

Building Permits Division

3000 Guildford Way, Coquitlam BC V3B 7N2

Tel: 604-927-3441 Fax: 604-927-3445

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Office Use Only		
Folder Number: _____	Received by: _____	
Application Fee: \$ _____	Associated Files: _____	
Receipt #: _____		
Referrals		
<input type="checkbox"/> Development Planning	<input type="checkbox"/> Environmental Services	<input type="checkbox"/> School District No. 43
<input type="checkbox"/> Development Servicing	<input type="checkbox"/> Transportation Services	<input type="checkbox"/> BC Hydro
<input type="checkbox"/> Engineering and Public Works	<input type="checkbox"/> RCMP	<input type="checkbox"/> Terasen Gas
<input type="checkbox"/> Fire Services	<input type="checkbox"/> Leisure and Parks	<input type="checkbox"/> Other: _____
Permit Type		
<input type="checkbox"/> AE Commercial/Industrial/Institutional - Alteration Exterior	<input type="checkbox"/> PL Plumbing Services	
<input type="checkbox"/> AI Commercial/Industrial/Institutional - Alteration Interior	<input type="checkbox"/> PN Plumbing Fixtures – Contractor’s	
<input type="checkbox"/> AO Commercial/Industrial/Institutional - Alteration Other	<input type="checkbox"/> PO Plumbing Fixtures – Owner’s	
<input type="checkbox"/> BC Building Classification	<input type="checkbox"/> PP Plumbing - Swimming Pool	
<input type="checkbox"/> BP Cross Connection Control Program	<input type="checkbox"/> PS Plumbing - Sprinklers	
<input type="checkbox"/> CN Commercial/Industrial/Institutional – New	<input type="checkbox"/> RC Complaint/ Fire Damage/ Suite/ PSIT/ CET/ RCMP Tracking	
<input type="checkbox"/> DM Demolition	<input type="checkbox"/> RD Residential - Deck	
<input type="checkbox"/> EQ Alternative Solution	<input type="checkbox"/> RL Retaining Wall	
<input type="checkbox"/> EX Excavation	<input type="checkbox"/> RO Residential – Other	
<input type="checkbox"/> FO Foundation	<input type="checkbox"/> SF Residential - Single Family	
<input type="checkbox"/> GA Residential - Garage, Carport, Shed	<input type="checkbox"/> SN Shell Only	
<input type="checkbox"/> GW Controlled Substance Properties Restoration & Tracking	<input type="checkbox"/> SP Residential - Swimming Pool	
<input type="checkbox"/> MF Residential - Multi Family; New	<input type="checkbox"/> TE Temporary Structure	
<input type="checkbox"/> MH Residential - Mobile Home	<input type="checkbox"/> TF Residential - Two Family	
<input type="checkbox"/> MU Multi Family – Other, Alteration	<input type="checkbox"/> WS Residential - Wood Stove	

Note: Fees are not refundable except as outlined in the Fees and Charges Bylaw. Payment does not guarantee issuance of a permit.

Project Address

Property Address: _____

Property Identification Number (PID): _____

Legal Description: _____

Proposed Work

Existing buildings/structures: ___ Retained/Modified ___ Demolished ___ Relocated ___ No Existing Buildings

Description of Work (Note: Describe the work proposed; add supplemental sheets as necessary):

Worksheet

Applicant's worksheet included? _____ Yes _____ No

Property Description *(Note: Not required for Wood Stove, Demolition or most Plumbing related permits.)*

Existing land use(s): _____ Existing zone(s): _____

Are there any Development undertakings affecting the property? *(Note: Development undertakings include Development Permits, Development Variance Permits, Conservation Permits, Subdivision requirements, etc.):* _____ Yes _____ No

Are there any easements or restrictive covenants affecting the property? *(Note: If yes, provide copies of each along with the current title search for all properties. A fee may be charged for any copies the City must obtain by other means):* _____ Yes _____ No

Are there any environmental or tree cutting concerns affecting the property? *(Note: Describe any steep slopes, watercourses, trees, or significant environmental features on or near the site, e.g., watercourse top-of-bank or crest / toe of steep slope within 50 metres of property):*

Applicant *(Note: Please identify your preferred means of contact with an asterisk.)*

Individual or Business Name: _____

Contact Name: _____

Address: _____

Phone: _____ Fax: _____ E-mail: _____

Owner(s) of Property *(Note: Please identify your preferred means of contact with an asterisk.)*

Individual or Business Name: _____

Contact Name: _____

Address: _____

Phone: _____ Fax _____ E-mail: _____

Authorization of Applicant *(Note: A duly authorized Agent of the Owner may sign here on behalf of the Owner. A letter authorizing the Applicant to act as an agent of the Owner with the signatures of all Owners will also be accepted.)*

I hereby designate the Applicant, _____, to act as my Agent in all matters related to this Permit.

Owner Name: _____ Owner Signature: _____ Date: _____

Owner's/Agent Acknowledgement *(Note: A duly authorized Agent of the Owner may sign here on behalf of the Owner.)*

I, the Owner/Agent, certify that, to the best of my knowledge, the information provided in this application and supplemental documentation submitted in support of the issuance of Building Permits by the City of Coquitlam is true and correct. I acknowledge that any material falsehood or any intentional or unintentional omission of any material fact with respect to this application made by the Owner/Agent may result in an issued Building Permit becoming null and void.

I, the Owner/Agent, certify that this application is being made with the full knowledge and consent of all Owners of the property in question.

Owner/Agent Name: _____ Owner Signature: _____ Date: _____

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To enable the timely processing of your building permit application, please complete this worksheet and submit it with your application. Check off the boxes in the “**Details**” column verifying completion/inclusion of the specified submittal requirement and sign and date the worksheet upon completing it. Staff will review the application, the worksheet and your supporting documentation (drawings, reports, etc.) for completeness; only complete applications can be processed.

Mandatory submissions for a complete application are designated with an “**M**”. The applicant is strongly encouraged to provide all of the information listed in the worksheet; application processing time will be adversely affected if all the information needed to demonstrate the design’s compliance with the applicable Codes, Regulations, Bylaws and property encumbrances is not included in your initial submission. A permit can not be issued until it is shown that all such requirements have been met.

Project Address: _____

Supplementary Contact Information:

Architect: _____

Phone: _____ **Fax** _____ **E-mail:** _____

Coordinating Registered Professional: _____

Phone: _____ **Fax** _____ **E-mail:** _____

Forms, Fees and Technical Reports

Document	Copies	Details	Notes	Review
Application Form	1	<input type="checkbox"/> M - A Building Permit application form must be completed and signed at time of submission. Where the property Owner is a company, the signature required must come from a representative with signing authority		
Agent letter(s)	1	<input type="checkbox"/> M - If the applicant is not the Owner registered on Title, provide a complete chain of delegation evidencing Owner’s responsibility for the proposed work		
Application Fee	1	<input type="checkbox"/> M - An application fee as specified in the City’s current Fee Schedule		
Current Title Search and Associated Documents	1	<input type="checkbox"/> A copy of the current title search from the Land Title Office for each parcel affected in the application, including copies of any rights-of-way, restrictive covenants, easements, etc. that are registered on Title ¹		
Approvals ⁹ (if applicable)		<input type="checkbox"/> Subdivision Approvals <input type="checkbox"/> Development Permit <input type="checkbox"/> Development Variance Permit <input type="checkbox"/> Board of Variance <input type="checkbox"/> Alternative Solution acceptance		
Value of Construction		<input type="checkbox"/> Includes consultant fees, contractor mark-up; excludes land costs		
Development Permit Review Aids		<input type="checkbox"/> Gross Floor Area Overlay		
Homeowner Protection Office (HPO) ⁸	1	<input type="checkbox"/> Proof of insurance, or <input type="checkbox"/> Proof of Owner-Builder exemption		
Reports	1	<input type="checkbox"/> M - Geotechnical report with statement by registered geotechnical engineer that any geotechnical concerns of any		

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Document	Copies	Details	Notes	Review
		required methane system has been addressed (consult with City staff) <input type="checkbox"/> M - Environmental reports/information in applicable areas <input type="checkbox"/> M - Storm water management Report <input type="checkbox"/> M - Compliance report for with BCBC Part 10		
Certifications ⁷	1	<input type="checkbox"/> M - Schedule A Letters of Assurance (LOA) <input type="checkbox"/> M - Schedules B-1, B-2 Architectural and Structural <input type="checkbox"/> M - Schedules B-1, B-2 Mechanical, Civil and Plumbing <input type="checkbox"/> M - Schedules B-1, B-2 Fire Suppression Systems <input type="checkbox"/> M - Schedules B-1, B-2 Electrical <input type="checkbox"/> M - Schedules B-1, B-2 Geotechnical Temporary and Permanent <input type="checkbox"/> M - Schedules B1, B-2 Methane Control Measures <input type="checkbox"/> M - Sealed letter confirming sediment control provisions <input type="checkbox"/> M - Sealed letter confirming pavement structure of fire access lane <input type="checkbox"/> Other ²		

Drawings Required ^{3, 4}

Document	Copies	Details	Notes	Review
Certified Survey Plan	2	<input type="checkbox"/> M - PID Number <input type="checkbox"/> M - Legal Description <input type="checkbox"/> M - Street address, street name(s) and location, location and width of any lane(s) <input type="checkbox"/> M - Dimensions of lot; lot area <input type="checkbox"/> M - Location and dimensions of all existing buildings and structures on the site <input type="checkbox"/> M - Front, rear and side yard setbacks from buildings to lot lines. <input type="checkbox"/> M - Lane dedications, registered easements, encroachments and rights-of-way <input type="checkbox"/> M - Location of existing curb crossing(s) <input type="checkbox"/> M - Existing grades at each corner of the lot and, for sloping sites, spot elevations of the property at one metre intervals <input type="checkbox"/> M - Location of the natural boundary of any existing watercourses or environmental features <input type="checkbox"/> M - Location, size and species of existing trees.		
Site Plan	5	<input type="checkbox"/> M - Dimensioned at a scale not less than 1:500 or 1/16"=1'0" <input type="checkbox"/> M - Street name(s) adjacent to and fronting the site <input type="checkbox"/> M - Dimensions of site with property lines <input type="checkbox"/> Easement, ROW, covenant restrictions <input type="checkbox"/> M - Location and dimensions of all buildings and structures. Proposed structures should be labelled "PROPOSED" <input type="checkbox"/> M - Existing and finished grade elevations <input type="checkbox"/> Size and location of all off-street parking <input type="checkbox"/> Access to parking and loading from street and/or lane with dimensions (applicant must check with the Engineering and Public Works Department for access permissions) <input type="checkbox"/> Floor area calculation <input type="checkbox"/> Lot coverage calculations		

Document	Copies	Details	Notes	Review
		<input type="checkbox"/> Location of garbage and recycling facilities <input type="checkbox"/> M - Location of the natural boundary of any existing watercourses or environmental features <input type="checkbox"/> Location of fire hydrants and fire lanes (including curbs and paving material)		
Landscape Plans ⁵	9	<input type="checkbox"/> M - Dimensioned at a scale not less than 1:500 or 1/16"=1'0" <input type="checkbox"/> Indicate planting, paving, water features and site furnishings (indicate civil works to demonstrate coordination with civil site servicing drawings - water, storm, sanitary, street works and sediment control)		
Servicing Plans (Off-site Servicing ¹⁰)	9	<input type="checkbox"/> M - Civil drawings dimensioned at an appropriate scale <input type="checkbox"/> Indicate site servicing (water, storm, sanitary, street works and sediment control) <input type="checkbox"/> Location, invert and size of utility connections (for service connection information please contact the Engineering and Public Works Department at 604-927-3500 or by e-mail at EngineeringandPublicWorks@coquitlam.ca)		
Floor and Roof Plans	5	<input type="checkbox"/> M - Dimensioned at a scale not less than 1:50 or ¼"=1'0" <input type="checkbox"/> M - Separate plans of all storeys (including all levels of underground parking, if proposed) and roof; show all outside dimensions of each floor <input type="checkbox"/> M - Indicate all room uses and dimensions, including finished/unfinished areas <input type="checkbox"/> M - Indicate Minimum Basement Elevation (MBE) as specified in the approved subdivision lot grading plans or covenant ⁶ <input type="checkbox"/> M - All door, window and skylight locations and sizes <input type="checkbox"/> Location extent and construction of all fire rated assemblies <input type="checkbox"/> M - Clear indication of proposed work for additions to an existing building <input type="checkbox"/> M - Identify access-for-persons-with-disabilities measures		
Building Elevation and Building Section Drawings	5	<input type="checkbox"/> M - Dimensioned at a scale not less than 1:100 or ¼"=1'0" <input type="checkbox"/> M - Elevations of each side of the building <input type="checkbox"/> M - Opening sizes, locations and types <input type="checkbox"/> Location extent and construction of all fire rated assemblies <input type="checkbox"/> M - Existing and finished grade elevations at the extremities of each building elevation and elevations of each floor level and the elevation or the highest roof ridge/peak <input type="checkbox"/> M - Spatial separation calculation for each building elevation		
Detail Drawings	5	<input type="checkbox"/> M - Dimensioned at a scale not less than 1:50 or ¼"=1'0" <input type="checkbox"/> Building envelope details <input type="checkbox"/> Door and finish schedules		
Structural Drawings	5	<input type="checkbox"/> M - Dimensioned at a scale not less than 1:100 or ¼"=1'0" <input type="checkbox"/> M - Provide full documentation of structural design <input type="checkbox"/> M - Provide tabulation of all load assumptions		

Document	Copies	Details	Notes	Review
Mechanical Drawings ¹⁰	5	<input type="checkbox"/> M - Dimensioned at a scale not less than 1:100 or ¼"=1'0" <input type="checkbox"/> M - Provide full documentation of heating, ventilation and air-conditioning design, and identifying: <ul style="list-style-type: none"> • Fire dampers • High-building pressurization measures • Duct smoke detectors <input type="checkbox"/> M - Provide full documentation of plumbing design <input type="checkbox"/> M - Provide sprinkler system concept		
Electrical Drawings	5	<input type="checkbox"/> M - Dimensioned at a scale not less than 1:100 or ¼"=1'0" <input type="checkbox"/> M - Provide full documentation of electrical design, and identifying: <ul style="list-style-type: none"> • Emergency power provisions • Exit signage • Emergency lighting • Alarm system 		

NOTES:

- 1 An administration fee will be added to the outstanding building permit fee for any documents that the City must source.
- 2 Certifications for components and systems that do not comply with the Code's prescriptive requirements (see Staff).
- 3 Drawings must be to a recognized scale and collated; Drawings must be for building construction – no qualifying notes permitted. Verify the drawings have been coordinated by the Coordinating Registered Professional.
- 4 Identifying information required on all submissions:
 - Name of and contact information for Owner;
 - Name of and contact information for Designer;
 - Date document prepared;
 - Civic address of site;
 - Document number and revision;
 - North arrow (on plans);
 - Original dated seal and signature of the registered professional responsible for the design and field review.
- 5 Landscaping design (including tree planting plan) demonstrating compliance with the requirements specified in the Zoning Bylaw and/or Development Permit must be shown.
- 6 MBEs different from those specified in the subdivision lot grading plans or in applicable covenants will require updating of the subdivision lot grading plan or covenant prior to issuance of the Building Permit.
- 7 Ensure the 2006 BC Building Code LOAs are filled out completely with the correct address, legal description and all required items are not to be altered or deleted. Original seals and signatures are required.
- 8 Applicable to residential construction only.
- 9 Building permit submissions must be consistent with applicable approvals (e.g., Development Permit, Preliminary Subdivision Approval Letter).
- 10 Off-site servicing relates to construction activities on City property, and must be documented separately from on-site servicing. On-site servicing must be shown on the building mechanical drawings.

I certify that the attached submission is complete and accurate, and includes all of the above checked items.

Applicant Signature: _____ **Date:** _____