

# Building Permits and Inspections



Electrical and gas permits and inspections are obtained from Technical Safety BC. [technicalsafteybc.ca](http://technicalsafteybc.ca)

The public expects new construction to comply with current provincial health and safety regulations and local municipal bylaws. The City of Coquitlam regulates construction of structures and buildings through the use of permits and inspections. Building and plumbing permits are used to ensure compliance with provincial regulations and municipal bylaws.

A building permit must be obtained prior to the excavation, erection, enlargement, alteration, removal, damage repair or demolition of any building or structure in the City of Coquitlam. A plumbing permit is required for the installation or removal of building plumbing systems and underground services on private property.

The City undertakes inspections to assure that structures and systems are built and installed in accordance with approved building and plumbing permits. When all inspections have been completed and work shown to comply with applicable codes, regulations and bylaws, an Occupancy Permit will be issued.

**Please Note:** This information is provided for convenience only and is not in substitution of applicable City Bylaws or Provincial or Federal Codes or laws. You must satisfy yourself that any existing or proposed construction or other works complies with such bylaws, codes or other laws.

# Building Permit Application Process

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**Coquitlam**  
City of Coquitlam  
Building Permit Application  
Industrial, Commercial, Institutional, Multi-Family

Office Use Only  
File Number:  
Plan:  
Project:  
Responsible Party:  
Responsible Title:

Official Use Only for Applicant  
Applicant Name:  
Address:  
Phone:  
E-mail:  
Business Name:  
Contact Name:  
Address:  
Phone:  
E-mail:

Building Permits Division  
3880 Commercial Hwy., Coquitlam BC V3K 3W1  
Tel: 604-947-3425 Fax: 604-947-3488

Businesses self-responsible control an individual in the interest of safety, health and general protection of the community or any other person.

Submitters of these applications consent that a full photo for their plan shall be taken.

Applicant  
Business Name: \_\_\_\_\_ Website: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_

Agent (if different from applicant)  
Business Name: \_\_\_\_\_ Website: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_

Owner(s) of Property

## 1 SUBMIT APPLICATION

You will require:

- A B** Permit Application Form and Application Fees
- A B** Permit Checklist
- A B** Agent Authorization Form
- C** Provincial Home Warranty Form (where applicable)
- C** Copy of Land Title and Title Documents
- E** Drawings that meet standards outlined in Permit Checklist (number of drawing sets dependent on application type)
- C** Approvals from outside agencies if required (Strata Council, Fraser Health Authority, Ministry of Transportation and Infrastructure, WorkSafe BC, Technical Safety BC, BC Hydro, Fortis, etc.)

## INFORMATION, ACCESS AND RESPONSIBILITY

- A** Online
- B** Building Permits Counter at City Hall
- C** External Agency
- D** Internal City Activity
- E** Applicant Responsibility



## 2 APPLICATION REVIEW

- D** Referrals made to applicable departments (Development Planning, Development Servicing, Plumbing Section, Engineering, Fire Services, Legal Services, Parks, Recreation & Culture, etc.)
- D** Staff review of drawings for compliance with BC Building Code and Zoning Bylaw
- D E** Review of all relevant documents (Land title charges, Development Permit conditions, Alternative Solutions reports) Revisions forwarded to appropriate consultant (if required)
- D** Markup and preparation of Official Construction Drawing package



## 3 ISSUANCE OF PERMIT

- D** Permit package is prepared for applicant pick-up and notification is made
- E** All remaining fees are paid upon pick-up including damage deposit
- D E** Permit(s) signed and issued

## 4 OBTAIN LICENCES

- E** All persons or companies conducting business in Coquitlam will require the appropriate business licence

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**Coquitlam**  
BUSINESS LICENCE APPLICATION FORM

BUSINESS CHANGE ONLY  NAME CHANGE ONLY  NEW APPLICATION  RENEWAL

ADDRESS CHANGE ONLY  CORPORATION  PROPRIETORSHIP

TRADE OR CONTRACTOR NAME: \_\_\_\_\_ STREET NO.: \_\_\_\_\_ CITY: \_\_\_\_\_  
CORPORATE NUMBER: \_\_\_\_\_ UNIT NO.: \_\_\_\_\_ STREET NAME: \_\_\_\_\_  
BUSINESS ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_  
EMAIL: \_\_\_\_\_ STREET NO.: \_\_\_\_\_ STREET NAME: \_\_\_\_\_

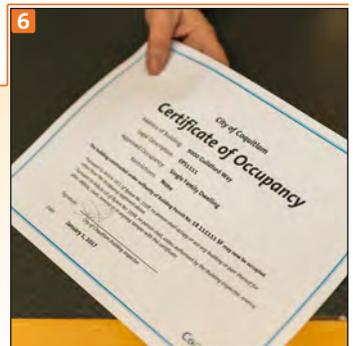


## 5 BOOK INSPECTIONS

- E** Inspections to be called at each required stage of construction (inspection list is available)
- E** Customers have access to WebPermits on-line inspection(s) booking service
- E** Twenty-four (24) hour notice is required for inspection. Do not cover up or bury any work that has not been inspected. *Contact your inspector if you have any questions.*

## 6 OBTAIN OCCUPANCY PERMIT

- E** You must obtain and pass a final building and plumbing inspection
- E** Ensure that all documentation is completed and submitted (e.g. Letters of Assurance, Engineering & Public Works approvals, etc.) Allow five business days for processing the occupancy certificate.



# Building Permits

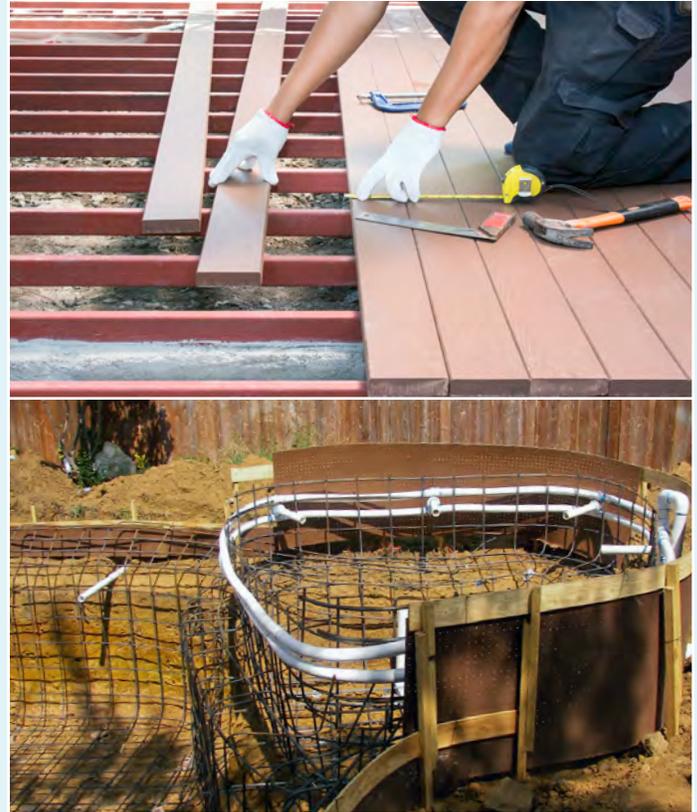
## Minor Projects and Major Projects

Project applications are processed depending on their level of complexity, and the Building Permits Division is organized in a way to efficiently process permits based on two main categories: minor or major projects. Your application will be considered as one or the other.

### 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 within the scope of Part 9 of the BC Building Code. The review process for these applications requires less review by other departments and agencies. 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



### Major Projects

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

## How much time is required to process a building permit application?



The Building Permits Division separates building permit applications into one of seven process streams based on the scope and complexity of the application. As might be expected, the amount of time to process a building or plumbing permit is largely dependent upon the accuracy, coordination and completeness of the application. In addition, the time frame is affected by how promptly and thoroughly the applicant responds to meeting all regulatory requirements identified by staff during project review.

### MINOR PROJECTS

On average, applications for minor projects will take about 15 to 20 business days to reach first review stage. The amount of time required to complete the review and issue the permit will vary depending on the time required to correct any deficiencies identified. Permits are issued when all bylaw and code requirements are met.

### MAJOR PROJECTS

Processing time for major projects can vary greatly and depends upon the complexity of the project. Most major projects are subject to conditions outlined in a development permit and/or subdivision approval and, therefore, require additional verification. While it is difficult to anticipate the amount of time required, the City's practice is to assign and complete a first screening review of a major project within 10 to 20 business days to identify any major issues.

Tenant Improvement projects are eligible for fast track service if certain conditions are met. Complete and accurate applications are often processed within 5 to 15 business days.

Once assigned to a File Manager, a more accurate assessment of processing time can be provided to you upon request.

## Existing Buildings



New work on or in existing buildings must comply with the current BC Building Code. The scale of the new work may also trigger upgrades to the existing building. Recognizing that full upgrades are not always practical, the Code stipulates that the introduction of new work on an existing building constructed under an earlier version of the Code shall not reduce the level of safety in the building (BCBC Div. A; 1.1.1.2). Simple rules applicable to all situations cannot be provided and you are encouraged to discuss your project's particular details with Building Permits Division staff in advance of the permit application. A report prepared by a suitably qualified registered professional may be required to demonstrate that the proposed construction will meet BC Building Code requirements for the new work, and will not reduce the level of safety in an existing building.

## Who can apply for a Building Permit?



The Coquitlam Building Bylaw and the BC Building Code outline the responsibilities of the property owner, including obtaining building permits for new construction or deconstruction. An owner is defined as the "registered owner or owners of that parcel in the applicable Land Title Office." The owner may appoint an agent acting on their behalf to make an application for a building or plumbing permit.