



City of
Burnaby

Building Division, Planning and Development Department
2ND Floor, 4949 Canada Way, Burnaby, BC V5G 1M2
Phone: 604-294-7130 Fax: 604-294-7986



BUILDING PERMIT APPLICATION NEW COMMERCIAL, MULTI-RESIDENTIAL INDUSTRIAL BUILDINGS AND ADDITIONS

Application Date: _____

Plan Checker (PC): _____

Section 1: Property Information

SITE ADDRESS:		POSTAL CODE:	
LEGAL DESCRIPTION:	Lot:	Block:	DL: Plan:
Description of Proposed Work:			
Project Name:		Number of residential units:	
Project Value: \$		Number of submitted plans:	
Sprinkler Permit Required: <input type="checkbox"/> YES <input type="checkbox"/> NO		Demolition Permit Required: <input type="checkbox"/> YES <input type="checkbox"/> NO	
		Tree Permit Required: <input type="checkbox"/> YES <input type="checkbox"/> NO	

Section 2: Building Owner(s) *Note: if complete demolition is required, this address must differ from the site address.*

PROPERTY OWNER:		
ADDRESS:	CITY:	POSTAL CODE:
PHONE NUMBER:	CELL PHONE:	
E-MAIL :		

Section 3: Coordinating Registered Professional (CRP)

CRP NAME:	CRP COMPANY:	
ADDRESS:	CITY:	POSTAL CODE:
PHONE NUMBER:	CELL PHONE:	
E-MAIL :		

Section 4: Contractor *Business License Name*

CONTRACTOR:	Business License (IMBL or Burnaby):	
ADDRESS:	CITY:	POSTAL CODE:
PHONE NUMBER:	CELL PHONE:	
E-MAIL :		

Section 5: AGENT CONTACT *Agent Authorization Form Required.*

AGENT:		
ADDRESS:	CITY:	POSTAL CODE:
PHONE NUMBER:	CELL PHONE:	
E-MAIL :		
Who will be paying for the application fees: <input type="checkbox"/> OWNER <input type="checkbox"/> CONTRACTOR <input type="checkbox"/> AGENT CONTACT <input type="checkbox"/> OTHER		
PPA REQUIRED: <input type="checkbox"/> YES <input type="checkbox"/> NO	PPA Approval #:	PPA Approval Date:

Note: Separate permits are required for electrical, plumbing, gas installation, alterations of sprinklers and illuminated signs.

I acknowledge that the permit application fee is non-refundable.

Personal information collected on this form is in accordance with s. 26(c) of the Freedom of Information and Protection of Privacy Act (RSBC 1996) for permitting purposes. Please be advised that permits are considered public records that are available in various City publications or disclosed through information requests. For questions regarding the collection, use and disclosure of personal information please contact the FOI Administrator at FOI@burnaby.ca or by calling 604-294-7944 or in person at City Hall at 4949 Canada Way, Burnaby.

Applicant Name: _____

Owner Agent Contact

Signature _____

Date _____



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Application Date: _____

Plan Checker (PC) _____

STAFF USE ONLY		
SITE ADDRESS:		
Property Information		
Zone:	Subdivision:	Rezoning:

SUBMISSION CHECKLIST								
	INCL	TO COME	N/A	SCH B		INCL	TO COME	N/A
Architectural Drawings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Energy Modelling Report & Checklist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Structural Drawings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire Truck Access Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Piling Drawings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Designated Structural Engineer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mechanical/Plumbing Drawings (c/w site services)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Alternative Solution Report(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electrical Drawings (c/w load calculations)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Schedule A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Soil Report & Methane Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Schedule E1 (Residential Only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Truss Layout	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Schedule F (Owner's Undertaking)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BC Land Survey (2 copies)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Agent Authorization Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Building Code Analysis Summary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Encroachment Letter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Building Code Compliance Checklist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	New Home Registration Form(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(NOTE: All of the above items must be original, signed, sealed and dated (Except for Schedule "F", Agent Authorization Form & New Home Registration Form))

COMMENTS:

Building Permit: BLD	Demolition Permit: DEMO	Tree Permit: TRE
Foundation Permit: FDN	Excavation Permit: BLD	Alternative Solution: AS