



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

CERTIFIED PROFESSIONAL (CP) PROGRAM INTAKE CHECKLIST

PROJECT ADDRESS:	
Name of Certified Professional (CP):	

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

INSTRUCTIONS:

1. Review and coordinate such the project name, project address, and legal description are **consistent** for all documents.
2. Name all drawings and documents based on the Online Portal file **naming convention**, found on Burnaby's [Certified Professional page](#).
3. All drawings and documents submitted for the building permit must be properly **digitally authenticated** and bear the Certified Professional's (CP) stamp. The digital authentication of the document must be valid upon submission, which will be verified by our staff.
4. CP to **initial** the items submitted for each stage in the applicable column. **Mark N/A** if the document is not applicable to this project.
5. Add and itemize additional supporting documents to the checklist (if needed). Use the "notes & remarks" space to provide additional clarifications or context (if needed), correspond notes to item #.
6. The building permit **stages may be skipped** (i.e., Stage 1 Excavation and Shoring → Stage 2 Full Permit). Items from the previous stage(s) that are not submitted yet are required to be included.
7. The **application date** is assigned upon successful intake, not the date of submission. Incomplete submissions may be rejected.
8. All other review groups / departmental **clearances** are required to be completed for that stage prior to building permit issuance.

ITEM NO.	FORMS AND DOCUMENTS (CP stamp required on cover or signature page only)	Excavation & Shoring (EXS)		Fdn/Struct up to Grade (FtoG)		Full Building (Full)		Tenant Improvement (TI)	
		CP	CoB	CP	CoB	CP	CoB	CP	CoB
01	Building Permit Application Form	Y	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	Y	<input type="checkbox"/>
02	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"/>
03	Schedule "F" Owner(s) Undertaking	Y	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	Y	<input type="checkbox"/>
04	Project Directory (provide updated version if there are any changes to the design professionals)	Y	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	Y	<input type="checkbox"/>
05	Preliminary Plan Approval (PPA) Confirmation / Change Letter (submit after PPA issuance)	X	<input type="checkbox"/>	Y	<input type="checkbox"/>	Y	<input type="checkbox"/>		<input type="checkbox"/>
06	Schedule CP-1 (Confirmation of Commitment by Owner and CP)	Y	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
07	Schedule CP-3 (Confirmation of Tenant Improvement Compatibility)		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	Y	<input type="checkbox"/>
08	Geotechnical Report, with methane assessment	Y	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
09	Building Code Compliance Report (List all alternative solutions)	Y	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
10	Building 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		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	Y	<input type="checkbox"/>
16	Energy Modelling Report and Checklist		<input type="checkbox"/>	Y	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
17	Certificate of Insurance Standard Form – CP	Y	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	Y	<input type="checkbox"/>
18	Authorization Staged Construction Form and Drawing List	X*	<input type="checkbox"/>	X*	<input type="checkbox"/>	X	<input type="checkbox"/>		<input type="checkbox"/>
19	Structural Concept Review Checklist		<input type="checkbox"/>	Y*	<input type="checkbox"/>	Y	<input type="checkbox"/>		<input type="checkbox"/>



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ITEM NO.	SCHEDULES / LETTERS OF ASSURANCE (An image of CP stamp required on every page, only one incidence of the digital certificate is required. Notify the City immediately when there is a change in RPR or CRP.)	Excavation & Shoring (EXS)		Fdn/Struct up to Grade (FtoG)		Full Building (Full)		Tenant Improvement (TI)	
		CP	CoB	CP	CoB	CP	CoB	CP	CoB
20	Schedule "A"	Y	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	Y	<input type="checkbox"/>
21	Schedule "B" – Architectural		<input type="checkbox"/>	Y*	<input type="checkbox"/>		<input type="checkbox"/>	Y	<input type="checkbox"/>
22	Schedule "B" – Structural		<input type="checkbox"/>	Y*	<input type="checkbox"/>		<input type="checkbox"/>	Y	<input type="checkbox"/>
23	Schedule "B" – Geotechnical	Y	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
24	Schedule "B" – Electrical		<input type="checkbox"/>	Y*	<input type="checkbox"/>	Y	<input type="checkbox"/>	Y	<input type="checkbox"/>
25 a	Schedule "B" – Mechanical		<input type="checkbox"/>	Y*	<input type="checkbox"/>	Y	<input type="checkbox"/>	Y	<input type="checkbox"/>
25 b	Schedule "B" – Plumbing		<input type="checkbox"/>	Y*	<input type="checkbox"/>	Y	<input type="checkbox"/>	Y	<input type="checkbox"/>
25 c	Schedule "B" – Fire Suppression (Performance specifications only)		<input type="checkbox"/>	Y*	<input type="checkbox"/>	Y	<input type="checkbox"/>	Y	<input type="checkbox"/>
26	Schedule E-1 (Residential Only)		<input type="checkbox"/>	Y*	<input type="checkbox"/>	Y	<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's to be annotated for this stage only.

X This document may be submitted after the time of intake but is required prior to building permit issuance.

ITEM NO.	DRAWINGS (An image of CP stamp required on every page, only one incidence of the digital certificate is required)	Excavation & Shoring (EXS)		Fdn/Struct up to Grade (FtoG)		Full Building (Full)		Tenant Improvement (TI)	
		CP	CoB	CP	CoB	CP	CoB	CP	CoB
27	Architectural Drawings		<input type="checkbox"/>	Y*	<input type="checkbox"/>	Y	<input type="checkbox"/>	Y	<input type="checkbox"/>
28	Building Code Compliance Drawings	Y	<input type="checkbox"/>		<input type="checkbox"/>	Y	<input type="checkbox"/>	Y	<input type="checkbox"/>
29	Landscape Drawings (as accepted by City of Burnaby for PPA)		<input type="checkbox"/>		<input type="checkbox"/>	X	<input type="checkbox"/>		<input type="checkbox"/>
30	Structural Drawings		<input type="checkbox"/>	Y*	<input type="checkbox"/>	Y	<input type="checkbox"/>	Y	<input type="checkbox"/>
31	Excavation and Shoring Drawings	Y	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
32	Erosion and Sediment Control Drawings	Y	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
33 a	Mechanical Drawings		<input type="checkbox"/>	Y*	<input type="checkbox"/>	Y	<input type="checkbox"/>	Y	<input type="checkbox"/>
33 b	Plumbing Drawings (c/w on-site services)		<input type="checkbox"/>	Y*	<input type="checkbox"/>	Y	<input type="checkbox"/>	Y	<input type="checkbox"/>
33 c	Fire Suppression Drawings (Performance specifications only)		<input type="checkbox"/>	Y*	<input type="checkbox"/>	Y	<input type="checkbox"/>	Y	<input type="checkbox"/>
34	Electrical Drawings (c/w load calculations)		<input type="checkbox"/>	Y*	<input type="checkbox"/>	Y	<input type="checkbox"/>	Y	<input type="checkbox"/>
35	Topographical Site Survey (certified within a year from BP issuance)	Y	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
36	Fire Truck Access Plan	Y	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
37	BC Land Survey (certified within a year from BP issuance)	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's to be annotated for this stage only.

X This document may be submitted after the intake but is required prior to building permit issuance.



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ITEM NO.	ADDITIONAL SUPPORTING DOCUMENTS (CP stamp required on cover or signature page only)	Excavation & Shoring (EXS)		Fdn/Struct up to Grade (FtoG)		Full Building (Full)		Tenant Improvement (TI)	
		CP	CoB	CP	CoB	CP	CoB	CP	CoB
			<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
			<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
			<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
			<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
			<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
			<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
			<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
			<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
			<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
			<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>

NOTES & REMARKS

(Correspond to item # where applicable)

I confirm the drawings submitted have been reviewed for Building Code coordination and compliance, and they are ____% complete. In addition, I have reviewed all building permit documents for completeness, correct address and legal descriptions.

(Affix Certified Professional Stamp)