

# GUIDE

## ADDITIONS AND HOUSE RAISES

### GUIDE OVERVIEW

This guide is intended to assist the applicant with their drawing requirements for a building permit application for an addition to a house. 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.

The builder should note that hard-wired interconnected smoke detectors must be installed on all floors and that a floor drain must be provided in basement areas.

### GENERAL INFORMATION

A house raise is essentially an addition to an existing house. As such, it needs to go through a conventional building permit process. In the event that foundations are intended to be reused, a Building Official will be dispatched to the property to access the suitability of the foundations for this purpose. The Building Official will have to examine representative sections of the existing footings, so the Owner will need to uncover them prior to arranging for the site inspection. The cost of this inspection is additional to the cost of any permits required. The Building Official may call for an independent third party inspection and certification of the foundation by a structural engineer if access to the existing foundation is not satisfactory.

Owners are advised to obtain an independent assessment of foundations they intend to reuse. Provision of a professional engineer's certification that the foundation will support the proposed structure or, alternatively, engineered details of any modifications needed to bring the foundation into conformance with current BCBC could preempt the need for a Building Official's attendance at the site prior to the issuance of a building permit.

### 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).

## PERMIT SPECIFIC REQUIREMENTS

- Two complete sets of drawings minimum format 24" x 36" at a scale of 1/4"=1'.
- Site Plan at a scale of 1/8"=1'.
- Land Title Document.
- A plumbing permit is required where modifications to the plumbing system or addition of new plumbing fixtures is entailed.
- A B.C.L.S. Survey locating all structures on the property and showing all topographic features.
- A letter of assurance prepared by your Professional Engineer for any structural engineering required (see Permits Bulletin Number: 02-001).
- Proof of permit for electrical installations and gas systems from [Technical Safety BC](#).
- Proof of permit for gas systems from [Technical Safety BC](#).

## 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.**