

# CHECKLIST



## RESIDENTIAL SINGLE FAMILY / TWO FAMILY BUILDING PERMIT

Planning and Development Department

Building Permits Division

604 927-3441

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

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

**Designer:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Engineer:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

The following is a checklist of information required on the drawings for a complete building permit application for a new and major additions to single and two-family dwellings. Incomplete applications will not be accepted. Additional information may be required upon review by a plan checker.

**Note:** 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.**

DOCUMENTS REQUIRED AT THE TIME OF APPLICATION (TO BE COMPLETED BY OWNER/AGENT)	APPLICANT	PLAN CHECKER	
		Required	Not Required
The drawings must be suitable quality for microfilming and <b>draftsman quality</b> . The drawings shall be submitted on sheets no larger than <b>30" x 42"</b> . Dimensions may be imperial or metric but must be <b>consistent throughout</b> .	Included on the drawings	Required	Not Required
Application form			
Agent Authorization form (if applicable)			
Application fee			
Current Title Search and copy of all restrictive covenant, easements and SRW's			
Approvals (i.e.: BOV, DVP, Subdivision etc.) (if applicable)			
Letter of Assurance (if applicable)			
BC Housing Form (HPO) (required prior to building permit processing)			
Reports (i.e.: Geotechnical, RAR etc.) (if applicable)			

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ESC form (to be submitted to the Engineering Department - if applicable)			
Driveway Access Application form (to be submitted to the Engineering Department (if applicable)			
Landscape plan (max. 11x17) (if applicable)			
<b>2</b> sets (for <b>single-family</b> ), <b>3</b> sets (for <b>two-family</b> ) of Architectural and Structural drawings (both may be incorporated)			
Truss layout (if applicable)			
Certified Topographical Survey Plan - original, sealed and signed. Surveyed to center line of street and/or lane. (As required by the Building Bylaw (1 copy) )			
Application form for building permit in conjunction with subdivision process (if applicable)			

DRAWINGS REQUIRED AT THE TIME OF APPLICATION <i>(MUST BE COMPLETED BY DESIGNER)</i>	Included on the drawings	Required	Not Required
<b>B. Additional 2 sets (for single-family), 3 sets (for two-family) of 11x17 Site Plans required for Southwest developments</b>			
North Arrow, civic address, legal description, streets and lanes location			
Site dimensions as per Legal Survey			
Driveway access location including width and % slope			
Size and location of all off street parking (including secondary suite parking)			
Easements, right-of-ways, water courses, crest and toe of slope, slope percentage, trees, and restrictive covenants			
Sanitary & storm sewer connections including invert elevations, storm sewer pump, rock-pit, septic tank and field			

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Zoning summary including all floor area and lot coverage calculations			
Overall building dimensions of both principal and accessory buildings. Proposed structures should be labeled "Proposed"			
Distance of all building setbacks perpendicular to the property lines			
Separating distance between principal & accessory buildings			
Existing and proposed grades at the 4 outermost corners of principal & accessory buildings			
Window wells, stair wells and retaining walls on property, with top and bottom wall elevations			
Minimum Basement Elevation (MBE) as specified in the approved subdivision lot grading plan or covenant			
Proposed basement floor slab elevation			
Proposed roof ridge elevation			
<b>C. FOUNDATION, FLOOR AND ROOF PLANS (scale 1/4" = 1'-0")</b>			
North Arrow, civic address			
Overall building depth and width of principal and accessory building(s)			
Fully dimensioned floor plans, room names and sizes			
Secondary suite separation			
Stairs showing rise, run, tread depth/width, guards and handrails			
Windows and doors including door swings and sizes			
Plumbing fixtures, appliances, and fireplaces			
Location of smoke alarms, carbon monoxide alarms, fans, attic and crawl space access hatch			
Framing details (studs, beams, joists, bearing conditions, sheathing materials and thickness etc.)			
Projections (bay windows, fireplaces, eaves etc.), balconies, sun decks, covered decks, porches, open to below areas, flat roofs			
<b>D. CROSS SECTIONS (scale 1/4" = 1'-0")</b>			
Climate Zone and energy efficiency compliance method			

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Description of construction, including minimum and proposed effective thermal resistance values (RSI) for all envelope assemblies between conditioned and unconditioned space, the exterior air or the ground			
Two-way cross reference between the RSI calculations and the building assembly (building section, elevations and/or floor plans)			
Thermal transmittance values (U-value) of all doors, windows, skylights, and glass blocks			
Material, location and continuity of the air barrier system for each assembly			
Confirm type of heating, cooling, and hot water heating systems - to comply with tables in 9.36.3.10 and 9.36.4.2 of the current BCBC			
Floor to ceiling height of all floor area including crawl space and roof space			
Geodetic elevations at each finished floor, uppermost ceiling or underside of truss and roof peak			
Cross section through stairs to floor above showing headroom clearance			
Construction materials: wall, floor, and roof assemblies			
<b>E. CONSTRUCTION DETAILS</b>			
Insulated slab edge at "walk-out" portions of foundation wall - heated or unheated			
Continuity of air barrier and insulation details			
Typical details for bay windows and window seats			
Party wall details			
Fire separation details			
Vaulted ceiling indicating framing, ventilation and insulation requirements			
Any roof deck above conditioned space must indicate framing, ventilation and insulation requirements			
<b>F. ELEVATIONS (scale 1/4" = 1'-0")</b>			
Existing and proposed grades at building corners			
Window and door size and location. Indicate direction of swing of doors			

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Exterior finishes			
Floor elevations at each finished floor, uppermost ceiling or underside of truss and roof peak			
Roof slopes			
Spatial separation calculations for each building elevation (limiting distance, area of exposing building face, allowable unprotected openings and proposed unprotected openings)			
Building size calculation for each building elevation (Perimeter Wall Height and Perimeter Wall Area) (if applicable )			
<b>BUILDING PERMIT COMMENTS</b> (for official use only):			