

GUIDE

CANNABIS PRODUCTION AND PROCESSING

GUIDE OVERVIEW

This guide is intended to accompany the Tenant Improvement Guide and to assist the applicant with their drawing requirements for a building permit application. This is an example of the information required for a drawing set submission, and is not intended to be reproduced and substituted for a building permit application.

GENERAL REQUIREMENTS

This is a general list of 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.
- In addition to permit drawings, a site plan showing building location on property is required (see example 1).
- Submissions are required to comply with the latest version of the British Columbia Building and Plumbing Codes and applicable City of Coquitlam bylaws and regulations.
- All drawings are to be neat, to scale and of draftsman quality (see example 2).
- Metric or Imperial standard may be used, but not mixed.
- Building Permit Application Form.
- Agent Authorization Form (if applicable).

PERMIT SPECIFIC REQUIREMENTS

- Three (3) complete sets of architectural drawings minimum format 24" x 36" at a scale of 1/4"=1'.
- Three (3) complete sets of structural drawings minimum format 24" x 36" at a scale of 1/4"=1' (if applicable).
- Three (3) complete sets of mechanical drawings minimum format 24" x 36" at a scale of 1/4"=1'.
- Air Quality Management Plan (prepared by a registered professional).

PERMIT SPECIFIC REQUIREMENTS CONTINUED

- Combustibility report referenced to the British Columbia Building Code and British Columbia Fire Code (prepared by a registered Fire Protection Engineer). The report must address the following:
 - * existing Building Classification
 - * amount of ethanol, fine dust and any other product used and/or produced during the process; and
 - * storage of any combustible materials.
- Land Title Document.
- Occupancy Classification determination (i.e. does the building need to be upgraded to a different building classification, e.g. from F2 to F1?)
- Recommendations of any upgrades to the existing fire and life safety system.
- Letters of Assurance (Schedule A and B's).
- Plumbing and/or sprinkler permits may be required.

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.

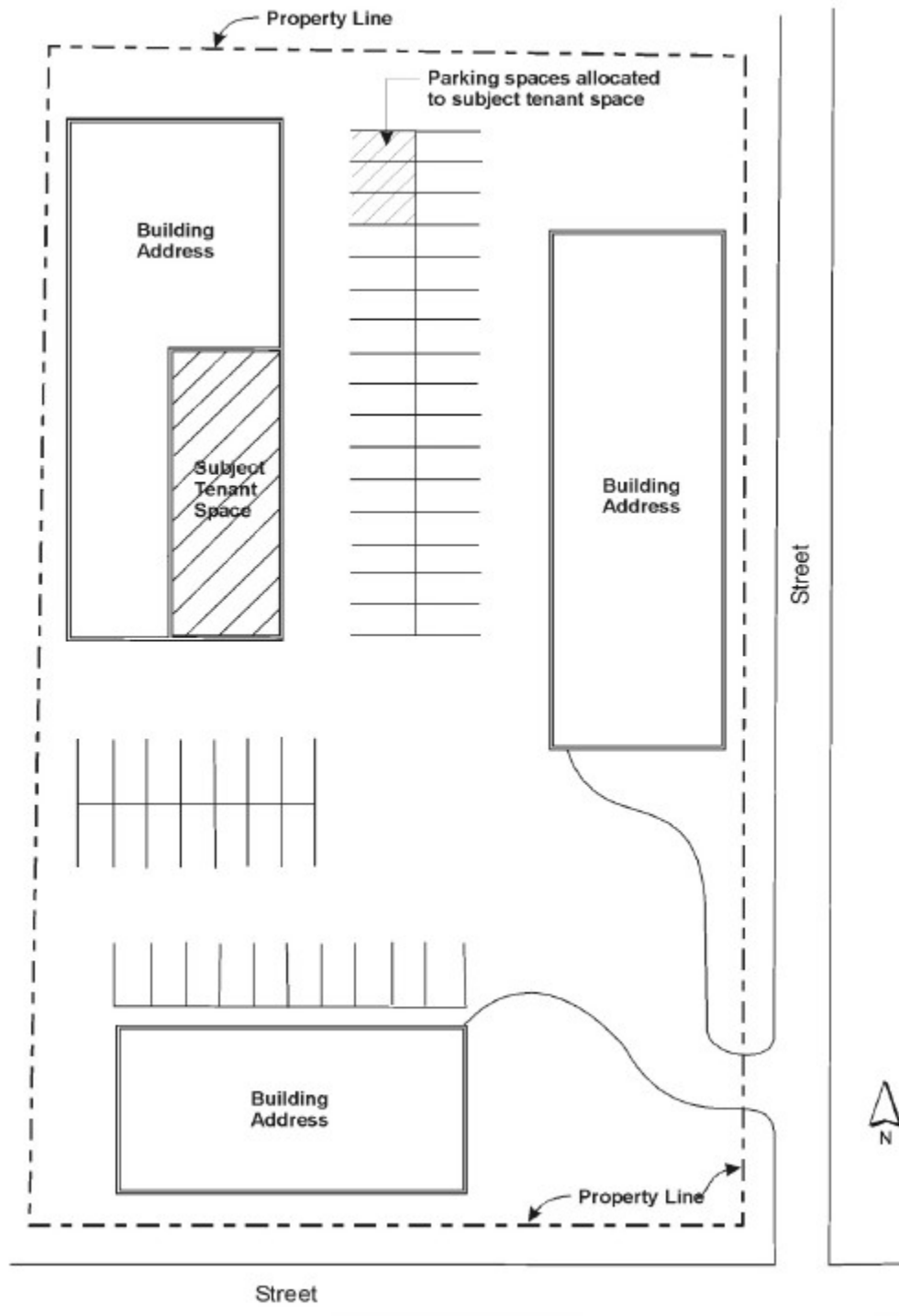
INSPECTIONS

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.
- Sprinkler permits 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.

Site Plan (Example 1)

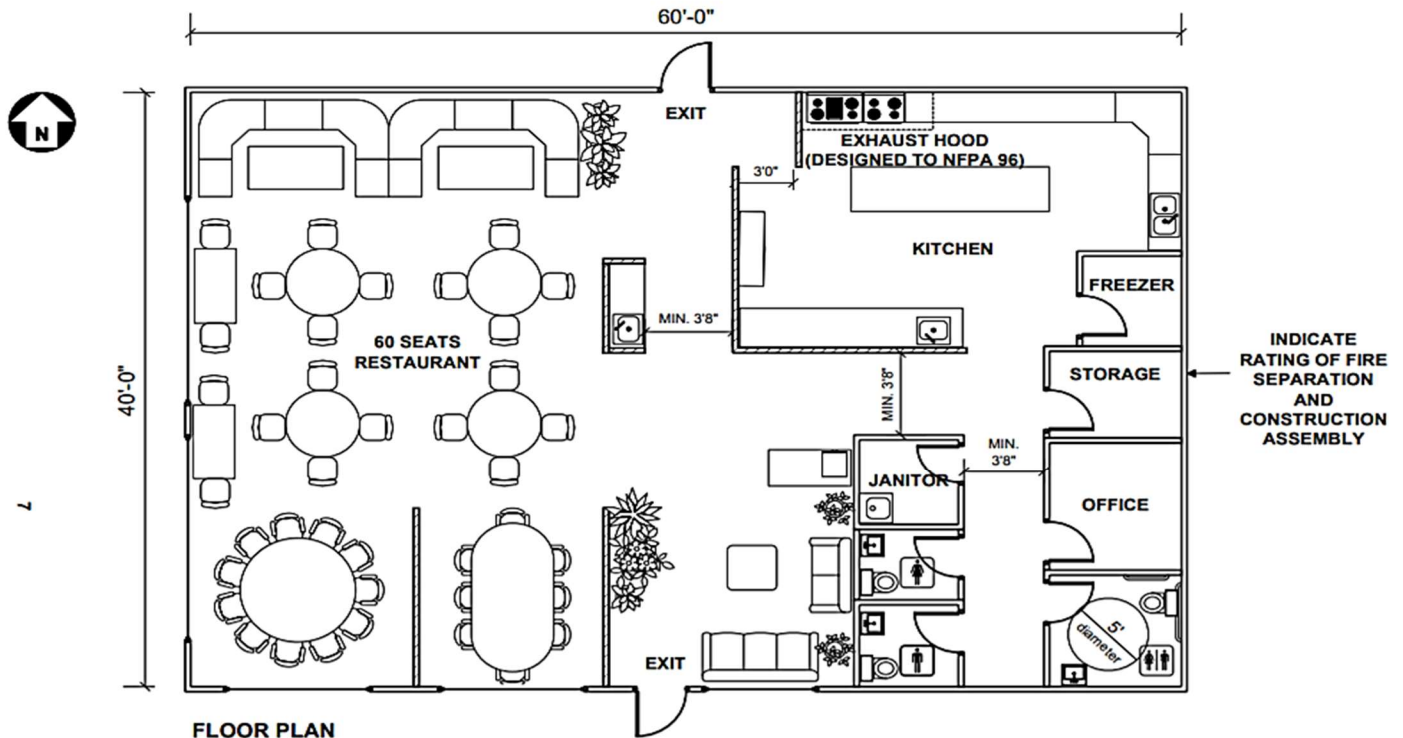


Planning & Development | 3000 Guildford Way | Coquitlam, BC | V3B 7N2
604-927-3441 | permits@coquitlam.ca

[f](#) [t](#) [i](#) [y](#) [in](#) | coquitlam.ca/building
4341658

Coquitlam

Floor Plan (Example 2)



FLOOR PLAN
SCALE: See Brochure

LEGEND

- Existing wall to remain
- ▬ New wall – indicate wall assembly

PROJECT ADDRESS:
DESIGNER: