

Coach House BUILDING PERMIT & DEVELOPMENT PERMIT Application Checklist

This checklist is to assist applicants in preparing the minimum submission documents for a coach house Building Permit and Development Permit application. All applicable documents below must be submitted as part of the application package. See more on Planning requirements in Accessory Coach House Development Permit Guidelines and Zoning Bylaw No. 6700. NOTE: Documents with an asterisk () require verifiable digital seals at the time of any electronic Building Permit submission.*

Address: _____

Staff Use		
Ok	Not ok	
_____	_____	BUILDING PERMIT DOCUMENTS
_____	_____	Building Permit Application Form
_____	_____	Letter of Authorization
_____	_____	Owner's Undertaking, required if an Architect and/or Engineer is involved
_____	_____	Design Verification Report and supporting documentation
_____	_____	Schedule A (electronically sealed) - from Coordinating Registered Professional (Architect or Engineer) if 3+ P. Eng
_____	_____	Schedule B (electronically sealed) - from all registered professionals
_____	_____	Permit to Practice number must be listed on all signed and sealed documents as per the EGBC
_____	_____	Homeowners Protection Office (HPO) Form / New Home Registration form
_____	_____	Alternative Solution Application Form
_____	_____	Demolition Permit Application if applicable
_____	_____	DEVELOPMENT PERMIT DOCUMENTS
_____	_____	(Contact planning@cnv.org regarding submission of development permit documents)
_____	_____	Coach House Development Permit Application Form
_____	_____	Supplementary Dwelling Unit Information Form
_____	_____	SURVEY PLAN
_____	_____	Provide a current (within 6 months) posting plan survey to scale by BC Land Surveyor (BCLS)
_____	_____	Show full legal description and address, lot dimensions, and north arrow
_____	_____	Show geodetic data at property corners, building corners, and top/bottom of retaining walls
_____	_____	Show basement grade, any grade changes, and spaced shots along property (3 width/4 length)
_____	_____	Show location of any existing buildings and their setbacks to property lines
_____	_____	Show manhole and catch basin rim, inverts upstream/downstream of property
_____	_____	Show distance between manholes
_____	_____	Show road/lane centre lines and intersections, edge of pavement, and any guttering
_____	_____	Show location of all trees on private and City property, specify diameter and caliper
_____	_____	Show adjacent signage, street lighting, utility poles, easements, on/off-site utilities, fire hydrants
_____	_____	*GEOTECHNICAL
_____	_____	See handout for example
_____	_____	Site plan and elevations showing existing structures, retaining walls, and trees within 5' of lot
_____	_____	Cross sections demonstrating the shear line for the bearing will be maintained

***SEDIMENT EROSION PLAN**

Seal only required if from Registered Professional

[See handout for example](#)

- _____ Show location and size of excavation, sediment trap, and discharge details
- _____ Show soil pile and material used to protect it
- _____ Show location and noted action to protect all impacted catch basins
- _____ Show location of all fences, retaining walls, and required and proposed tree protection
- _____ Show location of all streets/lanes, and the location, size and materials of site access driveway
- _____ Show slope of property/water flow direction
- _____ Show site access (3/4" clear crush gravel for temporary access pad approx. 8" by 10-15')

***STRUCTURAL PLANS**

- _____ Design path and design loads must be clearly stated
- _____ Indicate all floor, roof plans, and construction details
- _____ Provide roof truss layout with design loads (0.24 kPa load required for solar collector)

***ARCHITECTURAL SET**

Seal only required with registered architect. Architectural Set to specify Step Code details.

SITE PLAN (at 1/8" = 1'-0" scale)

- _____ Show full legal description, civic address, lot dimensions, and north arrow
- _____ Show elevations at property corners, building corners, grades, top/bottom of retaining walls
- _____ Show dimensions and setbacks of all proposed buildings (including decks, porches, eaves, etc.)
- _____ Show any Accessory Building or Accessory Structure location, dimensions, height and setbacks
- _____ Show landscape buffer along rear and exterior side lot line.
- _____ Location of all existing and proposed hardscaping and material of parking pads
- _____ Location of 1 metre emergency pathway and required exterior hardwire lighting
- _____ Dimensions of all existing and proposed retaining walls, fence heights, and gate swings
- _____ Location and details of private outdoor space required for coach house and main house
- _____ Location and details of coach house addressing (unit 3) from front and rear
- _____ Show any easement or right-of-way, if applicable
- _____ Show any adjacent street and/or lane locations and widths
- _____ Show any hedges, retaining walls, steps or crossings encroaching City property to be removed
- _____ Show the proposed garage or parking pad slab elevation
- _____ Show parking dimensions and setbacks, with location of EV Level 2 Charging Outlet
- _____ Show elevations at centre of the garage at both the property line and centre of the lane
- _____ Show any new pedestrian access, labeling elevations on each side at property line
- _____ Show new asphalt infill between property line and asphalt edge of the lane
- _____ [Zoning Summary Table, see template](#)

FLOOR AND ROOF PLAN (at 1/4" = 1'0" scale)

- _____ Show coach house building dimensions and elevations (including decks, porches, balconies)
- _____ Show principal house building dimensions and elevations (including decks, porches, balconies)
- _____ Show room use, doors, windows, and all their dimensions
- _____ Show dimensions, structural elements, foundation and footings, and design loads
- _____ Show location and type of fixtures, including heating/ventilation (vents, smoke, CO alarms, HRV)
- _____ Show location and dimensions of stairs, handrail and guardrail heights, headroom clearances
- _____ Show overlay of the upper floor and property lines
- _____ Show location and size of solar conduits/pipes and collector
- _____ Show location of EV Level 2 Charging Outlet in carport, garage, or side of building

GROSS FLOOR AREA (GFA) OVERLAYS (at 1/8" or 1/4" = 1'-0" scale)

_____ _____
Perimeter dimensions of all area included in GFA for each floor of coach house and main house

_____ _____
Include table of calculations (length, width, total area)

_____ _____
Note any proposed GFA exclusions, referencing Zoning Bylaw

CROSS SECTIONS (at 1/4" = 1'-0" scale)

_____ _____
Construction notes for roof, wall, floor and foundation (minimum 18' to u/s footing)

_____ _____
Construction notes to include concrete strength and lumber grade

_____ _____
Show height from floor to ceiling, height over stairs, roof slope, and truss height

_____ _____
Indicate the insulation requirements for all piped in unconditioned spaces

_____ _____
Show rain screen details (roof to wall, typical window head and sill detail, and wall to foundation)

_____ _____
Section thru a doorway to guardrail/grade if application and a typical penetration

ELEVATIONS (at 1/4" = 1'-0" scale)

_____ _____
Show building height c/w eave height (i.e. geodetic data) and floor to ceiling heights

_____ _____
Show existing and finished grades at corners of buildings (calculate average finished grade)

_____ _____
Show spatial separation calculations and all door and window sizes for all four sides of house

_____ _____
Show spatial separation calculations for the rear of the existing dwelling unit

_____ _____
Show all exterior materials, colours, and finishes, including flashing over all doors and windows

_____ _____
Show rear lot Grade Average, grade of main level, Top of Ridge, and Top of Plate height

_____ _____
Show decks, porches, balconies, with dimensions and Open Appendage calculation if needed

_____ _____
Show location and type of exterior lighting