



## Accessory Coach House **BUILDING PERMIT** Application Checklist

Address: \_\_\_\_\_

Staff Use

Ok  Not ok

**DOCUMENTS (ALL APPLICABLE items must be submitted):**

- [Building Permit Application](#)
- [Letter of Authorization](#)
- [Owner's Undertaking required - if Architect and/or Engineer is involved](#)
- [Design Verification Report \(2 COPIES\)](#)
- [House Performance Report \(2 COPIES\)](#)
- Proposed and Reference House Energy Modeling Report (2 COPIES)
- Energy Model (Step Code) or NECB-200 Report (2 COPIES)
- EnerGuideHomeowner Information Sheet (2 COPIES)
- Schedule A (sealed) - from the Registered Coordinating Professional (Architect or Engineer)
- [Schedule B \(sealed\) - from all registered professionals](#)
- [Confirmation of Professional Liability Form \(sealed\) - from all registered professionals](#)
- Certificate of Insurance required - from all registered professionals
- Homeowner Protection Office form
- [Alternative Solution application \(Application form, 1 original plus 5 copies of the report and fees\)](#)

**DRAWING REQUIREMENTS**

- [Sediment Erosion Plan \(3 copies\) - See handout for example](#)
- Show the location of all streets and lanes
- Show the location or note that all impacted catch basin will be protected
- Show the location, note the size and indicate the materials used for the site access driveway
- Show location and size of the sediment trap and discharge details
- Show the location and size of the excavation
- Show all required and proposed tree protection
- Show the location of the soil pile and list the material used to protect it
- Show the location of all fences and retaining walls

**SURVEY PLAN (3 copies)**

- Provide a current survey/posting plan to scale by BCLS showing full legal description & street name
- Surveys older than 6 months old may not be acceptable
- Provide a 'Posting Survey Plan' to scale by BCLS
- Show lot dimensions and North arrow
- Show geodetic datum's at 4 corners of property & buildings, grades, top and bottom of retaining walls
- Location of any existing buildings and their setbacks to property lines

**ENG DEPT SURVEY REQ'S (review with Eng Dept if any other grade information is required):**

- Manhole and catch basin rim and inverts upstream and downstream of subject property
- Gutter and back of walk at property lines, lane x-sections
- Adjacent signage, street lighting, utility poles, easements, on-site and off-site utilities, basement elevation, any changes in grade
- Nearest fire hydrant
- Location of all trees both on private and city property. Specify size and caliper

[GEOTECHNICAL \(2 Copies\) - See handout for details](#)

- Site plan and elevations showing existing structures, retaining walls and trees within 5' of the property
- Cross sections demonstrating the shear line for the bearing will be maintained

**(4 Copies of Architectural Drawings)**

**SITE PLAN at 1/8" = 1'-0" scale - 4 Copies**

- Full legal description and civic address
- Show lot dimensions and North arrow
- Show geodetic datum's at corner of all buildings, grades, top and bottom of all retaining walls
- Location of site services (from Engineering Department)
- Show easements and/or R.O.W.'s (if applicable), top & bottom of retaining walls
- Show any adjacent street and/or lane locations and widths
- Location of any existing or proposed buildings and their setbacks to property lines
- Show building dimensions and eave projections or overhangs
- Show Zoning Analysis: - Identify current zoning for the property
- Lot area & Lot coverage % , Gross floor area (GFA) – permitted and proposed
- Boulevard Treatment (sidewalks, grass)
- For the garage slab: At both the property line and centre of the lane provide the geodetic elevations at the corners of the garage and the centre of the garage. Max 10% slope. Interpolate grades if required.

**9.36 ENERGY EFFICIENCY & 9.32 VENTILATION - 4 Copies**

- In chart form Indicate the RSI value of the exterior assemblies and their required and proposed RSI value
- Indicate the U value for all doors, windows and skylights
- Provide the percentage of glazing for the exposed wall area for all sides (FDWR calculation)
- Provide details demonstrating all new requirements for penetrations and insulation requirements

**ROOF / FLOOR PLANS at 1/4" = 1'-0" scale - 4 Copies**

- Dimensions, struct. elements, foundation & footings and design loads
- Location of fixtures, heating/ ventilation equipment including vents, smoke and/or CO alarms
- Room use, doors, and windows and all their dimensions
- Location & detailed dimensions of stairs, handrail or guardrail heights & headroom clearances
- Type & location of heating & venting equipment must be clearly shown (ie. HRV, Heat pump)
- Roof plan to include an overlay of the upper floor and property lines
- Show location and size of solar conduits/pipes and collector

**CROSS SECTIONS at 1/4" = 1'-0" scale - 4 Copies**

- Construction notes for roof, wall, floor, foundation (minimum 18" to u/s footing)
- Construction notes to include concrete strength & lumber grade
- Height from floor to ceiling, height over stairs, roof slope & truss height
- Indicate the insulation requirements for all pipes in unconditioned spaces
- Rain screen details - roof to wall, typical window head and sill detail, wall to foundation,
- Section thru a doorway to guardrail /grade if applicable & a typical penetration

**ELEVATIONS at 1/4" = 1'-0" scale - 4 Copies**

- Building height c/w eave height ( ie. geodetic datum) and floor to ceiling heights
- Existing and finished grades at corners of the structure – calculate average finished grade
- Show spatial separation calculations as well as all door and window sizes for all 4 sides of the house
- Show spatial separation calculations for the rear of the existing dwelling unit
- Show extent of all exterior finishes including flashings over all doors and windows

**PRINCIPAL BUILDING FLOOR PLANS at 1/4" = 1'-0" scale - 4 Copies**

- Building dimensions (including decks and balconies), room use, doors, and windows and their sizes
- Building elevations (including decks and balconies), doors, and windows and their sizes

**STRUCTURAL 1/4" = 1'-0" scale - 2 Copies**

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