

# Building Permit Checklist for a Secondary Suite



1903 Mount Newton Cross Road Saanichton BC V8M 2A9 250 544-4217 centralsaanich.ca

The following checklist is required when submitting a building permit to approve/construct a secondary suite in an existing building. Please review the guide to **Building a Secondary Suite** prior to completing and submitting your application.

	YES	N/A	Details to be shown on PERMIT PLANS (3 paper sets or submit pdf online)
Site Plan			Show distance from property line to the building, if adding any new windows/doors
			Location of existing and new driveways and dimension vehicle parking as per bylaw (two spaces for main; one space for suite)
Floor Plans			Room uses and total area of the suite
			Show location and type of all wired in smoke and CO alarms – requirements based on fire resistant rating 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
			If exterior changes, provide building <b>elevations</b> and spatial separation calculations.
Select wall and ceiling <b>FIRE and SOUND</b> separation indicated between units/ common space on plans.			
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; <b>limited STC</b> increase (approx. STC 34 – 37)
			<b>Increase STC compliance</b> (up to code minimum of 43 STC for new suite)

YES	N/A	DOCUMENTS
		Current Certificate of Title + Encumbrances <i>Within the last 30 days</i>
		This secondary suite checklist form
		Online or paper application form
		Permit plans (as per list on left)
		Owner authorization form <i>If applicant is not owner</i>
		Renovating pre 1990 home <ul style="list-style-type: none"> <li>• Hazardous Material Testing Required</li> <li>• After removal, post Air Clearance</li> </ul>
		IF REMOVING WALL Structural Engineer <ul style="list-style-type: none"> <li>• Schedule B</li> <li>• Form 2 (Bylaw 1470)</li> <li>• Insurance certificate</li> </ul>
		IF ON SEPTIC SYSTEM <ul style="list-style-type: none"> <li>• VIHA accepted septic design OR</li> <li>• Letter from ROWP/ENG accepting existing</li> </ul>

### Owner Acknowledgement \*

*If retaining existing wall and/or ceiling assemblies with an existing layer of ½" gypsum board (15 min FRR 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