

RESIDENTIAL ALTERATIONS

Application Guide

PURPOSE

Building projects today have a wide range of requirements and complexity beyond simply providing a set of blue prints. The purpose of this guide is to assist you with these requirements. While this guide is not required to be submitted with your application, it is recommended to review the contents early in the planning and design stage for your project. Understanding the requirements will help to ensure your application has the best chance of being successful and avoid costly delays due to unanticipated requirements. If you are not familiar with building construction and design, we would encourage you to engage the services of a construction and/or design professional to guide you through your project and the permitting process.



IDENTIFICATION OF PROJECT SCOPE

Review the questions below to confirm which section of this guide applies to your project.

1. **Does this project propose repair due to fire, flood, tree or vehicular impact? Y/N**

YES : Proceed to [PART 1 – RESTORATIONS](#)

NO : Proceed to question 2

2. **Does this project propose to increase existing floor area or the building footprint? Y/N**

YES : This is not the correct application guide for your project. Please refer instead to the [APPLICATION GUIDE – RESIDENTIAL - NEW AND ADDITIONS](#)

NO : Proceed to [PART 2 – ALTERATIONS](#)

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PART 1 RESTORATIONS

This section applies to all restoration projects to repair damage to existing buildings resulting from fire, flood, tree falls, vehicular impacts, and other similar disasters.

ALL RESTORATIONS



Requirements for your application submissions:

- ➔ [OWNER'S AUTHORIZATION](#)
- ➔ Drawing Checklist – [SINGLE FAMILY - RESTORATION](#)
- ➔ Detailed scope of work
- ➔ All gas and electrical installations are regulated by the province. All required gas and/or electrical permits must be obtained through Technical Safety BC.



PART 2 ALTERATIONS

This section applies to proposed alterations to existing buildings that do not create new additional floor area(s). If the scope of work is limited only to paint, finished flooring, and cabinets, a permit will not be required. Please refer to the Building Bylaw for a complete list of the works that would require a building permit or any exemptions.

ALL ALTERATIONS



Requirements for your application submissions:

- ➔ [OWNER'S AUTHORIZATION](#)
- ➔ Refer to headings below that most closely match your proposed project scope(s) for other applicable requirements, forms and/or checklists.
- ➔ All gas and electrical installations are regulated by the province. All required gas and/or electrical permits must be obtained through Technical Safety BC.

PART 2 ALTERATIONS (continued...)

SUITE REMOVALS

In addition to the other forms listed for [ALL ALTERATIONS](#), the following is also required:

- ➔ Submission Checklist - [SINGLE FAMILY – SUITE REMOVAL](#)

Where a suite removal application requires the removal of the dwelling unit (secondary suite), one of the following will be required:

- ➔ Removal of all cooking facilities in the self-contained area including all associated mechanical and electrical components (ex. Stove, Range hood and fan plus all electrical wiring).
- ➔ Removal of all bathing facilities in the self-contained area (ex. Bathtub(s) and/or Shower(s)).
- ➔ Removal of the interconnecting door, door jamb, plus all associated wall framing (non-bearing) used to support the doorframe.

NOTE: For the purpose of this section and as defined in the Zoning Bylaw, a “Dwelling Unit” means one or more habitable rooms in which sleeping, sanitary and cooking facilities are located in a self-contained area.

Any works previously installed without the required building permits and proposed to remain will require a separate alteration permit to confirm compliance with current codes and bylaws.





PART 2 ALTERATIONS (*continued...*)

SECONDARY SUITES

1. Does the Zoning Bylaw permit secondary suites for this property? Y/N

YES : Proceed to question 2

NO : If a secondary suite is not a permitted use by Zoning Bylaw, a building permit application cannot be processed

2. Is the property located in a Land Use Contract (LUC) area? Y/N

YES : LUC discharge is required prior to issuance of a building permit. Contact the Planning Division for more information on how to apply for a LUC Discharge.

NO : Proceed to apply as outlined below

Definition: A Land Use Contract is an agreement between a property owner and a municipality that states the permitted use(s) and development regulations for the property.

In addition to the other forms specified for [ALL ALTERATIONS](#), the following is also required:

- ➔ Submission Checklist - [SINGLE FAMILY - SECONDARY SUITE](#)
- ➔ Drawing Checklist - [SINGLE FAMILY - SECONDARY SUITE](#)
- ➔ All rooms labelled (ex. Living room, Kitchen, etc.)
- ➔ All new plumbing fixtures shown
- ➔ Refer to [ALL ALTERATIONS](#) section above for remaining requirements

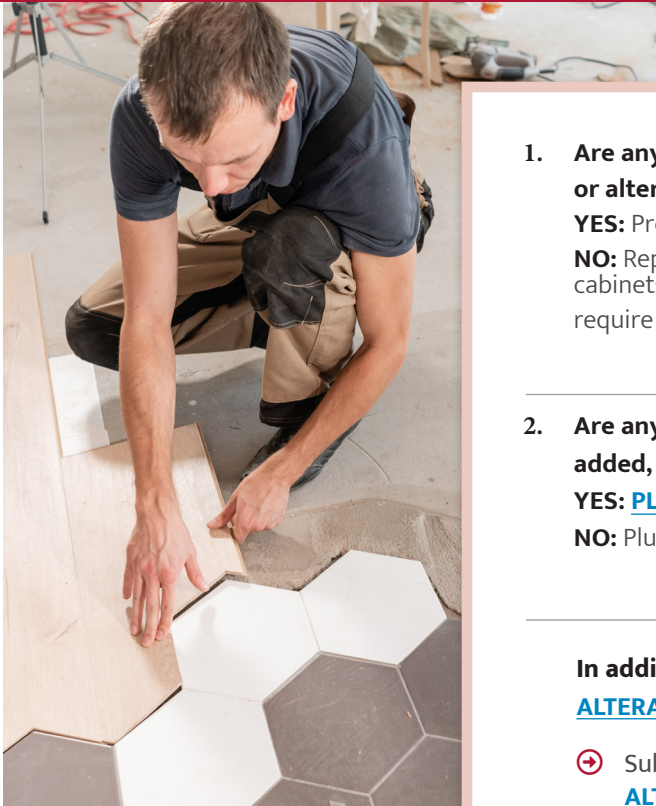
FINISH BASEMENTS

In addition to the other forms listed for [ALL ALTERATIONS](#), the following is also required:

- ➔ Submission Checklist - [SINGLE FAMILY - ALTERATION](#)
- ➔ All rooms labelled (ex. Living room, Kitchen, etc)
- ➔ All new plumbing fixtures shown

PART 2 ALTERATIONS (continued...)

KITCHEN AND BATH RENOVATIONS



1. **Are any walls proposed to be added, removed or altered? Y/N**

YES: Proceed to apply as outlined below




NO: Replacing fixtures in the same location, cabinets, tile work, and painting typically do not require a building permit. Proceed to question 2.

2. **Are any plumbing fixtures proposed to be added, altered or relocated? Y/N**

YES: [PLUMBING PERMIT](#) required

NO: Plumbing permit not required

In addition to the other forms listed for [ALL ALTERATIONS](#), the following is also required:

-  Submission Checklist - [SINGLE FAMILY - ALTERATION](#)
-  All rooms labelled
-  All new plumbing fixtures shown



PART 2 ALTERATIONS (*continued...*)

WINDOWS AND DOOR ALTERATIONS

1. Are any windows and/or doors proposed to be added, removed or altered? Y/N

YES : Proceed to question 2

NO : Permit not required

2. Does the project require an exterior stairwell? Y/N

YES : Proceed to question 3

NO : Proceed to apply as outlined below

3. Is the stairwell 1.2m or greater in height? Y/N

YES : Engineered design required

NO : Proceed to apply as outlined below

In addition to the other forms specified for [ALL ALTERATIONS](#), the submitted drawings shall include:

➔ Submission Checklist - [SINGLE FAMILY - ALTERATION](#)

➔ 2 Copies Floorplan drawings (to include):

- Beam and/or lintel sizes
- Bearing locations specified for any point loads to foundation
- Door sizes
- Windows sizes (egress and safety glass noted where applicable)
- Window wells where provided (dimensions and protection noted)

➔ 2 Copies Elevation drawings (to include):

- Calculations to confirm proposed glazed area for windows and doors in the building face does not exceed the maximum permitted under the BC Building Code.
- Site Plan showing setback to adjacent property lines and buildings will also be required.



PART 2 ALTERATIONS (continued...)

CARPORT CONVERSION TO GARAGE

In addition to the other forms specified for [ALL ALTERATIONS](#), the submitted drawings shall include:

- ➔ Submission Checklist - [SINGLE FAMILY - ALTERATION](#)
- ➔ 2 Copies Floorplan drawings (to include):
 - Footing and foundation details at perimeter and at overhead garage door
 - Beam/lintel sizes
 - Bearing locations specified for any point loads to foundation
 - Door sizes
 - Windows sizes
- ➔ 2 Copies Elevation drawings (to include):
 - Calculations to confirm proposed glazed area for windows and doors in the building face does not exceed the maximum permitted under the BC Building Code.
 - Site Plan showing setback to adjacent property lines and buildings will be required.

NOTE: Secondary suites are not permitted to exit through a garage. Existing carports with secondary suite entrances will require additional alterations to meet BC Building Code requirements for suite exiting.

GARAGE CONVERSION TO LIVING SPACE

In addition to the other forms specified for [ALL ALTERATIONS](#), the submitted drawings shall include:

- ➔ Submission Checklist - [SINGLE FAMILY - ALTERATION](#)
- ➔ Drawing Checklist - [SINGLE FAMILY - ALTERATION](#)



PART 2 ALTERATIONS (continued...)

HOME BASED BUSINESS

1. **Does the business area exceed 10% of the floor area on the storey it is proposed to be located? Y/N**

YES : BC Building Code will require building upgrades for additional Major Occupancy classification. Use [APPLICATION GUIDE – TENANT IMPROVEMENT](#) and associated checklists for your submission.



NO : Proceed to question 2

2. **Are you proposing to locate this business in existing habitable floor area? Y/N**

YES : Proceed to apply as outlined below

NO : Additional alterations needed. Refer to headings below that most closely match your proposed project scope(s) for other applicable requirements, forms and/or checklists.

In addition to the other forms specified for [ALL ALTERATIONS](#), the submitted drawings shall include:

-  Submission Checklist - [SINGLE FAMILY - ALTERATION](#)
-  Drawing Checklist - [SINGLE FAMILY - ALTERATION](#)



PART 2 ALTERATIONS (continued...)

OTHER SINGLE FAMILY ALTERATIONS

In addition to the other forms specified for [ALL ALTERATIONS](#), the submitted drawings shall include:

- ➔ Submission Checklist - [SINGLE FAMILY - ALTERATION](#)
- ➔ Drawing Checklist - [SINGLE FAMILY - ALTERATION](#)



ACCESSORY BUILDING ALTERATIONS

In addition to the other forms specified for [ALL ALTERATIONS](#), the submitted drawings shall include:

- ➔ Submission Checklist - [SINGLE FAMILY - ALTERATION](#)
- ➔ Drawing Checklist - [SINGLE FAMILY - ALTERATION](#)



PART 3 RESOURCE LINKS

Printed Version Note: Some of the links provided below can only be accessed through the online version available through the City's website at www.abbotsford.ca/buildingpermits.

PROJECT PLANNING

BC Building Code Online: [BC Codes](#)

Planning Division: planning-info@abbotsford.ca

APPLICATION RESOURCES

WebMap: [Abbotsford Map Viewer](#)

[Application Forms](#)

[Plumbing Permits](#)

[Sprinkler Permits](#)

[Application Checklists](#)

[Bulletins and Updates](#)

OTHER AGENCIES

Technical Safety BC (Gas and Electrical Permits): [Home](#) | [TSBC \(technicalsafetybc.ca\)](http://technicalsafetybc.ca)

WorkSafe: [WorkSafeBC](#)

Fraser Health (Childcare): [Community Care Facilities Licensing - Fraser Health Authority](#)

Architects Institute of BC (AIBC): [AIBC – Architectural Institute of British Columbia](#)

Engineers and Geoscientists of BC (EGBC): [Engineers and Geoscientists BC \(egbc.ca\)](http://egbc.ca)

Building and Safety Standards Branch (BSSB): [Contact Us - Province of British Columbia \(gov.bc.ca\)](#)

BC Housing: [Home](#) | [BC Housing](#)

Agricultural Land Commission (ALC): [Home - Provincial Agricultural Land Commission \(gov.bc.ca\)](#)