



## Accessory Dwelling Unit Pre-Application Checklist

This form must be completed and submitted prior to any consultations with the Building Department

\*This form must also be included with a building permit application



ADDRESS OF PROPERTY: \_\_\_\_\_

APPLICANT: Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

If the property owner is different from the applicant please fill out. If the same please check here

PROPERTY OWNER: Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Zoning Requirement Questions			
Zoning Requirement Questions	Yes	No	Comments
1 - Have you confirmed that an Accessory Dwelling Unit is permitted within your property's zoning?  Please check the City's <a href="#">Zoning Bylaw</a> to see whether an <i>Accessory Dwelling Unit</i> is listed as a permitted <i>Accessory Use</i> for your property.	<input type="checkbox"/>	<input type="checkbox"/>	<b>If no: Please verify before proceeding further</b>
2 - Do you have a current land survey showing all existing buildings?	<input type="checkbox"/>	<input type="checkbox"/>	
3 - Will your proposed Unit meet all required setbacks?	<input type="checkbox"/>	<input type="checkbox"/>	
4 - Is there already more than one dwelling unit currently on the property?	<input type="checkbox"/>	<input type="checkbox"/>	
5 - Have you confirmed what the total square footage of the habitable floor space of your house is?	<input type="checkbox"/>	<input type="checkbox"/>	
6 - Will the proposed ADU size be less than 40% of the habitable floor space <u>and</u> no greater than 90m <sup>2</sup> (968ft <sup>2</sup> )	<input type="checkbox"/>	<input type="checkbox"/>	
7 - Can the property accommodate an additional on-site parking space for the unit?	<input type="checkbox"/>	<input type="checkbox"/>	
8 - Will your property be able to provide a minimum of 18m <sup>2</sup> of usable open space dedicated to the ADU?	<input type="checkbox"/>	<input type="checkbox"/>	
9 - Have you verified that the proposed Unit will meet applicable zoning height restrictions?	<input type="checkbox"/>	<input type="checkbox"/>	
10 - Will you be able to provide an Emergency Access path (A continuous pathway min. 1m width made of durable material) with direct access from the Unit to a roadway or laneway?  *** Alleyways are not accepted, as emergency services can not reliably access properties this way. ***	<input type="checkbox"/>	<input type="checkbox"/>	
11 – Lot Consolidation  If your proposed new building will straddle an internal lot line, or be constructed within the required setbacks of a lot line, even if you own both lots, the subject lots must first be consolidated. Have you begun this process?	<input type="checkbox"/>	<input type="checkbox"/>	

Unit Requirement Questions	Yes	No	Comments
<b>1 – New construction documentation</b>			
<ul style="list-style-type: none"> <li>Have you or your builder arranged for Home Warranty Insurance registration for the proposed project?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Has an Energy Compliance Pre-Construction Report been prepared?</li> </ul> ***Please note that no permit will be issued without either of these***	<input type="checkbox"/>	<input type="checkbox"/>	
<b>2 – How will the Unit be accessed?</b>			
<ul style="list-style-type: none"> <li>Exterior access only</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Interior access with a staircase</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	

Unit Requirement Questions Continued	Yes	No	Comments
<b>3 – How many bedrooms will there be?</b>			
• One	<input type="checkbox"/>	<input type="checkbox"/>	
• Two	<input type="checkbox"/>	<input type="checkbox"/>	
<b>4 – How will the Unit be heated?</b>			
• Baseboard	<input type="checkbox"/>	<input type="checkbox"/>	
• Furnace/HVAC	<input type="checkbox"/>	<input type="checkbox"/>	
• Heat pump	<input type="checkbox"/>	<input type="checkbox"/>	
<b>5 – How will the Unit be ventilated?</b>			
• Heat Recovery Ventilator System (HRV)	<input type="checkbox"/>	<input type="checkbox"/>	
• Passive System	<input type="checkbox"/>	<input type="checkbox"/>	
• Central Recirculation Ventilator System	<input type="checkbox"/>	<input type="checkbox"/>	
• Forced Air Heating	<input type="checkbox"/>	<input type="checkbox"/>	
<b>6 – Unit utilities / services</b>			
• Have you performed a review of your electrical system to ensure adequate servicing can be achieved?	<input type="checkbox"/>	<input type="checkbox"/>	
• Have you performed a review of your plumbing system to ensure adequate servicing can be achieved?	<input type="checkbox"/>	<input type="checkbox"/>	
• Have you determined how the kitchen range fan will be ventilated to the outside?	<input type="checkbox"/>	<input type="checkbox"/>	
• Have you determined how the bathroom fan will be ventilated to the outside?	<input type="checkbox"/>	<input type="checkbox"/>	
• Will the Unit be provided with its own laundry facilities?	<input type="checkbox"/>	<input type="checkbox"/>	
• If yes, have you determined how the dryer will be vented?	<input type="checkbox"/>	<input type="checkbox"/>	

## Resources:

- [Home Suite Home / gov.bc.ca/assets/gov/housing-and-tenancy/building-or-renovating/secondary-suites/home-suite-home-2023-sept-6.pdf](https://gov.bc.ca/assets/gov/housing-and-tenancy/building-or-renovating/secondary-suites/home-suite-home-2023-sept-6.pdf)
- [Port Alberni Zoning Information / portalberni.ca/zoning](https://portalberni.ca/zoning)
- [BC Housing Licensing & Consumer Services / https://www.bchousing.org/licensing-consumer-services/publications](https://www.bchousing.org/licensing-consumer-services/publications)
- [BC Housing & Tenancy Information / gov.bc.ca/gov/content/housing-tenancy](https://gov.bc.ca/gov/content/housing-tenancy)
- [BC Building Codes / bcpublications.ca](https://bcpublications.ca)
- [WORKSAFEBC / WORKSAFEBC.COM](https://worksafebc.com)

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