

CHECKLIST

COMMERCIAL, INDUSTRIAL, MULTI-FAMILY INSTITUTIONAL BUILDING PERMIT

CITY OF COQUITLAM
Building Permits Division
 3000 Guildford Way
 Coquitlam, BC V3B 7N2
 604-927-3441
 digitalsubmission@coquitlam.ca

Project Address: _____

Supplementary Contact Information

Architect: _____

Phone: _____ **Email:** _____

Coordinating Registered Professional: _____

Phone: _____ **Email:** _____

This checklist is a means to ensure all drawings and documents have been provided so that staff will be able to review your proposal. The following information must be complete for your building permit application to be accepted. To avoid delays in obtaining your building permit, all the required documents, plans and other information must be in order.

An appointment is required to make a *major project* building permit application (including large tenant improvement and mechanical applications). Please contact your Building Permit File Manager ("BP File Manager") to make an appointment. You may ask your Planner (from your Development Permit) to provide you with the name of your BP File Manager. If you do not have a BP File Manager, please contact permits@coquitlam.ca. For more information on [major projects](#), please visit our website.

In addition to hard copies, please submit digital copies (pdf format) of all plans and required reports on a removable storage device (i.e. memory stick).

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.

Forms, Fees and Technical Reports

Document	Copies	Details	Notes	Review
Permit Application Form	1	<ul style="list-style-type: none"> 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 Authorization Form for Permit Application and/or File Access (if applicable)	1	<ul style="list-style-type: none"> 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		<ul style="list-style-type: none"> The application fee must be paid as part of the building permit application submission, specified in the City's Fees and Charges Bylaw Schedule D 		
Current Title and Associated Documents ¹¹	1	<ul style="list-style-type: none"> A copy of the current title search from the Land Title Office for each parcel affected in the application, including copies of any statutory rights of ways, restrictive covenants, easements, etc. that are registered on Title ¹ 		
Owner's Acknowledgement Regarding Damage to City Property form	1	<ul style="list-style-type: none"> Signed by all registered owners on current title 		

Forms, Fees and Technical Reports (continued)

Document	Copies	Details	Notes	Review
Approvals ⁹ (if applicable)		<ul style="list-style-type: none"> Subdivision Approvals Development Permit Development Variance Permit Board of Variance Alternative Solution acceptance ² 		
Value of Construction		<ul style="list-style-type: none"> Includes consultant fees, contractor mark-up; excludes land costs 		
Address Confirmation Letter	1	<ul style="list-style-type: none"> Current and future addressing for the project as confirmed by the Building Addressing Team 		
Energy Efficiency & Greenhouse Gas Emissions	1	Part 9 Buildings: Demonstrate compliance to BCBC Sections 9.36 & 9.37 <ul style="list-style-type: none"> Reference House and Proposed House Energy Model Reports BC Energy and Carbon Step Code Compliance Calculator BC Step Code Compliance Checklist – Pre Construction Part 3 Buildings: Demonstrate compliance to BCBC Part 10 Energy Efficiency		
Development Permit Review Aids	1	<ul style="list-style-type: none"> Gross Floor Area Overlay 		
BC Housing New Home Warranty ⁸	1	<ul style="list-style-type: none"> Proof of insurance, or Proof of Owner-Builder exemption 		
Reports	2 2 2 3 2 2 3	<ul style="list-style-type: none"> Geotechnical report with statement by registered geotechnical engineer that any geotechnical concerns of any required methane system has been addressed (consult with City staff) Environmental reports/information in applicable areas Storm water management report Sealed building code analysis Compliance report for BCBC Part 10 Construction Fire Safety Plans Alternative Solutions ² 		
Certifications ⁷	1	<ul style="list-style-type: none"> Schedule A Letters of Assurance (LOA) Schedule B Architectural and Structural Schedule B Mechanical, Civil and Plumbing Schedule B Fire Suppression Systems Schedule B Electrical Schedule B Geotechnical Temporary and Permanent Schedule B Methane Control Measures Sealed letter confirming sediment control provisions Sealed letter confirming pavement structure of fire access lane Approvals for construction adjacent to Rights of Ways or Easements e.g., the City, BC Hydro, Fortis BC or TransLink's networks Other 		

Forms, Fees and Technical Reports (continued)

Document	Copies	Details	Notes	Review
Schedule CP-1 ¹² (Confirmation of Commitment By Owner and "Certified Professional")	1	<ul style="list-style-type: none"> For projects under the Certified Professional Program Review the Coquitlam Supplement to the Guide to the CP Program 		
Building Code Checklist ¹²	1	<ul style="list-style-type: none"> AIBC, 2024 BC Building Code Checklist (current revision) For projects under the Certified Professional Program 		
Certified Survey Plan	2	<ul style="list-style-type: none"> PID Number Legal Description Street address, street name(s) and location, location and width of any lane(s) Dimensions of lot; lot area Location and dimensions of all existing buildings and structures on the site Front, rear and side yard setbacks from buildings to lot lines. Lane dedications, registered easements, encroachments and statutory rights of ways Location of existing curb crossing(s) Existing grades at each corner of the lot and, for sloping sites, spot elevations of the property at one metre intervals Location of the natural boundary of any existing watercourses or environmental features Location, size and species of existing trees 		

Drawings Required – Please note: Maximum acceptable sheet size is 30" x 42" continued³

Drawings	Copies	Details	Notes	Review
Site Plan	3	<ul style="list-style-type: none"> Dimensioned at a scale not less than 1:200 or 1/8"=1'0" Street name(s) adjacent to and fronting the site Dimensions of site with property lines Easement, statutory rights of ways, covenant restrictions Location and dimensions of all buildings and structures. Proposed structures should be labelled "PROPOSED" Existing and finished grade elevations Indicate Minimum Basement Elevation (MBE) as specified in the approved subdivision lot grading plans or covenant⁶ Size and location of all off-street parking 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) Floor area calculation Lot coverage calculations Location of garbage and recycling facilities Location of the natural boundary of any existing watercourses or environmental features Location of fire hydrants and fire lanes (including curbs and paving material) 		

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Drawings	Copies	Details	Notes	Review
Landscape Plans ⁵	3	<ul style="list-style-type: none"> Dimensioned at a scale not less than 1:200 or 1/8"= 1'0" 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)	3	<ul style="list-style-type: none"> Civil drawings dimensioned at an appropriate scale Indicate site servicing (water, storm, sanitary, street works, shoring, any encroachments, excavation, crane swing over property lines and sediment control) Traffic Management Plan 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	3	<ul style="list-style-type: none"> Dimensioned at a scale not less than 1:50 or 1/4"= 1'0" Separate plans of all storeys (including all levels of underground parking, if proposed) and roof; show all outside dimensions of each floor Indicate all room uses and dimensions, including finished/ unfinished areas All door, window and skylight locations and sizes Location extent and construction of all fire rated assemblies Clear indication of proposed work for additions to an existing building Identify access-for-persons-with-disabilities measures 		
Building Elevation and Building Section Drawings	3	<ul style="list-style-type: none"> Dimensioned at a scale not less than 1:50 or 1/4"= 1'0" Elevations of each side of the building Opening sizes, locations and types Location extent and construction of all fire rated assemblies 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 Spatial separation calculation for each building elevation 		
Detail Drawings	3	<ul style="list-style-type: none"> Dimensioned at a scale not less than 1:25 or 1/2"= 1'0" Building envelope details Door and finish schedules 		
Structural Drawings	3	<ul style="list-style-type: none"> Dimensioned at a scale not less than 1:50 or 1/4"= 1'0" Provide full documentation of structural design Provide tabulation of all load assumptions 		
Mechanical Drawings	3	<ul style="list-style-type: none"> Dimensioned at a scale not less than 1:50 or 1/4"= 1'0" 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 Provide full documentation of plumbing design Provide sprinkler system concept 		

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Drawings	Copies	Details	Notes	Review
Electrical Drawings	3	<ul style="list-style-type: none"> • Dimensioned at a scale not less than 1:50 or 1/4" = 1'0" • Provide full documentation of electrical design, and identifying: <ul style="list-style-type: none"> • Emergency power provisions • Exit signage • Emergency lighting • Alarm system 		
Letter	1	<ul style="list-style-type: none"> • Letter signed and sealed by electrical engineer 	Confirming design of EV charging infrastructure meets Zoning Bylaw requirements and design standards in City EV Guide	

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. Maximum sheet size is to be 30" x 42".
4. Identifying information required on all submissions:
 - a. Name of and contact information for Owner;
 - b. Name of and contact information for Designer;
 - c. Date document prepared;
 - d. Civic address of site;
 - e. Document number and revision;
 - f. North arrow (on plans);
 - g. 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 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.
11. All required Legal documents are to be fully registered in Land Title Office and all required licenses/agreements are to be in place prior to the issuance of any type of Building Permit.
12. CP Schedule (Schedule CP-1) and Building Code Checklist are only required for applications meeting City of Coquitlam Certified Professional Program criteria.

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

Applicant Signature

Date