

INFORMATION GUIDE

Building Division
Planning and Development

Revised on May 29, 2025

Damaged Buildings

The purpose of this information guide is to inform property owners and contractors the process required for repairing a damaged building resulting from fire, flood or other natural or human-made disasters.

The information contained within this guide is for convenience only and does not serve to substitute or supersede applicable City Bylaws, governing Provincial / Federal Codes, and laws. Any references to Bylaws, Codes and laws pertain to those effective at the time of this guide's creation or revision. If the date on this guide exceeds three (3) years, the information contained may be outdated- in such circumstance, refer to the current Bylaws, Codes and laws. Building Owners are responsible for ensuring that any existing or proposed construction, and other works, comply with all applicable Bylaws, Codes and laws.

Background

The City of Burnaby has a very specific process to address buildings within the city that have been damaged due to fire, flood or other natural or human-made disasters.

This Information guide will assist in providing the necessary process and steps that must be taken for the reconstruction of the structure.

Information

Was your property constructed before 1991?

If the answer is yes, you must remove and dispose of all hazardous materials and substances on site and submit a [Clean-Up Certificate](#) indicating that the property is safe for the inspectors to enter to conduct the fire damage survey.

Process

Step 1 – Clean-up Certification

If your property was constructed before 1991, a [Clean-Up Certificate](#) is mandatory.

Any property constructed after 1992; the requirement of a Clean-up Certificate is at the discretion of the Building Inspection Supervisor.

The [Clean-Up Certificate](#) must be completed by a Certified Industrial Hygienist (CIH), Registered Occupational Hygienist (ROH), Certified Safety Professional (CSP), Canadian Registered Safety Professional (CRSP), or Professional Engineer (P. Eng.), provided that the holders of these qualifications has experience in the recognition, evaluation, and control of hazardous materials, or a combination of experience and education/training.

The Certification is required to comply with the WorkSafe BC Regulations.

Submission of the Clean-up Certificate can be done in person at the Building Division, 2nd Floor, 4949 Canada Way, Burnaby BC V5G 1M2 or by e-mail to Permits@Burnaby.ca.

Step 2 – Fire Damage Survey Inspection

A Fire Damage Survey inspection is carried out by the Building Division to identify reconstruction, upgrade, and permit requirements prior to re-occupancy of the damaged structure.

Once the Clean-up Certificate is received, the Building Division will contact the designated applicant to book a joint inspection, at which time a Building Inspector, Plumbing and Gas Inspector, and Electrical Inspector will inspect the building:

- You or your designated representative will be required to be present to provide access to the entire site.
- Following the Damage Survey you will be sent a letter, advising you of the required repairs, upgrades, and permits.

In most cases, City permits and inspections will be required for reconstruction, for larger sites such as multi-family and commercial properties a Preliminary Plan Approval (PPA) may also be required.

If unauthorized construction is found during the Fire Damage Survey Inspection, you will be required to remove or legalize the unauthorized construction otherwise it may be referred to Bylaw Enforcement.

All building permits for the repair of damaged structures (due to fire, flood, or other natural or human-made disasters) must be applied for in permit. Due to the complexity of such permits, online applications will not be accepted at this time.

Step 3 – Construction, Inspections and Re-Occupancy

All construction must conform to the British Columbia Building Code and City Bylaws.

Contractors must call for inspections by Building, Plumbing and Gas, and Electrical Inspectors during the reconstruction.

Following satisfactory completion of all inspections and rectification of any deficiencies, you will be allowed to reoccupy the building.

Further Information

For further information regarding damages to an existing building please contact the Building Division at 604-294-7130 or by email at permits@burnaby.ca.