



Building Division, Planning and Development Department
2ND Floor, 4949 Canada Way, Burnaby, BC V5G 1M2
Phone: 604-294-7130 Fax: 604-294-7986

Preliminary Plan Approval Confirmation of Changes Letter

Name of CP: _____

Date: _____

Project Address: _____

Building Permit No.: _____

I, _____ (Architectural Registered Professional of Record), hereby confirm that the drawings submitted for this stage of construction under the above noted Building Permit do not comply with the Preliminary Plan Approval drawings.

NOTE: All changes must be noted in the Table on Page 2. Particular attention should be paid to the following:

1. Permitted use(s).
2. Building exterior (e.g. doors, windows, siding, rooftop units, venting, change in overall building form including height).
3. Floor area(s) (e.g. additional floors, enclosed balconies, mezzanines, lofts, storage rooms).
4. On-site parking (e.g. add or delete parking stalls, layout changes) and loading and bicycles (e.g. configuration, dimensions, and vertical clearances).
5. Landscape.
6. Number of dwelling units or tenancies.
7. Setbacks/siting
8. Exterior Color
9. Step Code
10. Exterior artwork
11. Covenants

Plans and details must be submitted to illustrate the listed changes.

Further, I understand that it will be determined by staff at the City of Burnaby whether an amendment to the Preliminary Plan Approval is required as a result of these changes.

I also confirm that I understand this project may be audited by City staff for compliance with the Preliminary Plan Approval as issued.



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NOTE: Submit plans and details that illustrate the listed changes. Cloud changes on the drawings to reference the list.

DRAWING NO.	CHANGE DESCRIPTION Attach a separate sheet if required	REVISION NO.

Signed by: _____

Date: _____

Company Name: _____

Submitted by: _____

Date: _____

Company Name: _____

CP Stamp:

