

GUIDE

RESIDENTIAL GROUP HOMES

GUIDE OVERVIEW

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

WHAT IS A RESIDENTIAL GROUP HOME?

Group home services are provided in a non-licensed congregate housing arrangement where clients with disabilities or other unique conditions share personal care resources. These services are designed to maximize independence and to support responsibility in areas such as household management, vocational pursuits, and social relationships.

Many communities have group homes, which are generally operated by non-profit societies. Homes are typically single-family dwellings and usually accommodate four to six residents.

CRITERIA

To find out if you are eligible to provide group home care, visit the Provincial Government website and search for [Home and Community Care](#).

Preparing a home to accommodate a group home activity will likely require modifications to the building and an application for a building permit will be required. Any modifications to plumbing systems will require a plumbing permit as well.

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 (for interior modifications only)

- Two complete sets of sealed architectural drawings with a minimum format of 24" x 36" at a scale of 1/4"=1'
- Floor plan(s).
- Four elevations, showing all windows, doors and openings.
- one cross-section showing structural information (if required).
- Access for persons with disabilities, i.e. ramps, etc.
- Parking layout or any changes to parking layout.
- Letters of Assurance from registered professionals of record on the project (if required).
- Three sets of plumbing drawings showing all new work.
- Letter of Approval from the Province approving use of the facility on the property.
- Estimated value of construction.
- Approvals from Development Planning, Fire Services and or Plumbing (if required).

Note: For applications for additions to existing buildings or new buildings, please refer to our Building Permits and Inspections brochure for more information.

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.

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.