



## BUILDING DIVISION BUILDING PERMIT APPLICATION REQUIREMENTS

### ACCESSORY BUILDING

#### MINIMUM REQUIREMENTS FOR AN ACCESSORY BUILDING

The total combined floor area of accessory buildings and structures in RS and RD zones, including all detached carports, shall not exceed 12% of the lot area or 90 m<sup>2</sup> (968.8 sq.ft), which ever is less.

#### GENERAL INFORMATION

- Civic Address (*if new address, verify with Engineering Department*)
- Legal Description
- Application fee (*City of Port Coquitlam Building and Plumbing Bylaw, Fees and Charges*)
- All drawings to scale
- Within 50 m of a watercourse (*if applicable*)
- Within a Development Permit Area (*as denoted in Official Community Plan*)

#### DOCUMENTS

- Building Permit Application Form
- Form A (*from the City of Port Coquitlam Building and Plumbing Bylaw to be signed by the owner or agent*)
- Plans (*2 complete sets*)
  - o Architectural
  - o Structural signed & sealed by a Registered Professional (*if applicable*)
- Letters of Assurance signed & sealed by a Registered Professional (*if applicable*)
  - o Schedule B1/B2 from the BC Building Code for each registered professional
  - o Form B (*from the City of Port Coquitlam Building and Plumbing Bylaw*)
  - o Certificate of Insurance for each registered professional
  - o Please note if more than one registered professional has been retained Schedule A from the BC Building Code is required (*ie. Structural and Geotechnical*)

#### PLANS (2 complete sets)

- Site Plan
- Foundation/Framing Plans
- Elevations
- Construction Details/Cross Section

**NOTE:** All plans submitted with permit applications shall bear the name and address of the designer.

This handout is prepared for your convenience as a general guide to the requirements for an Accessory Building Permit Application. Please consult the *Building and Plumbing Bylaw* and the *BC Building Code* for specific requirements. Demolition and/or Tree Removal Permits to be completed prior to issuance of Building Permit.

For further information or assistance, contact the Building Division at (604) 927-5444.

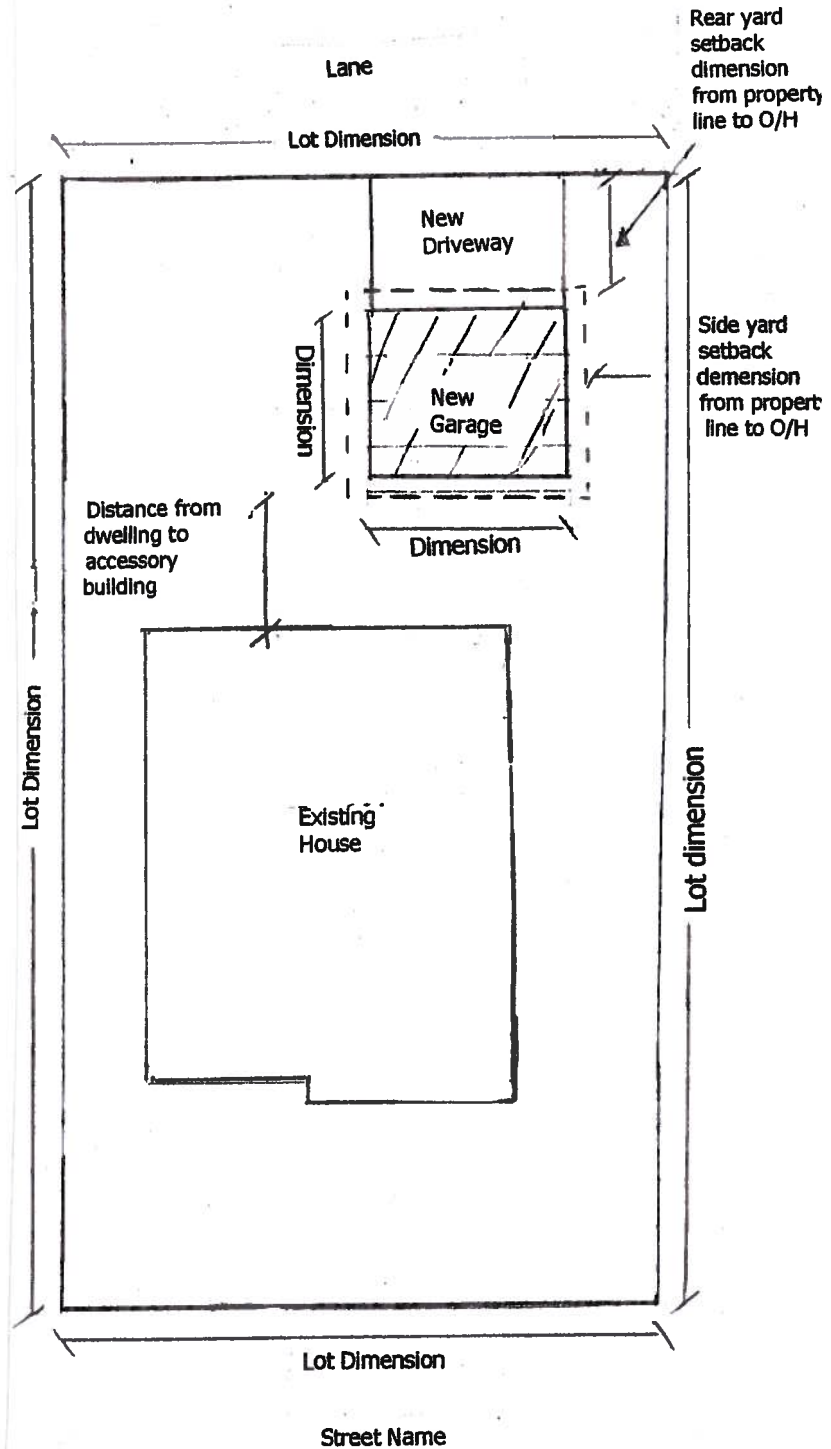
*Last updated May 2010*

# DRAWING DETAILS

## SITE PLAN

- Civic address
- Legal description
- Location of Easements and/or Right of Ways (if applicable)
- North arrow & scale
- Zoning information
  - o Current zoning
  - o Lot area
  - o Maximum allowable lot coverage
  - o Proposed lot coverage
  - o Maximum allowable accessory building floor area
  - o Total accessory building floor area for all building (*existing and proposed*)
- Lot dimensions
- Streets & lanes
- Setbacks (*from the closest projection to the property line including the gutter*)
- Footprint view of ALL buildings on property
- Distance between each building
- Driveway location
- Denote new construction

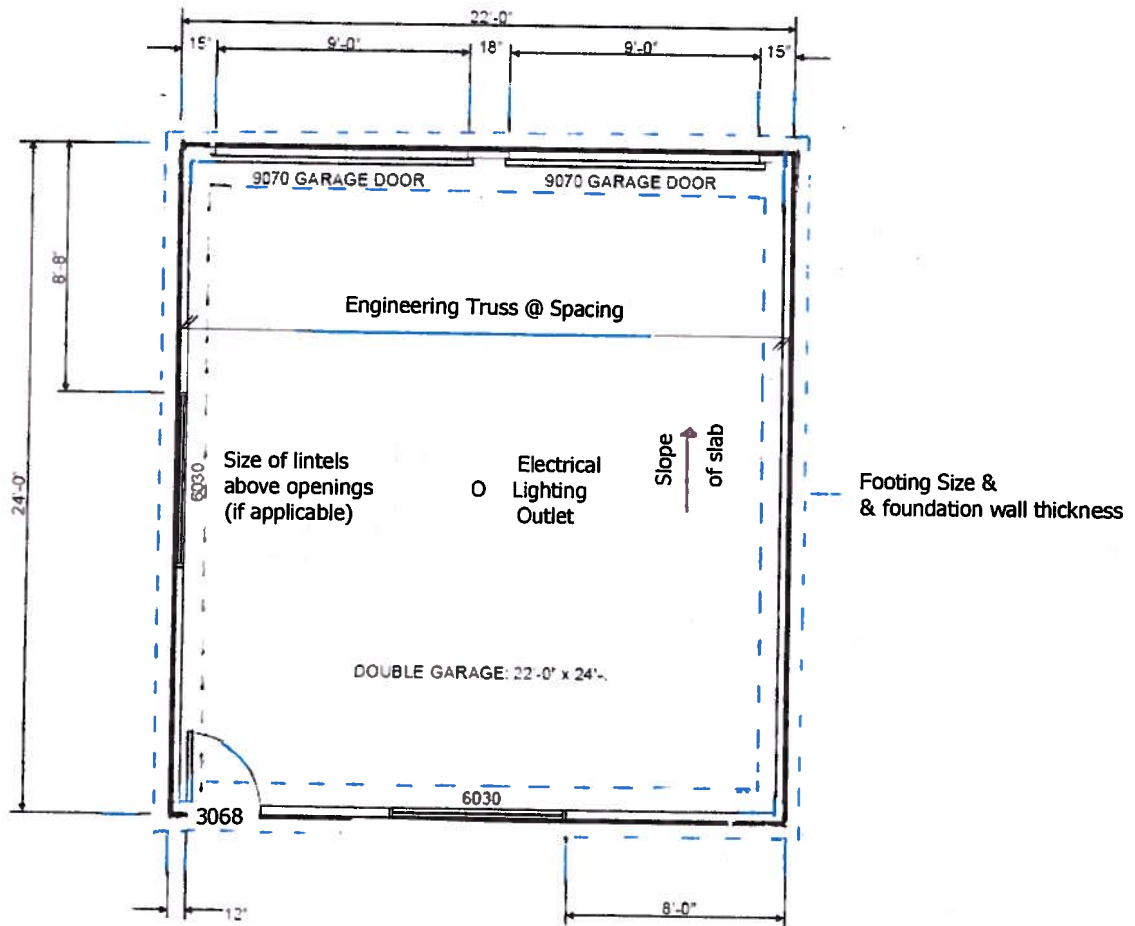
**SAMPLE PLANS ONLY**  
 To be used as a guide. Not For Application



**FOUNDATION / FRAMING PLANS**

- Location of footings and foundation walls
- Size of footings and foundation walls
- Framing layout above
- Building dimensions
- Use of accessory building
- Size of windows and doors
- Framing layout
- Electrical lighting outlet
- All plumbing fixtures (if applicable)
- Heating system (if applicable)

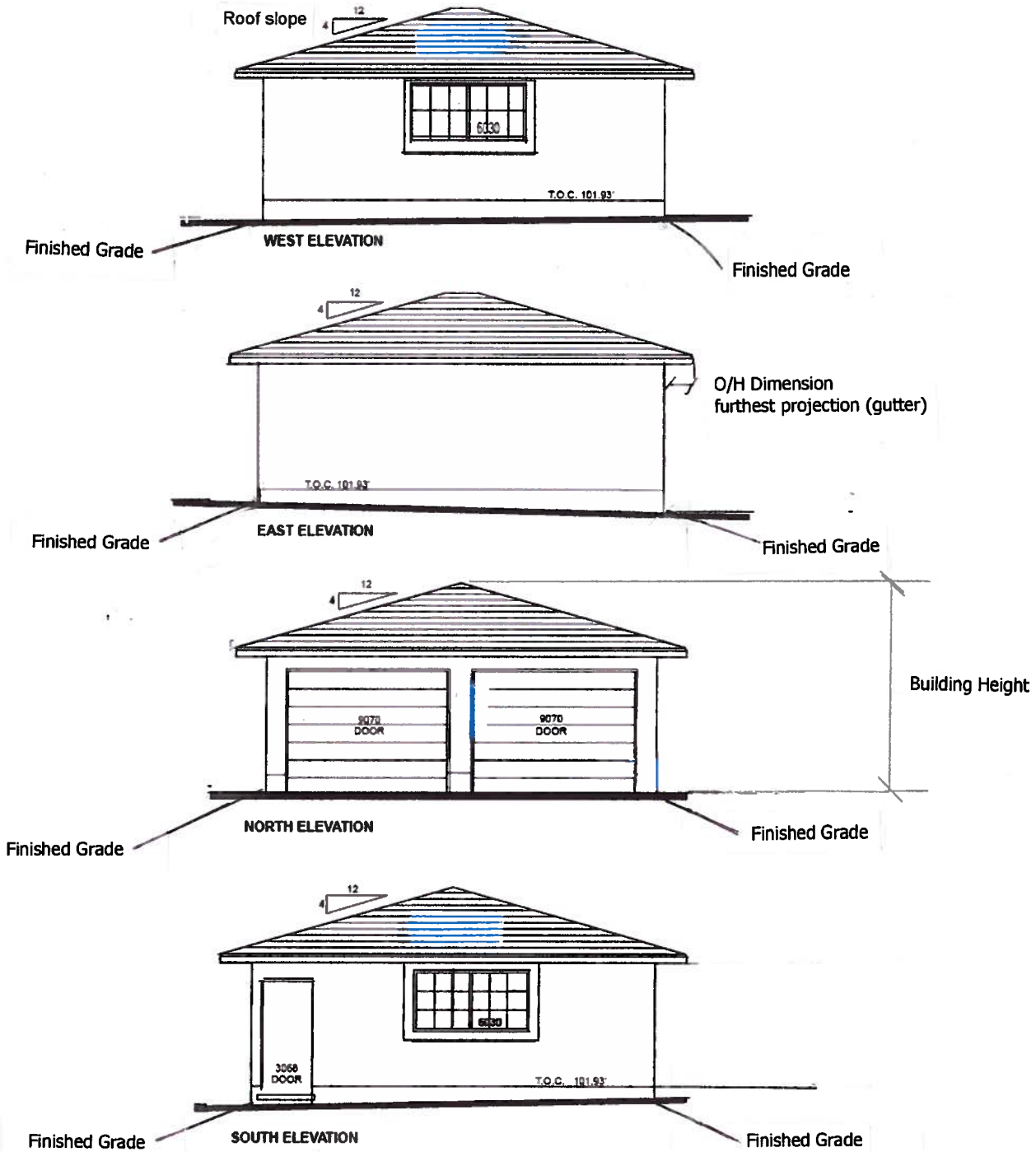
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# ELEVATIONS

- Full view of front, rear and both sides of the building above grade
- Building height
- Window and door locations and sizes
- Exterior finishes
- Roof slope
- Spatial separation calculations (*if applicable*)

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**COMPLETE CROSS SECTION**

- General notes to include concrete strength & lumber grade
- Construction notes for roof, wall, floor and foundation
- Size, thickness and spacing of materials
- Finished grade and each floor elevation
- Room height (*floor to ceiling*)
- Anchorage details
- Roof slope

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