

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 Policy ([\\Big\delta\Current Development\Forms and Handouts\2016 Forms and Handouts\Secondary-Suite-Parking.pdf](#)).

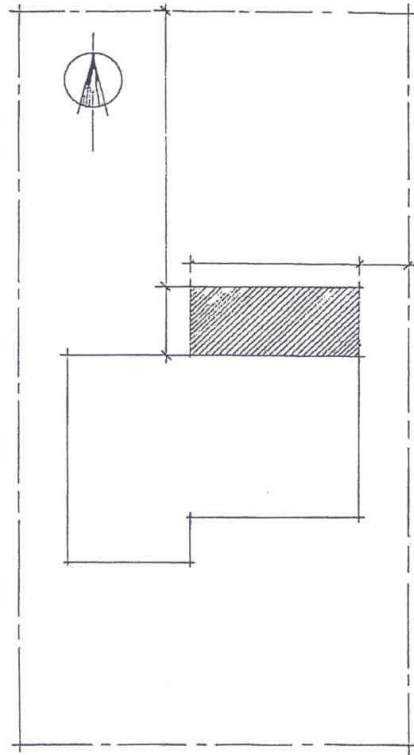
Applications for building permits must be accompanied by completed Schedules 2 and 3, a deposit and two (2) sets of plans, drawn to scale – 1/4" = 1'0" (Site plan 1/8") which include:

- Site plan, showing the location of entire house and required parking spaces.
***Secondary Suite Parking Policy**
- 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).
A suite can be no greater than 40% of the total floor area of the house or 90 m², (969 ft²), whichever is lesser.
- 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 BC Building Code.

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

Applicants applying for a building permit in North Delta will also require a Development Permit if the addition comprises more than 25% of the floor area of the building, or 50 m² (538 ft²), whichever is less.





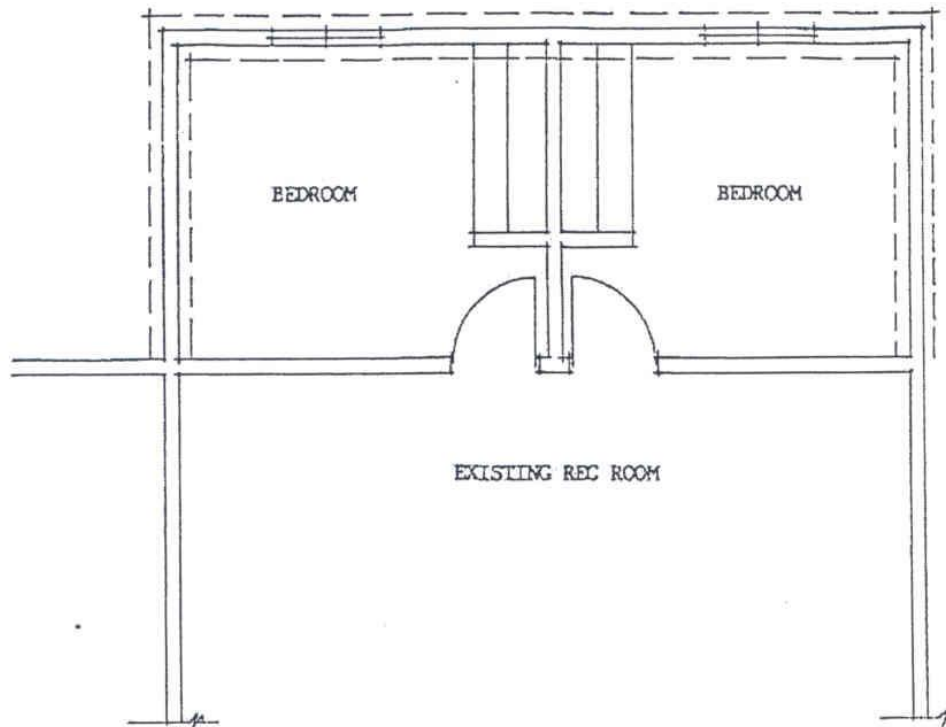
SITE PLAN

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; (see calculation examples on page 6);
- indication of NORTH;
- proposed paving / landscaping / location of existing trees, if any; and
- statement that plans conform to the BC Building Code, as amended.

For information on ‘Secondary Suites’, please refer to additional handout.



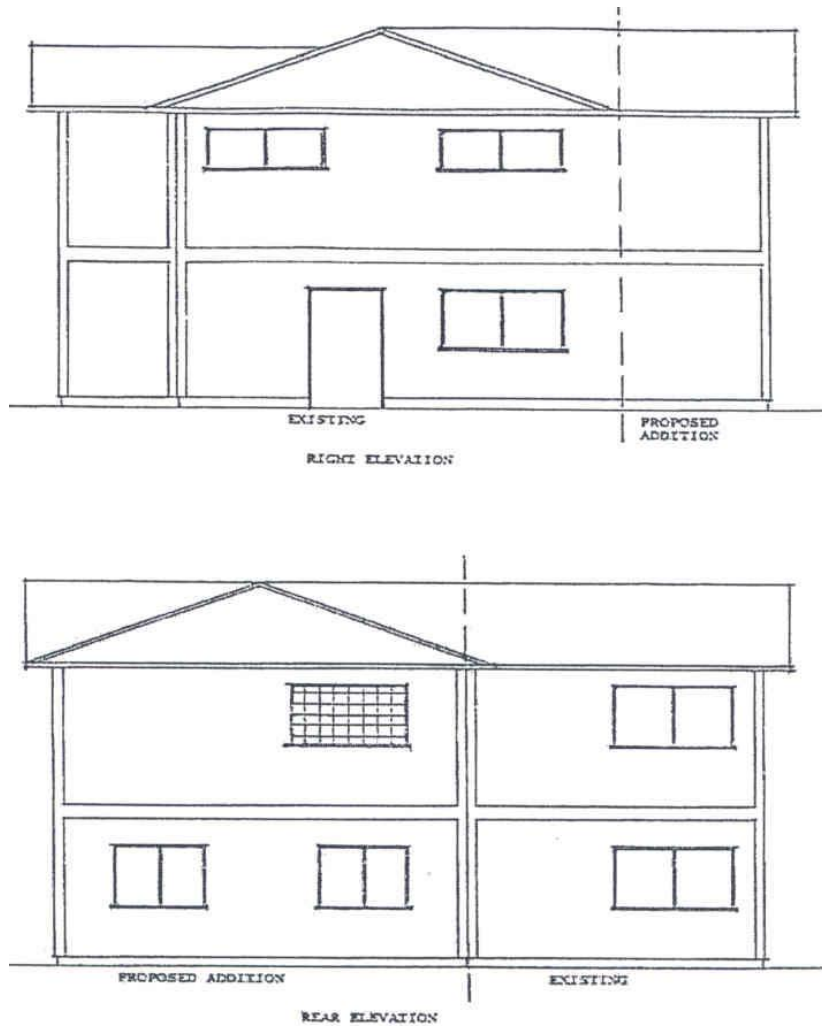


FLOOR PLANS

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; and
- type of heat and locations (locate any gas fired appliances or wood burning units).



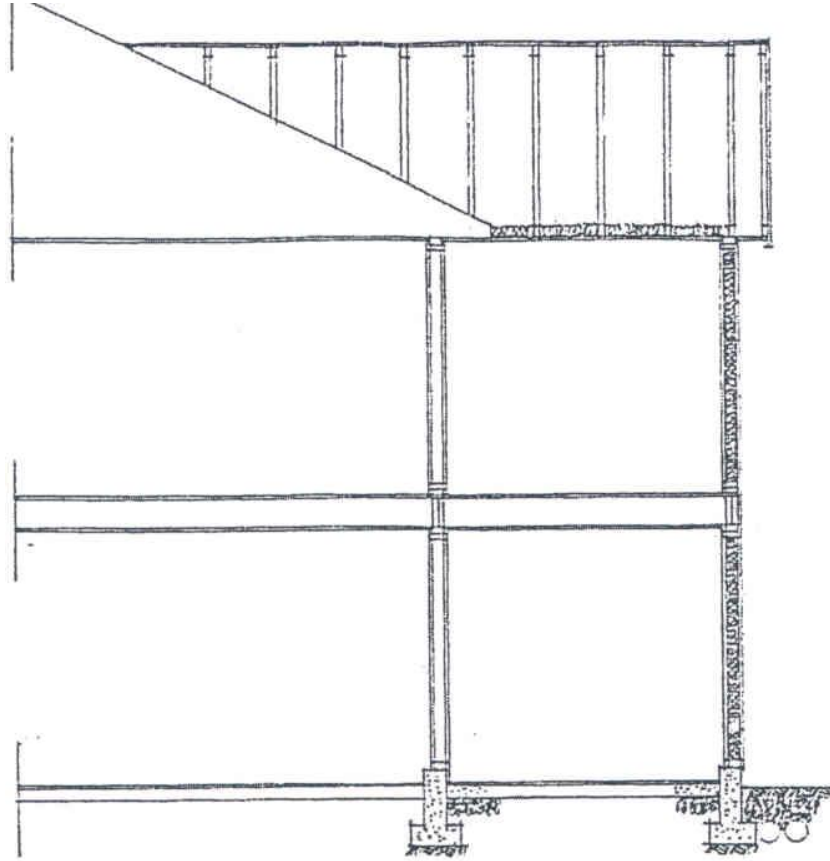


ELEVATIONS

Must include:

- all affected views of dwelling
- 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)

