

## Detached Accessory Structure

The purpose of this brochure is to explain to homeowners or their representatives the processes involved in applying for, and obtaining a Building Permit to construct or alter a *Detached Accessory Building* in a Single Detached Dwelling or Duplex zone.

This package contains commonly required forms and documents that are required for a building permit application. Please review this package thoroughly, and ensure ALL required forms have been completed fully prior to applying for a building permit. This list is minimum requirements only. Please note that additional documentation may be requested.

**[\\*See below for a summary of the forms & documentation enclosed in this package\\*](#)**

### **Permit Application Checklist**

Please carefully review and complete this checklist to ensure you have all required documentation prior to application submission. Several of the required forms are provided in this package for your convenience.

### **Permit Application Form**

Please fill out completely, and ensure all information is accurate. Contractor, owner, and/or applicant email is required, for both contacting you during plan review and during the inspection process.

### **Erosion & Sediment Control Submission – (Engineering and Public Works)**

As per the Erosion & Sediment Control (ESC) Bylaw, applicants must indicate what ESC facilities will be in place during construction. Please contact Engineering and Public Works for more information, 604-527-4592. ESC submission is required for all new construction.

### **Tree Permit Applications – (Tree Regulation Division)**

The City has a Tree Protection and Regulation Bylaw, which restricts the removal of trees on the subject property, and monitors the protection of retained trees on both subject site and neighbouring properties. Please complete the Tree Application which is relevant for your project.

### **Letter of Authorization**

A letter of authorization is required to be completed, and signed by **every person(s) on title**, or an authorized signing agent, if the owner is a corporation.

Please complete ALL sections of the Permit Application Checklist and ensure you have all required documents.

**Incomplete Applications Will Not Be Accepted.**

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

**Prior to Permit Application**

The following permits, if required, must be applied for prior to Building Permit application;

- Fill Permit
- Subdivision Permit
- Development Permit (must be issued prior to application for Building Permit)
- Demolition Permit (may be applied for at the same time as Building Permit)

**STEP 1 - Permit Application**

The following documentation is required at the time of permit application. Should you have any questions regarding whether a document listed in this checklist is required for your particular project, please contact the Building Division at 604-527-4580.

REQUIRED DOCUMENTATION – INITIAL SUBMISSION			
Method of Payment (application fee <b>must be paid</b> at time of application)	<input type="checkbox"/> Cash	<input type="checkbox"/> Cheque	<input type="checkbox"/> Debit
	Required	Submitted	Not Req'd
	* items required for ALL applications		
Permit Application Form	*		
Letter of Authorization ( Signed by every Person on Title)	*		
<a href="#">Title Search</a> (no older than 48h old – obtain from BCLTSA office)	*		
Erosion & Sedimentation Control (ESC) Submission Form	*		
Design / Architectural Drawings (2 copies, 24"x36" pages + 2 copies 11"x17") <ul style="list-style-type: none"> <li>• <a href="#">See drawing requirements</a></li> <li>• <a href="#">Same measurement units as Topographical Survey</a></li> </ul>	*		
Sealed Structural Drawings – 2 copies originally signed and sealed (Drawings to include current code edition, and soil bearing capacity)			
Schedule B signed & sealed by Registered Professional			
Registered Professional Liability Insurance			
Truss Layout & Typical Truss Detail			
Will the structure be plumbed?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Will the structure contain a toilet or lavatory?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Will the structure be electrified?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Are you aware of any easement or right-of-way's which are on Title	<input type="checkbox"/> YES	<input type="checkbox"/> NO	

**\*\*NOTE: THIS IS NOT AN EXHAUSTIVE LISTING OF ALL BYLAW AND BUILDING CODE REQUIREMENTS. ADDITIONAL DOCUMENTATION MAY BE REQUIRED. \*\***

## DESIGN DRAWING REQUIREMENTS

### Please note the following:

- Please leave an adequate amount of blank space on your drawings for plan reviewer / inspectors notes.
- Should any revisions to the drawing be necessary, the applicant must submit two (2) full size copies of every page that are affected by the change. Any Professionals who sealed the original drawing must do so for any revised page submitted.
- It is the Permit Holders responsibility to ensure City copies of the plans are up to date.
- Exterior dimensions are to be rounded to the nearest 1/8 inch.
- Single line drawings are acceptable for site plans only.
- Should you be unsure of anything, contact the Building Division for guidance.
- All plans and information submitted must be of an appropriate scale with sufficient detail to establish compliance with the bylaws of the city. The plans are to be **legible** and of **suitable quality** for archival storage.
- **If you are unable to draw appropriate plans, then you must obtain the services of a qualified person.**
- Drawings will be accepted in either metric or imperial, but all documentation must be consistent throughout the entire application in one standard only.

REQUIRED DRAWINGS (2 copies, 24"x36" pages + 2 copies 11"x17")		Designer Check	Office Check	Not Applicable
<b>Site Plan</b>  Min. Scale: 1:100 or 1/8"=1'-0"	north arrow ( both true north & project north)			
	street name(s) & address shown			
	all dimensions of property & setback shown			
	right-of-way's and easements (shown in dashed)			
	ditch locations and inverts			
	natural & finished geodetic grades (corner of Bldg.)			
	datum determination points shown (4 corners of lot)			
	all floor/eave/ridge geodetic elevation			
	retaining walls – proposed elevation top and bottom			
	location of existing & proposed driveway letdowns			
	finish elev. of sidewalks & driveway (at 5' intervals and at each landing)			
	driveway & parking location			
	landscape & ground covering (sod, asphalt etc.)			
	trees & tree protection barrier & replacement trees			
fences				
landscaping of City boulevards				
<b>Zoning Statistics Table</b>	site area, site coverages, building area, floor area of each level, sec. suite area, etc.			

<b>Cross-Section</b>  Min. Scale: 1:50 or 1/4"=1'-0"	(2 copies, 24"x36" pages + 2 copies 11"x17")	Designer Check	Office Check	Not Applicable
	Floor to ceiling height			
	geodetic elevations of finished exterior grade			
	floors/eave/ridge geodetic elev.			
	construction & finish details (ex. Wall and floor types)			

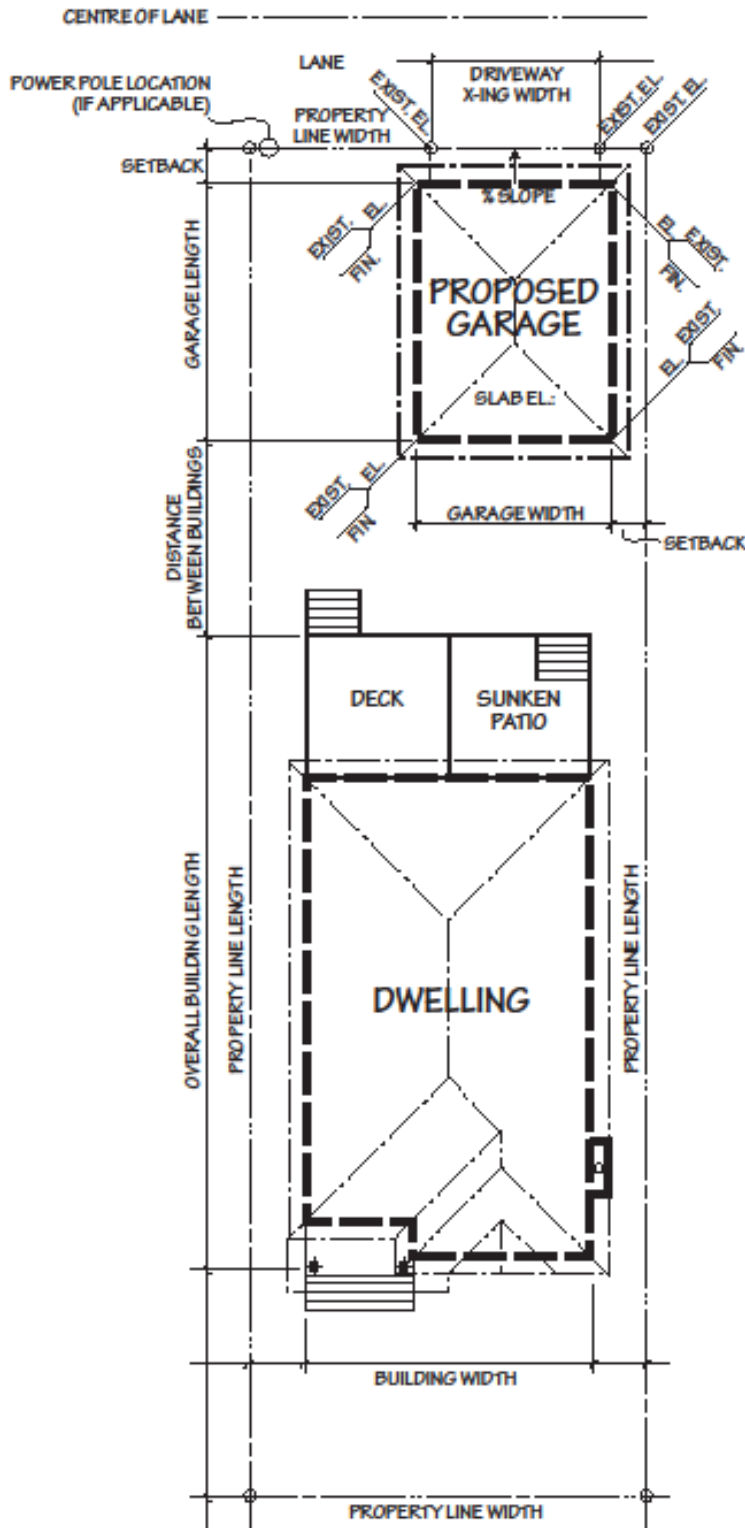
<b>Floor Plans</b>  Min. Scale: 1:50 or 1/4"=1'-0"	(2 copies, 24"x36" pages + 2 copies 11"x17")	Designer Check	Office Check	Not Applicable
	structural framing indicated			
	foundations indicated			
	cross-section line			
	room use and size			
	doors, windows, stairs dimensioned			
	Plumbing fixtures			

<b>Elevations</b>  Min. Scale: 1:50 or 1/4"=1'-0"	(2 copies, 24"x36" pages + 2 copies 11"x17")	Designer Check	Office Check	Not Applicable
	natural & finished geodetic grades			
	spatial separation calculation			
	building height shown			
	line of existing grade, shown on each elevation			
	on each elevation show geodetic elevations of floors/eave/ridge			
	exterior stairwells & retaining walls (shown in dashed)			

After the City receives all above documentation, each Division will conduct their own reviews, after which the applicant will be notified of any outstanding issues. Once the respective Divisions provide approval of their portion of the application, the applicant may proceed to **Step 3**.

**\*\*NOTE: THIS IS NOT AN EXHAUSTIVE LISTING OF ALL BYLAW AND BUILDING CODE REQUIREMENTS. ADDITIONAL INFORMATION MAY BE REQUIRED. \***

**\*\*INCOMPLETE APPLICATIONS WILL BE TURNED AWAY\*\***



CIVIC ADDRESS:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

LEGAL DESCRIPTION:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ZONING:  
\_\_\_\_\_

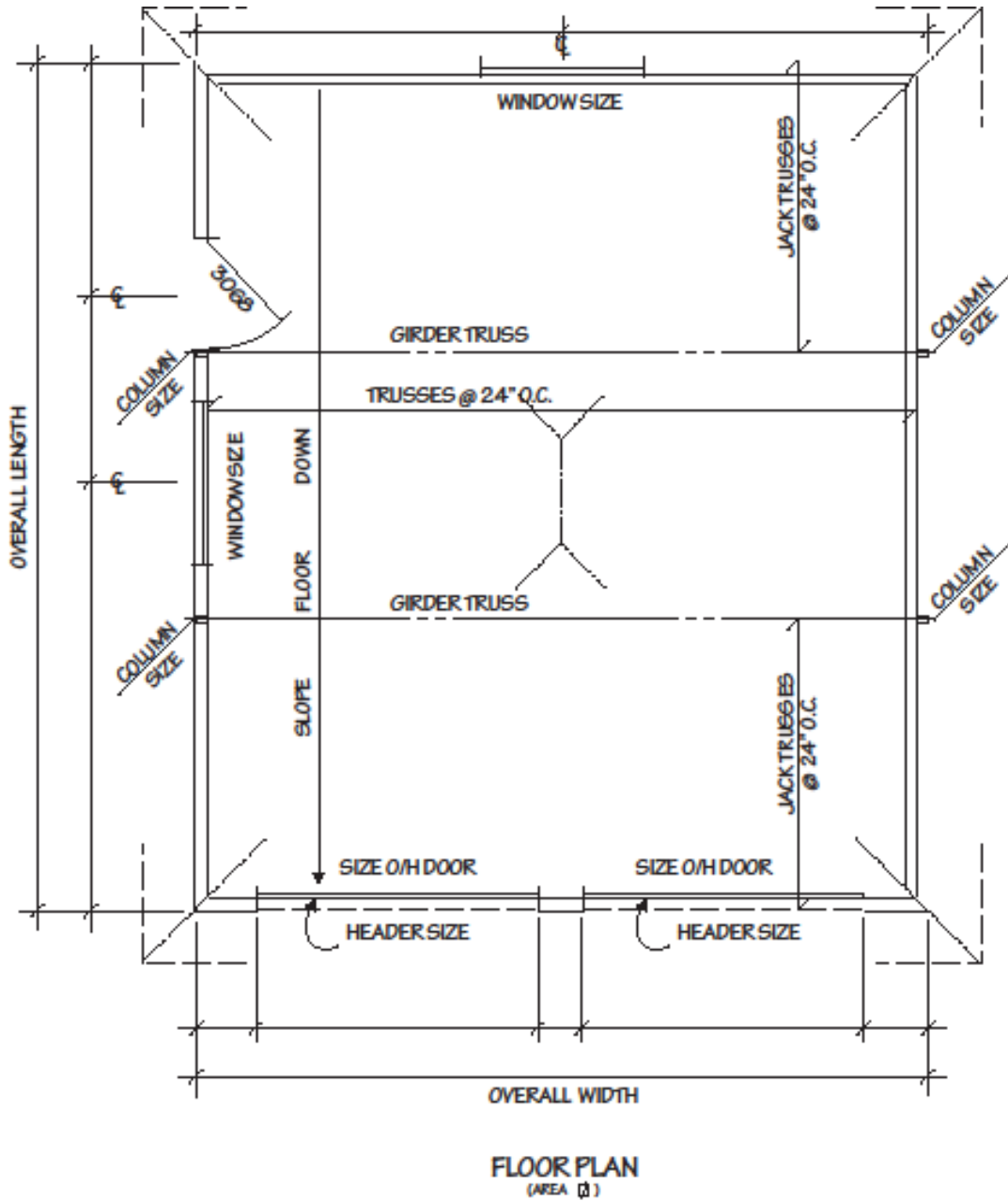
DESIGNER INFO:  
(NAME, ADDRESS, PHONE)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ADDRESS  
AVENUE/STREET

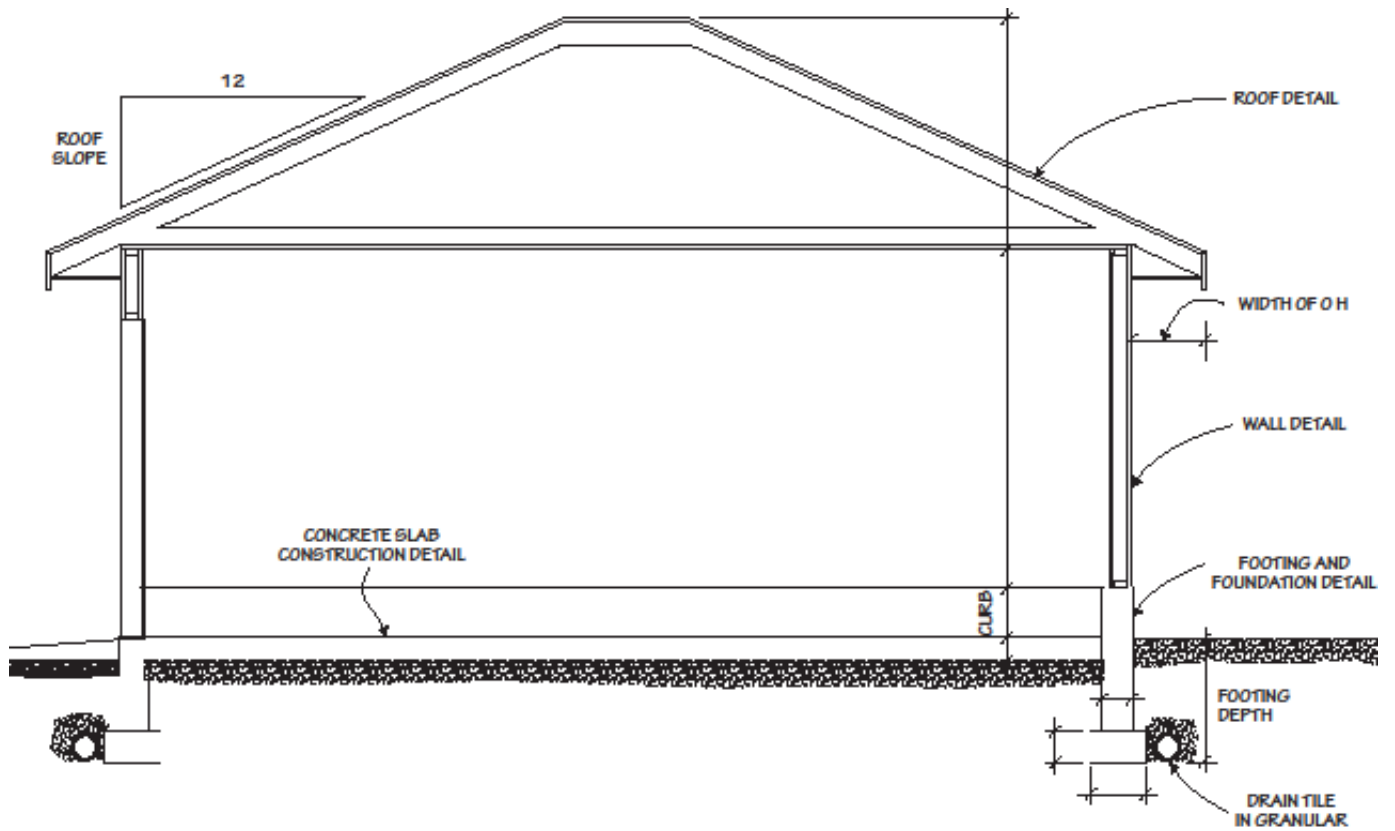
SITE PLAN  
SCALE:



Sample Drawing 1



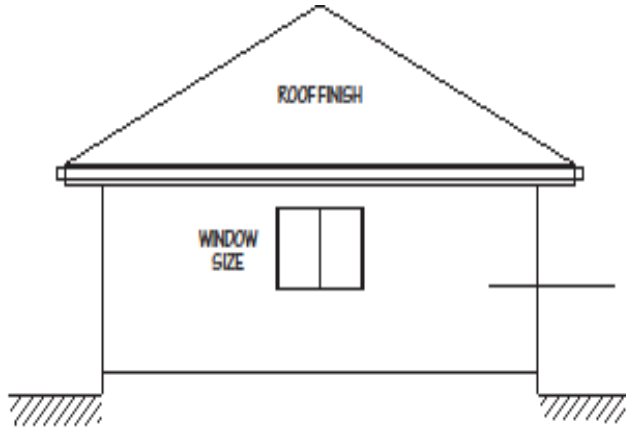
**Sample Drawing 2**



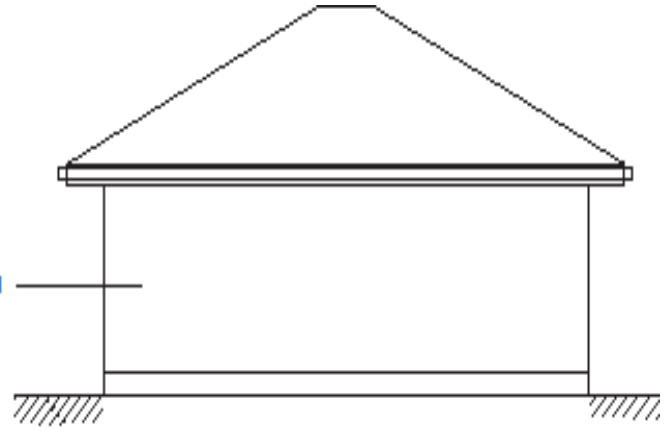
**SECTION**

CONSTRUCTION SHALL COMPLY WITH  
BC BUILDING CODE

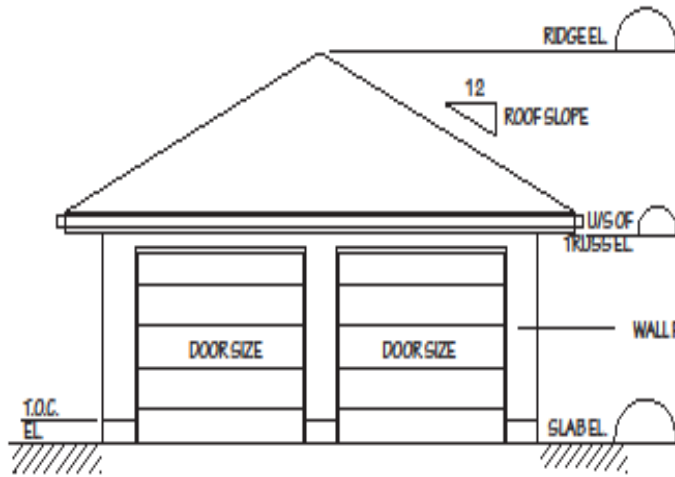
**Sample Drawing 3**



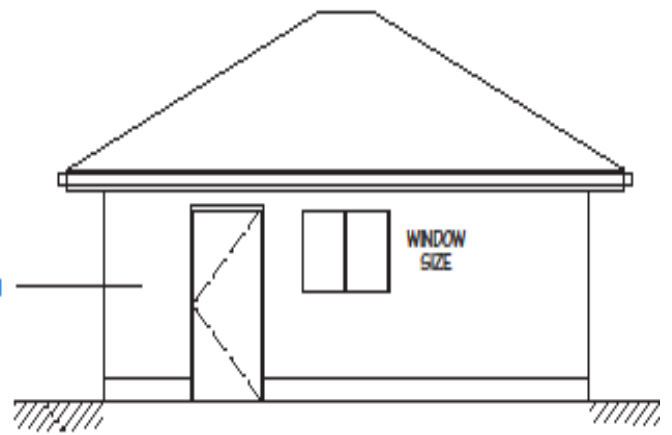
**SOUTH ELEVATION**



**WEST ELEVATION**



**LANE (NORTH) ELEVATION**



**EAST ELEVATION**

## Sample Drawing 4