

Application for Building Permit – Accessory Building

An accessory building is a structure associated and subordinate to the primary use of the structure on the same lot. Accessory buildings are not allowed in all zones. For more information about accessory building requirements, visit www.portcoquitlam.ca/business.

TO BE COMPLETED BY APPLICANT

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 Email: _____ Owner Phone: _____

Contractor Name/Company: _____

Contractor Address (incl. postal code): _____

Contractor Email: _____ Contractor Phone: _____

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

Applicant Name: _____

Applicant Address (incl. postal code): _____

Applicant Phone: _____ Applicant Email: _____

PROJECT DETAILS

Use of Proposed Building: Residential Commercial Industrial Institutional

Project Type: New Addition Alteration Repair

Proposed Work:

Estimated Construction Value: _____

Has construction commenced? Yes No Current Zoning: _____

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

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Development Permit required Yes No
 Trees are being removed Yes No
 additional overtime fees to fast track Yes No

OFFICE USE ONLY

Permit #'s: BP01: _____ PF00: _____ FP00: _____ Fee Paid: _____ Receipt: B# _____

Cheque
 Cash
 Visa
 MC
 AMX
 Interac

BUILDING PERMIT – ACCESSORY BUILDING APPLICATION CHECKLIST

The following materials are required as part of the Building Permit Application – Accessory Building. All requirements must be submitted in order to process a Building Permit Application – Accessory Building.

Submission Requirement	Description	Applicant Initial	Comment
Application Form	Completed application form with fee		
Form A – Acknowledgement of Owner	Signed acknowledgement.		
Geotechnical Report	Soil conditions, slope stability and floodplain		
Drawings	Two sets of drawings Drawings should include: <ul style="list-style-type: none"> • Civic Address and Legal Description • Locations of Easements and Right of Ways • Dimensions of site (including north arrow & scale i.e 1/8" = 1'0" 1:100) • Zoning Information • Current Zoning • Lot Area • Maximum allowable lot coverage • Proposed Lot Coverage • Maximum allowable accessory building floor area • Total accessory building floor area for all buildings (existing and proposed) • Setbacks from the closest projection (including the gutter) property line • Footprint view of buildings on property • Distance between each building • Driveway Location • Denote new construction (bold, hatch, etc) 		

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Foundation/Framing Plans	<ul style="list-style-type: none"> • Location of footings and foundation walls • Size of footings and foundation walls • Framing layout • Building Dimensions • Use of accessory building (i.e. garage, storage, greenhouse) • Size of Windows and doors • Electrical lighting outlet (required in garage) • All Plumbing Fixtures • Heating System 		
Elevations	<ul style="list-style-type: none"> • Full view of front, rear and both sides of the building above grade • Building height • Window and door location and sizes • Exterior finishes • Roof Slope • Spatial separation calculations 		
Complete Cross Section	<ul style="list-style-type: none"> • General notes to include concrete strength & lumber grade • Construction notes for roof, wall, floor and foundation • Size, thickness and spacing of materials • Room height (floor to ceiling) • Anchorage details • Roof slope 		

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: Any documentation of information relating to the application that is in the custody or control of the City is subject to the Freedom of Information and Protection of Privacy Act (B.C.)