

Office Use Only

Folder Number: _____

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: _____ Postal Code: _____

Supplementary Contact Information

Architect: _____

Phone: _____ Fax: _____ Email: _____

Coordinating Registered Professional: _____

Phone: _____ Fax: _____ Email: _____

Forms, Fees and Technical Reports

Document	Copies	Details	Notes	Review
Application Form	1	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> M - An application fee as specified in the City’s current Fee Schedule 		
Current Title Search and Associated Documents	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 rights-of-way, restrictive covenants, easements, etc. that are registered on Title ¹ 		
Approvals ⁹ (if applicable)		<ul style="list-style-type: none"> Subdivision Approvals Development Permit Development Variance Permit Board of Variance Alternative Solution acceptance 		
Value of Construction		<ul style="list-style-type: none"> Includes consultant fees, contractor mark-up; excludes land costs 		

Forms, Fees and Technical Reports (continued)

Document	Copies	Details	Notes	Review
Development Permit Review Aids		<ul style="list-style-type: none"> Gross Floor Area Overlay 		
Homeowner Protection Office (HPO) 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"> M - Geotechnical report with statement by registered geotechnical engineer that any geotechnical concerns of any required methane system has been addressed (consult with City staff) M - Environmental reports/information in applicable areas M - Storm water management Report M - Sealed building code analysis M - Compliance report for with BCBC Part 10 M - Construction Fire Safety Plans M - Alternative Solutions 		
Certifications ⁷	1	<ul style="list-style-type: none"> M - Schedule A Letters of Assurance (LOA) M - Schedule B Architectural and Structural M - Schedule B Mechanical, Civil and Plumbing M - Schedule B Fire Suppression Systems M - Schedule B Electrical M - Schedule B Geotechnical Temporary and Permanent M - Schedule B Methane Control Measures M - Sealed letter confirming sediment control provisions M - Sealed letter confirming pavement structure of fire access lane M - Approvals for construction adjacent to Rights of Ways or Easements, i.e. the city, BC Hydro, Fortis BC or TransLink's networks Other ² 		

Drawings Required ^{3,4} – Please note: Maximum acceptable sheet size is 30" x 42".

Document	Copies	Details	Notes	Review
Certified Survey Plan	2	<ul style="list-style-type: none"> M - PID Number M - Legal Description M - Street address, street name(s) and location, location and width of any lane(s) M - Dimensions of lot; lot area M - Location and dimensions of all existing buildings and structures on the site M - Front, rear and side yard setbacks from buildings to lot lines. M - Lane dedications, registered easements, encroachments and rights-of-way M - Location of existing curb crossing(s) M - Existing grades at each corner of the lot and, for sloping sites, spot elevations of the property at one metre intervals M - Location of the natural boundary of any existing watercourses or environmental features M - Location, size and species of existing trees. 		
Site Plan	4	<ul style="list-style-type: none"> M - Dimensioned at a scale not less than 1:200 or 1/16"=1'0" M - Street name(s) adjacent to and fronting the site M - Dimensions of site with property lines Easement, ROW, covenant restrictions M - Location and dimensions of all buildings and structures. Proposed structures should be labelled "PROPOSED" M - Existing and finished grade elevations M - Indicate Minimum Basement Elevation (MBE) as specified in the approved subdivision lot grading plans or covenant ⁶ Size and location of all off-street parking 		

Drawings Required (continued)

Document	Copies	Details	Notes	Review
Site Plan (continued)	4	<ul style="list-style-type: none"> • 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 • M - Location of the natural boundary of any existing watercourses or environmental features • Location of fire hydrants and fire lanes (including curbs and paving material) 		
Landscape Plans ⁵	4	<ul style="list-style-type: none"> • M - Dimensioned at a scale not less than 1:200 or 1/16"=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)	4	<ul style="list-style-type: none"> • M - Civil drawings dimensioned at an appropriate scale • Indicate site servicing (water, storm, sanitary, street works, shoring, excavation, crane swing over property lines and sediment control) • 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) 		
	1	<ul style="list-style-type: none"> • Provide 1 PDF copy on a memory stick of all drawings. 		
Floor and Roof Plans	4	<ul style="list-style-type: none"> • M - Dimensioned at a scale not less than 1:50 or 1/4"=1'0" • M - Separate plans of all storeys (including all levels of underground parking, if proposed) and roof; show all outside dimensions of each floor • M - Indicate all room uses and dimensions, including finished/unfinished areas • M - All door, window and skylight locations and sizes • Location extent and construction of all fire rated assemblies • M - Clear indication of proposed work for additions to an existing building • M - Identify access-for-persons-with-disabilities measures 		
Building Elevation and Building Section Drawings	4	<ul style="list-style-type: none"> • M - Dimensioned at a scale not less than 1:50 or 1/4"=1'0" • M - Elevations of each side of the building • M - Opening sizes, locations and types • Location extent and construction of all fire rated assemblies • 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 • M - Spatial separation calculation for each building elevation 		
Detail Drawings	4	<ul style="list-style-type: none"> • M - Dimensioned at a scale not less than 1:25 or 1/2"=1'0" • Building envelope details • Door and finish schedules 		
Structural Drawings	4	<ul style="list-style-type: none"> • M - Dimensioned at a scale not less than 1:50 or 1/4"=1'0" • M - Provide full documentation of structural design • M - Provide tabulation of all load assumptions 		
Mechanical Drawings ¹⁰	4	<ul style="list-style-type: none"> • M - Dimensioned at a scale not less than 1:50 or 1/4"=1'0" • 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 • M - Provide full documentation of plumbing design • M - Provide sprinkler system concept 		

Drawings Required (continued)

Document	Copies	Details	Notes	Review
Electrical Drawings	4	<ul style="list-style-type: none"> • M - Dimensioned at a scale not less than 1:50 or ¼"=1'0" • 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. Maximum sheet size is to be 30” x 42”.
- 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 2012 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.

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

Applicant Signature

Date

Building Permits Division

3000 Guildford Way, Coquitlam BC V3B 7N2
Tel: 604-927-3441 Fax: 604-927-3982