



## **Checklists for simplified Building Permit Applications**

**Includes:** Garages, sheds, accessory buildings, additions, renovations, secondary suites, changes in occupancy, etc. . For **new houses or commercial buildings**, use the separate checklist.

Please ensure that you have **checked all boxes** in the applicable list, and have included **all the required documents and drawings**, before submitting your **BP application**. Failure to do so will lead to delays in the process.

See the Building **Permit Application Guideline** and Building Regulations Bylaw #1299 for all details on the permitting process.

Please submit all documents in **digital form** as .pdf files via email to [building@golden.ca](mailto:building@golden.ca). Submissions in paper format are acceptable but not encouraged.

**Applications checklists are separated in:**

- New Garage/Shed/Accessory Building:** fill out page 2
- Addition to Part 9 residential or commercial building:** fill out page 3
- Renovation of Part 9 residential or commercial building:** fill out page 4
- Change in Occupancy for Part 9 commercial building:** fill out page 5

For all other applications, please use your best judgment and the information available here for a complete application and contact the Development Services team for guidance if required.

**Please enter your name, date and the project address below. By entering your name, you assure that you have read the Permit Application Guideline and completed the checklist to your best knowledge.**

**Name:**

**Date:**

**Project Address:**

## ○ **New Garage/Shed/Accessory Building:**

### **Note:**

- Garages and shed under 55m<sup>2</sup> total floor area do not require frost-free foundations (Slab-on-grade acceptable without engineering). All other parts need to be Code compliant.
- Detached garages can only be in side or rear yard.
- Setbacks for residential garages are 1.5m to side and rear property lines.

### **Include in application:**

- **Permit Application Form**, including estimated construction value. Signed by owner of property or accompanied by:
  - Agency Agreement Form.
  - **Structural engineering** for slab-on-grade foundation over 55m<sup>2</sup> floor area.
  - **Property Survey**, unless corner monuments exist and can be found.
  - **Truss and engineered framing plans** as applicable, sealed. These can be submitted prior to framing inspection if not available at application stage.

### **Set of standard construction drawings**, including

- Site plan
- Floor plans
- Foundation plan
- Elevations of all sides
- Cross sections, showing all relevant structural systems and assemblies
- Assembly schedules for all walls, floors, roofs

**Relevant information** to be shown on the drawings needs to include, at minimum and as applicable:

- Property address and legal description, name of owner
- Setback dimensions to property lines
- Dimensions and spans for all structural items such as lintels, beams, posts, joists
- Detail designs for footings/foundations, including reinforcement layout for ICF walls
- Effective Thermal Resistance calculations if the building will be continuously heated

## ○ Addition to Part 9 residential or commercial building:

**Note:** Additions need to meet current Building Code standards in all aspects.

### **Include in application:**

- **Permit Application Form**, including estimated construction value. Signed by owner of property or accompanied by:
- Agency Agreement Form.
- **Structural engineering** for e.g. structural timber framing, tall walls, slab-on-grade foundations.
- **Property Survey** if the addition will be built close to a required setback and unless corner monuments exist and can be found.
- **Truss and engineered framing plans** as applicable, sealed. These can be submitted prior to framing inspection if not available at application stage.

### **Set of standard construction drawings, including**

- Site plan, showing existing and new
- Floor plans of entire building, addition areas in construction drawing detail
- Foundation plan for addition part
- Elevations of all sides, including spatial separation calculations where an addition faces a neighboring property
- Cross sections, showing all relevant structural systems and assemblies of addition
- Assembly schedules for all walls, floors, roofs of addition. The assemblies need to meet minimum prescriptive thermal resistance values (R-values) per BCBC 9.36.2, Zone 6.

**Relevant information** to be shown on the drawings needs to include, at minimum and as applicable:

- Property address and name of owner
- Setback dimensions to property lines
- Dimensions / configurations of stairs, handrails, guards
- Dimensions and spans for all structural items such as lintels, beams, posts, joists
- Detail designs for footings/foundations, including reinforcement layout for ICF walls
- Location of egress windows and interconnected smoke detectors
- Radon mitigation system
- Kitchen and bathroom ventilation
- Assemblies to garages (gas tight, self closing door)
- Effective Thermal Resistance calculations. Note: All exterior assemblies need to meet minimum prescriptive thermal resistance values (R-values) per BCBC 9.36.2, Zone 6. Thermal resistance of new windows needs to meet minimum metric U-value for residential of U1.22, for commercial U1.61, typically requiring triple pane glazing.

## ○ Renovation of Part 9 residential or commercial building:

**Note:** Renovations need to meet current Code standards regarding life safety systems and all **new** or **entirely replaced** parts of the building. Parts and assemblies that are “untouched” can typically remain as-is. Final decision on required scope will remain with the Building Official as per Code and Bylaw regulations.

### **Include in application:**

- **Permit Application Form**, including estimated construction value. Signed by owner of property or accompanied by:
- Agency Agreement Form.
- **Structural engineering** as applicable for e.g. engineered beams/lintels, structural timber framing.

### **Set of standard construction drawings**, including

- Floor plans of entire building **as existing** and **as proposed**, renovation areas in construction drawing detail.
- Elevations of all sides that will get changed, including spatial separation calculations where new windows/doors face a neighboring property
- Cross section details of all changed parts, showing all relevant structural systems and assemblies
- Assembly schedules for all changed/upgraded walls, floors, roofs, windows. The assemblies need to meet minimum prescriptive thermal resistance values (R-values) per BCBC 9.36.2, Zone 6.

**Relevant information** to be shown on the drawings needs to include, at minimum and as applicable:

- Property address and name of owner
- Dimensions / configurations of changed stairs, handrails, guards
- Dimensions and spans for all changed structural items such as lintels, beams, posts, joists, foundations/footings
- Location of changed egress windows and interconnected smoke detectors
- Kitchen and bathroom ventilation
- Assemblies to garages (gas tight, self closing door)
- Effective Thermal Resistance calculations. Note: All exterior assemblies need to meet minimum prescriptive thermal resistance values (R-values) per BCBC 9.36.2, Zone 6. Thermal resistance of new windows need to meet minimum metric U-value for residential of U1.22, for commercial U1.61, typically requiring triple pane glazing.

Where the renovation is for a **new secondary suite** the upgrades/information need to include (see **Secondary Suite Bulletin** for further details):

- Location and assembly details of fire separations (walls, floors, doors)
- Information on fire separation of HVAC system or new ventilation system for suite
- Additional parking and suite access, show on site plan
- Location of electrical panel and water shut off valves for suite

## ○ Change in Occupancy for Part 9 commercial building:

**Note:** Building Code applies when the use of a commercial building is changed from one Occupancy Group to another. Different groups have different life safety and accessibility requirements. Changes in occupancy typically trigger upgrades to the building or tenant suite to current standards. Final decision on required scope will remain with the Building Official as per Code and Bylaw regulations.

Part 9 Occupancy Groups are **C – Residential, D - Business and Personal Services, E – Mercantile, F2/3 = Medium/Low Hazard Industrial**. All other groups require architectural oversight.

**Accessibility requirements** per BCBC 3.8. apply where practical when occupancy changes. Any new **public spaces** and spaces where **persons with disabilities can reasonably be employed** (e.g. group office, hairdresser, health practitioner, store, etc.) need to meet current levels of accessibility and provide e.g. an accessible path of travel and accessible washrooms.

### **Include in application:**

- **Permit Application Form**, including estimated construction value. Signed by owner of property or accompanied by:
- Agency Agreement Form.
- **Structural engineering** as applicable for e.g. engineered beams/lintels, structural timber framing, load bearing structures outside of Part 9.

### **Set of standard construction drawings**, including

- Floor plans of entire building **as existing** and **as proposed**, renovation areas in construction drawing detail.
- Assembly schedules for all changed/upgraded walls, floors, roofs, windows. Exterior assemblies need to meet minimum prescriptive **thermal resistance values**) per BCBC 9.36.2. Interior assemblies need to meet **fire resistance ratings** per BCBC 9.10. where applicable.

**Relevant information** to be shown on the drawings needs to include, at minimum and as applicable:

- Property address and name of owner
- Proposed use for each suite and room
- Dimensions / configurations of changed stairs, handrails, guards
- Dimensions and spans for all changed structural items such as lintels, beams, posts, joists, foundations/footings
- Location of emergency lighting, exit signage and fire extinguishers
- Information on existing HVAC system and proposed design if changed
- Additional parking if required per Zoning Bylaw