

GUIDE

ACCESSORY DETACHED BUILDINGS

GUIDE OVERVIEW

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

This guide is intended to compliment the **Residential Single Family / Two Family Building Permit Checklist** and the brochure entitled **Building Permit Application Requirements – Minor Projects**.

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).
- Land Title Document.
- Topographical survey may be required for lots greater than 5% average slope.

PERMIT SPECIFIC REQUIREMENTS

- Two (2) 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' (*see sample drawing 1*)

- North arrow, street names and lane.
- Civic address and legal description.
- 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 Plan (continued)

- Existing and finished grade elevations at all corners of the proposed building and driveway grade elevations at the property line where the driveway meets the existing road or lane surface. Driveway slope to be specified as a percentage.
- Driveway width and location of crossing at property line. All new driveway access requests must be approved by the Engineering and Public Works Department.
- Site dimensions as per posting survey.
- Easements, right of ways, water courses, and areas restricted by covenant(s).
- Retaining wall locations and heights (if applicable).
- Location of any constraining obstacles such as telephone poles, guy wires, trees, fire hydrants, signs, light standards.

Foundation, Floor and Roof Plans *(see sample drawing 2)*

- Overall building dimensions and detailed dimensions of all construction components.
- Window and door locations, sizes and swings.
- 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.

Cross Section(s) and Construction Details *(see sample drawing 3)*

- Floor and ceiling height.
- Height between underside of uppermost ceiling and roof peak.
- Floor, ceiling, roof and wall assembly details.
- Footing and foundation wall details.
- Listing of all construction materials.

Elevations *(see sample drawing 4)*

- Exterior finish.
- Window and door sizes.
- Existing and finished grades at building corners.
- Elevations indicating building height at finished floor, uppermost ceiling, and roof peak.
- Roof slope(s).
- Engineered truss layout (if applicable).

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

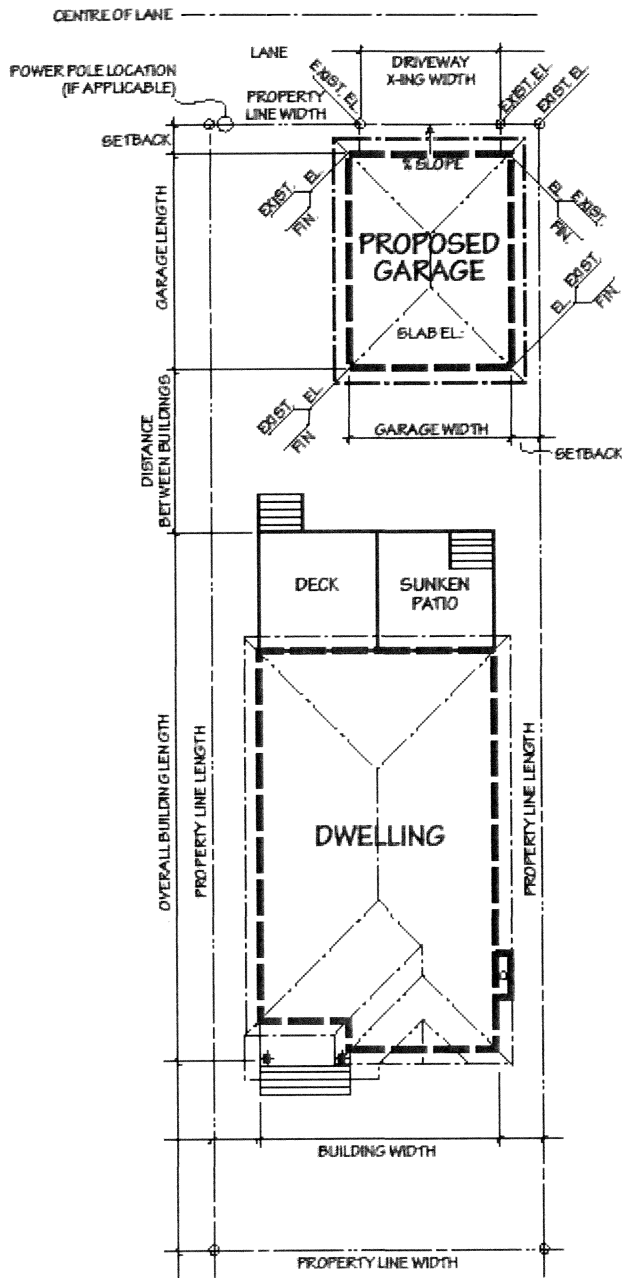
Complete information on inspections can be found on our Inspections page.

- 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.

Sample Drawing 1



CIVIC ADDRESS:

LEGAL DESCRIPTION:

ZONING:

DESIGNER INFO:

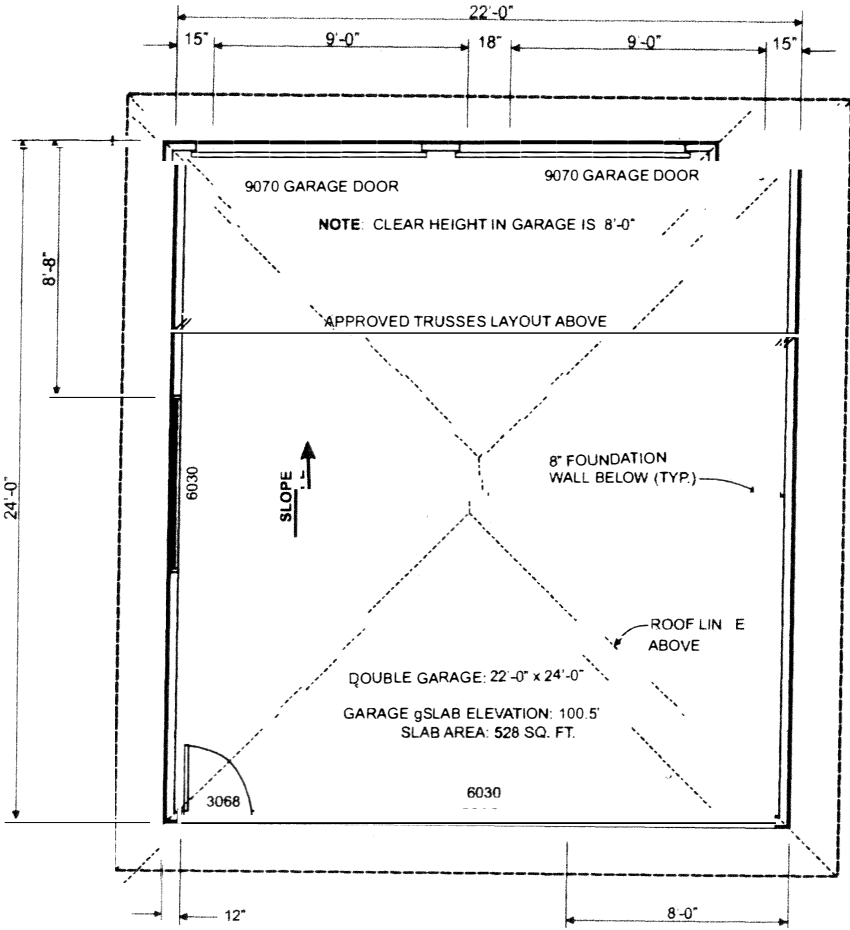
(NAME, ADDRESS, PHONE)

ADDRESS
 AVENUE/STREET

SITE PLAN
 SCALE:



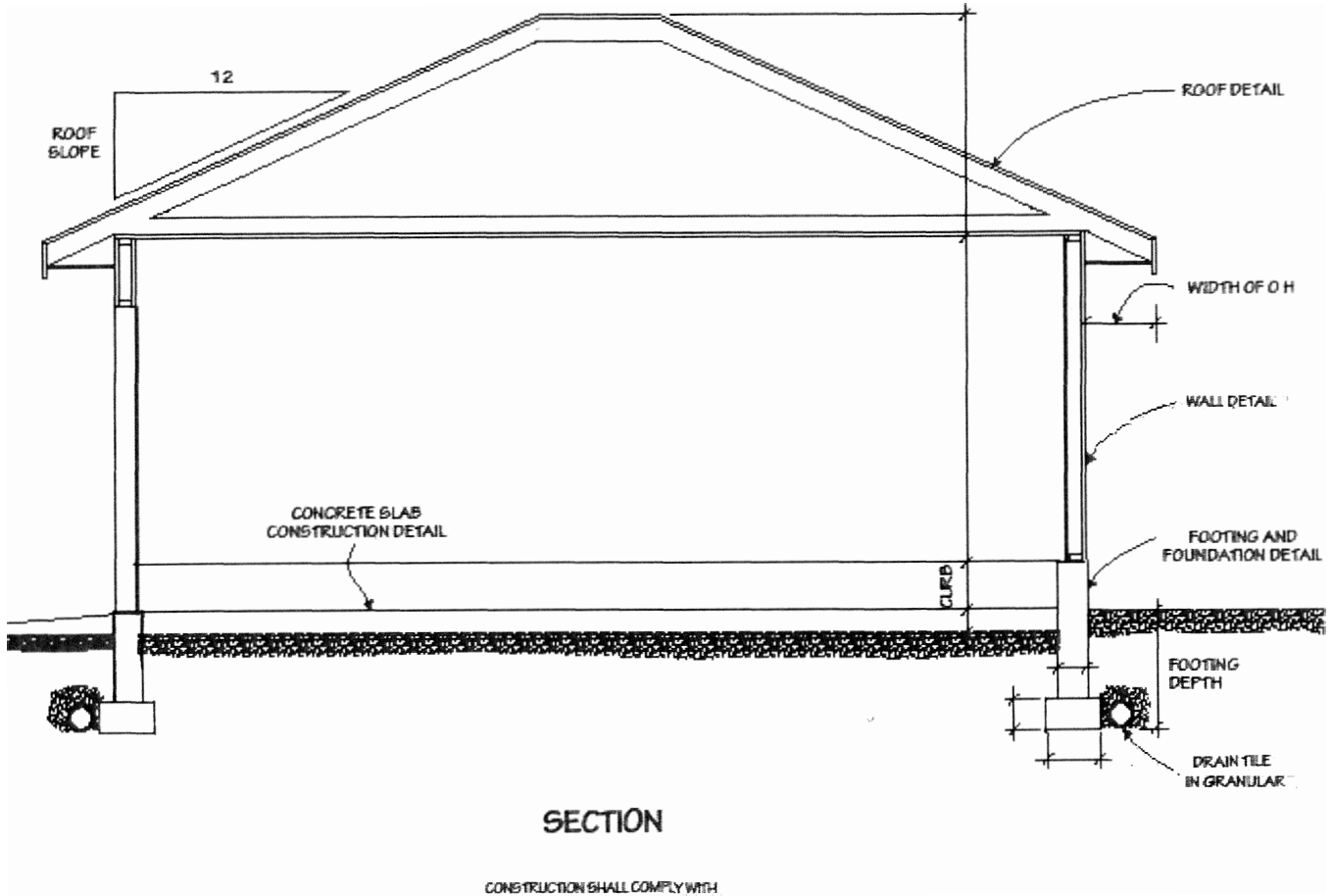
Sample Drawing 2



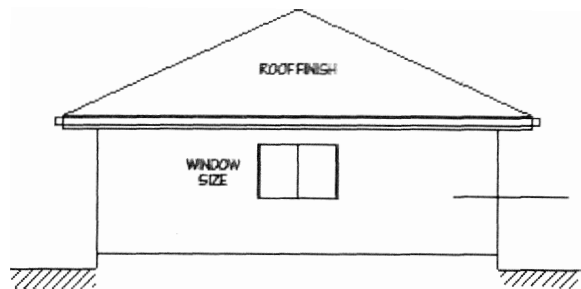
GARAGE FLOOR PLAN

SCALE: 1/4" = 1'-0"

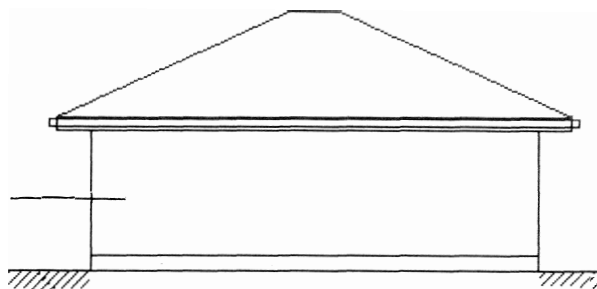
Sample Drawing 3



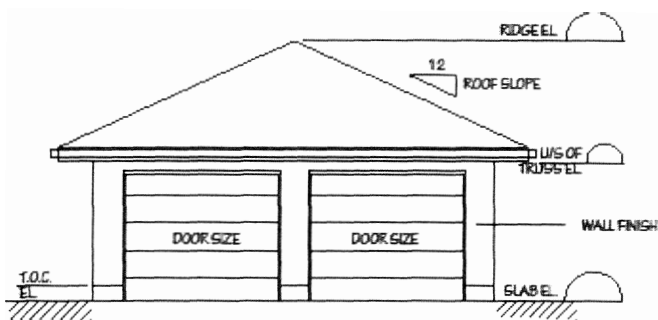
Sample Drawing 4



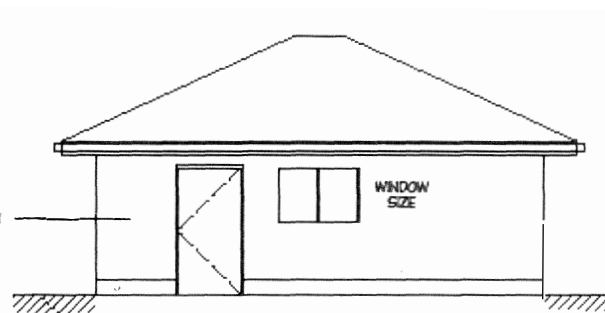
SOUTH ELEVATION



WEST ELEVATION



LANE (NORTH) ELEVATION



EAST ELEVATION