



City of
Burnaby
Building Department
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www.burnaby.ca/building

DRAWING CHECKLIST

PROJECT ADDRESS: _____

COMPANY: _____ PHONE #: _____

DESIGNER: _____

(Signature)

The following is a checklist of information required on the drawings for a complete building permit application for new and major additions to single and two family dwellings. The **designer** is required to fill out this checklist and submit it at the time of application. Incomplete application will not be accepted. Additional information may be required upon review by a plan checker.

Drawings required AT THE TIME OF APPLICATION The plans must be suitable quality for microfilming, double line drawings, except site plans. The drawings shall be submitted on sheets no larger than 24 inches by 36 inches (600 x 1000 mm). Dimensions can be in imperial or metric but must be consistent throughout.	Included on Drawings (√)	Checked by PC (√)
Drawings to be clear and legible (blue prints not accepted due to microfilming)	<input type="checkbox"/>	
Drawings shall be drawn to scale in imperial or metric units but not mixed	<input type="checkbox"/>	
Designer's name, address and telephone number	<input type="checkbox"/>	
Building Code reference (BCBC 2018) & Structural Design Criteria	<input type="checkbox"/>	
Site Plan (scale 1/8" = 1'-0" or 1/16" = 1'-0" for larger site)	<input type="checkbox"/>	
North arrow, civic address, legal description, streets and lanes location	<input type="checkbox"/>	
Site dimension as per Posting Survey	<input type="checkbox"/>	
Driveway and crossing including width, offset distance from PL and % slope, , including any proposed parking pads	<input type="checkbox"/>	
Location of walkways, patios and any impervious surface	<input type="checkbox"/>	
Easements, right-of-ways, water courses, restrictive covenants, vision clearances, hydro poles and guide wires	<input type="checkbox"/>	
Water, sanitary & storm sewer connections including invert elevations, storm sewer sump, rock-pit, septic tank and field	<input type="checkbox"/>	
Tree locations with drip lines	<input type="checkbox"/>	
Zoning summary including summation of all floor area calculations	<input type="checkbox"/>	
Overall building dimensions of both principal & accessory buildings	<input type="checkbox"/>	
Distance of all building setbacks perpendicular to property lines	<input type="checkbox"/>	
Distance between principal & accessory buildings	<input type="checkbox"/>	
Existing and finished grades at all corners of principal & accessory buildings	<input type="checkbox"/>	
Retaining walls on property, with top and bottom wall elevations	<input type="checkbox"/>	
Cellar / basement floor slab elevation	<input type="checkbox"/>	
Roof ridge elevation	<input type="checkbox"/>	
Flat roof calculation	<input type="checkbox"/>	

FOUNDATION, FLOOR AND ROOF PLANS (scale: 1/4" = 1'-0")	Included on Drawings (√)	Checked by PC (√)
Overall building depth and width of principal and accessory building	<input type="checkbox"/>	
Fully dimensioned floor plans, room names and sizes	<input type="checkbox"/>	
Windows and doors including door swings and sizes	<input type="checkbox"/>	
Plumbing fixtures, appliances, and fireplaces	<input type="checkbox"/>	
Type of heating system -Note if less than 60% of the heated floor area is by natural gas, min. R20 insulation required	<input type="checkbox"/>	
Location of smoke alarms, carbon monoxide alarms	<input type="checkbox"/>	
Interconnected photo-electric smoke alarm for secondary suites	<input type="checkbox"/>	
Framing details of all floor, ceiling, and roof components (indicate girder trusses, direction trusses are running and, point loads)	<input type="checkbox"/>	
Balconies, sun decks, covered decks, porches, open to below areas, flat roofs	<input type="checkbox"/>	
CROSS SECTIONS (scale: 1/4" = 1'-0")		
Footing and foundation wall detail	<input type="checkbox"/>	
Floor to ceiling height of all floor area including crawl / roof spaces	<input type="checkbox"/>	
Elevations at each finished floor, uppermost ceiling and roof peak	<input type="checkbox"/>	
Cross section through stairs to floor above showing headroom clearance	<input type="checkbox"/>	
Construction materials: wall, floor, and roof assemblies	<input type="checkbox"/>	
Raised footing in crawlspace	<input type="checkbox"/>	
Parapet height for flat roof	<input type="checkbox"/>	
CONSTRUCTION DETAILS		
Footing and foundation wall	<input type="checkbox"/>	
Typical bay window/window seat	<input type="checkbox"/>	
Vaulted ceiling indicating ventilation and insulation requirements	<input type="checkbox"/>	
Roof deck indicating ventilation and insulation requirements	<input type="checkbox"/>	
Stairs: rise, run, tread depth/width, guards and handrails	<input type="checkbox"/>	
New two family dwelling one hour fire separation detail	<input type="checkbox"/>	
ELEVATIONS (scale: 1/4" = 1'-0")		
Existing and Finished grades at building corners	<input type="checkbox"/>	
Window size and direction of opening	<input type="checkbox"/>	
Exterior finishes	<input type="checkbox"/>	
Elevations at each finished floor, uppermost ceiling and roof peak	<input type="checkbox"/>	
Roof slope(s)	<input type="checkbox"/>	
Spatial separation calculations (limiting distance, exposing building face, allowable unprotected openings, actual openings)	<input type="checkbox"/>	

STRUCTURAL DRAWINGS	Included on Drawings (√)	Checked by PC (√)
<p>The structural engineer must indicate the code compliance option of CWC 2014 or BCBC Part 4 used for the design for lateral loads using the following statement. If CWC 2014 is used it must be stated if Part B or Part C is used.</p> <p>I, _____, have reviewed and confirmed that the lateral resistance of this building for wind and earthquake is designed in accordance with _____.</p>	<input type="checkbox"/>	
Climatic loads, such as snow (Ss), rain (Sr), wind (q), seismic (Sa)	<input type="checkbox"/>	
Live loads - roof and all floors	<input type="checkbox"/>	
Dead loads of exterior walls, floors and roofs - indicate if roof tile, concrete topping and/or stone cladding are uses	<input type="checkbox"/>	
Specification and standards for sheathing, lumber, fasteners, steel connectors, hold-downs, anchor bolts, etc	<input type="checkbox"/>	
Assumed soil bearing capacity	<input type="checkbox"/>	
If Part C of CWC 2014 is used to design for lateral loads then the following must be shown on the structural drawings:		
Braced wall panels must be hatched and labelled BW	<input type="checkbox"/>	
Percentage (%) of braced wall panels in each braced wall band at each floor level	<input type="checkbox"/>	
Details of braced wall panels including type of sheathing, size and spacing of nails	<input type="checkbox"/>	
Anchorage of braced wall panels including material, size and spacing	<input type="checkbox"/>	
If Part B of CWC 2014 or Part 4 of 2018 BCBC is used to design for lateral loads then the following must be shown on the structural drawings		
Site Classification	<input type="checkbox"/>	
PGA, PGV	<input type="checkbox"/>	
Rd, Ro	<input type="checkbox"/>	
Importance Factor, I _E	<input type="checkbox"/>	
Building Base Shear	<input type="checkbox"/>	
Total factored shearwall shear force in each direction at each storey	<input type="checkbox"/>	
Strength of shearwall	<input type="checkbox"/>	
Total length of shearwalls required in each direction at each storey	<input type="checkbox"/>	
All shearwalls (those used to resist lateral forces and may include exterior walls) must be hatched and labelled "SW"	<input type="checkbox"/>	
All drag struts must be shown as dotted line	<input type="checkbox"/>	
Shearwall details including framing, type of sheathing, nailing size and spacing, blocking	<input type="checkbox"/>	
Details of all elements participating in the load path including drag struts, hold-downs, straps, etc. to show how forces are transferred from roof to foundation	<input type="checkbox"/>	