

BUILDING PERMIT - PLAN CHECKLIST

Residential: Secondary Suites

Use this Plan Checklist with your Building Permit application if you are building:

- New Secondary Dwelling Unit within a house

All plans to be drawn accurately and to the following minimum scale:

- site plan 1:100 or 1/8"=1'
- all other plans 1:50 or 1/4"=1'

SITE PLAN

- ☐ Street names & north arrow
- ☐ Street address and full Legal Description
- ☐ Property lines and lot dimensions
- ☐ Setbacks of buildings to property lines (for walls that have new windows or doors)
- ☐ Parking stall & driveway dimensions (note: 1 extra parking stall will be required for the additional suite as per the Off-Street Parking & Landscape Bylaw)
- ☐ Indicate/highlight portion of building being renovated

FLOOR PLANS of all affected storeys

- ☐ Outside dimensions
- ☐ Inside room dimensions including hallways and
- ☐ Door/window sizes, label new/existing and which are egress compliant
- ☐ Purpose of all rooms (kitchen, bedroom etc.) including areas for use by the main dwelling
- ☐ Highlight areas to be renovated
- ☐ Footings, foundation walls, slab, crawlspace construction (if altered or new)
- ☐ Details of all load bearing walls or point loads (if removing walls)
- ☐ Highlight and detail fire-rated walls, doors, floor and ceiling assemblies separating the principal suite from the secondary suite
- ☐ Joist size and layout, if changing
- ☐ Wall construction details, if changing
- ☐ Beam construction details, if changing
- ☐ Stair width, rise & run
- ☐ Ceiling height at all height changes, including under beams and above stairs
- ☐ Locations of plumbing fixtures
- ☐ Locations of smoke and carbon monoxide detectors, if bedrooms are affected
- ☐ Exhaust fans in kitchen, bathroom etc.

ELEVATION PLANS of all sides of the building with new/changed windows and/or doors only

- ☐ Total area (m2 or ft2) of windows/doors on each wall (on the sides with new windows/doors only)
- ☐ Existing/new window and door sizes
- ☐ Finished grade
- ☐ Floor to ceiling height of all storeys
- ☐ Indicate portion(s) of building being renovated
- ☐ Exterior finishes and flashing at new windows/doors

CROSS SECTIONS & DETAILS

- ☐ Footing and foundation wall details, if applicable
- ☐ Proposed wall structure
- ☐ Fire resistance rating of any new or existing required fire separations
- ☐ Highlight and detail fire-rated walls, doors, floor and ceiling assemblies separating the principal suite from the secondary suite
- ☐ Ceiling construction
- ☐ Insulation/vapour barrier, if changing
- ☐ Location and size of framing (beams, joists etc.), as applicable
- ☐ Stair dimension including headroom
- ☐ Headroom height (under ceilings, beams, bulkheads)