

Application Checklist: Secondary Suite

Project Address: _____

DRAWINGS REQUIRED (Please check off all items being submitted)

Example plans on website

- 2 sets of plans – 24" x 36" standard size, drawn at 1/4" = 1'- 0" unless noted otherwise (graph or lined paper not accepted)
- 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

* maximum floor area is the lesser of 40% of gross floor area or 90 sq m or 969 sq ft of building area

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)