

## Residential Building Permit Checklist Carport Conversion to Attached Garage

<b>Project Name:</b>	
<b>Project Address:</b>	
<b>Applicant:</b>	
<b>Applicant Address:</b>	

	The following items are required for plan review:	YES	N/A
1.0	<b>Legible site plans</b> – digital or hard copy drawn to scale and dimensioned		
1.1	Showing property lines and dimensions		
1.2	Showing all existing buildings boundaries and distances to property lines		
1.3	Clearly showing roof eaves and overhang sizes		
1.4	Location of gas and electrical meters		
2.0	<b>Construction drawings</b> - digital or hard copy drawn to scale and dimensioned		
2.1	Showing foundation elements (new and existing) - including walls, footings, pads and/or piles		
2.2	Showing exterior wall and beam construction - If walls are being installed between the existing concrete driveway and roof beams, we require connection details showing the control of up to 2" of frost movement due to lack of frost protection		
2.3	Building envelope construction - including insulation RSI values, air and vapour barriers. Exterior cladding and flashings. Interior wall finishes (1/2" drywall mud and taped minimum)		
2.4	Roof projecting within 1.2m of a property line - If walls or roof overhangs are less than 1.2 M (4'0") from property lines, details have been provided for fire protection for siding and soffit.		
2.5	Location of existing door to house - Doors leading from an attached garage to a dwelling unit must be self-closing and provide an approved fume barrier. Windows and vents located in the wall common to the house shall be sealed. Note: A CO detector will be required for each floor of the dwelling containing a bedroom. Doors from attached garages may not open directly into a bedroom.		
3.0	<b>Additional permits</b> - A homeowner permit will only be issued to a property owner that resides or plans to reside in a Single-Family Dwelling		
3.1	Electrical permit is required		
4.0	<b>Additional documents</b>		
4.1	Locate slips for underground utilities – May be required if a new foundation is being added (i.e. piles, pads, or foundation wall)		
4.2	A gas agreement - May be required if the gas service is under the existing carport slab and the gas meter must be moved		

**Checklist must be completed by applicant prior to submittal.**  
**Minor changes or notes on submitted plans may be in blue or black ink.**  
**RED INK IS RESERVED FOR DEPARTMENT.**

**NOTE: Any missing or incorrect information will delay the permit issuance.**