



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

BLD # \_\_\_\_\_

## DOCUMENTATION CHECKLIST

**for New and Major Additions to Single & Two Family Dwellings**

I declare that the following documentation has been completed by the undersigned. I understand and agree that incomplete applications will not be accepted, and that following acceptance, the plan checker assigned to review this permit application may require additional documentation or drawings, and that issuance of a permit may be contingent on provision of same.

|                         |  |                 |  |
|-------------------------|--|-----------------|--|
| <b>PROJECT ADDRESS:</b> |  |                 |  |
| <b>NAME:</b>            |  | <b>PHONE #:</b> |  |

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

| Documentation/Drawings required<br><b>BEFORE ACCEPTANCE OF BUILDING PERMIT APPLICATION</b>   | Submitted<br>(√)         | N/A<br>(√)               |
|--|--------------------------|--------------------------|
| Application form (signed by Applicant)- along with: <input type="checkbox"/> Zoning Bylaw checklist (filled out by designer)   | <input type="checkbox"/> |                          |
| Schedule F (Note: Owner(s) Undertaking form per the Building Bylaw; signed by all owners)  | <input type="checkbox"/> |                          |
| Agent Authorization Form (Note: required if multiple owners on title)  | <input type="checkbox"/> | <input type="checkbox"/> |
| Consent to Construction Form (Note: if applicable; signed by all owners)   | <input type="checkbox"/> | <input type="checkbox"/> |
| Payment of Application Fee(s) (Note: applications will not be accepted without payment of the required fee(s). Please refer to the online fee schedule for current application fees.)  | <input type="checkbox"/> | <input type="checkbox"/> |
| 2 sets of drawings and Drawing Checklist<br><br><input type="checkbox"/> I have followed the drawing Checklist for guidance (attached)<br><ul style="list-style-type: none"> <li>- 1 set of architectural drawings for assessment purposes</li> <li>- 1 set of architectural drawings</li> <li>- 2 sets of structural drawings signed, sealed and dated by P. Eng., if CWC or BCBC Part 4 components incorporated into design</li> </ul> (Note: Architectural drawings may be incorporated into the Structural drawings) | <input type="checkbox"/> |                          |
| Letter of Assurance - Schedule B signed and sealed by P. Eng., including structural & geotechnical   | <input type="checkbox"/> | <input type="checkbox"/> |
| 2 copies of reduced site plan - no larger than 11" x 17"   | <input type="checkbox"/> |                          |
| 2 copies of Topographical Survey - not more than six months old<br><br>(Note: Refer to Brochure: "Legal Survey Requirements Single and Two Family Dwellings" for information required on survey) (No larger than 11"x17")  | <input type="checkbox"/> |                          |
| 2 copies of Posting Survey - not more than six months old, or Subdivision Plan<br><br>(Note: (Not required if posts confirmed and shown on topographical Survey. Refer to Brochure "Legal Survey Requirements Single and Two Family Dwellings") (No larger than 11"x17")   | <input type="checkbox"/> | <input type="checkbox"/> |
| 1 copy of restrictive covenant(s) (Note: If applicable with Land Title Search)   | <input type="checkbox"/> | <input type="checkbox"/> |

| PLAN CHECKING COMMENTS:  | SCREENING DATE<br>_____ | INITIALS<br>_____ |
|--|-------------------------|-------------------|
| <b>* Submit signed and sealed Manufacturer's Roof Truss Layout to Building Inspector on site</b> |                         |                   |
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