

The following checklist is required when submitting a building permit application to approve/construct a secondary suite in an existing building. Please review the **Secondary Suite Guide** prior to completing and submitting your application. *If you have questions regarding your application, please contact the building department.*

	YES	N/A	Details to be shown on PERMIT PLANS Provide 2 paper sets and submit PDF copy by email
Site Plan			Show distance from property lines to the building, if adding any new windows/doors
			Location of existing and new driveways and dimensions of parking spaces as per bylaw
Floor Plans			Room uses
			Total area of the suite and of the the entire building
			Show location and type of all wired in smoke and CO alarms - requirements based on fire resistant ratings of separations
			Identify heating system and ventilation
			Indicate all plumbing fixtures in the house; water supply may require upgrade
			Show bedroom window clear opening size and exterior exit door location
Section			Confirm existing (or new) insulation values
			Details of all separation assemblies
			Indicate ceiling height of secondary suite
Elevations			If exterior changes, provide building elevations and spatial separation calculations.
<b>Select wall and ceiling FIRE and SOUND separation indicated between units/common space on plans.</b>			
Fire Separation			15 min Fire Resistant Rating *
			30 min Fire Resistant Rating
			45 min Fire Resistant Rating
Sound Separation			<b>Existing Assembly</b> includes drywall layer, with <b>minimum STC</b> (depending on subfloor and flooring, could be STC 32 - 35) acceptable based on BCBC A-1.1.1.2. (1) cost/benefit analysis*
			<b>Alternative Compliance permitted by code</b> - existing ceiling/wall with addition of resilient channel and extra layer drywall; limited STC increase (approx. STC 34 - 37)
			<b>Increase STC compliance</b> (up to code minimum of 43 STC for new suite)

YES	N/A	DOCUMENTS
		<b>Current Certificate of Title + Encumbrances</b> <i>Within the last 30 days</i>
		<b>Secondary Suite Checklist Form</b>
		<b>Building Permit Application form</b>
		<b>Permit plans</b> (as per list on left)
		<b>Owner authorization form</b> <i>If applicant is not the owner</i>
		<b>Value of Work/Contractor Quote</b>
		<b>If renovating pre-1990 home:</b> <ul style="list-style-type: none"> <li>Hazardous Material Testing</li> <li>After removal, post Air Clearance</li> </ul>
		<b>IF REMOVING WALL - Structural Engineer required:</b> <ul style="list-style-type: none"> <li>Schedule B</li> <li>Insurance Certificate</li> </ul>

### OWNER ACKNOWLEDGEMENT \*

*If retaining existing wall and/or ceiling assemblies with an existing layer of 1/2" gypsum board (15 min Fire Resistant Rating and reduced Sound Rating)*

Based on the BC Building Code, specifically A-1.1.1.1.(6) and A-1.1.1.2.(1), relating to existing buildings only, the authority having jurisdiction may consider alternative compliance options without affecting the intended level of safety.

As the owner, I am aware that existing assemblies with lower STC ratings will have increased sound transmission between units compared to what is required with new or renovated homes.

OWNER'S NAME

OWNER'S SIGNATURE