

Building Permit Application Requirements for Interior Finishing for Single and Two Family Dwellings

The purpose of this brochure is to explain to the owners, contractors and designers the **minimum** building permit application requirements for interior finishing for existing single and two family dwellings.

"This information is provided for convenience only and is not in substitution of applicable City Bylaws or Provincial or Federal Codes or laws. You must satisfy yourself that any existing or proposed construction or other works complies with such Bylaws, Codes or other laws."

Other Brochures related to this topic

- [Building Permit and Inspections](#)
- [Parking Areas and Driveways](#)

Introduction

Documents submitted in support of a Building Permit application provide the City with assurance that an Owner undertaking a development has understood and will comply with the requirements of the British Columbia Building Code, City Bylaws and various other requirements encumbering their property. With the Owner's cooperation in submitting complete applications, City staff will be able to provide better and faster service. If the requirements set out in this brochure are not met, the application may be rejected. Additional information may be requested during the course of the City's plan check.

Application requirements

A Building Permit application for interior finishing must include the following:

- [Application Form](#)
- [Schedule "F" Owners Undertaking](#) signed by the property's registered owner (s). In submitting this form, the Owner(s) acknowledge(s) responsibility for compliance with, and undertakes to comply with, all applicable requirements. Please refer to the ["Who can apply for a building permit?"](#) brochure for further explanation.
- Owner's written authorization in the form of "[Agent Authorization](#)", if the applicant is not the owner, permitting the applicant to act on behalf of the Owner in matters pertaining to any construction under the Permit.
- A copy of all applicable restrictive covenants.

- Three sets of architectural drawings.
- Two sets of structural drawings with Letter of Assurance if structural changes are incorporated into the work, such as replacing loadbearing wall by columns and beams. See brochure on "Structural Design".
- Non-refundable application fee. Please refer to the current fee schedule for the exact amount.

General drawing requirements

- All plans and information submitted must be legible and of suitable quality for scanning.
- Drawings shall be submitted on sheets no larger than 24" x 36".
- Single line drawings are acceptable for site plans only.
- Drawings will be accepted in imperial or metric scale but only a single scale system may be used throughout.
- Submit drawings to the following minimum scales:

Drawing type	Scale	
site plan	1/8" = 1' - 0" (or 1/16" = 1' - 0" for larger sites)	1:100 (or 1:200 for larger sites)
floor plans	1/4" = 1' - 0"	1:50
construction details	1/2" = 1' - 0"	1:25

All drawings shall include:

- project civic address
- name, address, email address and telephone number of designer

Specific drawing requirements

Site plan (required for secondary suite and/or exterior changes)

- Legal description and civic address
- Type of residence (single family or two family dwelling)
- North arrow
- Site dimensions
- Streets (named) and lanes
- Setbacks from property line
- Secondary suite (if any) parking location
- Reference to current edition of BC Building Code

Floor plans

- Overall building dimensions of the principle building and/or the accessory buildings (length and width from posts/building face/floor joist projection to opposite)

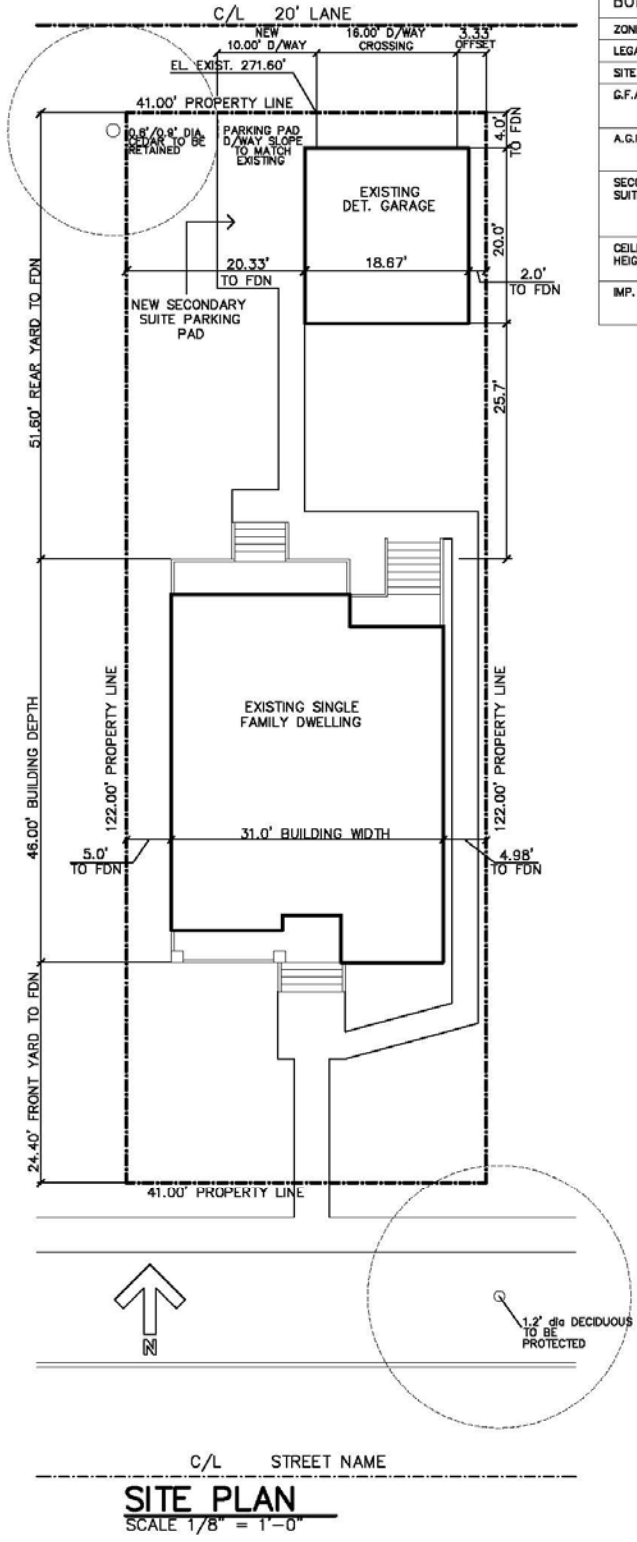
- posts/building face/floor joist projection)
- For secondary suite a calculation to show the proposed suite area does not exceed 40% of the gross floor area of the house or 90 sq. m. (970 sq. ft.) whichever is less and a minimum area of 32 sq. m. (344 sq. ft.)
- Complete dimensions to all new construction
- Dimension of existing corridor widths, stairs, landings, etc.
- Label room use and size (including ceiling height and clearances at dropped beams and ducts)
- Size and location of stairs, floor, decks, porches
- Size and location of 'open to below' area
- Size and location of chimneys, bay windows, vents, concealed spaces, a/c unit, appliances, furnaces
- Windows and doors including door swings and sizes. Indicate existing, replace, or new. (New windows must comply with North American Fenestration Standard (NAFS); see the Windows, Doors and Skylights in Part 9 Buildings bulletin.)
- Stairs showing direction of travel and dimensions
- Plumbing fixtures, hot water tanks, appliances, fireplaces, and heating/ventilation appliances and systems
- Location of hardwired smoke alarms and carbon monoxide alarms
- For secondary suite indicate how the various code requirements in Section 9.36 of the BC Building Code are being addressed, i.e. fire separations, exiting, smoke alarms, photoelectric smoke alarms etc.

Construction details

- Bedroom windows indicating height from finished floor to window sill and opening window sizes
- Typical bay window/window seat (see handout)
- Sloped/vaulted ceilings/roof decks indicating ventilation and insulation requirements
- Stair details, indicating inner and outer radius of curved stairs(tapered threads), width(s),rise and run dimensions, number of risers, nosing, guards, and handrails
- Building envelope details (e.g. insulation, vapour barrier, drainage cavity, dampproofing, waterproofing)
- Crawl space and concealed roof space access and ventilation details;
- Construction details for fire separations, assemblies.
- All construction materials

Further Information

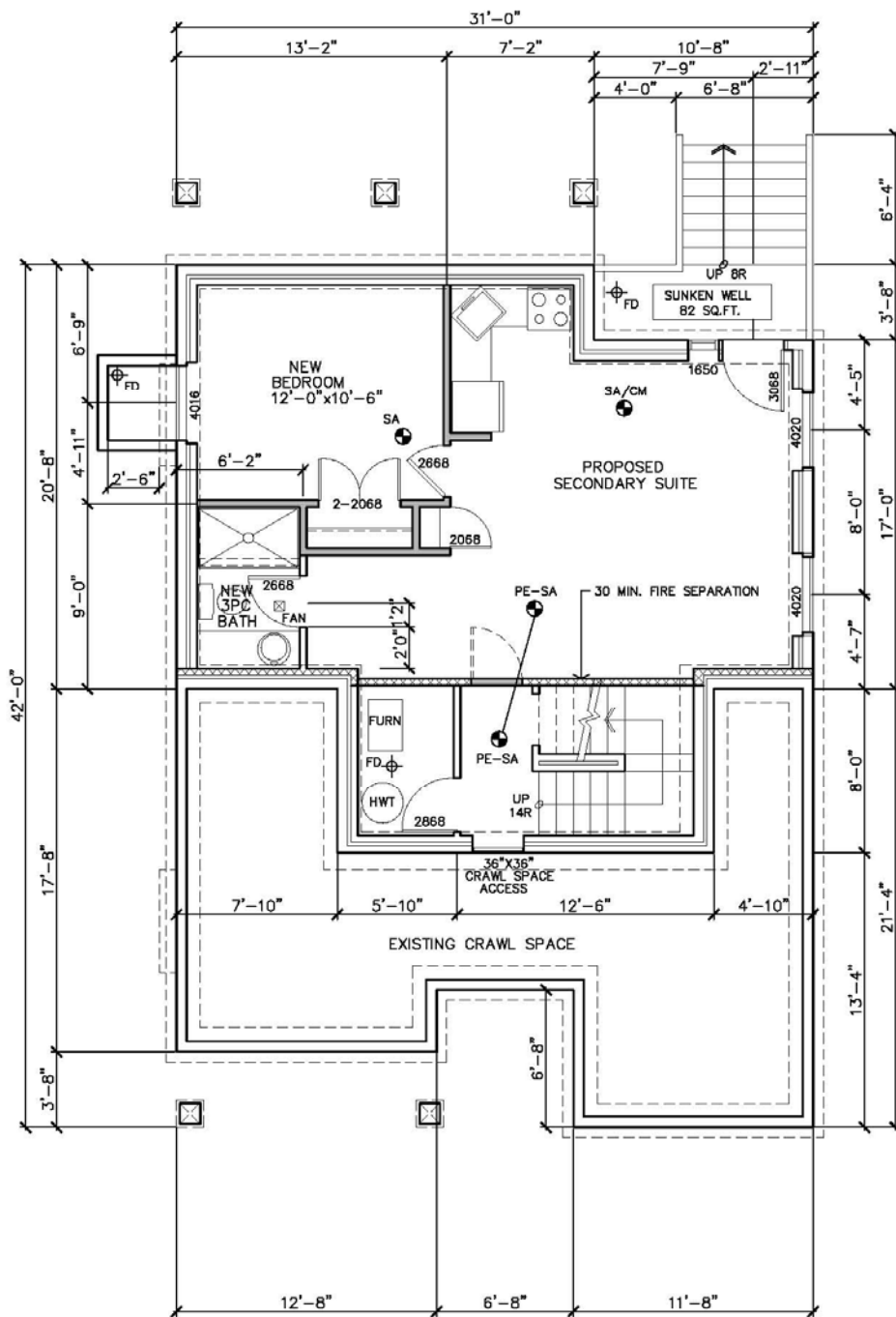
If you have any questions regarding the permit application process and submission requirements please contact the Burnaby Building Department at 604-294-7130.



BUILDING ANALYSIS OF: XXXX WEST XXTH STREET		
ZONE	R4	
LEGAL DESCRIPTION	LOT XX OF X, BLOCK XXX, D.L. XXX, PLAN XXXX	
SITE SIZE	41.00' X 122.00' = 5002.00 SQFT	
G.F.A	ALLOWABLE	5002 X 0.60 = 3001.20 SQFT
	PROPOSED	1172 (M) + 1072 (U) + 755 (L) = 2999.00 SQFT
A.G.F.A	ALLOWABLE	(5002 X 0.20) + 1399.4 SQFT = 2399.8 SQFT
	PROPOSED	1172 (M) + 1072 (U) + 755 (L) = 2244.00 SQFT
SECONDARY SUITE	ALLOWABLE	40% OF GFA TO MAXIMUM 970 SQFT, MINIMUM 345 SQFT 2999 X 0.4 = 1199.6 SQFT > 970 SQFT THEREFORE SUITE MAX. OF 970 SQFT APPLIES
	PROPOSED	605.00 SQFT
CEILING HEIGHT	MINIMUM	6'-8 3/4" (2.0m)
	PROPOSED	8'-0" (2.44m)
IMP. AREA	ALLOWABLE	5002 X 0.70 = 3501.40 SQFT
	PROPOSED	2655 SQFT

- NOTES:
1. ALL WORK SHALL COMPLY WITH THE CURRENT EDITION OF THE BRITISH COLUMBIA BUILDING CODE.
 2. REFER TO STRUCTURAL DRAWINGS FOR FRAMING AND STRUCTURAL REQUIREMENTS.
 3. SECONDARY SUITE TO HAVE ELECTRIC BASEBOARD HEATING.

PROJECT ADDRESS: XXXX WEST XXTH ST.	
DESIGNER: NAME/ADDRESS	
DRAWING TITLE: SAMPLE DRAWING N 01	
DATE:	PG #:

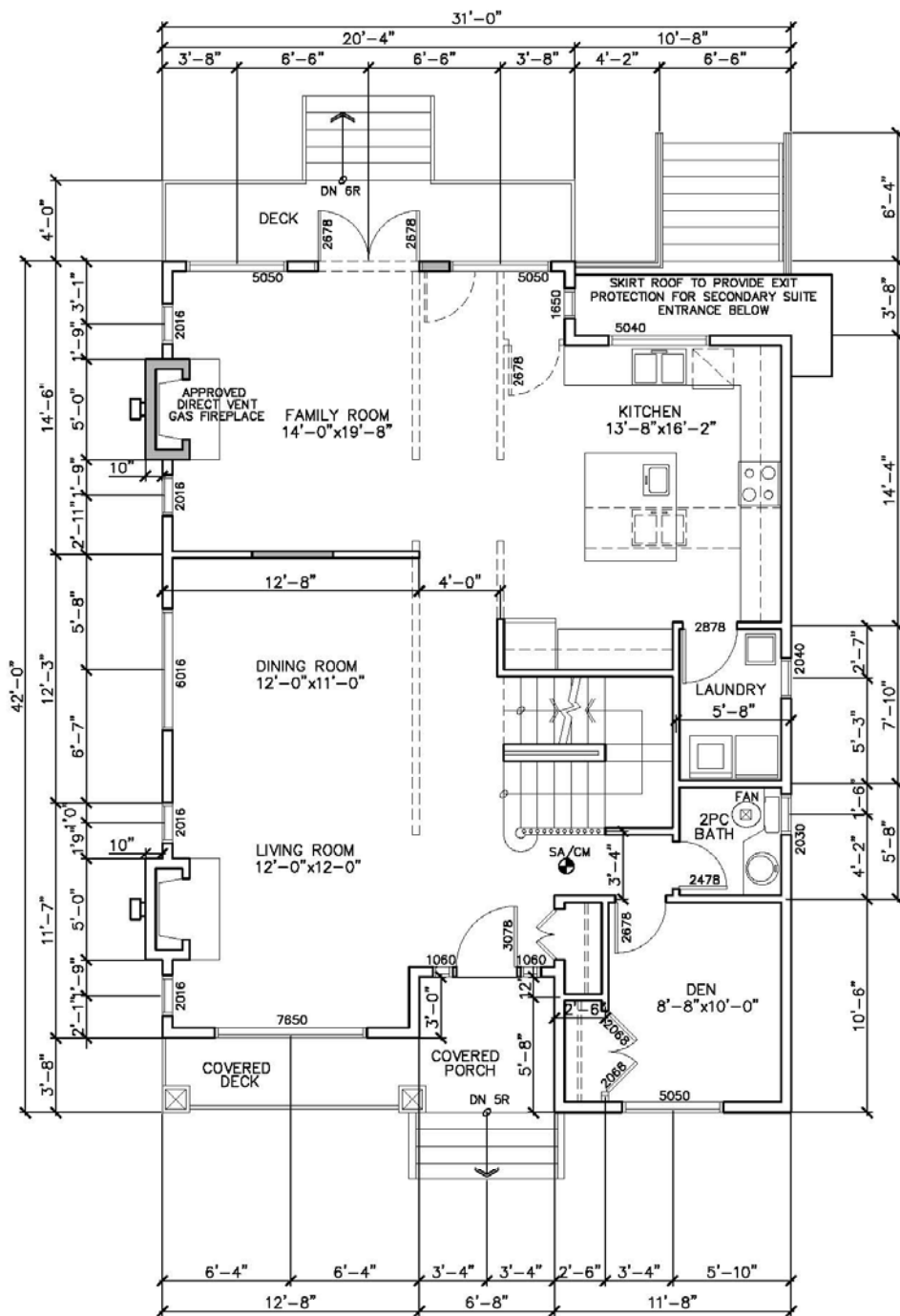


- FIRE SEPARATIONS**
- WALLS BETWEEN SECONDARY SUITE & MAIN DWELLING:
- 1/2" TYPE 'X' GYPSUM BOARD
 - 2X4 OR 2X6 STUDS @ 16" O/C
 - 1/2" TYPE 'X' GYPSUM BOARD
- SECONDARY SUITE CEILING:
- FINISH FLOOR ON
 - 5/8" PLYWOOD SUB-FLOOR
 - ENGINEERED FLOOR SYSTEM
 - 5/8" TYPE 'X' GYPSUM BOARD
- LEGEND**
- EXISTING CONSTRUCTION TO BE REMOVED
 - EXISTING WALLS TO REMAIN
 - ▬ PROPOSED NEW WALLS
 - SA/CM: HARDWIRED & INTERCONNECTED COMBINATION SMOKE ALARM & CARBON MONOXIDE DETECTOR
 - PE-SA: HARDWIRED & INTERCONNECTED PHOTOELECTRIC SMOKE ALARM
- TYPE OF HEATING:**
- FORCED AIR HEATING FOR THE PRINCIPAL DWELLING.
 - ELECTRIC HEATING FOR THE SECONDARY SUITE

EXISTING & PROPOSED LOWER FLOOR PLAN

SCALE 1/4" = 1'-0" 755 SQ FT
 MAIN CELLAR: 150 SQ FT
 SECONDARY SUITE: 605 SQ FT

PROJECT ADDRESS: XXXX WEST XXTH ST.	
DESIGNER: NAME/ADDRESS	
DRAWING TITLE: SAMPLE DRAWING N 02	
DATE:	PG #:



- LEGEND**
- EXISTING CONSTRUCTION TO BE REMOVED
 - EXISTING WALLS TO REMAIN
 - PROPOSED NEW WALLS:
- INTERIOR:**
- 1/2" GYPSUM BOARD
 - 2X4 OR 2X6 STUDS @ 16" O/C
 - 1/2" GYPSUM BOARD
- EXTERIOR:**
- EXTERIOR FINISH TO OWNER'S SPECS.
 - BUILDING PAPER
 - 1/2" SHEATHING
 - 2X6 STUDS @ 16" O/C
 - R20 INSULATION
 - VAPOUR BARRIER
 - 1/2" GYPSUM BOARD

**EXISTING & PROPOSED
MAIN FLOOR PLAN**
SCALE 1/4" = 1'-0" 1172 SQ FT

PROJECT ADDRESS: XXXX WEST XXTH ST.	
DESIGNER: NAME/ADDRESS	
DRAWING TITLE: SAMPLE DRAWING N 03	
DATE:	PG #: