

DEVELOPMENT SERVICES - Processing Centre - Development & Building

IMPORTANT NOTES: This checklist applies to patio seating located at grade and on private property.

For patios located above grade (i.e. rooftop or balcony patio seating), refer to the Development Permit Change of Use checklist.

For patios on City property, please contact the Engineering Department at 604-873-7148.

This checklist **MUST** be completed and submitted with your Development & Building Application. If you have any questions regarding the information requested on this form, please call the Enquiry Centre at 604-873-7611.

Project Address:	Development/Building Application:
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Drawings Required - Required scale 1/4" = 1'0" (1:50) unless otherwise specified in Notes, or if plans exceed standard A2 paper (2'x3') at the above-noted scale, then plans at 1/8" = 1'0" (1:100) scale may be acceptable.				Staff Use Only	
Drawing	Copies Required	Details	Notes	Copies Attached	Accepted
Reduced Set of Plans	1	Drawing size: 8.5" x 11" or 11" x 17" paper	May be required for neighbourhood notifications.		
Architectural Site Plan	5	Site plans should include the following: <input type="checkbox"/> Street Address <input type="checkbox"/> Tenant Suite Number (if applicable) <input type="checkbox"/> Legal description (lot, block, district lot, and plan numbers) <input type="checkbox"/> Street names/lanes <input type="checkbox"/> Dimensions of site <input type="checkbox"/> Location and dimension of building and patio, including dimension of setbacks from the property line and the location of the fire department connection. <input type="checkbox"/> Location of any existing and/or proposed guards or fences <input type="checkbox"/> Indicate North arrow	* Scale of 1/8" = 1'-0" acceptable. Clearly indicating patio seating within property boundaries.		
Architectural Floor Plans	5	Floor plans should include the following: <input type="checkbox"/> All outside dimensions <input type="checkbox"/> Location and dimensions of patio (on grade or raised) with property lines and setbacks indicated <input type="checkbox"/> Location of related guards and fences <input type="checkbox"/> Seating layout (interior and exterior) <input type="checkbox"/> Dimensions of all interior rooms and areas <input type="checkbox"/> Layout and uses of all rooms and areas <input type="checkbox"/> All door sizes and locations <input type="checkbox"/> Location and type of all washrooms <input type="checkbox"/> Indicate seating layout (both interior and exterior) <input type="checkbox"/> Ramp location and slope (if applicable)			
Architectural Elevation Plans	5	Elevation plans should include the following: <input type="checkbox"/> Exterior cladding <input type="checkbox"/> Existing and proposed doors and windows <input type="checkbox"/> Patio (height, if raised) <input type="checkbox"/> Guard/fence details (height of guard, material and colour, etc.) <input type="checkbox"/> Ramp location and slope (if applicable)	Sufficient number of elevations to clearly represent the proposed alterations		

Checklist for Open and Uncovered Outdoor Patio Seating cont'd

Drawings Required continued - Required scale 1/4" = 1'0" (1:50) unless otherwise specified in Notes, or if plans exceed standard A2 paper (2'x3') at the above-noted scale, then plans at 1/8" = 1'0' (1:100) scale may be acceptable.				Staff Use Only	
Drawing	Copies Required	Details	Notes	Copies Attached	Accepted
Architectural Construction Details	5	Construction details should include: <input type="checkbox"/> Indicate structure (written description with architectural cross section drawing)	For all raised patios.		
Landscape Plans	5	Landscape Plans should include the following: <input type="checkbox"/> All landscape elements and details and details that are being altered due to this change			
Structural Drawings (if applicable)	5	Structural drawing should include the following: <input type="checkbox"/> Locations of structural elements <input type="checkbox"/> Guard attachment detail <input type="checkbox"/> Material Specifications	For patios raised 2'-0" or higher above grade. Signed and sealed by a professional engineer.		

Documents Required - All letters/ documents MUST have <u>original</u> signatures. Photocopies, fax copies, or emails will NOT be accepted.				Staff Use Only	
Document Title	Copies Required	Notes	Copies Attached	Accepted	
Application Form	1	Form letter available.			
Owner's (Tenant Improvement) Undertaking Letter	1	Form letter available.			
Lessee's (Tenant Improvement) Undertaking Letter	1	Form letter available.			
Strata Letter	1	On strata letterhead indicating knowledge and acceptance of proposal. All letters/documents must be originals with original signatures. No photocopy/fax/email copies will be accepted.			
Operational Letter	1	A letter describing the business including, but not limited to: <input type="checkbox"/> Hours of operation <input type="checkbox"/> Number of patrons <input type="checkbox"/> Name of operator <input type="checkbox"/> Noise mitigation			
Letter of Assurance (Schedule A)	1	Will be required when more than one professional is involved in the proposal and provides signed/sealed plans and B1/B2 letters			
Architectural Letter of Assurance (Schedule B1/B2)	1	Form letter available.			
Structural Letter of Assurance (Schedule B1/B2)	1	Form letter available.			
Fee payment	1				

Additional Information (where applicable)

- The above noted list of requirements is not limited in its content. Further review of the application documents may reveal additional requirements