

### 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/building](http://www.portcoquitlam.ca/building)

*Firms that engage in the practice of professional engineering or geoscience will be required to register with Engineers and Geoscientists BC and hold a **Permit to Practice**.*

#### 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 Email: \_\_\_\_\_ Applicant Phone: \_\_\_\_\_

#### 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)

Development Permit required?    Yes    No

Are Trees being removed:    Yes    No

# CITY OF PORT COQUITLAM

## 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		
<a href="#">Form A</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"> <li><input type="checkbox"/> Civic address and legal description.</li> <li><input type="checkbox"/> Locations of easement(s), right-of-way(s)</li> <li><input type="checkbox"/> Dimensions of site (including north arrow &amp; scale i.e. 1/8" =1'0" 1:100).</li> <li><input type="checkbox"/> Current zoning.</li> <li><input type="checkbox"/> Lot area.</li> <li><input type="checkbox"/> Maximum allowable lot coverage.</li> <li><input type="checkbox"/> Proposed lot coverage.</li> <li><input type="checkbox"/> Maximum allowable accessory building floor area.</li> <li><input type="checkbox"/> Total accessory building floor area for all buildings (existing and proposed).</li> <li><input type="checkbox"/> Setbacks from the closest projection (including the gutter) property line.</li> <li><input type="checkbox"/> Footprint view of buildings on property.</li> <li><input type="checkbox"/> Distance between each building.</li> <li><input type="checkbox"/> Driveway location.</li> <li><input type="checkbox"/> Denote new construction (bold, hatch, etc.).</li> </ul>		
Foundation/Framing Plans	<ul style="list-style-type: none"> <li><input type="checkbox"/> Location and size of footings.</li> <li><input type="checkbox"/> Location and size of foundation walls.</li> <li><input type="checkbox"/> Framing layout.</li> <li><input type="checkbox"/> Building dimensions.</li> <li><input type="checkbox"/> Use of accessory building (i.e. garage, storage, greenhouse).</li> <li><input type="checkbox"/> Size of window(s) and door(s).</li> <li><input type="checkbox"/> Electrical lighting outlet (required in garage).</li> <li><input type="checkbox"/> All plumbing fixtures.</li> <li><input type="checkbox"/> Heating system.</li> </ul>		

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Submission Requirements	Description	Applicant Initial	Comments
Elevations	<ul style="list-style-type: none"> <li><input type="checkbox"/> Full view of front, rear and both sides of the building above grade.</li> <li><input type="checkbox"/> Building height.</li> <li><input type="checkbox"/> Window and door location and sizes.</li> <li><input type="checkbox"/> Exterior finishes.</li> <li><input type="checkbox"/> Roof Slope.</li> <li><input type="checkbox"/> Spatial separation calculations.</li> </ul>		
Complete Cross Section	<ul style="list-style-type: none"> <li><input type="checkbox"/> General notes to include concrete strength &amp; lumber grade.</li> <li><input type="checkbox"/> Construction notes for roof, wall, floor and foundation.</li> <li><input type="checkbox"/> Size, thickness and spacing of materials.</li> <li><input type="checkbox"/> Room height (floor to ceiling).</li> <li><input type="checkbox"/> Anchorage details.</li> <li><input type="checkbox"/> Roof slope.</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:** Personal information entered on this form is collected under the authority of the Local Government Act. Records and information collected as part of the Site Investigation process is a public record and is subject to the Freedom of Information and Protection of Privacy Act (FOIPPA). If you have any questions or concerns about how your information will be used, contact the Corporate Office at 604.927.5212 or [corporateoffice@portcoquitlam.ca](mailto:corporateoffice@portcoquitlam.ca)