

New Construction for Other than Single Family or Two Family Dwelling
Building Permit Application Checklist

General Information Required

- Correct Address - if new address, verify with Engineering Department
- Legal Description, lot consolidation (if required)
- Status of Development Permit or rezoning (if applicable)
- Flood Plain Management Area (if applicable)
- Watercourses (if applicable)
- Drawings are required to be to scale and suitable for microfilming.
- Are Demolition or Tree Cutting Permits required

Documents Required

- Application form
- Payment of application fee
- Building Code Data Sheet
- Building Code Analysis
- Detailed estimate of construction costs
- Geo-technical Report
- Occupant Load Calculations
- HPO form – for multi family residential unit only
- Owner/Lessee Undertaking Letters

Drawings to Include (3 complete sets)

- Excavation/Shoring details
- Architectural Cover Sheet – Blank for data sheet equivalencies)
- Architectural Site Plan
- Architectural Key Plan - include exterior entrances and addresses
- Architectural floor plans – include addresses and internal suite numbers
- Architectural ceiling plans
- Architectural exterior elevations
- Architectural roof plans
- Architectural cross section
- Structural
- Mechanical – include ventilation, sprinkler, plumbing and the size of the water service
- Plumbing
- Electrical
- Kitchen equipment layout/seating layout – for any food service use

Plans to Include

- Survey Building Grades -** required for all applications for new buildings and may be required for additions to existing buildings and should include the following:
 - Dimension of site (including north arrow)
 - Location and dimensions of all buildings on the site
 - Street names and location as well as location and width of any lanes
 - Legal description (lot number, block number, district lot number, plan number)
 - Street address, floor number and tenant suite number
 - Indicate proposed and existing construction including building exits.
- Site Plan** – required for ALL building permit applications for new or existing buildings and should include the following:

- Dimension of site (including north arrow)
- Location and dimensions of all buildings on the site
- Street names and location as well as location and width of any lanes
- Legal description (lot number, block number, district lot number, plan number)
- Street address, floor number and tenant suite number
- Indicate proposed and existing construction including building exits.
- **Key Plan** – required for all building permit applications for existing buildings where work is being carried out in a portion of the building only. Key plan is required to locate the project area on the overall floor plan including the building’s exit system and should include the following:
 - Dimension of site (including north arrow)
 - Location and dimensions of all buildings on the site
 - Street names and location as well as location and width of any lanes
 - Legal description (lot number, block number, district lot number, plan number)
 - Street address, floor number and tenant suite number
 - Indicate proposed and existing construction including building exits.
- **Floor Plans** – required for ALL building applications. Floor plans must indicate all work to be carried out including fire separation, door swings, door dimensions, interior room finishes, etc. Floor plans should include the following:
 - All interior and exterior alteration
 - Indicate the use of all rooms and areas
 - Indicate all doors and window sizes (may be provided in door and window schedules)
 - Construction of wall assemblies and fire separations where applicable
 - Indicate all plumbing fixtures and access for disabled persons where applicable
 - Indicate the locations of all exit signs, emergency lighting and fire alarm devices where applicable
 - Room finishes (may be provided on structural drawings)
 - Structural information (may be provided on structural drawings)
- **Elevations** – required for all new building permit applications and existing buildings where any exterior work is contemplated. Elevation should include all exterior doors, windows and exterior cladding materials, exterior guard heights etc. Elevations should include the following:
 - Exterior cladding
 - Dimensions of exterior guards and guard details where applicable
 - Storey elevation related to building grades
 - Indicate all window and door openings
- **Construction Details/Cross Sections** - required for applications for new buildings, additions to existing building and most applications which involve the alteration of existing buildings. Construction details/cross sections should indicate dimensions and construction details for floor, wall and roof assemblies and should include the following:
 - Stair dimensions (width rise, run, number, number of risers) height of guards, handrails and extensions)
 - Wall, floor roof and/or ceiling assemblies (written descriptions or cross sections)
 - Fire resistance rating details of any required fire separations including test(s) references.
 - Fire stopping details for service penetrations of fire separations.

Letters of Assurance

Professionals must sign and seal all individual pages of the Letters of Assurance, include the site address and legal description, complete Form B from the City of Port Coquitlam” Building and Plumbing Bylaw” and provide a copy of their certificate of insurance. The following requirements must be submitted at time of application:

- Schedule A
- Schedule B - Architectural
- Schedule B – Electrical

- ❑ Schedule B – Fire Protection
- ❑ Schedule B – Geo-technical
- ❑ Schedule B – Structural
- ❑ Schedule B – Mechanical

Drawings Prepared by other Professionals – these may be required depending on the complexity of the project and must be signed and sealed.

Equivalencies – are separate applications, an application per equivalency is required.

The above noted list of requirements is not limited in its content. Further review of the application documents may reveal additional requirements.