

## Application for Commercial, Industrial, Institutional & Multi-Residential Building Permit - New, Addition, Alteration, Tenant Improvement(s).

Building permits are required before you build, repair or alter most building or structures. For more information about 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:  Multi-Residential  Commercial  Industrial  Institutional

Project Type:  New  Addition  Alteration  Repair  Change of Use

Proposed Work: \_\_\_\_\_

Estimated Construction Value: \_\_\_\_\_

Has construction commenced?  Yes  No Current Zoning: \_\_\_\_\_

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

<u>Additional Requirements</u>	Development Permit required? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Non-profit, public rental or social housing? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Aesthetic improvement to the façade? <input type="checkbox"/> Yes <input type="checkbox"/> No

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<u>Additional Requirements</u> Cont'd.	Attached information for a high-performance building? <input type="checkbox"/> Yes <input type="checkbox"/> No
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## BUILDING PERMIT CHECKLIST

*The following materials are required as part of the Building Permit Application for **NEW** Commercial, Industrial, Institutional and Multi-Residential permits.*

*For tenant improvements to **EXISTING** buildings, based on the scope of the project, some of these requirements may not be applicable. For more information, please contact the Building Division at 604.927.5444.*

Submission Requirement	Description	Applicant Initial	Comments
Application Form	Completed application form with fees; Refer to <a href="#">Fees and Charges Bylaw</a> .		
<a href="#">Form A</a>	Signed acknowledgement of owner.		
Letters of Assurance	Registered Professional to submit (signed and sealed) <input type="checkbox"/> <a href="#">Form B</a> <input type="checkbox"/> Letter of Assurance. <input type="checkbox"/> A copy of certificate of Liability insurance.		
Geotechnical Report	<input type="checkbox"/> Soil condition & slope stability. <input type="checkbox"/> Floodplain, if applicable (refer to <a href="#">Community Charter (Section 56) Covenant</a> ).		
Homeowner Protection Office approval (HPO)	<i><u>Residential Units Only.</u></i> For New Multi-Residential projects, confirmation of registration at HPO is required prior to issuance of permit.		
Emergency Services Radio Bylaw	Applicant has read and complied with the <a href="#">Emergency Services Radio Bylaw</a> <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Drawings</b>	Provide <b>three sets</b> of all required drawings rolled in three ordered sets. <input type="checkbox"/> Drawings need to be to scale, clear, fully dimensioned and suitable for scanning.		
Building Code Analysis	Signed and sealed by Registered Professional.		
Excavation/Shoring	Signed and sealed by Registered Professional, if applicable.		

Submission Requirement	Description	Applicant Initial	Comments
Architectural Plans	<p><u>Site Plan to include :</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Legal description.</li> <li><input type="checkbox"/> Location &amp; dimensions of Right of Way(s) &amp;/or Easements.</li> <li><input type="checkbox"/> Street address, floor number(s) &amp; tenant suite number(s).</li> <li><input type="checkbox"/> Street names, lanes &amp; location.</li> <li><input type="checkbox"/> Lot dimensions (with north arrow).</li> <li><input type="checkbox"/> Dimensions of all existing &amp; proposed buildings on the site.</li> <li><input type="checkbox"/> Setbacks.</li> <li><input type="checkbox"/> Parking – onsite, showing access to street.</li> <li><input type="checkbox"/> Fire Truck Access.</li> <li><input type="checkbox"/> Location &amp; dimensions of:                             <ul style="list-style-type: none"> <li>• Existing fire hydrants.</li> <li>• New fire hydrant(s).</li> </ul> </li> </ul> <p><u>Floor Plans to include:</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> All exterior &amp; interior dimensions.</li> <li><input type="checkbox"/> Location &amp; sizes of doors &amp; windows.</li> <li><input type="checkbox"/> Section cut reference.</li> <li><input type="checkbox"/> Stair dimensions (width, rise, run, number of risers, and height of guard, handrails and extensions).</li> <li><input type="checkbox"/> Ceiling Plan.</li> <li><input type="checkbox"/> Use of all rooms, units and other areas.</li> <li><input type="checkbox"/> Usage of adjacent unit(s).</li> <li><input type="checkbox"/> Room finishes.</li> <li><input type="checkbox"/> Plumbing fixture layout.</li> <li><input type="checkbox"/> Location and layout of seating, if applicable.</li> <li><input type="checkbox"/> Occupant load, major occupancy</li> <li><input type="checkbox"/> Access for disabled persons where applicable.</li> <li><input type="checkbox"/> Location(s) of fire separation.</li> <li><input type="checkbox"/> Fire separation with fire resistance rating for demising wall.</li> </ul> <p><u>Building cross-section(s) &amp; truss details to include:</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Room heights.</li> <li><input type="checkbox"/> Floor elevation(s).</li> <li><input type="checkbox"/> Construction assembly.</li> </ul> <p><u>Exterior Elevations (front, rear, left &amp; right sides):</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Dimensions &amp; locations of door(s) &amp; window(s).</li> <li><input type="checkbox"/> Dimensions of roof overhangs.</li> <li><input type="checkbox"/> Type of finishing &amp; textures.</li> <li><input type="checkbox"/> Storey elevation related to building grades, window and door openings.</li> </ul> <p><u>Detailed drawings to include:</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Building Envelope drawings.</li> <li><input type="checkbox"/> Fire-stopping.</li> <li><input type="checkbox"/> Penetration on fire separation</li> <li><input type="checkbox"/> Accessibility, etc.</li> </ul>		

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Submission Requirement	Description	Applicant Initial	Comments
Structural Plans	Signed & sealed drawings.		
Fire Suppression Plans	Signed & sealed drawings.		
Mechanical Plans	Signed & sealed drawings.		
Electrical Plans	Signed & sealed drawings.		
Civil Plans	Signed & sealed drawings.		
Landscaping	Signed & sealed drawings.		

### 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 Building Permit 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)