

## 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, secondary suites or other structures. For more information about building requirements, visit [www.portcoquitlam.ca/building](http://www.portcoquitlam.ca/building)

### 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 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

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: \_\_\_\_\_

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

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Development Permit required  Yes  No

Located in Floodplain  Yes  No

Aesthetic improvement to the façade  Yes  No

Trees are being removed  Yes  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. <a href="http://www.cityofportcoquitlam/bylaws">http://www.cityofportcoquitlam/bylaws</a>		
Form A – Acknowledgement of Owner	Signed acknowledgement.		
Letters of Assurance	Registered Professional to submit (signed and sealed): <ul style="list-style-type: none"> <li>➤ <a href="#">Form B</a></li> <li>➤ Letter of Assurance.</li> <li>➤ A copy of certificate of Liability Insurance</li> </ul>		
Geotechnical Report	Soil conditions, slope stability and floodplain. Refer to Community Charter, Section 56.		
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"> <li>• Lot Dimensions</li> <li>• North arrow &amp; Scale i.e. 1/8"=1'0" or 1:100</li> <li>• Location(s) and dimensions of easement(s) and/or right of way(s)</li> <li>• Dimensions of all buildings on the site: existing and proposed</li> <li>• Distances between each building.</li> <li>• Finished elevations of 4 corners of building.</li> <li>• Street names and location as well as location and width of any lanes</li> <li>• Location of Driveway</li> <li>• Street address</li> <li>• Legal description (lot number, block number, district lot number, plan number)</li> <li>• Proposed new construction is to be bolded, highlighted , hatched or otherwise denoted</li> </ul>		

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<p>Architectural Drawings</p>	<p>All drawings to comply with the current BC Building Code including the latest revisions.</p> <p>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.</p> <p>Drawings should include:</p> <ul style="list-style-type: none"> <li>• Floor plans - scale (1/4" = 1'0")             <ul style="list-style-type: none"> <li>➢ Floor area of each level (principal &amp; suite)                 <ul style="list-style-type: none"> <li>▪ Total Floor area</li> <li>▪ Secondary suite area</li> <li>▪ Area percentage of principal dwelling and secondary suite, if applicable</li> </ul> </li> <li>➢ Room use and dimension</li> <li>➢ Size of windows and doors</li> <li>➢ Framing layout</li> <li>➢ Plumbing fixtures</li> <li>➢ Rise &amp; run of stairs, include number of risers</li> <li>➢ Location of smoke alarms and carbon monoxide alarms</li> <li>➢ Location of fire separation and fire resistance rating</li> <li>➢ Heating and Ventilation Systems:                 <ul style="list-style-type: none"> <li>▪ Principal dwelling</li> <li>▪ Secondary suite</li> </ul> </li> <li>➢ Denote new construction (new &amp; existing)</li> </ul> </li> <li>• Foundation Plan (1/4"=1'0")             <ul style="list-style-type: none"> <li>➢ Location and size of footings and foundation walls</li> <li>➢ Framing layout above</li> <li>➢ Dimensions between pad footings</li> </ul> </li> <li>• Elevation drawings -( ¼"=1'0") - full view of front, rear and both sides of the building above grade:             <ul style="list-style-type: none"> <li>➢ Building height</li> <li>➢ Deck and railing information</li> <li>➢ Location of future solar panel</li> <li>➢ Window and door locations and sizes</li> <li>➢ Exterior finishes</li> <li>➢ Finished grade</li> <li>➢ Roof slopes</li> <li>➢ Spatial separation calculations</li> </ul> </li> <li>• Cross sections (1/4"=1'0") - general notes to include:             <ul style="list-style-type: none"> <li>➢ Concrete strength &amp; lumber grade</li> <li>➢ Construction notes for roof, wall, floor and foundation/footings.                 <ul style="list-style-type: none"> <li>Include:                     <ul style="list-style-type: none"> <li>▪ Each floor elevation</li> <li>▪ Location of insulation</li> <li>▪ Room height (floor to ceiling)</li> </ul> </li> </ul> </li> <li>➢ Frost depth – min 18" u/s footing</li> </ul> </li> </ul>		
<p>Structural Drawings</p>	<ul style="list-style-type: none"> <li>• Submit original signed and sealed structural drawings.</li> </ul>		
<p>Fire Suppression Drawings</p>	<ul style="list-style-type: none"> <li>• Three sets of drawings and Hydraulic Calculations submitted with application.</li> </ul>		

## 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.)*

OFFICE USE ONLY						
Permit #s BP: _____	PF00: _____	FP00: _____	Fee Paid: _____	Receipt#: _____		
<input type="checkbox"/> Cheque	<input type="checkbox"/> Cash	<input type="checkbox"/> Visa	<input type="checkbox"/> MC	<input type="checkbox"/> AMX	<input type="checkbox"/> Interac	CSR Initials _____