



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



INTAKE CHECKLIST

FOR ALL SINGLE AND TWO FAMILY DWELLING PERMITS

PROJECT ADDRESS:			
COMPLETED BY:		BUILDING PERMIT:	BLD

DOCUMENTATION/DRAWINGS REQUIRED (Before acceptance of building permit application)	APPLICANT		INTERNAL
	Yes	N/A	Yes
*Engineering Pre-application Report - for new single and two family only.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*Application Form - completed and signed by applicant.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Land Title Search - if applicable, copies of restrictive covenants. <i>(If new ownership, provide proof of ownership. I.e. Sales Contract)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*Schedule "F" Owner(s) Undertaking - signed by all owners on title.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*Agent Authorization Form - signed by all owners on title and completed by the applicant. <i>(Required if there are multiple owners on title)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*Consent to Construction Form <i>(If applicable, this form must be completed by the Strata or Landtitle Owners for all units)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 Sets of Architectural Drawings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 Sets of Structural Drawings - signed, sealed, dated and permit to practice number.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BC Energy Compliance Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hot 2000 Reports - proposed and reference.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Energy Homeowner Information Sheet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*Zoning Bylaw Checklist – signed by the designer.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*Drawing Checklist – signed by the designer.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*Heritage and Archaeology Checklist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reduced Site Plan - 2 Copies, no larger than 11"x 17".	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Letter of Assurance - Schedule B Structural <i>(Original signed, sealed and dated by P.Eng.)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Letter of Assurance - Schedule B Geotechnical <i>(Original signed, sealed and dated by P.Eng.)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Topographical Survey -2 Originals, not more than twelve months old.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Posting/Subdivision Plan - 2 Originals, not more than six months old. <i>(Not required if posts are confirmed and shown on Topographical Survey)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Geotechnical Report - is required for floodplain areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*Waste Diversion Application Form - required for all demolition permits.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

STAFF USE ONLY	
CSA INITIALS: []	DATE:

PROJECT ADDRESS:	
	BUILDING PERMIT: BLD

	APPLICANT		INTERNAL
	Yes	N/A	Yes
DOCUMENTATION/DRAWINGS REQUIRED (Before acceptance of building permit application)			
Lot is located in the Agricultural land Reserve (ALR)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
New two-family dwelling meets the minimum lot area and width	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Topo and Posting Plans (sealed) to show iron posts, witness, lot area, FYA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Secondary Suite has on-site parking that is labeled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Minimum drawing quality (to scale & legible)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site plan clearly shows:			
Existing & proposed grades at 4 corners of the principal building and accessory building(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dimension setbacks perpendicular to property lines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parking not permitted in the required front yard and flanking street side yard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Driving aisle width in side yard 10.5' min	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clearance at Intersections – area highlighted and dimensioned	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Driveway Crossings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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PLAN CHECKER INITIALS: []	DATE: