

# GUIDE

## NEW 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 Buildings 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.
- Land Title Document.
- Metric or Imperial standard may be used, but not mixed.
- Agent Authorization Form (if applicable).
- Complete sets of drawings minimum format 24" x 36" at a scale of 1/4"=1':
  - \* Two (for single family);
  - \* Three (for two family)

### PERMIT SPECIFIC REQUIREMENTS

**Site Plan** at a scale of 1/8"=1'

- North arrow, street names and lane.
- Footprint of existing building.
- Streets and lanes.
- Civic address and legal description.

## **PERMIT SPECIFIC REQUIREMENTS CONTINUED**

- Proposed new construction.
- All building dimensions as shown on sample drawing.
- All zoning regulations such as setbacks, site coverage and distance between proposed and existing buildings on the property.
- Site dimensions as per posting survey.

### **Foundation Plan**

- Location and size of footings and foundation.
- Geotechnical report on bearing capacity if soil conditions warrant.

### **Floor Plan**

- Deck area and dimensions.
- Adjacent room use.
- Framing layout.
- Location of posts.
- Size of windows and doors.
- Rise and run of stairs.
- Species and grade of lumber.
- Stair handrail details.

### **Roof plan**

- Direction and size of all roof structural components, including beams and hangers.
- All engineered beams and components to be sealed and signed by a Registered Professional Structural Engineer.

### **Elevation Plan(s)**

- Full view of all sides affected by the proposed work.
- Height of proposed work.
- Deck and railing heights and dimensions.
- Stair details.
- Slope of deck and direction.

## PERMIT SPECIFIC REQUIREMENTS CONTINUED

### Cross Section (s) and Construction details

- Listing of all construction materials.
- Concrete strength and soil conditions.
- Construction notes for floor, wall foundation.
- Size, spacing and thickness of all building materials.
- Elevation above grade of each floor.
- Guardrail details.

## 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 THE FOLLOWING PAGES FOR EXAMPLES

**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.**