

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](#)

[House Performance Report](#)

Energy Model (Step Code)

EnerGuide Homeowner Information Sheet

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](#)

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