

# GUIDE

## COMMON MISSED ITEMS IN NEW SINGLE FAMILY / TWO FAMILY DWELLING BUILDING PERMIT APPLICATIONS

### GUIDE OVERVIEW

This guide is intended to assist the applicant with the requirements for a successful building permit application. The submission of a complete application will reward you with a smooth permit application process, saving both time and possible plan re-check fees. Omissions often result in the Plans Examiner having to put the application on hold while awaiting resubmissions, which are handled on a first-come, first-serve basis as of the date of the re-entry of the application into the queue. Plan re-check fees may be charged depending on the number and magnitude of resubmissions required.

The following is a list of the most commonly missed items in new single and two family dwelling building permit applications. This is a general list consolidating common requirements compiled for information only and should not be considered a complete list. For complete requirements, refer to the City's Zoning and Building Bylaws along with the current version of the British Columbia Building Code.

### BUILDING PERMIT APPLICATIONS SHALL:

1. Demonstrate compliance with minimum building setbacks, showing covenant, easement and rights-of-way setbacks on all plans.
2. Indicate covenants, easements and rights-of-way. Include dimensions. Reference and label restrictions to indicate their nature and effect on the design.
3. Include geodetic elevations for basement, garage, main and upper floors including the roof peak.
4. Include area calculations for basements, secondary suites, garages, main and upper floors.
5. Clearly indicate provisions for secondary suite parking stall, showing dimensions on the site and showing any required screening.
6. Include geodetic elevations for existing and proposed finished grades including the calculations for average building grade and maximum allowable building height
7. Include maximum allowable lot coverage and actual lot coverage calculations in the RS-4, RS-5, RS-6 and RMH-1 zones. Include calculations demonstrating compliance with limitations set on perimeter wall heights and perimeter wall areas in the required zones.
8. Include a topographic survey for new houses on older infill lots. Surveys shall be prepared and sealed by a registered British Columbia Land Surveyor (BCLS) and shall indicate the existing geodetic elevations at the four corners of the lot and the existing geodetic elevations at the four outermost corners of the proposed house or geodetic contours at 1.0 m intervals. (For lots with slopes greater than 15% geodetic contours at 0.5 m are required).

9. Include spatial separation calculations; indicating the limiting distance used, area of the exposing building face, maximum allowable unprotected openings, and actual area of unprotected openings.
10. Include location of all fire separations including the fire resistance rating and details of the assembly. Party wall details for duplexes.
11. Include secondary suite exit protection including for the path of travel to an acceptable open space.
12. Include window wells for windows below grade.
13. Include cross section details and venting for vaulted ceilings and decks over habitable space.

#### **ADDITIONAL REQUIREMENTS FOR BUILDING PERMIT APPLICATIONS INCORPORATING DRAWINGS AND DOCUMENTS PREPARED BY A REGISTERED PROFESSIONAL STRUCTURAL ENGINEER:**

1. Provision of Letters of Assurance Schedule B. Buildings that include aspects that must be addressed by Registered Professional Engineer must be assessed by that Registered Professional for seismic and wind requirements and the Letters of Assurance must be submitted without crossing out the phrase “...including anchorage and seismic restraint...”.
2. Letters of Assurance must be completed with the correct civic address and legal description for the property.
3. The Professional Structural Engineer is to include all applicable design criteria in the drawings.
4. The Professional Structural Engineer must also indicate bearing details for all supported point loads down to and including the foundations. Drawings should clearly delineate all load paths.

#### **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.

**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.**