

Application for Building Permit- Single Family/Two Family Residential – New, Addition, Alteration or Repair

Single Family/Two Family Residential Building permits are required before you build, demolish, repair or alter most buildings, decks, garages, carports, coach houses, secondary suites or other structures.

For more information about building requirements, visit www.portcoquitlam.ca/building

*Firms that engage in the practice of professional engineering or geoscience will be required to register with Engineers and Geoscientists BC and hold a **Permit to Practice**.*

TO BE COMPLETED BY APPLICANT

Please ensure to read and fill out this application in its entirety as well as execute signature page prior to submission of application

I/We hereby make application and provide drawings under the provisions of the pertinent Bylaws for permission to construct, repair or alter the following building or structure and agree to comply with all requirements of the Bylaws and to indemnify and keep harmless the City against all claims, liabilities, judgments, costs, and expenses of whatever kind, which may in any way accrue against the said City in consequence of, and incidental to, the granting of this Permit, if issued.

Application Date: _____

Building Site Address: _____

Partial Legal Description: Lot # _____ Plan # _____

Property Owner: _____

Owner Address (incl. postal code): _____

Owner Phone: _____ Owner email: _____

Contractor Name/Company: _____

Contractor Address (incl. postal code): _____

Contractor Phone: _____ Contractor email: _____

Applicant (Primary Contact) ☐ Owner (info above) ☐ Contractor (info above)

Applicant Name: _____

Applicant Address (incl. postal code): _____

Applicant Phone: _____ Applicant email: _____

PROJECT DETAILS

****Please note, if NEW construction & there are existing structure(s) larger than 100 sq ft located on the property, a Demolition Permit application(s) will be required to be submitted alongside Building Permit application. Building Permit applications submitted without said Demolition Permit application(s) will not be accepted**

Use of Proposed Building: ☐ Residential Single Family ☐ Residential Two Family

Project Type: ☐ New ☐ Addition ☐ Alteration ☐ Repair

Proposed Work: _____

Estimated Construction Value: _____

Has construction commenced? ☐ Yes ☐ No Current Zoning: _____

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Are there existing buildings on the lot? (Specify):

Development Permit required	<input type="checkbox"/> Yes <input type="checkbox"/> No
Located in Floodplain	<input type="checkbox"/> Yes <input type="checkbox"/> No
Aesthetic improvement to the façade	<input type="checkbox"/> Yes <input type="checkbox"/> No
Trees are being removed	<input type="checkbox"/> Yes <input type="checkbox"/> No

BUILDING PERMIT CHECKLIST

The following materials are required as part of the Building Permit Application for a Single Family and Two Family Dwelling Permit and Secondary Suite. All requirements must be submitted in order to process a Building Permit Application.

Submission Requirement	Description	Applicant Initial	Comment
Application Form	Completed application form with fee. Refer to Fees and Charges Bylaw		
Form A –	Signed acknowledgement of owner.		
Letters of Assurance	Registered Professional to submit (signed and sealed): <ul style="list-style-type: none"> ➤ Form B ➤ Letter of Assurance. ➤ A copy of certificate of Liability Insurance 		
Geotechnical Report	Soil conditions, slope stability and floodplain. Refer to Community Charter (Section 56) Covenant .		
Homeowner Protection Office approval	Enrollment with Homeowner Protection Office (HPO) required prior to issuance of permit.		
Site Plan	Three sets of Site Plan including: <ul style="list-style-type: none"> • Lot Dimensions • North arrow & Scale i.e. 1/8"=1'0" or 1:100 • Location(s) and dimensions of easement(s) and/or right of way(s) • Dimensions of all buildings on the site: existing and proposed • Distances between each building. • Finished elevations of 4 corners of building. • Street names and location as well as location and width of any lanes • Location of Driveway • Street address • Legal description (lot number, block number, district lot number, plan number) • Proposed new construction is to be bolded, highlighted, hatched or otherwise denoted 		
Architectural Drawings	Three sets of drawings; each drawing must be sealed, signed, and dated by the registered professional engineer. Provide correct civic address and legal description on each drawing.		

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Architectural Drawings Cont'd.	<p>All drawings to comply with the current BC Building Code including the latest revisions. Drawings should include:</p> <ul style="list-style-type: none"> • Floor plans - scale (1/4" = 1'0") <ul style="list-style-type: none"> ➤ Floor area of each level (principal & suite) <ul style="list-style-type: none"> • Total Floor area • Secondary suite area • Area percentage of principal dwelling and secondary suite, if applicable ➤ Room use and dimension ➤ Size of windows and doors ➤ Framing layout ➤ Plumbing fixtures ➤ Rise & run of stairs, include number of risers ➤ Location of smoke alarms and carbon monoxide alarms ➤ Location of fire separation and fire resistance rating ➤ Heating and Ventilation Systems: <ul style="list-style-type: none"> • Principal dwelling • Secondary suite ➤ Denote new construction (new & existing) • Foundation Plan (1/4"=1'0") <ul style="list-style-type: none"> ➤ Location and size of footings and foundation walls ➤ Framing layout above ➤ Dimensions between pad footings • Elevation drawings -(1/4"=1'0") - full view of front, rear and both sides of the building above grade: <ul style="list-style-type: none"> ➤ Building height ➤ Deck and railing information ➤ Location of future solar panel ➤ Window and door locations and sizes ➤ Exterior finishes ➤ Finished grade ➤ Roof slopes ➤ Spatial separation calculations • Cross sections (1/4"=1'0") - general notes to include: <ul style="list-style-type: none"> ➤ Concrete strength & lumber grade ➤ Construction notes for roof, wall, floor and foundation/footings. Include: <ul style="list-style-type: none"> • Each floor elevation • Location of insulation • Room height (floor to ceiling) ➤ Frost depth – min 18" u/s footing 		
Excavation Plan	<ul style="list-style-type: none"> • Three sets of drawings - sealed by a geotechnical engineer. 		
Structural Drawings	<ul style="list-style-type: none"> • Three sets of original signed and sealed structural drawings. 		
Fire Suppression Drawings	<ul style="list-style-type: none"> • Three sets of drawings and Hydraulic Calculation submitted with application. 		

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Energy Step Code Requirements	1 copy of each of the following: <ul style="list-style-type: none"> • Energy Modelling Report for Reference House • Energy Modelling Report for Proposed Home • BC Energy Compliance Report 		
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APPLICANT ACKNOWLEDGEMENT

The undersigned make this application to the Director of Development Services, have fulfilled the complete application requirements, and agree to pay any additional costs incurred by the City for services in processing the application.

Authorized Signature: _____ Date: _____

Print Name: _____

Note: Personal information entered on this form is collected under the authority of the Local Government Act. Records and information collected as part of the Site Investigation process is a public record and is subject to the Freedom of Information and Protection of Privacy Act (FOIPPA). If you have any questions or concerns about how your information will be used, contact the Corporate Office at 604.927.5212 or corporateoffice@portcoquitlam.ca