

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 this application.

Submission Requirement	Description	Applicant Initial	Comments
Application Form	Completed application form with fee		
Form A	Signed acknowledgement of owner.		
Geotechnical Report	Soil conditions, slope stability and floodplain.		
Drawings	<p>Provide <u>three</u> sets of drawings.</p> <p><u>Drawings shall include:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Civic address and legal description. <input type="checkbox"/> Locations of easement(s), right-of-way(s) <input type="checkbox"/> Dimensions of site (including north arrow & scale i.e. 1/8" =1'0" 1:100). <input type="checkbox"/> Current zoning. <input type="checkbox"/> Lot area. <input type="checkbox"/> Maximum allowable lot coverage. <input type="checkbox"/> Proposed lot coverage. <input type="checkbox"/> Maximum allowable accessory building floor area. <input type="checkbox"/> Total accessory building floor area for all buildings (existing and proposed). <input type="checkbox"/> Setbacks from the closest projection (including the gutter) property line. <input type="checkbox"/> Footprint view of buildings on property. <input type="checkbox"/> Distance between each building. <input type="checkbox"/> Driveway location. <input type="checkbox"/> Denote new construction (bold, hatch, etc.). 		
Foundation/Framing Plans	<ul style="list-style-type: none"> <input type="checkbox"/> Location and size of footings. <input type="checkbox"/> Location and size of foundation walls. <input type="checkbox"/> Framing layout. <input type="checkbox"/> Building dimensions. <input type="checkbox"/> Use of accessory building (i.e. garage, storage, greenhouse). <input type="checkbox"/> Size of window(s) and door(s). <input type="checkbox"/> Electrical lighting outlet (required in garage). <input type="checkbox"/> All plumbing fixtures. <input type="checkbox"/> Heating system. 		

CITY OF PORT COQUITLAM

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Elevations	<input type="checkbox"/> Full view of front, rear and both sides of the building above grade. <input type="checkbox"/> Building height. <input type="checkbox"/> Window and door location and sizes. <input type="checkbox"/> Exterior finishes. <input type="checkbox"/> Roof Slope. <input type="checkbox"/> Spatial separation calculations.		
Complete Cross Section	<input type="checkbox"/> General notes to include concrete strength & lumber grade. <input type="checkbox"/> Construction notes for roof, wall, floor and foundation. <input type="checkbox"/> Size, thickness and spacing of materials. <input type="checkbox"/> Room height (floor to ceiling). <input type="checkbox"/> Anchorage details. <input type="checkbox"/> 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.)

FOR OFFICE USE ONLY

Permit #'s: BP: _____ FP: _____ PF: _____ Fee Paid: _____ Receipt# _____
 Cheque Cash Visa MC AMX Interac CSR Initials: _____