



---

# **CITY OF BURNABY**

## **CERTIFIED PROFESSIONAL SUPPLEMENT**

May 2023

### **1. Introduction:**

- 1.1. General
- 1.2. City of Burnaby Building Bylaw
- 1.3. Certified Professional Program

### **2. City of Burnaby Certified Professional Program Requirements**

- 2.1. General
- 2.2. Application of the Certified Professional Program
- 2.3. Building General Information
- 2.4. Building Permit Application
- 2.5. Permit to Practice Number on Drawings and Documents
- 2.6. Civic Address
- 2.7. Rezoning and Preliminary Plan Approval
- 2.8. Building Permit Fees
- 2.9. Building Envelope Professional
- 2.10. Staged Building Permits
- 2.11. Engineering Development Review Process
- 2.12. Tenant and Landlord Improvements
- 2.13. Departmental Reviews
- 2.14. Designated Structural Engineer
- 2.15. Fire Department Requirements
- 2.16. Energy Step Code Requirements
- 2.17. Electric Vehicle Charging Bylaw
- 2.18. Electrical Rooms with High Voltage Equipment
- 2.19. Emergency Radio Building Amplification System
- 2.20. Special Mechanical Systems
- 2.21. Alternative Solutions
- 2.22. Revision to Permits
- 2.23. Trade Permits
- 2.24. Fire Sprinkler Permits
- 2.25. Sign Permits
- 2.26. Liability Insurance
- 2.27. BC Housing – Residential Projects
- 2.28. Building Inspections and Occupancy
- 2.29. Final Design Drawings

### **3. Appendix**

Certified Professional Program Forms

Please note, this document may be periodically updated in order to ensure the most current information is in place.  
When referring to the CP Manual, be sure it is the most current version.

## 1. Introduction

### 1.1. General

The Certified Professional Program is recognized as an alternative program to the building permit plan and field review processes in the City of Burnaby. To become a Certified Professional (CP), Registered Architects and Professional Engineers must successfully complete the Certified Professional Course and pass its examinations as administered by Engineers and Geoscientists British Columbia and Architectural Institute of British Columbia.

### 1.2. City of Burnaby Building Bylaw

In 2023, The City of Burnaby Council passed an amendment to the Building Bylaw to allow for an alternative plan and field review process using the Certified Professional Program. Applications under the CP Program can be made as of September 1, 2023.

CPs have an obligation to the City to monitor and ensure that projects are designed and built in accordance with the BC Building Code, the City of Burnaby Building Bylaw, City of Burnaby Zoning Bylaw, and other applicable enactments. **In accordance with the City of Burnaby Building Bylaw, a CP may be suspended from practicing in the City of Burnaby for not meeting City requirements. Refer to Burnaby Building Bylaw.**

**Note: the City will perform random audits of CP applications to verify completeness and accuracy.**

### 1.3. Certified Professional Program

The Certified Professional Program in Burnaby will follow the requirements outlined in the Guide to the Certified Professional Program published jointly by the Architectural Institute of British Columbia and Engineers and Geoscientists of British Columbia. Refer to the resources in the link below:

<https://www.egbc.ca/getmedia/a3750a0a-7e68-497a-8edc-900ed6025e37/CP-Practice-and-Procedure-Manual-BC-Edition-2-November-2018.pdf.aspx>

## 2. City of Burnaby Certified Professional Program Requirements

### 2.1. General

This section outlines specific requirements and provides necessary information for CPs to practice in Burnaby.

### 2.2. Application of the CP Program

The CP Program may be applied on a voluntary basis to the design and construction of any new building that falls under the scope of Sentence 1.3.3.2.(1) of Division A of the building code (ie. BCBC Parts 1 & 3). **The CP program is not to be used for renovations or tenant improvements except prior to occupancy of the shell building which is being constructed under the CP Program.**

### 2.3. Building General Information

The City of Burnaby's "General Building Information" webpage contains a lot of useful information with regards to permit applications in the City. The CP should familiarize themselves with these requirements. This manual will summarize some of the key requirements that CPs need to be aware of in order to work in Burnaby.

<https://www.burnaby.ca/services-and-payments/construction-and-renovation/general-building-information>

### 2.4. Building Permit Application

The CP must submit the building permit application and all supporting documents. The submission requirements are as outlined in the New Commercial, Multi-residential, Industrial Buildings Application Form found on the City's webpage. See Appendix for the CP Building Permit Application, CP Intake Checklist, CP Project Directory and Schedule F – Owner(s) Undertaking.

Note that a set of code compliance drawings is required in addition to a detailed code analysis report outlining all of the building code concepts and alternative solutions. The applicable BC Building Code Compliance Checklist is also required to be completed.

Once the permit package is complete and ready for submission, the CP can schedule a meeting with the Building Department to go over the particulars of the project and the submission.

### 2.5. Permit to Practice Number on Drawings and Documents

All submitted permit drawings and documents including Letters of Assurance that are signed and sealed by professional engineers must show the Permit to Practice Number. Refer to the Bulletin on the City's webpage. Permit to Practice numbers are not required from architects.

## **2.6. Civic Address**

Prior to making a building permit application, the CP should confirm with Building Department that the correct civic address of the project is used. If a new legal description is pending, it must be registered at the Land Title Office before a building permit will be issued. All Letters of Assurance and drawings are to be complete with the correct civic address noted thereon.

## **2.7. Rezoning and Preliminary Plan Approval**

The building permit application will not be taken in until after the third reading for rezoning.

The building permit will not be issued before the Preliminary Plan Approval is complete.

Note that for each permit, the architect and CP are required to submit a Preliminary Plan Approval compliance letter. See Appendix.

## **2.8. Building Permit Fees**

The building permit application fees are required to be paid at the time of application. The balance of the permit fees will be calculated and forwarded after the final review has been completed.

For an estimate of the permit fees, refer to the Burnaby Consolidated Fees and Charges Bylaw.

## **2.9. Building Envelope Professional**

For residential buildings, the design and field review of the building envelope of a building shall be conducted by a building envelope professional in compliance with the responsibilities for Enhanced Building Envelope Services, as established by the Architectural Institute of BC and the Association of Professional Engineers and Geoscientists of BC. Schedules E-1 and E-2 shall be provided for respective building and occupancy permits. These schedules are available in the Burnaby Building Bylaw. See Appendix.

## **2.10. Staged Building Permits**

The Building Inspector may issue a permit for a portion of a building, such as excavation and foundation to grade, before the documentation for the entire building has been accepted, provided sufficient information has been submitted to the City to demonstrate to the Building Inspector that the portion of the building accepted for construction substantially complies with the BC Building Code, Burnaby Zoning Bylaw, Burnaby Building Bylaw, and other applicable enactments.

CP shall coordinate with the Manager of Plan Checking and the various departments (engineering, electrical, plumbing etc) to determine what information will be required for a staged permit.

See Appendix for the CP Intake Checklist, CP Staged Construction Drawings List, and CP Authorization Staged Construction.

## **2.11. Engineering Development Review Process**

The City's Engineering Department has assigned project managers to improve customer service and streamline the review process for developments requiring rezoning. Project managers will coordinate the engineering requirements at the various stages of development. We recommend that you address engineering requirements as soon as possible so that the building permit issuance is not delayed. Please see the following webpage:

<https://www.burnaby.ca/services-and-payments/construction-and-renovation/engineering-development-review-process>

## **2.12. Tenant or Landlord Improvements**

If a building under the CP program has not yet been granted final occupancy, any tenant or landlord work and permits requires involvement of the CP. The CP must either take overall responsibility (CP-1) or review the improvement for compatibility with the base building (CP-3).

Refer also to the Information Guide “Tenant Improvement Permits prior to Base Building Occupancy” on the City Webpage.

## **2.13. Departmental Reviews**

In addition to the Building Permit review, separate departmental reviews (e.g. Planning, Engineering, Fire, Plumbing & Gas, and Electrical etc.) occur during the building permit review process. The CP is the main point of contact with the City and is required to ensure that consultants are providing the City departments with requested information and requirements.

## **2.14. Designated Structural Engineer**

New Part 3 buildings are required to have a Designated Structural Engineer (Struct. Eng.) to act as the Structural Engineer of Record responsible for design work and field reviews of the primary structural system. Refer to the information bulletin on the City's webpage.

## **2.15. Burnaby Fire Department Requirements**

Please refer to the Appendix for information regarding Fire Department requirements for new construction.

## **2.16. Energy Step Code Requirements**

The City has adopted the BC Energy Step Code. Some new buildings are required to meet the Step Code Provisions. Refer to information bulletins on the City webpage.

## **2.17. Electric Vehicle Charging Bylaw**

All parking spaces for new dwelling units, excluding visitor parking spaces, shall be provided with an energized outlet capable of providing Level 2 charging for an electric vehicle. Refer to information bulletin on the City webpage.

**2.18. Electrical Rooms with High Voltage Equipment**

Refer to the bulletin on the City webpage for requirements related to high voltage electrical rooms.

**2.19. Emergency Radio Building Amplification System**

New buildings and additions for “applicable buildings” are required to demonstrate compliance with the City’s Emergency Radio Building Amplification Bylaw. Refer to bulletin on the City webpage and the Appendix for Fire Department requirements.

**2.20. Special Mechanical Systems**

Mechanically related fire emergency systems (such as commercial kitchen exhaust systems, dust collectors, paint spray booths) and fire suppression system drawings are required to be submitted to the building department for review and circulation to the Fire Department.

**2.21. Alternative Solutions**

Any Alternative Solutions to the requirements of the BC Building Code must be proposed in writing, preferably with the building permit application. The alternative solution must be reviewed and stamped by the CP prior to submission to the City. For more information, refer to the City web page.

**2.22. Revisions to Permits**

Revisions must be submitted to reflect changes made to the approved building permit drawings. The CP must review all revision drawings and supporting documents to determine that the revisions substantially comply with the BC Building Code. All related drawings and documents submitted are required to bear the stamp of the CP. It is the responsibility of the CP to collect the drawings and supporting documents and amalgamate them into a complete building permit revision package to be submitted to the City.

**2.23. Trade Permits**

Trade permits are required for electrical, plumbing, and gas. The CP shall confirm with the contractor that all required electrical, sprinkler, plumbing and gas trade permits are obtained prior to the applicable trade commencing work.

**2.24. Fire Sprinkler Permits**

A Fire Sprinkler Permit is required prior to the commencement of sprinkler work. The CP shall confirm with the contractor that the fire sprinkler permit is obtained prior to the applicable trade commencing work.

**2.25. Sign Permits**

A separate permit application is required for signs. Signs are required to meet the Sign Bylaw and Development Permit. Refer to bulletin on the City webpage.



**2.26. Liability Insurance**

The CP must provide a copy of their liability insurance and must carry a minimum \$2,000,000. Submit the “Certificate of Insurance Standard form Certified Professional Projects”. Refer to the Appendix.

**2.27. BC Housing – Residential Projects**

BC Housing declaration (warrantee approval or exemption) is required for all residential projects.

**2.28. Building Inspections and Occupancy**

The CP is required, at least once every 30 days from the date of issuance of a building permit to perform site reviews and submit a written progress report to the Building Inspector. Refer to the Appendix.

Prior to construction the CP will establish with the AHJ a protocol of anticipated joint field reviews leading up to the demonstration of the fire and life safety systems (trip test).

Prior to final occupancy, the CP is required to submit the Final Building Inspection Document List. Once all required documents are confirmed the CP will coordinate with the Building Inspector for a final trip test. See Appendix for the CP Occupancy Certificate Application.

**The Certified Professional can recommend Final Occupancy and issuance of Occupancy Permit but cannot authorize occupancy of a building.**

**2.29. Final Design Drawings (Record Drawing)**

Final design drawings are not required to be submitted to the City if the CP verifies that the accepted building permit drawings were complete and the final design substantially complies with the original building permit drawings.

If the final design does not substantially comply with the accepted building permit drawings, the CP shall not request a final inspection until revised drawings and a list of changes are submitted and accepted by the City. Revised drawings shall be submitted for each discipline in which the changes are applicable. All revised drawings must comply with the conditions of the approved permits for the project.

### 3. Appendix

#### **Certified Professional Program Forms:**

- ❖ Confirmation of Commitment by Owner and Certified Professional (Schedule CP-1)
- ❖ Confirmation of Completion of Code Coordination (Schedule CP-2)
- ❖ Confirmation of Tenant Improvement Compatibility (Schedule CP-3)
- ❖ CP Building Permit Application
- ❖ CP Intake Checklist
- ❖ CP Program Project Directory
- ❖ Schedule F – Owner(s) Undertaking
- ❖ Building Envelope Schedule E1
- ❖ CP Staged Construction Drawings List
- ❖ CP Authorization Staged Construction Form
- ❖ CP Occupancy Certificate Application
- ❖ BC Building Code Compliance Checklist
- ❖ Certificate of Insurance Standard Form
- ❖ Preliminary Plan Approval Compliance Letter
- ❖ Preliminary Plan Approval Confirmation of Changes Letter
- ❖ Monthly Progress Report
- ❖ Fire Department Requirements
  - Fire Truck Access Plan Requirements for Preliminary Plan Approval
  - Hi Rise Key Checklist
  - New Construction Checklist
  - Emergency Radio Building Amplification System Checklist





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

## CERTIFIED PROFESSIONAL (CP) PROGRAM SCHEDULE CP-1

<b>Confirmation of Commitment by <i>Owner</i> and “Certified Professional”</b> Certified Professional Program An Alternate Building Permit Process	<b>Schedule CP-1</b> For jurisdictions regulated by the British Columbia Building Code
--	---

**Notes:**

1. This letter is endorsed by the Architectural Institute of British Columbia and Engineers and Geoscientists British Columbia.
2. The phrase “Building Code” where used in this letter means the British Columbia Building Code.
3. Words in italics are given the same meaning as defined in the British Columbia Building Code.
4. Words in “quotations” are defined herein.

To: **Chief Building Inspector**  
 City of Burnaby  
 4949 Canada Way  
 Burnaby, BC V5G 1M2

Date: \_\_\_\_\_

Project Address: \_\_\_\_\_

Building Permit No. \_\_\_\_\_

In signing and submitting this document to the *authority having jurisdiction* the owner confirms that the *owner* has authorized the “Certified Professional (CP)”, to undertake “code coordination” and the undersigned “CP” confirms that the “CP” will undertake “code coordination” with respect to the above noted project for which a building permit is sought.

“Code coordination” includes the following tasks:

1. act on behalf of the *owner* as the *owner’s* representative in matters involving the *authority having jurisdiction* in relation to the building permit, related project construction and related occupancy;
2. ascertain that the required *registered professionals of record (RPR)* for the project have been retained to provide *design and field review* in accordance with the “Building Code”;
3. obtain the necessary letters of Assurance of Professional Design and Commitment for Field Review from the *registered professionals of record* for the project and deliver the originals of same to the *authority having jurisdiction* when applying for the building permit for the project;
4. obtain the other necessary documents required to support the building permit application and deliver same to the *authority having jurisdiction* when applying for the building permit for the project;
5. apply for and obtain a building permit for the project in accordance with the process as described in the *authority having jurisdiction’s* Building By-law;
6. provide “design review” of the plans and supporting documents prepared by each of the *registered professionals of record* for the project;
7. ascertain that the *registered professionals of record* have incorporated in their plans and supporting documents, the requirements of the “Building Code” Division A; Division B Parts 1 and 3; and Division C;
8. ascertain that the Division A; Division B, Parts 1 and 3; and Division C “Building Code” requirements governing the project are compatible between the plans and supporting documents prepared by each *registered professionals of record*;
9. provide “site review” of the components of the plans and supporting documents prepared by each of the *registered professionals of record* for the project;
10. keep records of all “site reviews” by the “CP” and of any corrective action required and taken as a result of these “site reviews”. Discrepancies noted during “site reviews” must be tracked and the resolution of these discrepancies noted such that a list of significant known unresolved discrepancies can be provided at the request of the *authority having jurisdiction*;

## CERTIFIED PROFESSIONAL (CP) PROGRAM SCHEDULE CP-1

---

“Code coordination” (cont’d):

11. “monitor field review activities” of the registered professionals of record;
12. monitor and report on significant events and changes in the project;
13. submit a monthly summary progress report to the authority having jurisdiction during construction of the project;
14. consult with the authority having jurisdiction if any unresolved variances in interpretation of the “Building Code” arise between the “CP” and the registered professionals of record;
15. consult with the authority having jurisdiction if any unresolved issues with respect to the “Building Code” arise between the “CP” and the contractor.
16. review relevant shop drawings with respect to the requirements of Division A, Division B, Parts 1 and 3 and Division C of the “Building Code”;
17. notify the authority having jurisdiction in a timely manner of any significant known, unresolved contraventions of the “Building Code” or building permit requirements;
18. obtain the necessary letters of Assurance of Professional Field Review and Compliance from the registered professionals of record or the project and deliver the originals of same to the authority having jurisdiction when applying for occupancy for the project;
19. obtain the other necessary documents required to support the occupancy application and deliver same to the authority having jurisdiction when applying for occupancy for the project;
20. apply for the occupancy approval for the project in accordance with the process as described in the authority having jurisdiction’s Building By-law; and
21. apply the “CP” stamp to all relevant documents that are submitted to the authority having jurisdiction. Affixing his or her “CP” stamp to a document confirms that the “CP” has provided the relevant portion of “code coordination” applicable to that document.

“Design review” means the activities necessary to ascertain that the design of the project will substantially comply, in all material respects, with the requirements of Division A; Division B, Parts 1 and 3; and Division C of the “Building Code”.

“Monitoring field review activities” means ascertaining that the *registered professionals of record* are providing field reviews as required by Div C, Part 2 of the “Building Code”, and includes keeping records of the *field review* reports prepared by the *registered professionals of record*. The *owner* will instruct each *registered professionals of record* to highlight in the *RPR’s* field review reports any significant variation from the documents accepted in support of the *building permit* and any corrective action as needed. The “CP” will review the variations highlighted in the field review reports and notify the *authority having jurisdiction*, in a timely manner, of significant known unresolved contraventions from the documents accepted in support of the *building permit*.

“Site review” means the activities necessary in the “CP’s” professional judgment to ascertain that the construction of the project substantially complies, in all material respects, with the requirements of Division A; Division B, Parts 1 and 3; and Division C of the “Building Code” and the requirements of the building permit and monitors for compliance with the development permit issued for the project.

In addition to “code coordination” the undersigned *owner* and “CP” also acknowledge that:

1. If the project involves future tenant improvement works, and the base *building* occupancy is not achieved prior to commencement of the tenant improvement works, the involvement of a “CP” may be required; and,
2. The *owner* and the “CP” are each required to notify the *authority having jurisdiction* on or before the date the “CP” ceases to be retained by the *owner*. It is understood that work on the above project will cease as of the effective date of such termination, until such time as a new appointment is made, and a *Stop Work Order* shall be posted upon the said project by the *authority having jurisdiction*.



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

## CERTIFIED PROFESSIONAL (CP) PROGRAM SCHEDULE CP-1

Date: \_\_\_\_\_

Project Address: \_\_\_\_\_

Building Permit No. \_\_\_\_\_

**NOTE:** This letter must be signed by the *owner* or the *owner's* appointed agent and by the "CP". An agent's letter of appointment must be attached. If the *owner* is a corporation, the letter must be signed by a signing officer of the corporation and the signing officer must set forth his or her position in the corporation.

**Owner Information (please print):**

Owner's Name: _____  Address: _____  City: _____  Postal Code: _____	Name & Title of _____ Signing Officer or Agent (if applicable) _____  Telephone: _____  Email: _____  Signature: _____
--	--

*Owner's or Owner's appointed agent's signature (if owner is a corporation the signature of signing officer must be given here. If the signature is that of the agent, a copy of the document that appoints the agent must be attached.)*

**NOTE:** A "**Certified Professional**" means an Architect or Professional Engineer who has been recognized as qualified as a "Certified Professional" by the Architectural Institute of British Columbia or Engineers and Geoscientists British Columbia.

**"Certified Professional" (please print):**

Name: _____  Address: _____  City: _____  Postal Code: _____	Name of Firm: _____  Telephone: _____  Email: _____  Signature: _____
--	---

(Affix "Certified Professional's" stamp here)

(Affix "Certified Professional's professional seal here)



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

# CERTIFIED PROFESSIONAL (CP) PROGRAM SCHEDULE CP-2

<b>Confirmation of Completion of Code Coordination</b> Certified Professional Program An Alternate Building Permit Process	<b>Schedule CP-2</b> For jurisdictions regulated by the British Columbia Building Code
--	--

**Notes:**

1. This letter is endorsed by the Architectural Institute of British Columbia and Engineers and Geoscientists British Columbia.
2. Words in italics are given the same meaning as defined in the British Columbia Building Code.
3. Words in quotations are defined in Schedule CP-1.

To: **Chief Building Inspector**  
 City of Burnaby  
 4949 Canada Way  
 Burnaby, BC V5G 1M2

Date: \_\_\_\_\_

Project Address: \_\_\_\_\_

Building Permit No. \_\_\_\_\_

I confirm that I have fulfilled my obligations for “code coordination” as outlined in my previously submitted Schedule CP-1 entitled **Confirmation of Commitment by Owner and “Certified Professional”**.

I enclose the relevant occupancy documents as listed on the attached **Occupancy Submission Documents Checklist**.

<b>NOTE:</b>	A <b>“Certified Professional”</b> means an Architect or Professional Engineer who has been recognized as qualified as a “Certified Professional” by the Architectural Institute of British Columbia or Engineers and Geoscientists British Columbia.
--------------	--

**“Certified Professional” (please print):**

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

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

City: \_\_\_\_\_

Email: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Signature: \_\_\_\_\_

(Affix “Certified Professional’s” stamp here)

(Affix “Certified Professional’s professional seal here)



City of  
**Burnaby**  
Building Division, Planning and Development Department  
2<sup>ND</sup> Floor, 4949 Canada Way, Burnaby, BC V5G 1M2  
Phone: 604-294-7130 Fax: 604-294-7986

# CERTIFIED PROFESSIONAL (CP) PROGRAM SCHEDULE CP-3

<b>Confirmation of Tenant Improvement Compatibility</b> Certified Professional Program An Alternate Building Permit Process	<b>Schedule CP-3</b> For jurisdictions regulated by the British Columbia Building Code
---	--

**Notes:**

1. This letter is endorsed by the Architectural Institute of British Columbia and Engineers and Geoscientists British Columbia.
2. Words in italics are given the same meaning as defined in the British Columbia Building Code.
3. Words in quotations are defined in Schedule CP-1.

To: **Chief Building Inspector**  
 City of Burnaby  
 4949 Canada Way  
 Burnaby, BC V5G 1M2

Date: \_\_\_\_\_

Base Building  
 Project Address: \_\_\_\_\_

Base Building  
 Permit No. \_\_\_\_\_

Specific Location of Tenant Improvement: \_\_\_\_\_

I confirm that I have reviewed the drawings on the attached list to ascertain that the tenant improvement design is substantially compatible with the original building code concepts for the base *building*.

I confirm that the construction of the base *building* shell space for this tenant improvement is essentially complete with the exception of the items indicated on the attached list.

**NOTE:** A “**Certified Professional**” means an Architect or Professional Engineer who has been recognized as qualified as a “Certified Professional” by the Architectural Institute of British Columbia or Engineers and Geoscientists British Columbia.

**“Certified Professional” (please print):**

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

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

City: \_\_\_\_\_

Email: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Signature: \_\_\_\_\_

(Affix “Certified Professional’s” stamp here)

(Affix “Certified Professional’s professional seal here)



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

## CERTIFIED PROFESSIONAL (CP) PROGRAM BUILDING PERMIT APPLICATION

Application Date: \_\_\_\_\_

Plan Reviewer (PR): \_\_\_\_\_

### Section 1: Property Information

<b>SITE ADDRESS:</b>		<b>POSTAL CODE:</b>	
LEGAL DESCRIPTION:	Lot:	Block:	DL: Plan:
<b>This application is to:</b> (Check applicable box)	<input type="checkbox"/> <b>Construction of New Building(s)</b>		<b>Number of Residential Units:</b>
	<input type="checkbox"/> <b>Tenant Improvement</b> prior to shell building occupancy*		<b>Shell Building Permit Number: BLD</b>
	<small>*PPA required for exterior alterations and change of use.</small>		FLOOR LEVEL: SUITE NUMBER:
<b>PROJECT VALUE: \$</b>			
<b>DESCRIPTION OF WORK TO BE DONE (including proposed uses):</b>			

### Section 2: Certified Professional

<b>COMPANY NAME:</b>		<b>BUSINESS LICENSE/ACCOUNT:</b>	
<b>CERTIFIED PROFESSIONAL:</b>			
ADDRESS:	CITY:	POSTAL CODE:	
PHONE NUMBER:	CELL PHONE:		
E-MAIL :			

### Section 3: Registered Property Owner(s):

<b>PROPERTY OWNER:</b>		
ADDRESS:	CITY:	POSTAL CODE:
PHONE NUMBER:	CELL PHONE:	
E-MAIL :		

### Section 4: Tenant

TENANT'S NAME:	Is the owner aware of this application?	
ADDRESS:	CITY:	POSTAL CODE:
PHONE NUMBER:	CELL PHONE:	
E-MAIL :		

### Section 5: Contractor Business License Name

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

### Section 6: Authorized Agent for Owner Agent Authorization Form Required

<b>AUTHORIZED AGENT:</b>		
ADDRESS:	CITY:	POSTAL CODE:
PHONE NUMBER:	CELL PHONE:	
E-MAIL :		

**Who will be paying for the application fees:**  CP  Tenant/Lessee  Property Owner  Contractor  Authorized Agent  Other:

*Note: Separate permits are required for electrical, plumbing, gas installation, alterations of sprinklers and illuminated signs.  
 Letters of Assurance for sprinkler installation must be submitted at time of application for sprinkler permits.*

*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.*

**Certified Professional:** \_\_\_\_\_  
Print Name Signature Date

<b>BUILDING PERMIT #</b>	<b>BLD</b>	<b>DEMOLITION PERMIT #</b>	<b>DEMO</b>	<b>TREE PERMIT #</b>	<b>TRE</b>
<b>FOUNDATION PERMIT #</b>	<b>FDN</b>	<b>EXCAVATION PERMIT #</b>	<b>BLD</b>	<b>ALTERNATIVE SOLUTION #</b>	<b>AS</b>



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

## CERTIFIED PROFESSIONAL (CP) PROGRAM INTAKE CHECKLIST

<b>PROJECT ADDRESS:</b>	
<b>Name of Certified Professional (CP):</b>	

The checklist represents the minimum requirements for full or staged building permit applications. All City forms, guides and resources are located at [www.Burnaby.ca](http://www.Burnaby.ca).

**NOTE:** The Certified Professional (CP) should indicate documents submitted for each stage in the applicable column or mark N/A (Not Applicable).

NO.	DOCUMENTATION/DRAWINGS REQUIRED Submitted drawings must have original, verifiable professional seals and CP Stamps. Submitted documents are required to be provided with professional seals and CP stamps when indicated.	Excavation/ Shoring		Fdn/Struct Up to Grade		Full Building		Tenant Improvement		
		CP	COB	CP	COB	CP	COB	CP	COB	
1	**Building Permit Application Form	Y*	<input type="checkbox"/>	Y*	<input type="checkbox"/>	Y	<input type="checkbox"/>	Y	<input type="checkbox"/>	
2	Land Title Search - if applicable, copies of restrictive covenants. (If new ownership, provide proof of ownership. I.e. Sales Contract)	Y	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
3	**Schedule "F" Owner(s) Undertaking	Y	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	Y	<input type="checkbox"/>	
4	**Project Directory	Y	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	Y	<input type="checkbox"/>	
5	**Preliminary Plan Approval (PPA) Confirmation/Change Letter <sup>+</sup>	Y	<input type="checkbox"/>	Y	<input type="checkbox"/>	Y	<input type="checkbox"/>		<input type="checkbox"/>	
6	Soil and Methane Report	Y	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
7	Alternative Solution Report(s)	Y	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
8	Geotechnical Report	Y	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
9	Building Code Compliance Report	Y	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
10	**BC Code Analysis Summary	Y	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
11	Building Code Compliance Checklist		<input type="checkbox"/>	Y*	<input type="checkbox"/>	Y	<input type="checkbox"/>	Y	<input type="checkbox"/>	
12	Encroachment Letter	Y	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
13	New Home Registration and/or Exemption Form(s)		<input type="checkbox"/>	Y	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
14	Site Disclosure Statement	Y	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
15	**TI PPA Confirmation Letter <sup>+</sup> (for first TI's in new buildings)		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	Y	<input type="checkbox"/>	
16	Energy Modelling Report and Checklist		<input type="checkbox"/>		<input type="checkbox"/>	Y	<input type="checkbox"/>		<input type="checkbox"/>	
17	**Certificate of Insurance Standard Form - CP	Y	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
<b>SCHEDULE LETTERS</b>										
18	Schedule "A"	Y	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
19	Architectural Schedule "B"		<input type="checkbox"/>	Y*	<input type="checkbox"/>	Y	<input type="checkbox"/>		<input type="checkbox"/>	
20	Structural Schedule "B"		<input type="checkbox"/>	Y*	<input type="checkbox"/>	Y	<input type="checkbox"/>		<input type="checkbox"/>	
21	Geotechnical Schedule "B"	Y	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
22	Electrical Schedule "B"		<input type="checkbox"/>	Y*	<input type="checkbox"/>	Y	<input type="checkbox"/>		<input type="checkbox"/>	
23	Mechanical Schedule "B"		<input type="checkbox"/>	Y*	<input type="checkbox"/>	Y	<input type="checkbox"/>		<input type="checkbox"/>	
24	Plumbing Schedule "B"		<input type="checkbox"/>	Y*	<input type="checkbox"/>	Y	<input type="checkbox"/>		<input type="checkbox"/>	
25	Fire Suppression Schedule "B"		<input type="checkbox"/>	Y*	<input type="checkbox"/>	Y	<input type="checkbox"/>		<input type="checkbox"/>	
26	Schedule CP-1 (Confirmation of Commitment by Owner and CP)	Y	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
27	Schedule CP-3 (Confirmation of Tenant Improvement Compatibility)		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	Y	<input type="checkbox"/>	
28	**Schedule E1 (Residential Only)		<input type="checkbox"/>	Y*	<input type="checkbox"/>	Y	<input type="checkbox"/>		<input type="checkbox"/>	



## CERTIFIED PROFESSIONAL (CP) PROGRAM INTAKE CHECKLIST

NO.	DOCUMENTATION/DRAWINGS REQUIRED Submitted drawings must have original, verifiable professional seals and CP Stamps. Submitted documents are required to be provided with professional seals and CP stamps when indicated.	Excavation/ Shoring		Fdn/Struct Up to Grade		Full Building		Tenant Improvement		
		CP	COB	CP	COB	CP	COB	CP	COB	
<b>DRAWINGS</b>										
29	**Authorization Staged Construction Form and Drawings List	Y*	<input type="checkbox"/>	Y*	<input type="checkbox"/>	Y	<input type="checkbox"/>			<input type="checkbox"/>
30	Architectural Drawings complete with Architectural/Building Envelope Details		<input type="checkbox"/>	Y*	<input type="checkbox"/>	Y	<input type="checkbox"/>	Y		<input type="checkbox"/>
31	Building Code Compliance Drawings	Y	<input type="checkbox"/>		<input type="checkbox"/>	Y	<input type="checkbox"/>			<input type="checkbox"/>
32	Landscape Drawings (as accepted by City of Burnaby for PPA)		<input type="checkbox"/>		<input type="checkbox"/>	Y	<input type="checkbox"/>			<input type="checkbox"/>
33	Structural Drawings		<input type="checkbox"/>	Y*	<input type="checkbox"/>	Y	<input type="checkbox"/>			<input type="checkbox"/>
34	Structural Concept Review Checklist		<input type="checkbox"/>	Y*	<input type="checkbox"/>	Y	<input type="checkbox"/>			<input type="checkbox"/>
35	Excavation and Shoring Drawings	Y	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>			<input type="checkbox"/>
36	Erosion and Sediment Control Drawings	Y	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>			<input type="checkbox"/>
37	Mechanical Drawings		<input type="checkbox"/>	Y*	<input type="checkbox"/>	Y	<input type="checkbox"/>	Y		<input type="checkbox"/>
38	Plumbing Drawings* c/w On -Site Services		<input type="checkbox"/>	Y*	<input type="checkbox"/>	Y	<input type="checkbox"/>	Y		<input type="checkbox"/>
39	Fire Suppression Drawings* (Performance Spec)		<input type="checkbox"/>	Y*	<input type="checkbox"/>	Y	<input type="checkbox"/>			<input type="checkbox"/>
40	Electrical Drawings* c/w Load Calculations		<input type="checkbox"/>	Y*	<input type="checkbox"/>	Y	<input type="checkbox"/>	Y		<input type="checkbox"/>
41	Topographical Site Survey Signed and Sealed	Y	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>			<input type="checkbox"/>
42	Fire Truck Access Plan	Y	<input type="checkbox"/>		<input type="checkbox"/>	Y	<input type="checkbox"/>			<input type="checkbox"/>
43	BC Land Survey	Y	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>			<input type="checkbox"/>

**Y** - Required documents for the noted construction stage

**Y\*** - Documents for this stage are to reflect the specific construction stage only. Schedule B Letters are to be annotated for this stage only.

\*\* - These documents are provided by the City of Burnaby, Building Division.

+ - Form to be submitted after the issuance of PPA





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

# CERTIFIED PROFESSIONAL (CP) PROGRAM PROJECT DIRECTORY FORM

<b>Date:</b> _____	<b>Project Address:</b> _____
--------------------	-------------------------------

**Please indicate who the Coordinating Registered Professional is:**

**Certified Professional**

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

Firm's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Architect**

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

Firm's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Structural Engineer**

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

Firm's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Mechanical Engineer**

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

Firm's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Plumbing Engineer**

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

Firm's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_



City of  
**Burnaby**  
 Building Division, Planning and Development Department  
 2<sup>ND</sup> Floor, 4949 Canada Way, Burnaby, BC V5G 1M2  
 Phone: 604-294-7130 Fax: 604-294-7986

# CERTIFIED PROFESSIONAL (CP) PROGRAM PROJECT DIRECTORY FORM

<b>Date:</b>	<b>Project Address:</b>
--------------	-------------------------

**Fire Suppression Engineer**

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

Firm's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Electrical Engineer**

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

Firm's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Geotechnical Engineer**

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

Firm's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Envelope Professional**

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

Firm's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**CP Stamp:**

CP Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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



# SCHEDULE "F"

## OWNER(S) UNDERTAKING

Re: Property Address: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Building Permit #: \_\_\_\_\_

(For office use only)

This undertaking is given by the undersigned, as the owner of the property described above, and in relation to the application for the building permit described above.

The Owner acknowledges that Burnaby Building Bylaw, 2016 (the Bylaw) regulates building construction in the City of Burnaby and, among other things, describes the responsibilities of the Owner and the role of the Building Inspector in that process.

The Owner will comply with the Bylaw and all bylaws and enactments in force in the City of Burnaby with respect to the works for which this building permit is applied for.

The Owner specifically acknowledges having reviewed Sections 1(2) and 5(1) of the Bylaw listed as follows:

**1. PURPOSE**

(2) This Bylaw is enacted for the purpose of regulating construction within the City in the general public interest. The activities undertaken by or on behalf of the City pursuant to this Bylaw are for the sole purpose of providing a limited and interim spot checking function for reasons of health, safety and the protection of persons and property. It is not contemplated nor intended that this Bylaw shall provide, nor shall this Bylaw be interpreted as providing:

- (a) protection to owners, builders, constructors or any other persons from economic loss;
- (b) the assumption by the City or the Building Inspector of any responsibility for ensuring the compliance by any owner, agent of an owner or any employees, builders, constructors or designers retained by an owner, with the Building Code, the requirements of this Bylaw or any other bylaws or enactments;
- (c) a warranty to any person of design or workmanship or materials with respect to any building, structure or part thereof for which a permit or occupancy certificate is issued under this Bylaw;

(d) a warranty or assurance to any person that construction undertaken pursuant to a permit issued under this Bylaw is free from any defects, whether patent or latent.

## 5. RESPONSIBILITIES OF THE OWNER

(1) Every owner to whom or to whose agent a permit is issued shall ensure that all Construction complies with the Building Code, this Bylaw and any other applicable bylaws or enactments.

### 1) Owner's Information

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

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### 2) Owner's Information

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

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### 3) Owner's Information

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

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### 1) Owner's Information

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

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**SCHEDULE E-1**

Building Permit No. \_\_\_\_\_

**ASSURANCE OF BUILDING ENVELOPE PROFESSIONAL DESIGN REVIEW AND COMMITMENT FOR ENHANCED FIELD REVIEW**

Notes: 1. This letter must be submitted prior to issuance of a building permit.  
 2. In this letter the words in italics have the same meaning as in the British Columbia Building Code and the Burnaby Building By-law.

To: The *Building Inspector*

RE: \_\_\_\_\_  
 Address of Project (Print)

The undersigned *Building Envelope Professional* has been retained with respect to the above referenced project, and gives a commitment of responsibility for *Building Envelope Professional* design review and enhanced *field review* for components and assemblies as required in Sections 5.4, 5.5 and 5.6 in Part 5 of Division B, of the British Columbia Building Code, and as the *Building Envelope Professional* in their professional discretion considers to be necessary, for the project designed by,

\_\_\_\_\_  
 Name of registered professional of record signing for 'Architectural' components of Schedule B letter (Print)

who is providing the *Building Inspector* with the Schedule B 'ASSURANCE OF PROFESSIONAL DESIGN AND COMMITMENT FOR FIELD REVIEW' letter covering 'Architectural' components. The undersigned will sign and provide copies of all reports to the *registered professional of record* responsible for 'Architectural' components, and copies of these reports shall also be available on site for review by the City of Burnaby *Building Inspector*. The undersigned undertakes to notify the *Building Inspector* in writing as soon as practical if their contract is terminated at any time.

\_\_\_\_\_  
*Building Envelope Professional's* Name (Print)

\_\_\_\_\_  
 Address (Print)

\_\_\_\_\_  
 City (Postal Code)

\_\_\_\_\_  
 Telephone



\_\_\_\_\_  
 Date

(If the *Building Envelope Professional* is a member of a firm, complete the following.)

I am a member of the firm; \_\_\_\_\_ and I sign this letter on behalf of the firm.  
 (Print Name of Firm)

NOTE: The above letter must be signed by a *Building Envelope Professional* defined herein as an architect (member of the Architectural Institute of BC) or a professional engineer (member of the Association of Professional Engineers and Geoscientists of BC), who is competent by virtue of education and experience to provide Enhanced Building Envelope Services and whose practice is focussed accordingly. The Burnaby Building Bylaw defines the education and experience as having:

- (i) completed a program in building envelope studies offered or endorsed by that Institute or that Association.
- (ii) not less than five (5) years of previous working experience in the design of building envelopes and *field review* of building envelope construction.
- (iii) not less than one (1) year of previous working experience in the design of building envelopes and *field review* of building envelope construction in the Province of British Columbia.

Enhanced *field review* is defined as *field review* supplementary to that undertaken by the *registered professional of record* who signed for the "Architectural" components of the Schedule B. Enhanced *field review* requires that the *Building Envelope Professional* performs reviews of sufficient frequency and extent at the discretion of the *Building Envelope Professional* in order to ascertain whether the work substantially complies in all material respects to Sections 5.4, 5.5 and 5.6 in Part 5 of Division B of the British Columbia Building Code.



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

## CERTIFIED PROFESSIONAL (CP) PROGRAM STAGED CONSTRUCTION DRAWINGS LIST

<b>PROJECT ADDRESS:</b>		<b>BUILDING PERMIT:</b>	<b>BLD</b>
<b>Name of CP:</b>		<b>STAGE NO:</b>	
<b>COB Reviewer:</b>			

The drawings listed below have been accepted for this stage of construction.

Drawing No.	Description	Last Revision No.	Last Revision Date



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

## CERTIFIED PROFESSIONAL (CP) PROGRAM AUTHORIZATION STAGED CONSTRUCTION

<b>PROJECT ADDRESS:</b>			
<b>BUILDING PERMIT:</b>	<b>BLD</b>	<b>STAGE NO:</b>	
<b>Name of CP:</b>			
<b>COB Reviewer:</b>			
<b>Estimated duration of work:</b>	<i>(Estimated total number of months)</i>		

This Building Permit has been issued for staged construction under the Certified Professional Program. Construction is authorized to proceed only to the extent of the work as described below and shown on the drawings processed by the City. All work shall be carried out in accordance with the drawings submitted and accepted for building permit as itemized on the attached list.

Extent of work:

---

---

---

---

---

---

---

---

---

---

Authorized by: \_\_\_\_\_ Date: \_\_\_\_\_  
(COB Reviewer) (YYYY-MM-DD)

Commitment by Certified Professional:

*"I acknowledge that this permit is issued for staged construction under the Certified Professional Program. I undertake to assure that construction on the project site will not proceed beyond the scope of work as described on this form and as illustrated on the drawings itemized on the attached "Authorized Staged Construction Drawing List". I undertake that the drawings released by the City for this stage of construction will be maintained on site for reference and review by City Inspectors. I undertake to inform the City promptly if work proceeds on site beyond the scope of work authorized in this document."*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Cc: CP CP Stamp:  
 CRP DBI



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

# CERTIFIED PROFESSIONAL (CP) PROGRAM OCCUPANCY CERTIFICATE APPLICATION

Application Date: \_\_\_\_\_

Plan Reviewer (PR): \_\_\_\_\_

*The complete package including all the documentation listed below shall be submitted in a binder with a cover index to the District Building Inspector a minimum **five (5) working days** prior to the Final Occupancy Inspection. This documentation should be reviewed with the District Building Inspector for any additional items that may have developed during construction.*

<b>Project Address:</b>
<b>Project Name:</b>
<b>Building Permit Number:</b>

**LETTERS OF ASSURANCE - PRIME CONSULTANTS**

<u>Discipline</u>	<u>Name of Registered Professional</u>	<b>Schedules Submitted</b>	
		<u>C-A</u>	<u>C-B</u>
CRP	_____	<input type="checkbox"/>	<input type="checkbox"/>
Architectural	_____		<input type="checkbox"/>
Structural	_____		<input type="checkbox"/>
Mechanical	_____		<input type="checkbox"/>
Plumbing	_____		<input type="checkbox"/>
Fire Suppression (Spec)	_____		<input type="checkbox"/>
Fire Suppression (Detail)	_____		<input type="checkbox"/>
Electrical	_____		<input type="checkbox"/>
Geotechnical – Temp.	_____		<input type="checkbox"/>
Geotechnical – Perm.	_____		<input type="checkbox"/>
			<b>Submitted</b>
			<u>CP-2</u>
Certified Professional	_____		<input type="checkbox"/>

**ADDITIONAL ASSURANCE DOCUMENTATION**

<u>Discipline</u>	<u>Name of Registered Professional</u>	<b>Schedules Submitted</b>	
		<u>E-2</u>	<u>Letter</u>
Building Envelope	_____	<input type="checkbox"/>	<input type="checkbox"/>
Alternative Solution(s)	_____		<input type="checkbox"/>
Methane Mitigation	_____		<input type="checkbox"/>

**PROJECT REQUIREMENTS**

	<b>Required</b>	<b>Submitted</b>
Original Fire Alarm Verification	<input type="checkbox"/>	<input type="checkbox"/>
Fire Protection Signaling Certificate (UCL-S561)	<input type="checkbox"/>	<input type="checkbox"/>
B.C.L.S Building Location Survey	<input type="checkbox"/>	<input type="checkbox"/>
Integrated Fire Protection & Life Safety Systems Letter/Checklist (Sealed by RP)	<input type="checkbox"/>	<input type="checkbox"/>
Final Energy Report for new C, D & E Part 3 Buildings (sealed by RP)	<input type="checkbox"/>	<input type="checkbox"/>
Air Tightness Testing Report	<input type="checkbox"/>	<input type="checkbox"/>
Final Energy Checklist	<input type="checkbox"/>	<input type="checkbox"/>
Test Protocol & Procedures for Fire & Life Safety Systems (Trip Test)	<input type="checkbox"/>	<input type="checkbox"/>

**FINAL INSPECTION AND APPROVALS BY CITY**

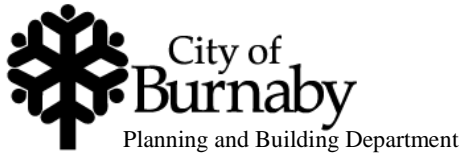
	<b>Copy Submitted</b>
Electrical	<input type="checkbox"/>
Plumbing	<input type="checkbox"/>
Gas	<input type="checkbox"/>
Fire Prevention	<input type="checkbox"/>
Planning	<input type="checkbox"/>
Engineering	<input type="checkbox"/>
Climate Action	<input type="checkbox"/>

I hereby confirm that the building has been substantially completed and the “Coordinated Final Consultant Review” has been conducted.

**Certified Professional:** \_\_\_\_\_  

Print Name
Signature
Date





## 2018 B.C. Building Code Compliance Checklist (Division B – Part 3) FOR ENHANCED SUBMISSION

**Project Name:** .....

**Civic Address:** ....., .....

**Checked By:** ..... **Date:** .....

**1 BUILDING DATA:**

Building Area: .....m<sup>2</sup> Major Occupancy (ies): .....

Number of Streets: ..... Building Height: ..... Storey

Construction Type Classification:  COMBUSTIBLE /  NON-COMBUSTIBLE

Construction Articles/Part 3: (3.2.2...../...../...../.....)  3.2.2.50/58 requirements

Fire Wall:  2 hr /  4 hr  Mezzanine(s)  3.2.1.2 Horizontal Fire Separation

Sprinkler System  Standpipe System  Fire Alarm System  High Building 3.2.6

Fire Resistance Rating: FLOOR: ..... hr/ MEZZ.: ..... hr/ ROOF: ..... hr/LOAD BEARING: ..... hr

**2 SPATIAL SEPARATION:**

Wall								
	<i>Limiting Distance</i>	<i>Area Exposing Building Face</i>	<i>L/H Ratio</i>	<i>% Opening Actual</i>	<i>% Opening Allowed</i>	<i>Type of Construction</i>	<i>Fire Rating</i>	<i>Cladd- ing</i>
<i>North</i>								
<i>South</i>								
<i>East</i>								
<i>West</i>								
<input type="checkbox"/> Openings protected L.D. <1.2 m				3.2.3.5.				
<input type="checkbox"/> Combustible projections 1.2 m from property line				3.2.3.6.(1)				
<input type="checkbox"/> Projecting roof soffits				3.2.3.6.				

	<input type="checkbox"/> Max. size opening L.D. <2.0 m	3.2.3.1.(5)
	<input type="checkbox"/> Spacing of openings 2 m	3.2.3.1.(6)
	<input type="checkbox"/> Exit facilities protected	3.2.3.13.
	<input type="checkbox"/> Wall exposed to another wall	3.2.3.14.
	<input type="checkbox"/> Protection of exposed soffit (if permitted by 3.2.3.6)	3.2.3.16. / 3.2.3.6.
	<input type="checkbox"/> Wall exposed to adjoining roof	3.2.3.15.
	<input type="checkbox"/> Class A, B or C roof covering	3.1.15.2.
<b>3</b>	<b>PROVISIONS FOR FIRE FIGHTING:</b>	
	<input type="checkbox"/> Access above grade / <input type="checkbox"/> Access below grade	3.2.5.1. / 3.2.5.2.
	<input type="checkbox"/> Access route location and design	3.2.5.4. – 3.2.5.6.
	<input type="checkbox"/> Access to roof over 3 storeys	3.2.5.3.
	<input type="checkbox"/> Location of fire department connection	3.2.5.15.
	<input type="checkbox"/> Sprinklers required / <input type="checkbox"/> Sprinkler system	3.2.2.18. / 3.2.5.12 - 14
	<input type="checkbox"/> Standpipes and hose connections	3.2.5.8. – 3.2.5.11.
	<input type="checkbox"/> Fire pump – NFPA 20	3.2.5.18.
<b>4</b>	<b>ADDITIONAL REQUIREMENT FOR HIGH BUILDINGS</b>	
	<input type="checkbox"/> Application of high building requirements	3.2.6.1.
	<input type="checkbox"/> Requirement for limiting smoke movement	3.2.6.2.
	<input type="checkbox"/> Emergency operation of elevators	3.2.6.4.
	<input type="checkbox"/> Requirement for firefighter elevator	3.2.6.5.
	<input type="checkbox"/> Venting to aid firefighter	3.2.6.6.
	<input type="checkbox"/> CFAC requirements	3.2.6.7.
	<input type="checkbox"/> voice communication requirements	3.2.6.8.
<b>5</b>	<b>FIRE SEPARATION BETWEEN OCCUPANCIES AND TENANTS, FLOOR AREAS AND SHAFTS:</b>	
	<input type="checkbox"/> Separation of major occupancies	3.1.3.1. / Table 3.1.3.1.
	<input type="checkbox"/> Prohibited combination of occupancies	3.1.3.2.
	<input type="checkbox"/> Fire separation between suites	3.3.1.1.
	<input type="checkbox"/> Fire separation for public corridor	3.3.1.4.
	<input type="checkbox"/> Fire separation for corridors serving an Assembly occupancy	3.3.2.6.
	<input type="checkbox"/> Fire separation for Residential occupancy	3.3.4.2.
	<input type="checkbox"/> Fire separation of Group A, Division 1 occupancy (OL > 200 persons)	3.3.2.2.
	<input type="checkbox"/> Fire separation of roof supporting occupancy	3.2.2.13.

	<input type="checkbox"/> Walkway between buildings	3.2.3.19.			
	<input type="checkbox"/> Underground walkways	3.2.3.20.			
	<input type="checkbox"/> Fire separation of repair garages and storage garages	3.3.5.5. / 3.3.5.6.			
	<input type="checkbox"/> Vestibules	3.3.5.4.(1) / 3.3.5.7.			
	<input type="checkbox"/> Hazardous substances	3.3.1.2. / BCFC			
<b>6</b>	<b>CONSTRUCTION OF FIRE SEPARATIONS AND CLOSURES:</b>				
	<input type="checkbox"/> Basis for fire separations (Article of Appendix D, ULC/cUL/WH Listing)	3.1.7.			
	<input type="checkbox"/> Protection of openings	3.1.8.1.			
	<input type="checkbox"/> Support of fire separations	3.1.8.2.			
	<input type="checkbox"/> Continuity of separations	3.1.8.3.			
	<input type="checkbox"/> Fire-protection rating of closures	3.1.8.4./3.1.8.12.			
	<input type="checkbox"/> Maximum openings in firewalls	3.1.10.5.			
	<input type="checkbox"/> Combustible projections beyond firewalls	3.1.10.7.			
	<input type="checkbox"/> Maximum dimensions of openings	3.1.8.6.			
	<input type="checkbox"/> Self closing devices	3.1.8.13.			
	<input type="checkbox"/> Latches required on swing doors	3.1.8.15.			
	<input type="checkbox"/> Wired glass and glass block in exit enclosures	3.1.8.18. / 3.1.8.19. / Table 3.1.8.17.			
	<input type="checkbox"/> Wired glass and glass block in fire separations	3.1.8.16.			
	<input type="checkbox"/> Temperature rise rated doors	3.1.8.17. / 3.1.8.19. / Table 3.1.8.17.			
	<input type="checkbox"/> Fire/smoke dampers / <input type="checkbox"/> Hold-open devices	3.1.8.7. – 3.1.8.11. / 3.1.8.14.			
<b>7</b>	<b>EXITS:</b>				
	Occupant Load 3.1.17.1				
	Room	Area (m <sup>2</sup> )	÷	Area/person (m <sup>2</sup> )	= Total

<input type="checkbox"/> Types of exits / <input type="checkbox"/> Minimum of 2 exits	3.4.1.4. / 3.4.2.1.
<input type="checkbox"/> Distance between exits	3.4.2.3.
<input type="checkbox"/> Travel distance and location of exits	3.4.2.4. / 3.4.2.5.
<input type="checkbox"/> Travel distance to exit in service space maximum 50 m	3.4.2.4.(3) / 3.2.1.1.(8)
<input type="checkbox"/> Clear width of exit, corridor, stair, ramp and door	3.4.3.2. / Table 3.4.3.2.A & B
<u>Exit capacity:</u>	3.4.3.2.
<input type="checkbox"/> 6.1. mm/person for: ramps <= 1:8, doorways, corridors and passageways	
<input type="checkbox"/> 9.2 mm/person for: ramps > 1:8, stairs (rise > 180 mm or run < 280 mm)	
<input type="checkbox"/> 8 mm/person for stairs (rise <= 180 mm and run >= 280 mm)	
<input type="checkbox"/> Exit width encroachments permitted	3.4.3.3.
<input type="checkbox"/> Headroom	3.4.3.4.
<input type="checkbox"/> Flame spread rating for exits	Table 3.1.13.2. / Table 3.1.13.7.
<input type="checkbox"/> Fire separation of exits	3.4.4.1. / 3.4.4.2. / 3.4.4.3.
<input type="checkbox"/> Integrity of exits	3.4.4.4.
<input type="checkbox"/> Minimum 3 risers	3.4.6.2. (Exception 3.3.2.15.)
<input type="checkbox"/> Treads and risers	3.4.6.8.
<input type="checkbox"/> Maximum of 3.7 m per flight, except Group B2	3.4.6.3.
<input type="checkbox"/> Length and width of landing	3.4.6.4.
<input type="checkbox"/> Number and height of handrails	3.4.6.5.
<input type="checkbox"/> Height of openings on guards	3.4.6.6.
<input type="checkbox"/> Number of handrails for stairs > 1100 mm	3.4.6.5.
<input type="checkbox"/> Exit signs / <input type="checkbox"/> Sign for basement stair	3.4.5.1. / 3.4.5.2.
<input type="checkbox"/> Gradients for ramps / <input type="checkbox"/> Curved stairs	3.4.6.7. / 3.8.3.5. / 3.4.6.9.
<input type="checkbox"/> Horizontal exits / <input type="checkbox"/> Exterior passageways	3.4.6.10. / 3.4.1.5. / 3.4.4.3.
<input type="checkbox"/> Exit at interconnected floor spaces	3.4.3.2.(6)
<input type="checkbox"/> Landings 300 mm wider and longer than door	3.4.6.11.
<input type="checkbox"/> Door swing / <input type="checkbox"/> Sliding doors in exits	3.4.6.11. / 3.4.6.12. / 3.4.6.14.
<input type="checkbox"/> Exit doors to be self-closing	3.4.6.13.
<input type="checkbox"/> Release hardware, operable from inside w/o key	3.4.6.16. / 3.3.2.7.
<input type="checkbox"/> Electromagnetic locks	3.4.6.16.(4) & (5)
<input type="checkbox"/> Emergency crossover access	3.4.6.18.

<b>8</b>	<b>SAFETY REQUIREMENTS WITHIN FLOOR AREAS:</b>	
	<input type="checkbox"/> Means of egress from roof and terraces	3.3.1.3.(3)
	<input type="checkbox"/> Doors into public corridor, exit in opposite direct.	3.3.1.3.(9)
	<input type="checkbox"/> Roof top enclosure > 200 m <sup>2</sup> , 2 means of egress	3.3.1.3.(6)
	<input type="checkbox"/> Means of egress for service spaces	3.3.1.3.(7)
	<input type="checkbox"/> 2 egress doorways; min. 1/3 diagonal separation	3.3.1.5.
	<input type="checkbox"/> Travel distance	3.3.1.6.
	<u>Doors in access to exit:</u>	3.3.1.13. / 3.3.3.4.
	<input type="checkbox"/> Minimum 800 mm for single leaf clear opening	
	<input type="checkbox"/> Minimum 800 mm for active leaf in double door	
	<input type="checkbox"/> Readily openable without use of keys	
	<input type="checkbox"/> Not open onto a step	
	<input type="checkbox"/> Hazardous substances	3.3.1.2. / BCFC
	<input type="checkbox"/> Design of hazardous areas	3.3.6. / BCFC
	<input type="checkbox"/> Door swing : Occupant load > 60 or F1 occupancy must swing in direction of exit travel	3.3.1.11.
	<input type="checkbox"/> Minimum width of corridor	3.3.1.9. / 3.3.3.3.(3)
	<u>Capacity of access to exit:</u>	3.3.1.17. / 3.4.3.2.(1) – (3)
	<input type="checkbox"/> Corridors, passageways, doorways, and ramps not more than 1 in 8 – 6.1 mm/person	
	<input type="checkbox"/> Stairs	
	<input type="checkbox"/> Ramps > 1 in 8 – 9.2 mm/person	
	<input type="checkbox"/> B2 and B3 occupancies – 18.4 mm/person	
	<input type="checkbox"/> Guards at raised floors, roof, shaft, balcony	3.3.1.18.
	<input type="checkbox"/> Tapered treads in curved stair	3.3.1.16.
	<input type="checkbox"/> Protection of openable windows	3.3.4.8.
	<input type="checkbox"/> Explosion venting	3.3.1.20.
	<input type="checkbox"/> Flame spread rating	3.1.13.2. / Table 3.1.13.2.
	<input type="checkbox"/> Flame spread rating in elevator cars	3.1.13.11.
	<input type="checkbox"/> Ventilation for commercial cooking equipment	3.3.1.2.(2)
	<input type="checkbox"/> Daycare facilities	3.3.2.17. / 3.1.2.8.
	<input type="checkbox"/> Protected zones in accessible floor areas	3.3.1.7.
	<input type="checkbox"/> Foam plastics protection - combustible construction	3.1.4.2.
	<input type="checkbox"/> Foam plastics protection – noncomb. construction	3.1.5.15.

	<input type="checkbox"/> Assembly A1, A2, A3, A4 requirements	3.3.2.
	<input type="checkbox"/> Detention B1, Treatment B2, Care B3 requirements	3.3.3.
	<input type="checkbox"/> Residential C requirements	3.3.4.
	<input type="checkbox"/> Industrial F1, F2, F3 requirements	3.3.5.
<b>9</b>	<b>LIGHTING AND EMERGENCY POWER:</b>	
	<input type="checkbox"/> Lighting for exits, public corridors, and rooms	3.2.7.1.
	<input type="checkbox"/> Emergency lighting	3.2.7.3.
	<input type="checkbox"/> Emergency power for lighting	3.2.7.4.
	<input type="checkbox"/> Emergency power for fire alarm systems	3.2.7.8.
	<input type="checkbox"/> Emergency power for B2 occupancies	3.2.7.6.
	<input type="checkbox"/> Emergency power for building services	3.2.7.9.
	<input type="checkbox"/> Emergency conductor protection	3.2.7.10.
<b>10</b>	<b>FIRE ALARMS:</b>	
	<input type="checkbox"/> Buildings requiring a fire alarm system	3.2.4.1.
	<input type="checkbox"/> Continuity of fire alarm systems	3.2.4.2.
	<input type="checkbox"/> Types of systems	3.2.4.3. / 3.2.4.4.
	<input type="checkbox"/> Signals to fire department	3.2.4.7.
	<input type="checkbox"/> Zoning of fire alarm systems	3.2.4.8.
	<input type="checkbox"/> Fire detectors	3.2.4.10.
	<input type="checkbox"/> Smoke detectors	3.2.4.11.
	<input type="checkbox"/> Sprinkler system monitoring	3.2.4.15.
	<input type="checkbox"/> Manual pull stations	3.2.4.16.
	<input type="checkbox"/> Smoke alarms / <input type="checkbox"/> Residential Fire Warning Systems	3.2.4.20. / 3.2.4.21.
<b>11</b>	<b>REQUIREMENTS FOR MEZZANINES, INTERCONNECTED FLOOR SPACES, HIGH BUILDINGS:</b>	
	<input type="checkbox"/> 10% / 40 % mezzanine (not a storey)	3.2.1.1.
	<input type="checkbox"/> Termination of vertical fire separation	3.2.8.1.
	<input type="checkbox"/> Mezzanine egress	3.4.2.2.
	<input type="checkbox"/> Interconnected floor space not permitted in B2 occup.	3.2.8.1.
	<input type="checkbox"/> Openings through horizontal fire separation for vehicular ramps in storage garage	3.2.8.2.(2)
	<input type="checkbox"/> Openings in fire separation for manufacturing process	3.2.8.2.(3)
	<input type="checkbox"/> Openings for stairways, escalators, moving walkways	3.2.8.2.(5) & (6)
	<input type="checkbox"/> Interconnected first floor and floor below or above	3.2.8.2.(6)
	<input type="checkbox"/> Exit requirements	3.4.3.2.(6)

	<input type="checkbox"/> Elevator openings	3.2.8.4.(3)
	<input type="checkbox"/> Sprinkler system / <input type="checkbox"/> Draft stops / <input type="checkbox"/> Smoke control	3.2.8.3. / 3.2.8.6. / 3.2.8.7.
	<input type="checkbox"/> High buildings	3.2.6.
<b>12</b>	<b>SERVICE FACILITIES:</b>	
	<input type="checkbox"/> No storage in services spaces	3.6.1.4.
	<input type="checkbox"/> Fire separation of service rooms	3.6.2.1.
	<input type="checkbox"/> No boiler under exit / <input type="checkbox"/> Door swing	3.6.2.2. / 3.6.2.6.
	<input type="checkbox"/> Fire separation of janitor rooms	3.3.1.21.
	<input type="checkbox"/> Fire separation of laundry rooms	3.3.1.22.
	<input type="checkbox"/> Fire separation and sprinklers for residential storage rooms	3.3.4.3.
	<input type="checkbox"/> Fire separation of electrical equipment vaults	3.6.2.7.
	<input type="checkbox"/> Fire separation for elevator shafts	3.5.3.1. / Table 3.5.3.1.
	<input type="checkbox"/> Fire separation for vertical services spaces	3.6.3.1. / Table 3.6.3.1.
	<input type="checkbox"/> Fire separation at top/bottom of vertical service space	3.6.3.1.
	<input type="checkbox"/> Fire separation of horizontal service spaces	3.6.4.2.
	<input type="checkbox"/> Fire separation of fuel fired service	3.6.2.1.
	<input type="checkbox"/> Fire separation and sprinklers for garbage rooms	3.6.2.5.
	<input type="checkbox"/> Linen and garbage chutes and rooms	3.6.3.3.
	<input type="checkbox"/> Negative pressure required for vertical service space	3.6.3.4.
	<input type="checkbox"/> Grease duct enclosures	3.6.3.5.
	<input type="checkbox"/> Plenums, fire stop flaps	3.6.4.3.
	<input type="checkbox"/> Access to attic or roof space	3.6.4.4.
	<input type="checkbox"/> Access to horizontal service space	3.6.4.5.
	<input type="checkbox"/> Access to crawl space	3.6.4.6.
<b>13</b>	<b>HEALTH REQUIREMENTS:</b>	
	<input type="checkbox"/> Height in sleeping rooms	3.7.1.1. / 9.5.3.
	<input type="checkbox"/> Room ventilation	6.3.1.1. / 6.3.1.3.
	<input type="checkbox"/> Medical gas piping systems	3.7.3.1. / CSA Z7396.1

<u>Plumbing Facilities 3.7.2.:</u>			
<i>Occupancy</i>	<i># of persons of each sex</i>	<i># of water closets required</i>	<i># of water closets provided</i>
<b>14</b>	<b>REQUIREMENTS FOR ACCESSIBILITY:</b>		
<input type="checkbox"/>	New buildings unless exempted	3.8.2.1.(1)	
<input type="checkbox"/>	Areas requiring access	3.8.2.3.	
<input type="checkbox"/>	Existing buildings	3.8.4.1.	
<input type="checkbox"/>	Principal entrances	3.8.2.2.	
<input type="checkbox"/>	CSA B651	Table 3.8.3.1.	
<input type="checkbox"/>	Width of path of travel, ground and floor surfaces	3.8.3.2.	
<input type="checkbox"/>	Exterior walks	3.8.3.3.	
<input type="checkbox"/>	Wheelchair spaces	3.8.2.3.(3) / 3.8.3.21.	
<input type="checkbox"/>	Adptable dwelling units	3.8.5.	
<input type="checkbox"/>	Access to parking areas	3.8.2.5.	
<input type="checkbox"/>	Where accessible washroom required	3.8.2.1.(1)	
<input type="checkbox"/>	Water closet stalls	3.8.3.11.	
<input type="checkbox"/>	Water closets	3.8.3.13.	
<input type="checkbox"/>	Urinals	3.8.3.14.	
<input type="checkbox"/>	Lavatories and mirrors	3.8.3.15.	
<input type="checkbox"/>	Drinking fountains	3.8.3.10.	
<input type="checkbox"/>	Universal washrooms	3.8.3.12.	
<input type="checkbox"/>	Showers / <input type="checkbox"/> Bathtubs	3.8.3.16. / 3.8.3.17.	
<input type="checkbox"/>	Doorways and doors providing access	3.8.3.6.	
<input type="checkbox"/>	Power doors in hotels, B2, or A/B3/D/E > 500 m <sup>2</sup>	3.8.2.7.	
<input type="checkbox"/>	Ramps minimum width, maximum slope	3.8.3.5.	
<input type="checkbox"/>	Ramps handrails and guards	3.8.3.5.	
<input type="checkbox"/>	Elevators	3.5.2. / CSA B44 / 3.5.4.	







# Certificate of Insurance Standard Form

## Certified Professional Program

This certifies that policies of insurance as described below have been issued to the Insured named below and are in full force and effect at this time. It is understood and agreed that thirty (30) days' notice of cancellation of any of the policies listed below, with the exception of ICBC, will be given to the holder of this certificate.

NOTE: PROOF OF INSURANCE WILL BE ACCEPTED ON THIS FORM ONLY, OR BY CERTIFIED COPIES OF INSURANCE POLICIES.  
INSURANCE COMPANIES MUST BE LICENSED TO OPERATE IN CANADA AND HAVE A MINIMUM AM BEST RATING OF A- OR HIGHER.

This Certificate is issued to: **The City of Burnaby, 4949 Canada Way Burnaby, B.C. V5G 1M2**

<b>Insured</b>	<b>Name:</b>
	<b>Address:</b>

<b>Broker</b>	<b>Name:</b>	<b>Agent's Name:</b>
	<b>Address:</b>	<b>Phone:</b>

**Location, Purchase Order, or Contract No. and operations to which this Certificate applies:**

Nature of Operations:			
Project Specific		Insurance applies to services provided on as/when required basis	
Type of Insurance	Insurer Name and Policy Number	Policy Term dd-mmm-yyyy	Limits of Liability/Amounts
<b>Section 1</b> Comprehensive/Commercial General Liability		From:  To:	Bodily Injury, Death & Property Damage \$ _____ Per Occurrence \$ _____ Aggregate \$ _____ Deductible
<b>Section 2</b> Automobile Liability (owned or leased vehicles)		From:  To:	Personal Injury & Property Damage \$ _____ Limit/Accident
<b>Section 3</b> <input type="checkbox"/> Umbrella Liability <input type="checkbox"/> Excess Liability		From:  To:	\$ _____ Excess Gen. Liability \$ _____ Excess Auto Liability
<b>Section 4</b>		From:  To:	\$ _____ Per Occurrence \$ _____ Aggregate

Particulars of General Liability Insurance (Sections 1 & 3):  indicates that the coverage is included.

<ul style="list-style-type: none"> <li>City of Burnaby as Additional Insured</li> <li>Premises &amp; Operations</li> <li>Broad Form Products &amp; Completed Operations</li> <li>Owners &amp; Contractors Protective</li> <li>Blanket Contractual</li> <li>Cross Liability/Severability of Interests</li> <li>Employees as Additional Insureds</li> <li>Non-Owned Automobile</li> <li>Attached Machinery</li> <li>Occurrence Property Damage</li> <li>Contingent Employer's</li> <li>Broad Form Loss of Use</li> <li>Personal Injury</li> </ul>	<ul style="list-style-type: none"> <li>Use of explosives for blasting</li> <li>Vibration from pile driving or caisson work</li> <li>Removal or weakening of support of property, building or land whether the support is natural or otherwise</li> <li>Work below ground level over 3 meters (XCU extension)</li> <li>Pollution Liability               <ul style="list-style-type: none"> <li>– Sudden &amp; Accidental</li> </ul> </li> <li>Incidental Medical Malpractice</li> <li>12 months Completed Operations</li> <li>24 months Completed Operations</li> <li>Water Ingress Coverage</li> </ul>	<ul style="list-style-type: none"> <li>Blanket Broad Form Tenants Legal Liability</li> <li>Advertising Liability</li> <li>Intentional Injury</li> <li>Volunteers as Additional Insureds</li> <li>Members as Additional Insureds</li> <li>Aircraft/Aviation Liability</li> <li>Non-owned aircraft liability</li> <li>Watercraft liability</li> <li>Non-owned watercraft liability</li> <li>Airport Premises liability</li> <li>Abuse/Molestation Coverage</li> <li>Waiver of Subrogation</li> </ul>
---	---	--

These policies comply with the insurance requirements of the governing contract, permit, lease, license or other requirement of the City of Burnaby. It is understood and agreed any deductible or reimbursement clause shall be the sole responsibility of the Named Insured.

\_\_\_\_\_  
(Authorized to Sign on Behalf of Insurers)

\_\_\_\_\_  
Date Signed

**INSURER OR BROKER TO STAMP HERE**

INTERNAL USE ONLY		
Certificate	Approved	Not Approved
Deficiencies:		



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

# CERTIFIED PROFESSIONAL (CP) PROGRAM Preliminary Plan Approval Compliance Letter

Name of CP: \_\_\_\_\_

Date: \_\_\_\_\_

Project Address: \_\_\_\_\_

Building Permit No.: \_\_\_\_\_

I, \_\_\_\_\_ (Architectural Registered Professional of Record), hereby confirm that the drawings submitted for this stage of construction under the above noted Building Permit substantially comply with the approved Preliminary Plan Approval (PPA) drawings as issued. I also confirm that I understand this project may be audited by City staff for compliance with the PPA.

Signed by: \_\_\_\_\_

Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

Submitted by: \_\_\_\_\_

Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

CP Stamp:





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

## Preliminary Plan Approval Confirmation of Changes Letter

Name of CP: \_\_\_\_\_

Date: \_\_\_\_\_

Project Address: \_\_\_\_\_

Building Permit No.: \_\_\_\_\_

I, \_\_\_\_\_ (Architectural Registered Professional of Record), hereby confirm that the drawings submitted for this stage of construction under the above noted Building Permit do not comply with the Preliminary Plan Approval drawings.

NOTE: All changes must be noted in the Table on Page 2. Particular attention should be paid to the following:

1. Permitted use(s).
2. Building exterior (e.g. doors, windows, siding, rooftop units, venting, change in overall building form including height).
3. Floor area(s) (e.g. additional floors, enclosed balconies, mezzanines, lofts, storage rooms).
4. On-site parking (e.g. add or delete parking stalls, layout changes) and loading and bicycles (e.g. configuration, dimensions, and vertical clearances).
5. Landscape.
6. Number of dwelling units or tenancies.
7. Setbacks/siting
8. Exterior Color
9. Step Code
10. Exterior artwork
11. Covenants

Plans and details must be submitted to illustrate the listed changes.

Further, I understand that it will be determined by staff at the City of Burnaby whether an amendment to the Preliminary Plan Approval is required as a result of these changes.

I also confirm that I understand this project may be audited by City staff for compliance with the Preliminary Plan Approval as issued.



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

## Preliminary Plan Approval Confirmation of Changes Letter

**NOTE: Submit plans and details that illustrate the listed changes. Cloud changes on the drawings to reference the list.**

DRAWING NO.	CHANGE DESCRIPTION Attach a separate sheet if required	REVISION NO.

Signed by: \_\_\_\_\_

Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

Submitted by: \_\_\_\_\_

Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

CP Stamp:





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

# CERTIFIED PROFESSIONAL (CP) PROGRAM Monthly Progress Report

**Project Address:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**CP:** \_\_\_\_\_

**BP Number:** \_\_\_\_\_

**This report shall be submitted to the Building Department at least once a month**

<b>Did Burnaby Inspector attend site meeting this month?</b>	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>Unknown</b> <input type="checkbox"/>
--	--

<b>Job Progress</b> (please attach spreadsheet if needed)
---

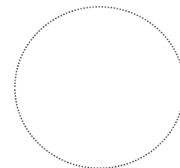
<b>Number of Field Reviews this month:</b>		
Architect:	Mechanical Engineer:	CRP:
Structural Engineer:	Electrical Engineer:	Geotechnical Engineer:
Fire Suppression Engineer:	Others:	
Certified Professional has reviewed the Monthly Field Review Reports:		Yes <input type="checkbox"/> No <input type="checkbox"/>
Copies of the Monthly Field Review Reports are attached and available on-site:		Yes <input type="checkbox"/> No <input type="checkbox"/>

<b>Shop drawings/submittals reviewed by CP for Code Coordination:</b>		
Are there any substantial changes to permit documents/drawings?		Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, any substantial changes pertaining to the BC Building Code from submitted permit drawings require: (attach list)		
Plan Review	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Amendment to PPA	Yes <input type="checkbox"/>	No <input type="checkbox"/>

<b>General Comments from CP:</b>
----------------------------------

<b>For Office Use Only:</b>
-----------------------------

Certified Professional: \_\_\_\_\_ Signature: \_\_\_\_\_



(Affix Certified Professional Stamp)

# **BURNABY FIRE DEPARTMENT NEW CONSTRUCTION REQUIREMENTS INFORMATION**

## **Preliminary Plan Approval Applications (PPA)**

All applications for Preliminary Plan Approval for new construction (which are not preceded by rezoning) will now be required to submit an additional Fire Truck Access Plan.

All subsequent submissions for approvals such as Building Permit Drawings must also include this same approved Fire Truck Access Plan drawing which will be reviewed by the Fire Department to ensure there are no changes. If a rezoning precedes an application for Preliminary Plan Approval only three complete sets of drawings are required for an application. However, all PPA applications must include a Fire Truck Access Plan. One copy of the Fire Truck Access Plan will remain with the Fire Department for their records.

### **Fire Truck Access Plan Requirements**

All sets of drawings will now be required to include a Fire Truck Access Plan. This will be in the form of a site plan and should be fully dimensioned showing building outlines, setbacks, driveways, parking and fire truck access all clearly noted. This drawing will also include location and identification of the following:

- scale of drawing will be 1/16 in = 1 foot or 1/32 in = 1 foot
- new and existing hydrant(s)
- dimensioned distance between hydrant(s) and fire department connections
- dimensioned distance from all buildings between the furthest primary access point to the nearest fire truck access
- all entrances and exits from underground parking area
- location(s) of fire alarm annunciator panel(s)
- fire truck access route with weight considerations
- adjacent City streets
- which buildings are sprinklered and non-sprinklered
- rollover curb required for all fire truck access routes

### **Additional Requirements**

1. Every non-sprinklered building must have direct access for firefighting from outdoors up to the sixth storey or 25 meters (82 feet) above grade.
2. Present weight factors of fire and rescue equipment requires fire truck access roads to be constructed to withstand a weight of 36,287 KG (80,000 lbs), and construction material must ensure accessibility under all climatic conditions. Our longest truck is a quintuple aerial with an overall length of 47', including the bucket overhang.
3. Any designated fire truck access must be a minimum of 7.3 meters (24 feet) wide with no obstructions. Clearance heights must be 5 meters (16 feet, 5 inches) vertically.
4. A turnaround facility must be provided for any dead-end portion of a fire truck access route exceeding 90 meters (295 feet).
5. Any road, street, or area that is a designated fire truck access must be located no further than 15 meters (49 feet, 3 inches) or closer than 3 meters (9 feet, 10 inches) from the face of a building.

6. Curves or off sets on access roads must conform with the B.C. Building Code (2006) Edition, and a centerline turning radius of 13 meters (42 feet, 8 inches) to accommodate aerial and ladder platforms. On cul-de-sac type turn arounds, where light standards protrude or dead end portions exceed 90 meters, we require a 15.3 radius.
7. On 'S' type curves, the fire truck access radius must be designed to accommodate aerial and ladder platforms.
8. A change of gradient on access roads are not to exceed 1 in 12.5 over a minimum distance of 15 meters (49 feet, 3 inches) and provide a minimum overhead clearance of 5 meters (16 feet, 5 inches) vertically.
9. Required space for an aerial ladder at a 70° angle, when located between high building is as follows:
  - 9 meters (29 feet, 6 inches) radius at 24 meters (78 feet, 9 inches) extension
  - 11.5 meters (37 feet, 9 inches) radius at 30.5 meters (100 feet) extension
10. Signs must be posted prohibiting parking in fire department lane(s).
11. Fire department connection must be as follows:
  - address side, fully visible and recognizable from the street or nearest point of fire department vehicle accessibility
  - within 45 meters (150 feet) of a hydrant
12. The fire department connection for a standpipe or automatic sprinkler system must be located so the distance from the fire department connection to a hydrant is not more than 45 meters (150 feet) and is unobstructed.
13. For a building not provided with a fire department connection, a fire department pumper vehicle can be located as that the length of the access route from a hydrant to the vehicle, plus the unobstructed path of travel for the firefighter from the vehicle, to the building is not more than 90 meters (300 feet) and the unobstructed path of travel for the firefighter from the vehicle to the building is not more than 45 meters (150 feet).
14. Fire department connections must be clearly marked to conform with B.C. Fire Code (2006) Edition, N.F.P.A. 13. In addition, signs must be attached indicating the portions of the building served. Letters on the designated signs must be a minimum of one (1) inch in height.

**Any additional questions, please contact the Fire Prevention Office at 604-294-7195.**



# Hi Rise Key Checklist

## 1. Exterior Lock Box (3" Round):

- Entry Key (and FOB, if applicable)
- Alarm Panel

## 2. Interior Lock Box (6"x 6" box):

### a. Lobby Set:

- FOB
- Common Area Master
- Service Room Master (or combined master common/service)
- Roof Access
- Firefighter Phone
- Elevator Phone
- Alarm Panel
- Fire Safety Plan Box
- Elevator (Firefighting Operations) Key

### b. Operations-2 Sets:

- FOB
- Common area Master
- Service Room Master (or combined master common/service room)
- Roof Access
- Firefighter Phone
- Elevator (Firefighter Operations) Key

NEW CONSTRUCTION								
	Y	N	N/A		Y	N	N/A	
- Reviewed FTA Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Exit stair floor designation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
- Address in place 1 Location <input type="checkbox"/> Multiple <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	signage required on both sides of door				
- Fire Truck Access signage in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Signage in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
- New City hydrant required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Fire extinguisher in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
- New private hydrant required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ABC <input type="checkbox"/> Class K <input type="checkbox"/> CO2 <input type="checkbox"/>				
- F.D. connection 1 conn <input type="checkbox"/> 2 conn <input type="checkbox"/> 3 conn <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Commercial kitchen Fixed pipe extinguishing system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
- F.D. connection signage in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Sprinkler room door has proper signage "Sprinkler Room"	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
- Lock box in place Exterior front door <input type="checkbox"/> lobby <input type="checkbox"/> ramp <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Electrical room door has proper signage "Fire Alarm"	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
- Lock box key list given to contractor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- All service rooms have proper fixed signage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
- Firefighters elevator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Storage lockers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
- Correct Address given by elevator emergency phone operator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Proper signage above all lockers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
- Elevator "Alternate Floor" signage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Extended wire above lockers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
- Fire alarm system Location of FAAP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Sprinkler room	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
- Main fire alarm control panel in electrical room	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Fire pump	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
- Fire Alarm monitoring sticker on FAAP - In the lobby	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Electric <input type="checkbox"/> Diesel <input type="checkbox"/>				
- Fire Alarm verification sticker in place - on the FACP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Sprinkler spare head box	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
- Fire Safety Plan required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Spare sprinklers in box	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
- FPO reviewing YES <input type="checkbox"/> NO <input type="checkbox"/>				- Wrench in box	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
- Fire Safety Plan Box in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Sprinkler system signage in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
- Firefighter site plan in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Standpipe system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
- Strobes "Alternative Solution" Outside units <input type="checkbox"/> special location <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Class I <input type="checkbox"/> Class II <input type="checkbox"/> Class III <input type="checkbox"/>				
- Crossover floors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Generator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
- Crossover signage at alarm panel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Log book in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
- Crossover signage in exit stairs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Signage on door is 'Generator Room'	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
- Suite directional signage required outside elevator lobby	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Main drain test passed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
				- Dry sprinkler trip test passed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
				- Roof top flow required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
				- Roof top flow test passed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
				- All PRVs tagged	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Field Notes:

---



---



---



---



---



---



---



---



---



---



---



---



---



---



---



---



---



---



---



---



---



---



Burnaby Fire Department ~ Fire Prevention Division

<b>BUILDING ADDRESS</b> _____
_____
<b>BUILDING PERMIT #</b> _____

# Emergency Radio Building Amplification System

Effective **2018 May 29** building permit applications made on or after 2018 May 29 for construction of all **new and addition to “applicable buildings”** will have to demonstrate compliance with the new Emergency Radio Building Amplification Bylaw that the construction supports adequate radio coverage for the area-wide public safety communications service provider and the City radio communications network(s), including but not limited to fire services and law enforcement personnel.

- Radio Amplification System not required
- Radio Amplification System required

“Applicable Building” is defined as a building, other than a single family or two family dwelling, which is constructed of

- reinforced concrete or structural steel, or
- metal cladding, studs and/or flooring, or
- reflective or low-emissivity glass, or
- other materials that attenuate radio signals

and have:

- a total floor area > 5,000 sq.m., or
- a height > 12 m. from the lowest steel level of the building to the top of the roof, or
- below-grade total floor area > 1,000 sq.m., or
- below-grade floor area > 10 m. below the lowest steel level of the building.

“Addition” to applicable buildings applies to construction of a portion of a building which:

- adds more than 20% floor area to the total floor area of the building, and
- results in the building meeting the definition of an “applicable building” (see above), and
- has a building permit construction value exceeding \$1,000,000.

Drawings for the emergency radio building amplification system will be reviewed by the Fire Prevention Office. The system shall be tested and accepted by the Fire Department prior to the issuance of occupancy certification. Such system shall also be maintained and annual testing report shall be submitted to the Fire Department.

**Regardless of how this form is completed by the applicant, all buildings shall be tested. If the building does not meet the Fire Bylaw requirements, occupancy will not be granted.**

If you have any questions please contact Chief of Fire Prevention at 604-294-7195.

**Signed by Applicant** \_\_\_\_\_

**Date** (dd-Mmm-yyyy) \_\_\_\_\_