

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)