

GUIDE

ADDITIONS TO SINGLE FAMILY AND TWO FAMILY DWELLINGS

GUIDE OVERVIEW

This guide is intended to assist the applicant with their drawing requirements for a building permit application. This is only an example of the information required for a drawing set submission, and is not intended to be reproduced for a building permit application.

This guide is intended to compliment the:

- Residential Single Family / Two Family Building Permit Application Checklist
- New Single Family and Two Family Dwellings Guide
- Building Permit Application Requirements – Minor Projects Brochure; and
- Building Permits and Inspections Brochure.

GENERAL REQUIREMENTS

This is a general list consolidating common requirements compiled for information only and should not be considered a complete list.

- Applicant to engage a professional when preparing drawings for this application.
- Substandard drawings will not be accepted.
- Permit drawings must provide sufficient information to describe the full scope of work.
- Submissions are required to comply with the latest version of the British Columbia Building Code and applicable City of Coquitlam bylaws and regulations.
- All drawings are to be neat, to scale and of draftsman quality.
- Metric or Imperial standard may be used, but not mixed.
- Agent Authorization Form (if applicable).

PERMIT SPECIFIC REQUIREMENTS

- Site plan showing all buildings and the area and location of the addition
- Foundation plan
- Floor plans (existing and proposed)
- Roof Plan Elevation plan(s)
- (all building faces)

PERMIT SPECIFIC REQUIREMENTS CONTINUED

- Construction details
- Cross section(s)
- Existing portions of the home that are interconnected or share common utilities such as duct work, plumbing and structural components may have to be upgraded

FEES

Per the City of Coquitlam's Fees and Charges Bylaw, you will have to pay an application fee when you apply. The permit fee is based on the calculated construction and is payable when the permit is ready to be picked up and issued. The fees are broken down as follows:

- 25% of the permit value when the application is made.
- Balance of the permit value when the permit is issued.

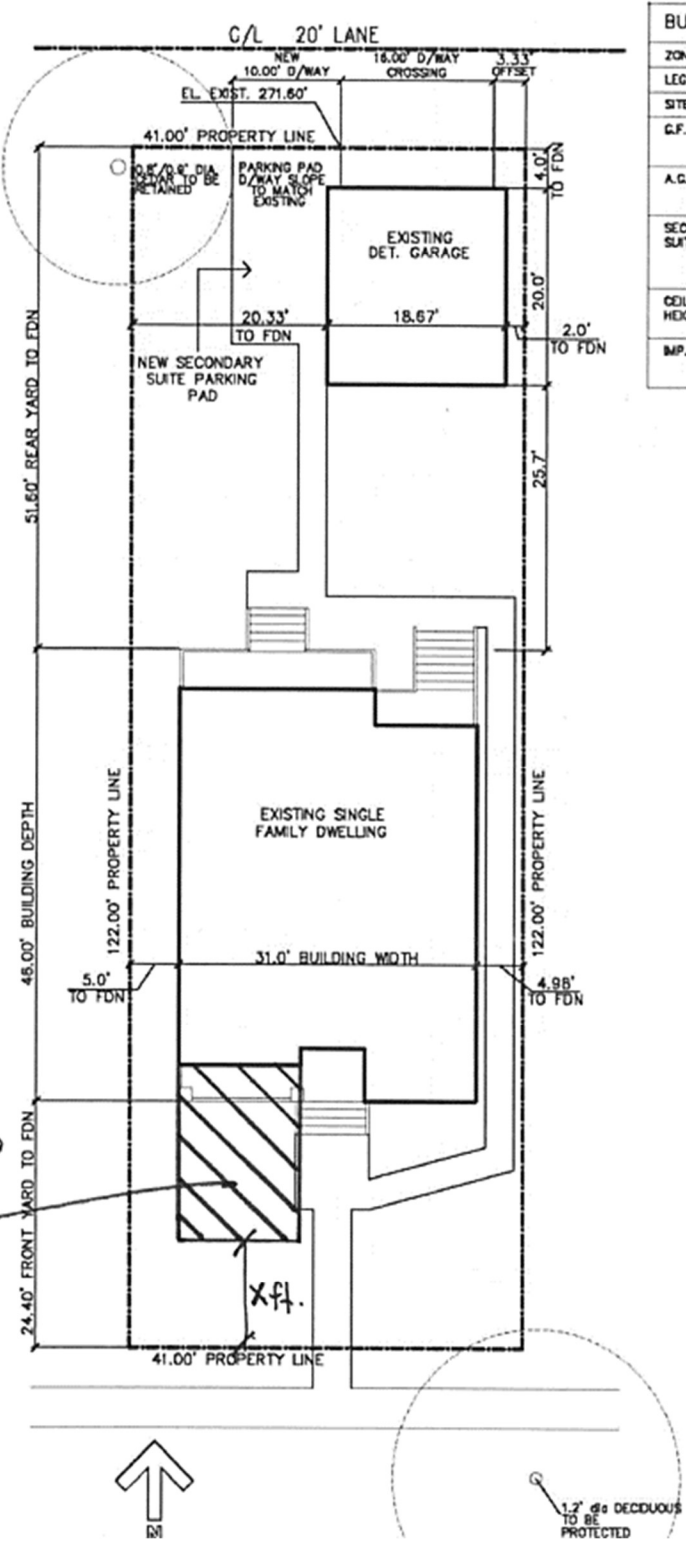
INSPECTIONS

Complete information on inspections can be found on our [Inspections page](#).

- Buildings and/or structures requiring a building permit will also require inspections performed by City Building Officials.
- Plumbing permits for new plumbing systems and services will require inspections by City Plumbing Officials.
- Fire suppression systems (building sprinklers) will require inspections by City Plumbing Officials.

SEE NEXT PAGE FOR AN EXAMPLE

This information is provided for convenience only and is not in substitution of applicable City Bylaws, Provincial or Federal laws and regulations. Always refer to official documents. The City is not responsible for errors found in copies or alterations of this document.



BUILDING ANALYSIS OF:		XXXX WEST XXTH STREET	
ZONE		R4	
LEGAL DESCRIPTION	LOT XX OF X, BLOCK XXX, D.L. XXX, PLAN XXXX		
SITE SIZE	41.00' X 122.00' = 5002.00 SQFT		
G.F.A	ALLOWABLE	5002 X 0.60 = 3001.20 SQFT	
	PROPOSED	1172 (W) + 1072 (U) + 755 (L) = 2999.00 SQFT	
A.G.F.A	ALLOWABLE	(5002 X 0.20) + 1399.4 SQFT = 2399.8 SQFT	
	PROPOSED	1172 (W) + 1072 (U) + 755 (L) = 2244.00 SQFT	
SECONDARY SUITE	ALLOWABLE	40% OF GFA TO MAXIMUM 970 SQFT, MINIMUM 345 SQFT	
	PROPOSED	2999 X 0.4 = 1199.6 SQFT > 970 SQFT THEREFORE SUITE MAX. OF 970 SQFT APPLIES	
		605.00 SQFT	
CEILING HEIGHT	MINIMUM	6'-8 3/4" (2.0m)	
	PROPOSED	6'-0" (2.44m)	
IMP. AREA	ALLOWABLE	5002 X 0.70 = 3501.40 SQFT	
	PROPOSED	2655 SQFT	

PROJECT ADDRESS: XXXX WEST XXTH ST.	
DESIGNER: NAME/ADDRESS	
DRAWING TITLE: SAMPLE DRAWING N 01	
DATE:	PG #:

- NOTES:
1. ALL WORK SHALL COMPLY WITH THE CURRENT EDITION OF THE BRITISH COLUMBIA BUILDING CODE.
 2. REFER TO STRUCTURAL DRAWINGS FOR FRAMING AND STRUCTURAL REQUIREMENTS.
 3. SECONDARY SUITE TO HAVE ELECTRIC BASEBOARD HEATING.