

GUIDE

SCHOOL PORTABLE 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.

WHAT IS A SCHOOL PORTABLE BUILDING?

A school portable building is a factory-built mobile or modular building located on school property and intended for the use of classrooms or other school uses.

School portable buildings are often relocated from one school to another and permitted to be located or moved to pre-approved sites within the City. Portable units that are pre-approved and being re-located do not require a building permit. ***A building permit is only required for new portable units moved to pre-approved school sites.***

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).
- proof of certification of compliance with CAN/CSA-A277 “Procedure for Factory Certification of Buildings”, as outlined in the BC Building Code.

PERMIT SPECIFIC REQUIREMENTS

- Three (3) sets of architectural drawings showing:
 - site plan with grades showing any slopes or ravines;
 - floor plan, all building elevations and a cross-section showing structural information; and
 - drainage plan showing roof water containment and distribution.
- Three (3) sets of plumbing drawings showing services in compliance with the BC Plumbing Code.
- Approval from the Engineering Department for all new service connections and new driveway access locations.
- Estimated value of construction of project.
- Agent letter signed by property owner (School Board District 43).

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.