

GUIDE

CAN/CSA A-277 PERMIT SUBMISSION REQUIREMENTS FOR NEW COMMERCIAL AND INDUSTRIAL BUILDINGS

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.

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

- Four (4) complete sealed sets of all drawings at a scale not less than 1:200 or 1/16"= 1'0" (including ESC, general drawings as applicable, pre-fabricated building drawings).
- One (1) sealed original of all Schedules A and B.
- Three (3) sealed originals of any [alternative solutions](#), and [Record of Alternative Solution Form 005A](#).
- Two (2) sealed originals of geotechnical reports.
- Confirmation from the manufacturer confirming certification to the CAN/CSA A277 standard.
- Two (2) sealed originals of storm water management reports.
- The registered professionals of record are responsible for all work undertaken within the factory.

Notes

1. Refer to the online [checklist for large permit applications](#) for additional required information.
2. 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).
3. Maximum sheet size is to be 30" x 42".

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.
- The City will perform inspections of the pre-manufactured building from the time the building arrives on site.
- The City relies on the manufacturer's certification to the CAN/CSA A-277 standard and inspection for compliance for all work performed in the factory for compliance with the current Building/Plumbing Codes. ***The certification label is to be attached to the building and visible for the inspector.**

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.