

Application Checklist: Secondary Suite

Project Address: _____

DRAWINGS REQUIRED (Please check off all items being submitted)

Example plans on website

- Construction Drawings – with Engineer’s stamp affixed (if applicable)
- Site Plan (scale not less than 1/8" = 1'- 0 include project data)
- Floor Plans (all floors – refer to BCBC 2018 9.37 for inclusions also show compliance to 9.36 [energy efficiency] and 9.32 [ventilation])
- Cross-Section (include all construction assembly information)
- Exterior Elevations (each side of the building)
- Structural Plans (as required)
- Typical Construction Details of floor/ceiling and wall fire separations referencing BCBC 2018 – Part 9 – Division B – Fire and Sound Resistance Tables for Specific assembly numbers i.e.: W1a or F8c

DOCUMENTS REQUIRED

- Completed Application Form
- Owner’s Authorization of Agent Form (if applicable)
- Proof of Ownership (if acquired within the last 3 months)
- Hazardous Materials Testing and Abatement Form (for removal of existing conditions)
- Letters of Assurance – Schedule B’s from certified professionals (if applicable)
- Hydraulic Load Calculation form (if applicable)



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