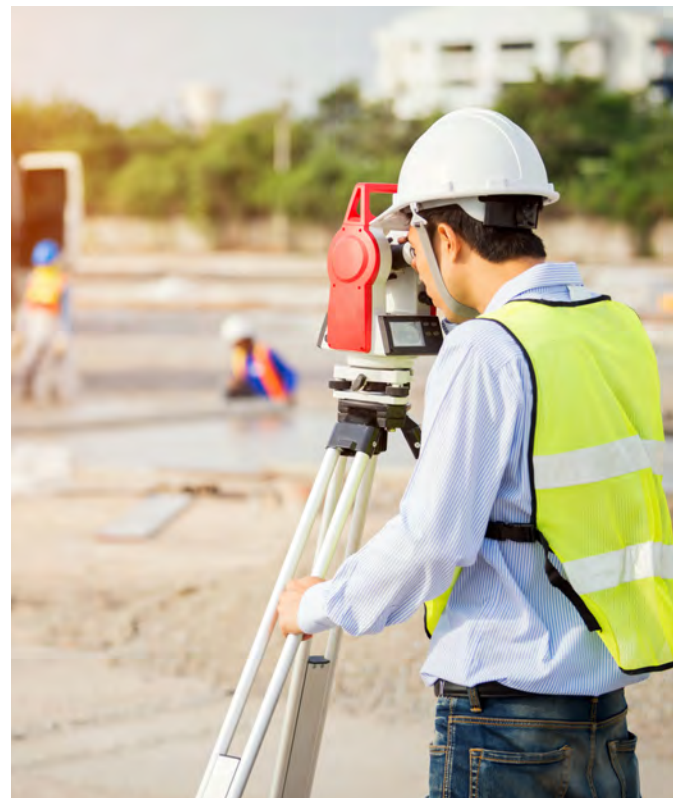
Drawing Specifications

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:

- Single and Two-Family Home Drawing Requirements
- Detached Building Drawing Requirements
- Outdoor Deck Drawing Requirements
- Secondary Suite and Basement Finish Drawing Requirements

Property Survey

- Successful projects start with a proper up-to-date survey of the property prepared by a B.C. land surveyor. Refer to our technical bulletins for more information on survey requirements.





Other Considerations

Your property will likely have service connections at the property line for water, sanitary sewer and storm sewer. These service connections are owned, operated and maintained by the City of Coquitlam. The property owner is responsible for all underground services installed or upgraded on private property. Any construction on City property and equipment requires approval from Engineering & Public Works Department. All work on private property services requires plumbing permits from the Building Permits Division.

If your service connections and underground piping to the house are more than 30 years old, you should enquire about replacements. Refer to our brochure entitled Storm, Sanitary and Water Services for Single Family Home Construction.

Coquitlam has a Tree Management Bylaw designed to preserve trees, regulate cutting, and ensure replacement of trees removed. You will be allowed to remove trees that are within the proposed building envelope, however, other significant trees will have to be protected during construction. Refer to our brochure entitled Tree Management Bylaw Information, or contact the City's Urban Forestry Technician.

The following Agencies will be able to help you with specific topics:

- Homeowner Protection Insurance — BC Housing, Licensing and Consumer Services 604-646-7050
- Electrical and Gas Permits — Technical Safety BC 1-866-566-7233
- Hydro Connection/Disconnection — BC Hydro 1-800-224-9376
- Natural Gas — Fortis BC 1-800-663-9911
- Worksafe BC — www.worksafefbc.com 1 888 621 7233
- BC One Call — www.bc1c.ca 1-800-474-6886

Planning & Development | 3000 Guildford Way | Coquitlam, BC | V3B 7N2
604-927-3441 | planninganddevelopment@coquitlam.ca

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