

CP Submission File Naming Convention

The purpose of this brochure is to provide guidance to applicants on City of Burnaby's requirements for the file naming convention of digital submission documents forming part of the Certified Professional Program.

"This information is provided for convenience only and is not in substitution of applicable City Bylaws or Provincial or Federal Codes or laws. You must satisfy yourself that any existing or proposed construction or other works complies with such Bylaws, Codes or other laws."

What is the Certified Professional Program?

The Certified Professional (CP) Program is an alternative stream for building permit plan and field review processes in the City of Burnaby. The program will follow the requirements as outlined in the [Guide to the Certified Professional Program](#), published jointly by the Architectural Institute of British Columbia (AIBC) and Engineers and Geoscientists of British Columbia (EGBC).

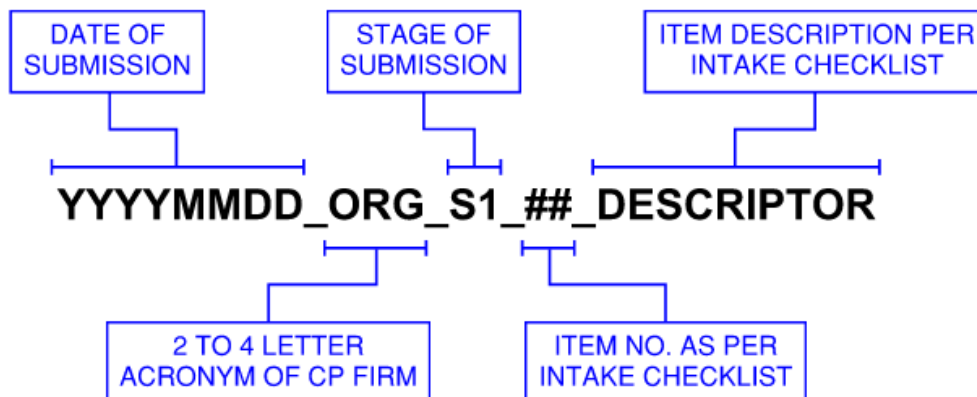
Applications under the CP Program can be made starting September 1st, 2023.

File Naming Convention

For Projects within the Certified Professional (CP) Program stream, staged building permit submission documents are required to be submitted to City of Burnaby's File Transfer Server.

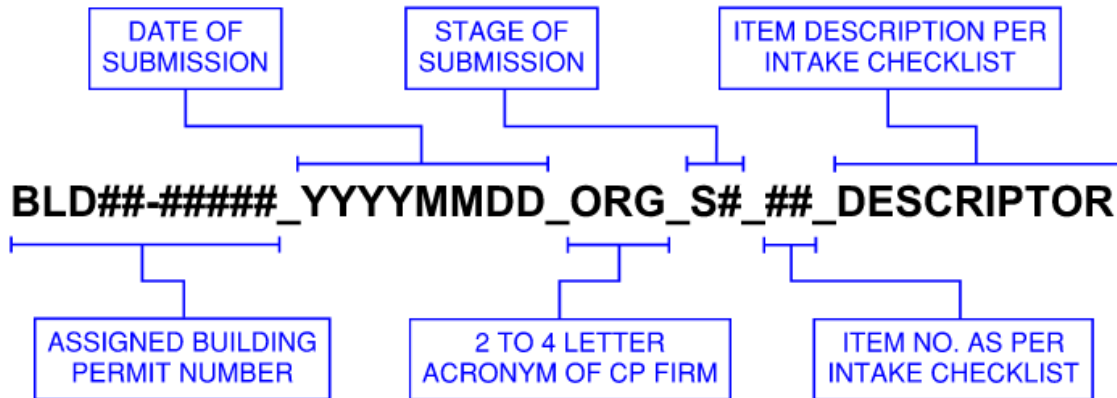
In order to ensure these submission documents can be appropriately identified and processed by our staff, it is crucial that applicants adhere to the following file naming convention prior to uploading to our server- with file naming convention differing between initial and subsequent submissions.

Initial Submission



Applicants will be informed of the assigned Building Permit No. once the initial submission has been processed, after which, all subsequent submission documents are required to include the Building Permit No. as follows.

Subsequent Submissions



Applicants are suggested to keep the descriptor in the file name short where possible, while still providing enough information to recognise the content of the file.

Examples

Examples of CP submission document names are as follows for reference.

Initial Submission

20230823_COB_S1_01_BP Application

20230823_COB_S1_05_PPA Confirmation

20230823_COB_S1_07_AS1 Report

Subsequent Submissions

BLD23-12345_20230823_COB_S2_20_STRU Schedule B

BLD23-12345_20230823_COB_S3_29_Staged Construction Form

BLD23-12345_20230823_COB_S3_30_ARCH Drawing

Further Information

For more information on the Burnaby's CP Program, refer to Burnaby CP Supplement on the [General Building Information](#) page of the City of Burnaby website.

For further questions relating to City of Burnaby's file naming convention requirements for CP Program documents, please contact the Building Department by telephone at 604-294-7130.