



City of  
Burnaby

Building Department  
4949 Canada Way, Burnaby, BC V5G 1M2  
Phone: 604-294-7130 Fax: 604-294-7986  
www.burnaby.ca/building

## ZONING BYLAW CHECKLIST AND FLOOR AREA CALCULATION

### Building Permit Applications for New and Additions to Single & Two Family Dwellings

PROJECT ADDRESS: \_\_\_\_\_

COMPANY: \_\_\_\_\_ PHONE #: \_\_\_\_\_

DESIGNER: \_\_\_\_\_

\_\_\_\_\_  
(Signature)

The following is a zoning bylaw checklist and floor area calculation for building permit applications for new and additions to single and two family dwellings. The **designer** is required to fill out this checklist and do the floor area calculation to demonstrate the proposed dwelling complies with the Burnaby Zoning Bylaw. The applicant is required to submit this checklist at the time of application. Incomplete applications will not be accepted. Additional documentation may be required upon review by a plan checker.

**Please note that this checklist does not include all the requirements in the Zoning Bylaw. The designer is required to refer to the Zoning Bylaw for all applicable requirements.**

ZONE: _____	Filled out by Designer		Checked by PC (✓)
	minimum	proposed	
<b>LOT DIMENSIONS</b>			
Lot width			
Lot depth	N/A		
Lot area (indicate R.O.W.s, easements, covenants, road widening requirements on site plan)			
Property within 30 meters of Top of Bank/Top of Ravine/Bank of Creek	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Indicate R.O.W.s, easements, covenants, road widening requirements on site plan			
<b>SETBACKS</b>	<b>minimum</b>	<b>proposed</b>	
<b>Principal building</b>			
Minimum front yard: _____ Front yard average: _____			
<b>Rear yard</b>			
Right side yard			
Left side yard			
Flanking side yard			
Combined side yard			
<b>Accessory building (i.e. detached garage, carport, workshop etc.)</b>			
Distance to lane			
Distance to principal building			
Left side yard			
Right side yard			
<b>CELLAR QUALIFICATION</b>	<b>minimum</b>	<b>proposed</b>	
Average Grade: _____ (lowest of the existing or finished grades at 4 corners of the building)	N/A		
Cellar ceiling height (between top of slab and underside of joists)	7.5'		
Cellar slab elevation (min. 51% in-ground)			

<b>BUILDING DIMENSIONS</b>	<b>Filled out by Designer</b>		<b>Checked by PC (√)</b>
<b>Principal Building</b>	<b>maximum</b>	<b>proposed</b>	
Building depth			
Building height (measured to roof ridge)			
<b>Accessory Building</b>			
Building width (max 2/3 of the width of the rear yard)			
Building height - flat roof: <u>12.13'</u> ; sloped roof: <u>15.1'</u>			
<b>PARKING &amp; DRIVEWAYS</b> <b>*Refer to brochure: Residential Parking Areas and Driveways</b> MIN. 5' clear from EDGE of power pole, guy wires, signs, fire hydrants, trees or similar fixed obstruction to edge of driveway.	--	<b>proposed</b>	
Parking not permitted in the required front yard			
Electrical vehicle charging outlet *for principal dwelling only*			
Minimum parking space clear width - single: <u>10.5'</u> ; double: <u>19.0'</u>	N/A		
Minimum parking space clear length - <u>18.5'</u>	N/A		
Minimum driveway aisle width in side yard - minimum <u>10.5'</u>			
Driveway width at lane	max. 29.53'		
Driveway width at street (min. 9.84')	lesser of 19.69' or 40% of lot		
D/W Slope: _____ city street: 5% max, positive slope, cannot be 0% city lane: 10% max, positive slope inside property: 15% max to attached/detached garage			
Minimum driveway offset from lane-lane or lane-street intersection	14.76'		
Minimum driveway offset from street-street intersection	19.69'		
<b>FLOOR AREA CALCULATION</b>	<b>maximum</b>	<b>proposed</b>	
Lot coverage - including all buildings and structures			
Cellar	N/A		
Basement / First storey	N/A		
Second storey	N/A		
2 1/2 Storey - max. 50% of the floor immediately below			
Open floor area: 14.8' (max. 100 sq.ft. exemption)			
Deck & balcony (max. 8% of GFA exempted)			
Covered porch (max. 39.8 sq.ft. exempted/unit)			
Covered parking (max. 452 sq.ft. exempted) Attached (sq. ft.): _____ Detached (sq. ft.): _____	602.8 sq.ft.		
Detached accessory building			
<b>Gross Floor Area (GFA)</b>			
<b>Above Grade Floor Area (AGFA)</b>			