

# CHECKLIST



## HOUSING CHOICES PROGRAM BUILDING PERMIT

Planning and Development Department

Building Permits Division

604 927-3441

[permits@coquitlam.ca](mailto:permits@coquitlam.ca)

**Project Address:** \_\_\_\_\_

### Supplementary Contact Information

**Architect / Designer:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Coordinating Registered Professional:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

To enable the timely processing of your building permit application, please complete this checklist and submit it with your application. Check off the boxes in the “**Details**” column verifying completion/inclusion of the specified submittal requirements and sign and date the checklist upon completing it. Staff will review the application, the checklist and your supporting documentation (drawings, reports, etc.) for completeness. **Only complete application packages will be accepted.**

In addition to hard copies, please submit digital copies (pdf format) of all plans and required reports on a removable storage device (i.e. memory stick).

### Forms, Fees and Technical Reports

Document	Copies	Details	Notes	Review
Application Form	1	<ul style="list-style-type: none"><li>A Building Permit application form must be completed and signed at time of submission. Where the property Owner is a company, the signature required must come from a representative with signing authority</li></ul>		
Agent letter(s)	1	<ul style="list-style-type: none"><li>If the applicant is not the Owner registered on Title, provide a complete chain of delegation evidencing Owner's responsibility for the proposed work</li></ul>		
Application Fee	1	<ul style="list-style-type: none"><li>An application fee as specified in the City's current Fee Schedule</li></ul>		
Current Title Search and Associated Documents	1	<ul style="list-style-type: none"><li>A copy of the current title search from the Land Title Office for each parcel affected in the application, including copies of any rights-of-way, restrictive covenants, easements, etc. that are registered on Title</li></ul>		
Approvals (if applicable)		<ul style="list-style-type: none"><li>Subdivision Approvals</li><li>Development Permit</li><li>Development Variance Permit</li><li>Board of Variance</li><li>Alternative Solution acceptance</li></ul>		
Value of Construction		<ul style="list-style-type: none"><li>Includes consultant fees, contractor mark-up; excludes land costs</li></ul>		

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#### Forms, Fees and Technical Reports (continued)

Document	Copies	Details	Notes	Review
BC Housing New Home Warranty	1	<ul style="list-style-type: none"> <li>• Proof of insurance, or</li> <li>• Proof of Owner-Builder exemption</li> </ul>		
Reports	2 2 3 2 2	<ul style="list-style-type: none"> <li>• Environmental reports/information in applicable areas</li> <li>• Storm water management Report</li> <li>• Sealed building code analysis</li> <li>• Compliance report for BCBC Part 10 or current Step Code requirements</li> <li>• Alternative Solutions (<i>if applicable</i>)</li> </ul>		
Certifications	1	<ul style="list-style-type: none"> <li>• Schedule A Letters of Assurance (LOA)</li> <li>• Schedule B Architectural</li> <li>• Schedule B Structural</li> <li>• Schedule B Electrical for complex applications (over 4 units may be required)</li> <li>• Schedule B Geotechnical Temporary and Permanent</li> <li>• Sealed letter confirming sediment control provisions</li> <li>• Approvals for construction adjacent to Rights of Ways or Easements, i.e. the city, BC Hydro, Fortis BC or TransLink's networks</li> <li>• Other</li> </ul>		
Certified Survey Plan	2	<ul style="list-style-type: none"> <li>• PID Number</li> <li>• Legal Description</li> <li>• Street address, street name(s) and location, location and width of any lane(s)</li> <li>• Dimensions of lot; lot area</li> <li>• Location and dimensions of all existing buildings and structures on the site</li> <li>• Posting plan if existing survey posts are not found or have been tampered with</li> <li>• Front, rear and side yard setbacks from buildings to lot lines</li> <li>• Lane dedications, registered easements, encroachments and rights-of-way</li> <li>• Location of existing curb crossing(s)</li> <li>• Existing grades at each corner of the lot and, for sloping sites, spot elevations of the property at one metre intervals</li> <li>• Location of the natural boundary of any existing watercourses or environmental features</li> <li>• Location, size and species of existing trees</li> </ul>		

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Drawings Required <sup>5,6</sup> – Please note: Maximum acceptable sheet size is 30” x 42” continued

Document	Copies	Details	Notes	Review
Site Plan	3	<ul style="list-style-type: none"> <li>Dimensioned at a scale not less than 1:200 or 1/8”= 1’0”</li> <li>Street name(s) adjacent to and fronting the site</li> <li>Dimensions of site at property lines</li> <li>Easement, ROW, covenant restrictions</li> <li>Location and dimensions of all buildings and structures Proposed structures should be labelled “PROPOSED”</li> <li>Existing and finished grade elevations</li> <li>Indicate Minimum Basement Elevation (MBE) as specified in the approved subdivision lot grading plans or covenant</li> <li>Size and location of all off-street parking</li> <li>Floor area calculation</li> <li>Lot coverage calculations</li> <li>Location of garbage and recycling facilities</li> <li>Location of the natural boundary of any existing watercourses or environmental features</li> <li>Location of fire hydrants and fire lanes (including curbs and paving material)</li> </ul>		
Servicing Plans (Off-site Servicing <sup>12</sup> )	3	<ul style="list-style-type: none"> <li>Civil drawings dimensioned at an appropriate scale</li> <li>Indicate site servicing (water, storm, sanitary, street works, shoring, any encroachments, excavation, crane swing over property lines and sediment control)</li> <li>Location, invert and size of utility connections (for service connection information please contact the Engineering and Public Works Department at 604-927-3500 or by e-mail at <a href="mailto:EngineeringandPublicWorks@coquitlam.ca">EngineeringandPublicWorks@coquitlam.ca</a>)</li> </ul>		
Floor and Roof Plans	3	<ul style="list-style-type: none"> <li>Have you used one of the City of Coquitlam’s pre-approved stock design? Yes _____ No _____</li> <li>Dimensioned at a scale not less than 1:50 or ¼”= 1’0”</li> <li>Separate plans of all storeys (including all levels of underground parking, if proposed) and roof; show all outside dimensions of each floor</li> <li>Indicate all room uses and dimensions, including finished/ unfinished areas</li> <li>All door, window and skylight locations and sizes</li> <li>Location extent and construction of all fire rated assemblies</li> <li>Clear indication of proposed work for additions to an existing building</li> <li>Identify access-for-persons-with-disabilities measures</li> </ul>		

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#### Drawings Required <sup>5,6</sup> – Please note: Maximum acceptable sheet size is 30” x 42” continued

Document	Copies	Details	Notes	Review
Building Elevation and Building Section Drawings	3	<ul style="list-style-type: none"> <li>Dimensioned at a scale not less than 1:50 or ¼” = 1’0”</li> <li>Elevations of each side of the building</li> <li>Opening sizes, locations and types</li> <li>Location extent and construction of all fire rated assemblies</li> <li>Existing and finished grade elevations at the extremities of each building elevation and elevations of each floor level and the elevation or the highest roof ridge/peak</li> <li>Spatial separation calculation for each building elevation</li> </ul>		
Detail Drawings	3	<ul style="list-style-type: none"> <li>Dimensioned at a scale not less than 1:25 or ½” = 1’0”</li> <li>Building envelope details</li> <li>Door and finish schedules</li> </ul>		
Structural Drawings	3	<ul style="list-style-type: none"> <li>Dimensioned at a scale not less than 1:50 or ¼” = 1’0”</li> <li>Provide full documentation of structural design</li> <li>Provide tabulation of all load assumptions</li> </ul>		
Electrical Drawings	3	<ul style="list-style-type: none"> <li>Dimensioned at a scale not less than 1:50 or ¼” = 1’0”</li> <li>LPT? Local Pad Transformer – Designs, etc.?</li> <li>Is an EV charging facility going to be installed on site?</li> </ul>	If yes: Letter signed and sealed by electrical engineer confirming the design of EV charging infrastructure meets Zoning Bylaw requirements and design standards in City EV Guide	

#### ADDITIONAL INFORMATION:

- Buildings built prior to 1990 may require hazardous materials testing prior to permit issuance.
- A Site Profile or Approval in Principle from the Province must be submitted to the City if the property is contaminated.
- An administration fee will be added to the outstanding building permit fee for any documents that the City must source.
- Certifications for components and systems that do not comply with the Code’s prescriptive requirements (see Staff).
- Drawings must be to a recognized scale and collated; Drawings must be for building construction – no qualifying notes permitted. Verify the drawings have been coordinated by the Coordinating Registered Professional. Maximum sheet size is to be 30” x 42”.
- Identifying information required on all submissions:
  - Name of and contact information for Owner;
  - Name of and contact information for Designer;
  - Date document prepared;
  - Civic address of site;
  - Document number and revision;
  - North arrow (on plans);
  - Original dated seal and signature of the registered professional responsible for the design and field review.
- Landscaping design (including tree planting plan) demonstrating compliance with the requirements specified in the Zoning Bylaw and/or Development Permit must be shown.

# **HOUSING CHOICES PROGRAM BUILDING PERMIT CHECKLIST**



**ADDITIONAL INFORMATION:** (continued)

- 8.** MBEs different from those specified in the subdivision lot grading plans or in applicable covenants will require updating of the subdivision lot grading plan or covenant prior to issuance of the Building Permit.
- 9.** Ensure the BC Building Code LOAs are filled out completely with the correct address, legal description and all required items are not to be altered or deleted. Original seals and signatures are required.
- 10.** Applicable to residential construction only.
- 11.** Building permit submissions must be consistent with applicable approvals (e.g., Development Permit, Preliminary Subdivision Approval Letter).
- 12.** Off-site servicing relates to construction activities on City property, and must be documented separately from on-site servicing. On-site servicing must be shown on the building mechanical drawings.
- 13.** All required Legal documents are to be fully registered in Land Title Office and all required licenses/agreements are to be in place prior to the issuance of any type of Building Permit.

For more information, please visit our [Housing Choices Program Website page](#).

I certify that the attached submission is complete and accurate and includes all of the above items.

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Applicant Signature

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Date



# AGENT AUTHORIZATION FORM FOR PERMIT APPLICATION OR FILE ACCESS

City of Coquitlam  
Building Permits Division  
3000 Guildford Way,  
Coquitlam, BC V3B 7N2  
Tel: 604-927-3441  
[permits@coquitlam.ca](mailto:permits@coquitlam.ca)

## Address

## Date

I/we, the registered owner(s) of the **above-noted address**:

X  
Owner's name (please print)

X  
Owner's name (please print)

hereby authorize the following representative to act as my/our Agent (please select either a company/firm OR an individual):

X  
Agent's company or firm name - if applicable (please print)

**OR** X  
Agent's individual name - if not a firm or company (please print)

X  
Company or firm contact - if applicable (please print)

X  
Phone number

X  
Address

X  
Email

To (check all that apply):

- obtain file access and/or copies of plans;
- make an **application** for a permit; or
- act as my authorized agent for any matter pertaining to a permit

## SIGNED BY

X  
Owner's signature

X  
Owner's signature

X  
Owner's address

X                      X  
Owner's phone                      Owner's email

Upon signing this form, it is understood, that:

1. "Owner" means a person registered in the records as the owner of land or of a charge on land, whether entitled to it in the person's own right or in a representative capacity or otherwise, and includes a registered owner.
2. "Agent" or owner's representative includes a person, firm or company representing the owner by designation or contract.
3. The City of Coquitlam shall deal with the above-noted Agent with respect to all matters pertaining to the building permit and is under no obligation to communicate with the Registered Owner or any other person while this appointment remains in effect.
4. The above-noted Agent has authority to make all necessary arrangements with the City of Coquitlam, to perform all matters and to take all necessary proceedings with respect to the building permit.
5. A written letter from the Registered Owner(s) is required to cancel this appointment.
6. This document must be dated within 30 days of submission to the City of Coquitlam.
7. All information, including personal information, contained in this document and the building permit may be made available to the public.