

*The purpose of this guideline is to explain to the homeowner, builder and contractor the **minimum** building permit application requirements for new residential garages.*

This brochure is a guide only. It should be used in conjunction with, and not a substitute for New Westminister’s Building Bylaw, Zoning Bylaw, current editions of the B.C. Building Code, Canadian Electrical code (with B.C. amendments, and B.C Plumbing Code). The drawings in this brochure shall not be reproduced for Building Permit Application.

Please note that it is the responsibility of the property owner and/ or applicant to ensure the work complies with the current edition of the B.C. Building Code and all applicable City Bylaws.

## **General Requirements**

The following are required:

- Building Permit application fee (refer to current fee schedule).
- A [Tree Permit](#) may be required. Refer to the attached FAQ or contact Parks Department for Tree Permit requirements.
- All plans and information submitted must be legible and of suitable quality for microfilming. Full size 2’x3’ (approximate) sheets are preferred and should be photocopy.
- Three sets of drawings to the following minimum scales:

<b>Drawing Type</b>	<b>Scale</b>
Site Plan	1/8” = 1’-0” (or 1/16” = 1’-0” for larger sites)
Floor, Foundation and Roof Plan	1/4” = 1’-0”
Cross Section	1/4” = 1’-0”
Construction Details	1/4” = 1’-0”
Elevations	1/4” = 1’-0”

- Drawings will be accepted in imperial or SI metric units, however, only one system of units must be used throughout.
- Resubmission of all corrections and notations must be on original drawings. Notations should not be in red ink. Drawings should not be laminated. Reversed plans are not acceptable.
- Engineered truss layout (if applicable). For specific information regarding roof trusses, refer to the “Roof and Floor (wood) Truss Design and Layout Drawings”.
- Topographical survey plan may be required at the discretion of plan checker.

## Specific Requirements

### 1. Site Plan Requirements (see sample drawing)

- North Arrow, Street Name shown
- Civic address and legal description
- Overall building dimensions of principal building (length and width from posts/building face/floor joist projection to opposite posts/building face/floor joist projects) and accessory building.
- Distance of all building setbacks measured perpendicular to the property lines (front, rear, and side yards setbacks)
- Existing and finished grade elevations at all corners of the garage and driveway grade elevations at the property line where the driveway meets the existing road or lane surface.
- Site dimensions.
- Easements, right-of-ways, water courses, and areas restricted by covenants. Length and height of aerial trespass if applicable shall be indicated on site plan and elevations.
- Roof and driveway drainage shall be directed to on site drainage system.
- Retaining wall dimensions/locations and heights.
- Slab/eave/ridge elevations (heights)
- Natural & finished grades
- Retaining walls – top and bottom elev.
- Driveway, parking location

### 2. Foundation, floor and roof plans (see sample drawing)

The followings must be included in the cross section drawings:

- Overall building dimensions of the garage.
- Complete dimensions to all construction.
- Windows and doors including door swings and sizes.
- Direction and sizes of all roof structural components, including beams and hangers (sealed and signed by a Registered Professional Structural Engineer if engineered beams are used).
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### 3. Cross sections and construction details (see sample drawing)

The followings must be included in the cross section drawings:

- Floor to ceiling height.
- Height between (underside) uppermost ceiling and roof peak.
- Floor, ceiling, roof and wall assembly details.
- Footing and foundation wall details.
- All construction materials.

### 4. Elevations (see sample drawing)

The followings must be included in the cross section drawings:

- Exterior finish.
- Window and door sizes.
- Existing and finished grades at building corners.

- Elevations (indicating building height) at finished floor, uppermost ceiling and roof peak).
- Roof slope(s).

## 5. Other

The followings may also be required:

- Topographical survey plan may be required at the discretion of plan checker.
- Engineered truss layout (if applicable).

***Please note that incomplete drawings will not be accepted for Building Permit, this may delay the issuance of the Building Permit***

### **Issuance of a Detached Residential Garage Building Permit:**

A Permit will be issued following the acceptance of plans showing compliance with City Bylaws and other applicable enactment's and the payment of the appropriate permit fees, applicable engineering fees and the site development undertaking (SDU). Please note that contractors are required to have valid trade qualification identification for sub-trade permits and a current Business License with the City.

**NOTE:** No excavation, shoring, erection, alteration, enlargement, repair, removal, *move* or demolition of any building or structure or part thereof, shall be commenced or undertaken without a permit being first obtained from the Building Department.

**Building Permit Applications accepted  
Monday, 8:00 am to 6:00 pm and Tuesday to Friday, 8:00 am to 4:00 pm**

**Accepted methods of payment: Cash, Debit or Cheque only**

### **RELATED SERVICES**

#### **Natural Gas & Electrical Inspections**

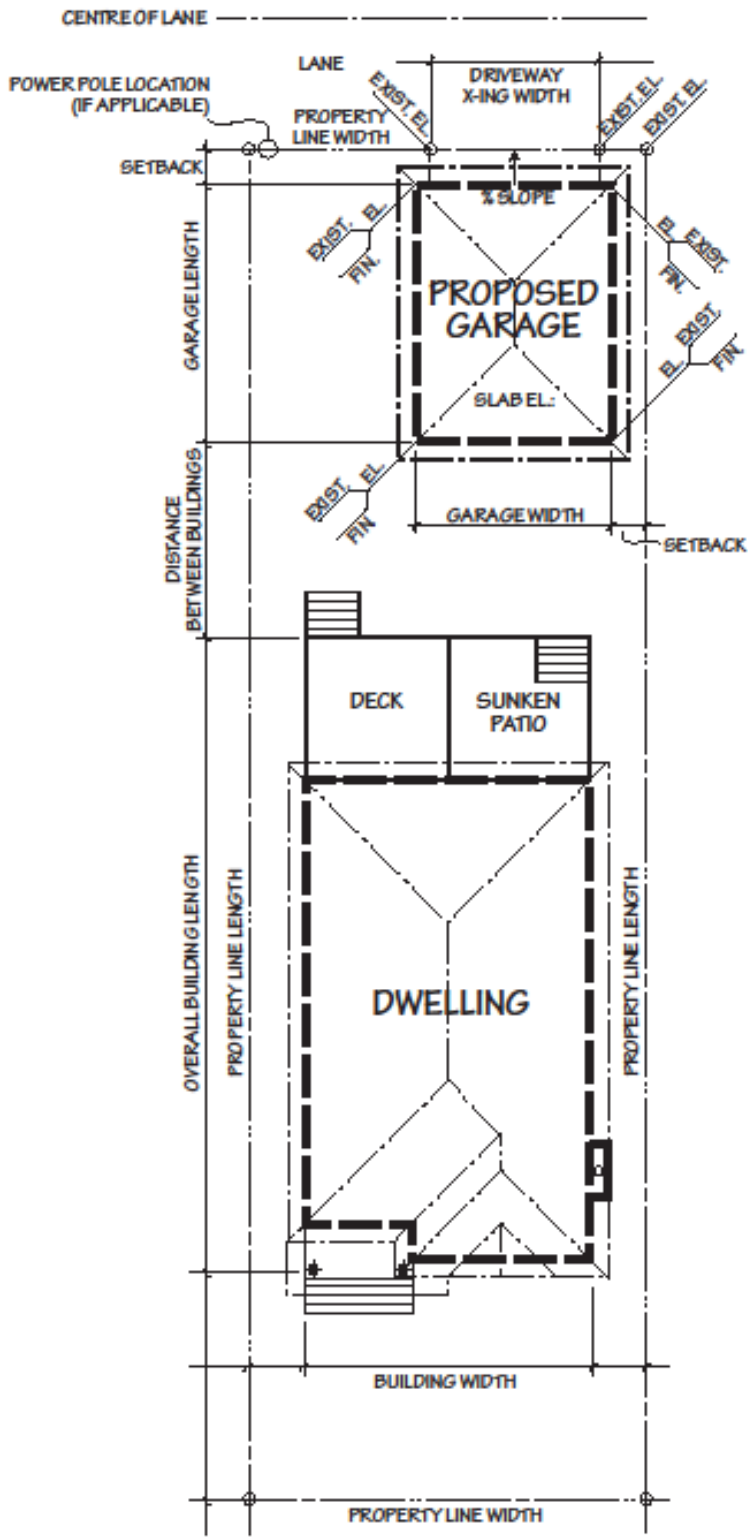
505 - 6<sup>th</sup> Street, Suite 200,  
New Westminster, B.C. V3L 0E1  
778-396-2000

#### **Land Registrations, Easements, Rights-of-Way**

Land Title Office  
88 - 6th Street  
New Westminster, B.C. V3L 5B3  
604-660-8141

#### **Parks Department**

600 8<sup>th</sup> Street,  
New Westminster, B.C. V3M 3S2  
604-527-4567



CIVIC ADDRESS:

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LEGAL DESCRIPTION:

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ZONING:

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DESIGNER INFO:  
(NAME, ADDRESS, PHONE)

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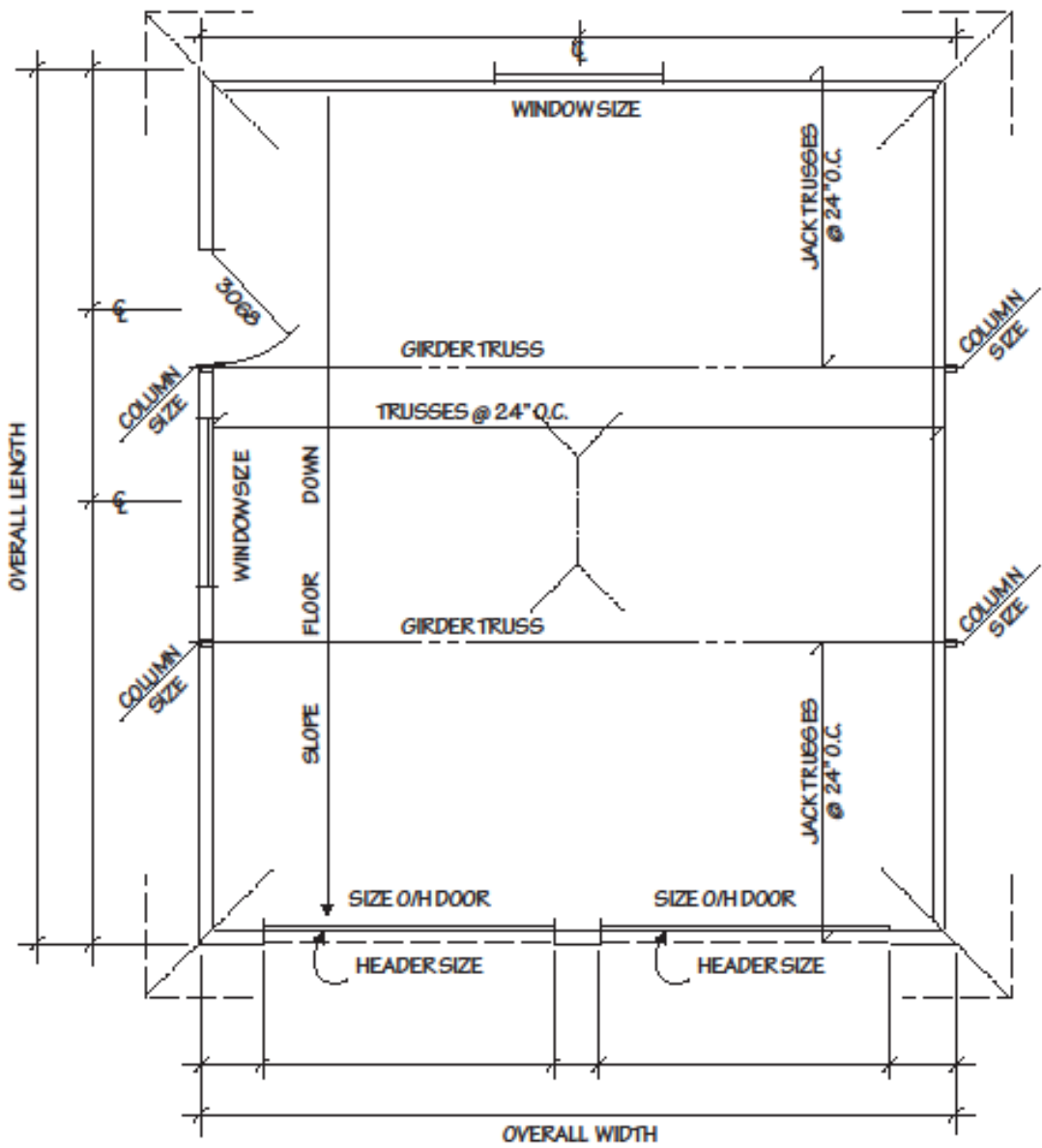
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ADDRESS  
AVENUE/STREET

SITE PLAN  
SCALE:

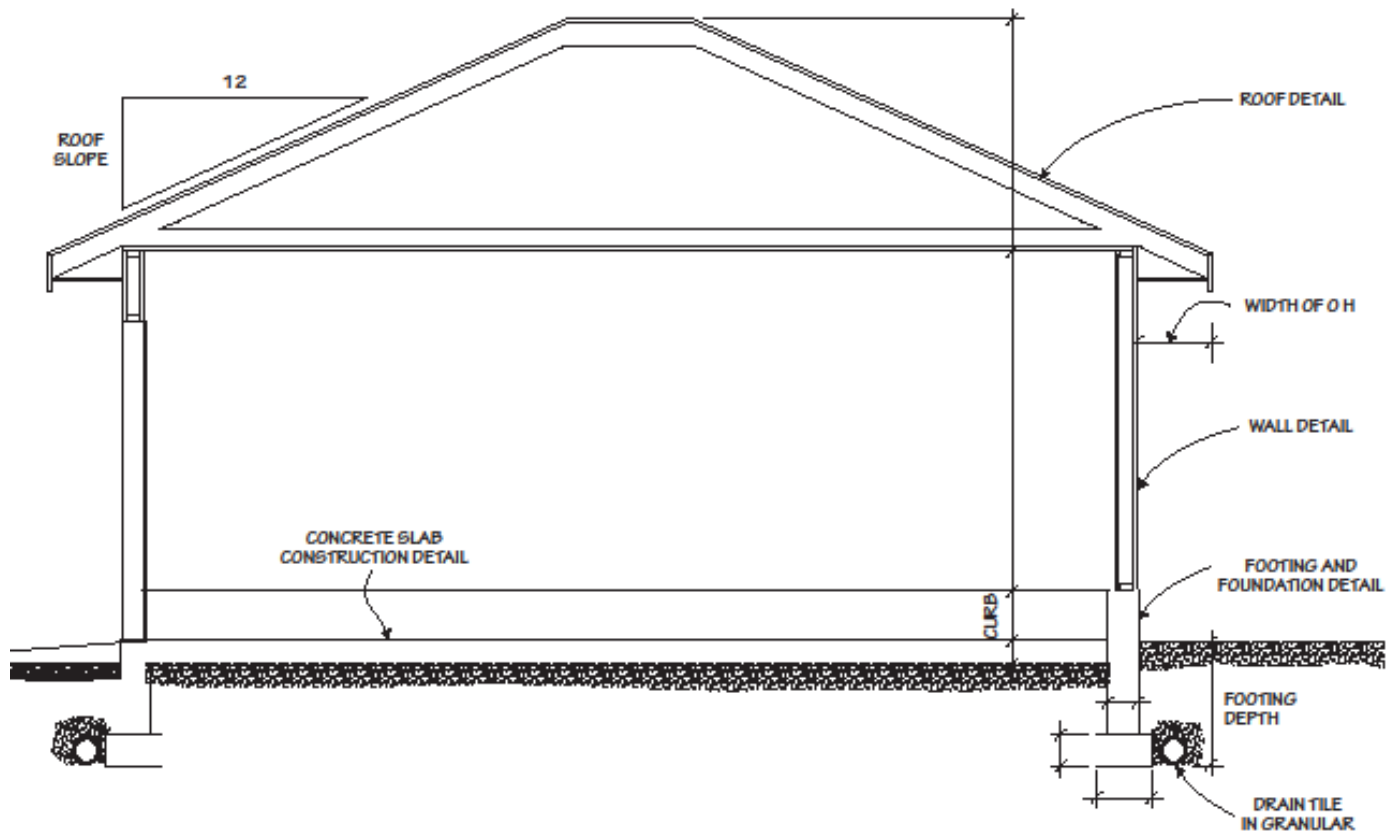


Sample Drawing 1



FLOOR PLAN  
(AREA 2)

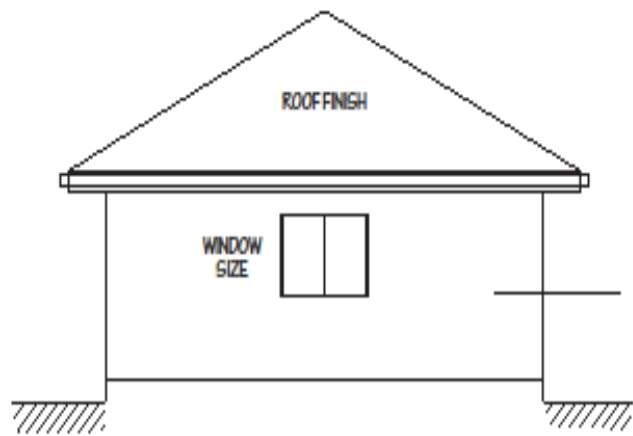
## Sample Drawing 2



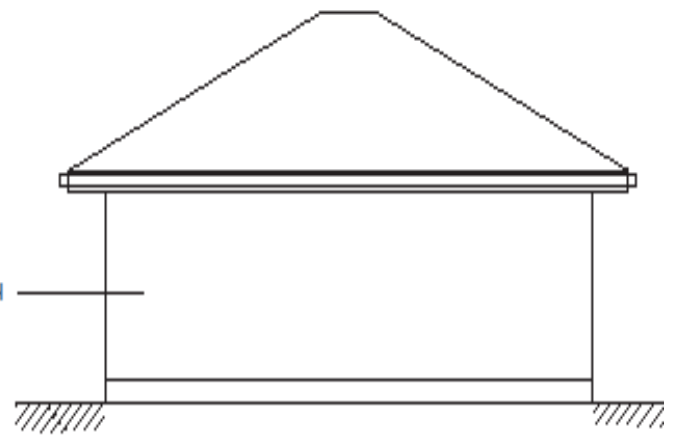
**SECTION**

CONSTRUCTION SHALL COMPLY WITH  
BC BUILDING CODE

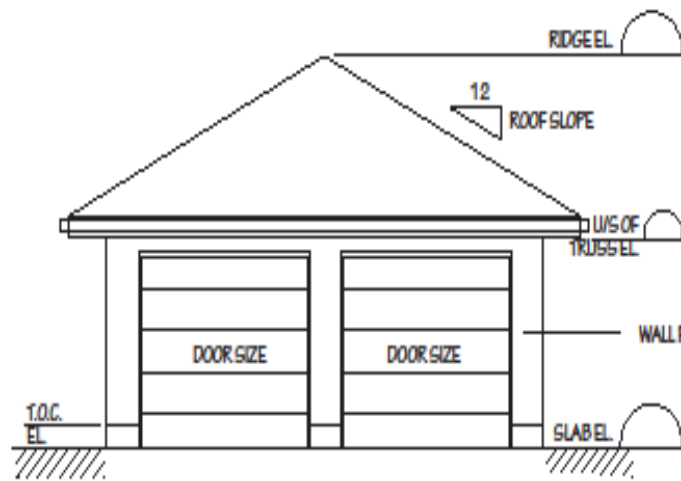
**Sample Drawing 3**



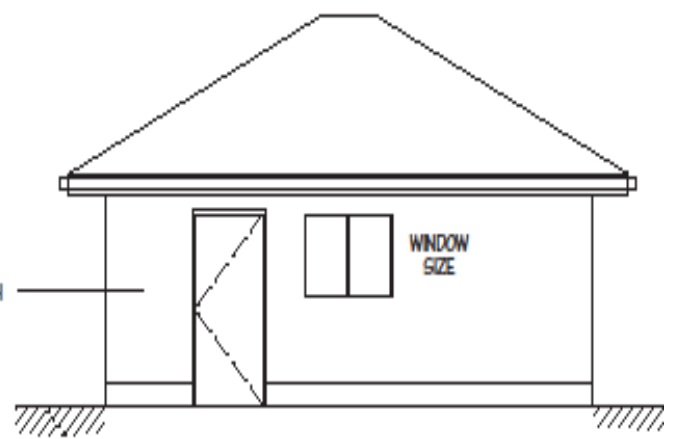
SOUTH ELEVATION



WEST ELEVATION



LANE (NORTH) ELEVATION



EAST ELEVATION

## Sample Drawing 4