

Accessory Dwelling Checklist

The following checklist is required when submitting a building permit for an accessory dwelling in an existing building. Please review the Accessory Dwelling Guide before completing and submitting your application.

	Yes	N/A	Details to be shown on plans
Site Plan	☐	☐	Show distance from lot line to the building, if adding any new windows/doors
	☐	☐	Location of existing and new driveways and dimensions of parking spaces as per Zoning Bylaw
Floor Plans	☐	☐	Room uses and total area of the accessory dwelling as well as the main dwelling
	☐	☐	Show location and type of all wired in smoke and CO alarms – requirements based on fire resistant rating of separations (see Design Guide for Existing Buildings)
	☐	☐	Identify heating system and ventilation
	☐	☐	Indicate all plumbing fixtures in the building; 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 including existing and proposed assemblies
	☐	☐	Indicate ceiling height of accessory dwelling
	☐	☐	If exterior changes, provide building elevations and spatial separation calculations.
Select wall and ceiling separation indicated between units/common space on plans.			
Fire Separation	☐	☐	15 min Fire Resistant Rating (<i>Owner Acknowledgement required if retaining existing assemblies at a 15 min FFR and reduced sound rating</i>)
	☐	☐	30 min Fire Resistant Rating
	☐	☐	45 min Fire Resistant Rating
Sound Separation	☐	☐	Existing Assembly includes drywall layer, with minimum STC (depending on subfloor and flooring, could be STC 32–35) acceptable based on BCBC A-1.1.1.2.(1) cost/benefit analysis (See Design Guide for Existing Buildings)
	☐	☐	Alternative Compliance permitted by code – existing ceiling/wall with addition of resilient channel and extra layer drywall; limited STC increase (approx. STC 34–37)
	☐	☐	Increase STC compliance (up to code minimum of 43 STC for new accessory dwelling)
OWNER ACKNOWLEDGEMENT – <i>If retaining existing wall and/or ceiling assemblies with an existing layer of ½" gypsum board (15 min FRR and reduced sound rating).</i>			
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 dwellings compared to what is required with new or renovated homes.			
Name of Owner		Signature of Owner	

This page must be returned if retaining existing wall and/or ceiling assemblies