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 m² (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)
  - Architectural
  - Structural signed & sealed by a Registered Professional (if applicable)
- Letters of Assurance signed & sealed by a Registered Professional (if applicable)
  - Schedule B1/B2 from the BC Building Code for each registered professional
  - Form B (from the City of Port Coquitlam Building and Plumbing Bylaw)
  - Certificate of Insurance for each registered professional
  - 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
  ○ Current zoning
  ○ Lot area
  ○ Maximum allowable lot coverage
  ○ Proposed lot coverage
  ○ Maximum allowable accessory building floor area
  ○ 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)

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

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

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