

## RESIDENTIAL – Secondary Suites

Submit this completed checklist with your Building Permit application form if you are renovating or building a new:

■ **Secondary Dwelling Unit within a house**

\* Does NOT include Building Additions

Address of Project: \_\_\_\_\_

Does a Suite currently exist on the property?     YES     NO

Area of proposed principal home (without the suite) (m2 or ft2): \_\_\_\_\_

Area of proposed Secondary Suite (m2 or ft2): \_\_\_\_\_

Building plans submitted **must** comply with the current BC Building Code (BCBC), The City of Nelson Zoning Bylaw, Building Bylaw and Off-Street Parking and Landscape Bylaw.

**It is the responsibility of the Property Owner to ensure all regulations and requirements are met.**

NOTE: Upon review of your application further information may be required.

**RED TEXT** → required to accept your application.  
**BLUE TEXT** → will be required prior to issuance of your Building Permit.  
**GREEN TEXT** → if applicable.

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|---|--|
| <p><input type="checkbox"/> <b>TITLE SEARCH(s)</b> for ALL lots<br/>(no older than 30 days)</p> <p><input type="checkbox"/> <b>COPIES OF ALL NON-FINANCIAL CHARGES</b> listed on the Title(s)</p> <p><input type="checkbox"/> <b>LOT CONSOLIDATION</b></p> <p><input type="checkbox"/> <b>VENTILATION CHECKLIST</b></p> | <p><input type="checkbox"/> <b>COMPLEX COMPONENTS/DESIGN</b><br/><i>All components, systems or design not contained within Part 9 of the BCBC must be reviewed by a Registered Professional Engineer.<br/>(Examples: manufactured beams, trusses, point loads, fire suppression, ICF foundations...)<br/>Sealed drawings and Schedules or Letters of Assurance will be required.</i></p> |
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## **SITE PLAN**

*Drawn accurately to a minimum scale of 1:100 or 1/8"=1'*

- 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**

*Drawn accurately to a minimum scale of 1:50 or 1/4"=1'*

- 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**

*Drawn accurately to a minimum scale of 1:50 or 1/4"=1'*

- 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**

*Drawn accurately to a minimum scale of 1:50 or 1/4"=1'*

- 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)**

**End of Form**

<b>OFFICE USE ONLY</b>	<b>FILE #</b>
<i>Form Completed</i>	