

GUIDE

TEMPORARY BUILDINGS AND STRUCTURES

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.

WHAT IS A TEMPORARY BUILDING?

Often, there is confusion as to what types of buildings or structures are considered temporary. Many applicants assume that if a proposed building or structure is temporary, that it will be exempt from many or all of the BC Building Code and Zoning Bylaw requirements. This is not an accurate assumption.

A building is considered temporary if it complies with the British Columbia Building Code. The purpose of a temporary building or structure is to accommodate an event or short term use and is expected to be removed from a site shortly thereafter.

Temporary buildings include:

- construction site offices
- sales centers
- seasonal storage buildings
- special events seating facilities
- tents and air-supported structures
- emergency facilities, and
- similar structures with permission of the authority having jurisdiction (for example, motion picture productions)

Mobile homes, modular homes, modular buildings, pre-fabricated office/storage units and shipping containers **are not** temporary buildings. These shall be considered permanent buildings or structures and are subject to the full requirements of the BC Building Code and City of Coquitlam Zoning Bylaw. Design and field review by architects and professional engineers may be required. A building permit will be required for construction or installation of these structures. Plumbing permits will be required for all underground services and connections.

Recreation vehicles cannot be used as temporary or permanent residential buildings.

SALES CENTERS

If the sales center is a new stand-alone building, please refer to our:

- Commercial, Industrial, Multi-Family, Institutional Building Permit Application; and
- Commercial, Industrial, Multi-Family, Institutional Building Permit Checklist.

If the sales center is planned to be within an existing commercial rental unit (CRU), please refer to our:

- Tenant Improvements Building Permit Application; and
- Tenant Improvements Building Permit Checklist.

TENTS AND AIR-SUPPORTED STRUCTURES

Tents and air-supported structures are defined as special events facilities and are therefore considered temporary buildings. The building code requirements for these structures can be found in the BC Building Code. A building permit will be required for these types of structures.

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).
- Development Planning, Fire Services and Plumbing approvals may be required.

PERMIT SPECIFIC REQUIREMENTS

- Submit three (3) sets of scaled architectural drawings showing:
 - site plan with grades showing any steep slopes or ravines. A property survey may be required
 - floor plan, four elevations showing all windows, doors and openings; one cross-section showing structural information, if required
 - access for persons with disabilities, i.e. ramps, etc.
 - fire equipment access, parking layout or any changes to parking layout
 - letters of Assurance from registered professionals of record on the project.

PERMIT SPECIFIC REQUIREMENTS continued

- Submit three (3) sets of plumbing drawings detailing Plumbing Code compliance.
- Temporary buildings/trailers over 55m² in area require roof water disposal to approved storm system.
- Washrooms, if provided, must be connected to an approved sanitary and water system.
- Provide appointment of agent letter from property owner to have temporary building/trailer on site.
- If not connecting to City services, property owner's letter approving use of facilities existing on property is required.
- If connecting to City services or installing new vehicle crossings, approval from Engineering and Public Works is required (civil drawings may be required).
- Estimated value of temporary building/trailer including installation cost.

Notes

1. For more information, refer to our **CAN/CSA A-277 Permit Submission Requirements for New Commercial and Industrial Buildings Guide**, available on our website.
2. 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).
3. Maximum sheet size is to be 30"x42".

FEES

Based on the value of work proposed, fees outlined in the City of Coquitlam's [Fees and Charges Bylaw](#) will be collected 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.
- Gas and electrical permits are to be obtained through Technical Safety BC.

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.