

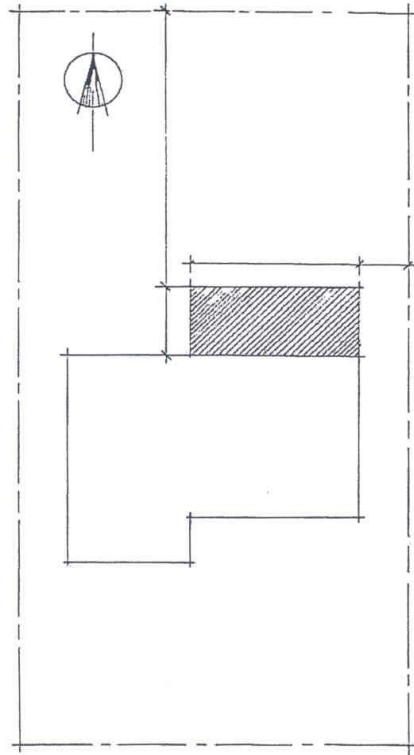
This guide is intended for renovations proposed to accommodate/add a new secondary suite to an existing structure. This guide may be used to assist in preparing plans in support of a building permit application. Please refer to the [Secondary Suite Parking Guide](#)

Applications for building permits must be accompanied by completed Schedules 2 and 3, a deposit and two (2) sets of plans, drawn to scale – 1/4" = 1'0" (Site plan 1/8") which include:

- Site plan, showing the location of entire house and required parking spaces.
***Secondary Suite Parking Guide**
- Floor plan of all floors – both current and proposed, clearly indicating the walls demising the suite and house. Floor plans should also indicate floor areas of entire house and of suite (calculate suite to house ratio expressed as a percentage). Include type of heat and location of furnace (if any). The floor area of a secondary suite shall:
 - 1) be a minimum of 33 m²,
 - 2) not exceed 90 m², and
 - 3) not exceed 40% of the gross floor area of the single detached dwelling excluding the floor area of an attached garage.
- Elevation drawings of the sides affected.
- Cross-section through the house including the suite, giving construction details of the rated fire separations.
- Calculation of the lot area covered by impermeable material.
A maximum of 60% of the total lot area may be covered by impermeable material. Impermeable material restricts water from penetrating into the ground and includes buildings, structures, asphalt, concrete, brick, stone and wood surfaces.
- Calculation of the front yard landscaping.
A minimum of 50% of the front yard is to be landscaped and not used for parking. Landscaping is defined as any combination of trees, bushes, shrubs, plants, flowers, lawns, bark mulch, decorative boulders, decorative paving, planters, sculptures, decorative fences and the like, arranged and maintained so as to enhance and embellish the appearance of the property.
- Secondary suite shall be in conformance to the current BC Building Code.

Drawings must include a statement regarding conformance to the current BC Building Code.
(Please Note: Drawings on graph paper and pencil drawings cannot be accepted).



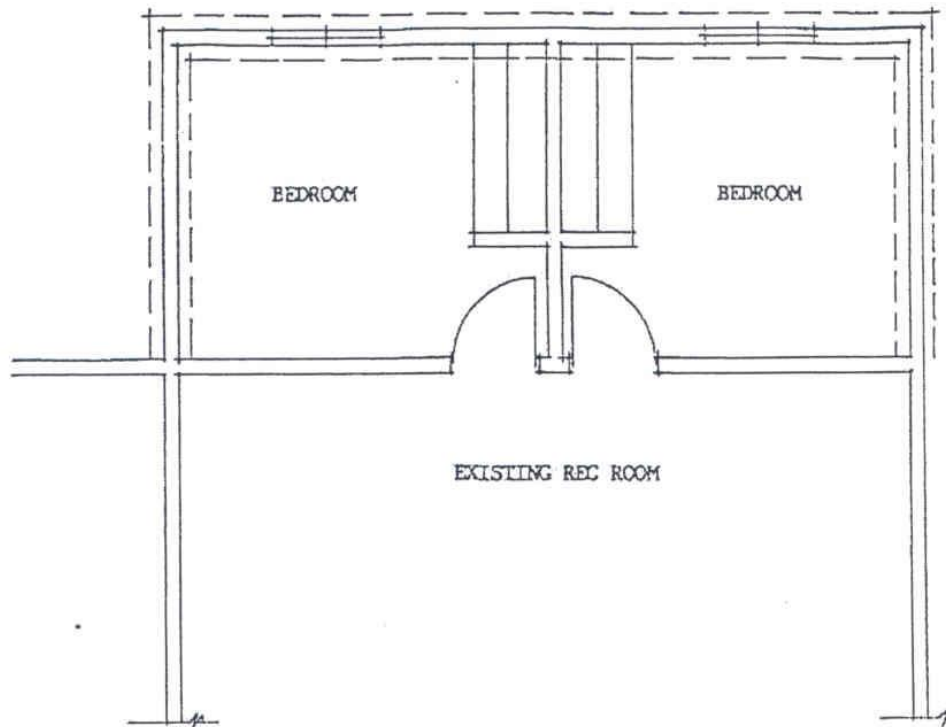


SITE PLAN

Must include:

- civic address;
- dimensions of the lot and proposed or existing structures and setbacks;
- location and width of existing or proposed driveway – indicate (with dimensions) where required parking spaces are located;
- calculation of floor area of house and suite to demonstrate compliance to Zoning bylaw and BC Building Code requirements;
- calculation & details of front yard landscaping & impermeable surfaces;
- indication of NORTH;
- proposed paving / landscaping / location of existing trees, if any; and
- statement that plans conform to the BC Building Code, as amended.



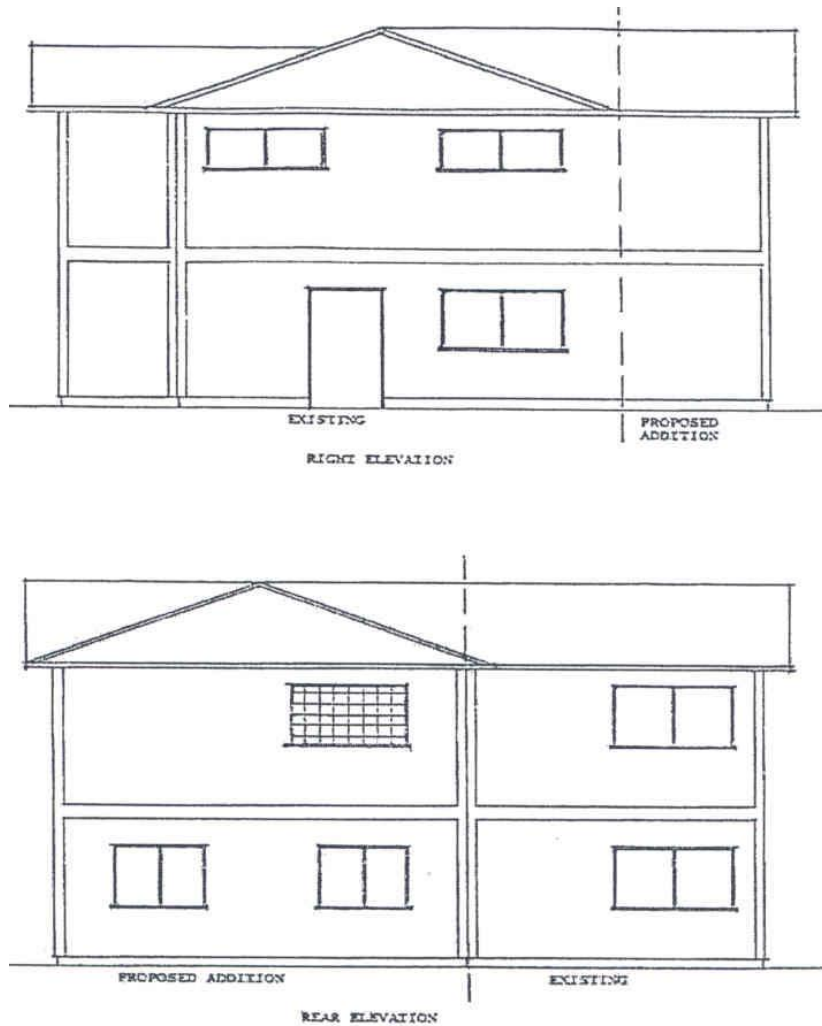


FLOOR PLANS

Must include:

- outline of walls of house and suite (detailed floor plans of the entire house required);
- interior and exterior dimensions;
- size and location of beams and floor joists (if doing structural renovations);
- all rooms and use of each, including those in the single family dwelling and the secondary suite;
- size and location of windows and doors;
- all new or altered plumbing fixtures;
- type of heat and locations (locate any gas fired appliances or wood burning units); and
- location of Co² and smoke detectors.



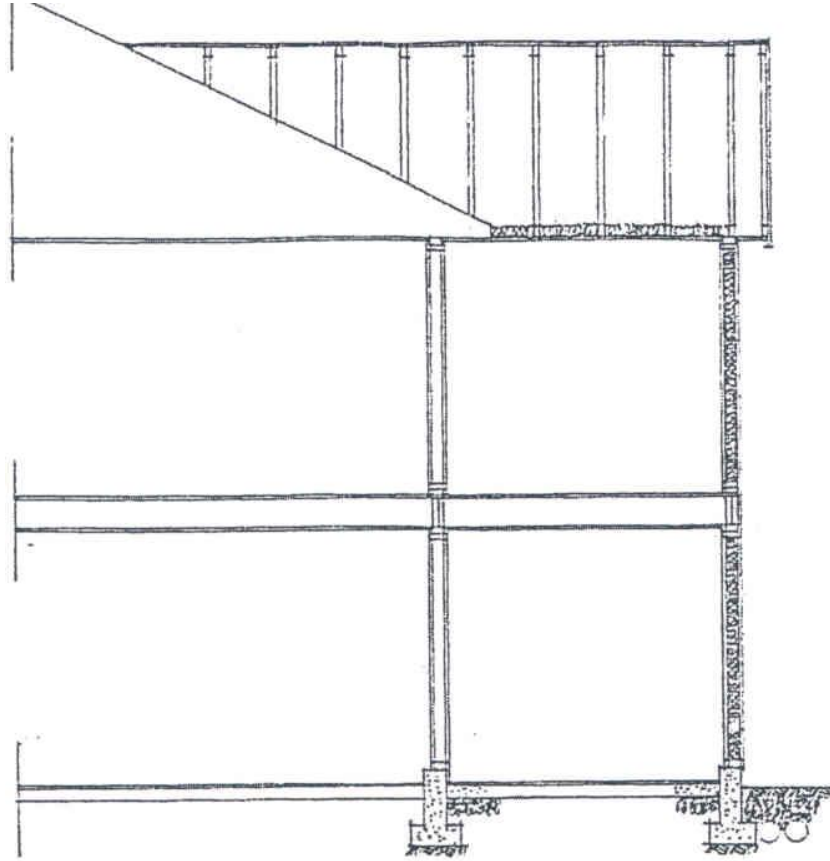


ELEVATIONS

Must include:

- all affected views of dwelling; and
- spatial separation calculations [if new windows or doors are added adjacent to the side property line(s)].





CROSS SECTION

Must include:

- list of wall and floor assembly and assigned value of fire resistance rating (quote source document and wall type).

