

# Damaged Building

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

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*"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."*

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## First Step:

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 the certification indicating that the property is safe for the inspectors to enter to conduct the fire damage survey.

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.

## Second Step: Submit Clean-Up Certificate

Submit the Clean-Up Certificate to the City, in person to the Building Division, 2<sup>nd</sup> Floor, 4949 Canada Way, Burnaby BC V5G 1M2 or by e-mail to [Permits@Burnaby.ca](mailto:Permits@Burnaby.ca).

## Third Step: Damage Survey

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

Once the Clean-up Certificate is received, the Building Division will contact the designated individual 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.

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

## **The Fourth Step: Permits and Approvals**

A Building permit is required prior to commencing work.

Trades permits are obtained by plumber, electrician and gas fitter after the building permit is issued.

- See Building Department webpage: [Building Permits and Inspections](#).
- If you are reconstructing the property exactly as it was before the damage, you may be required to provide:
  - A scope of work,
  - A list of construction materials, and/or
  - Construction drawings
- If the damage was severe enough, you may be required to engage specialty consultants such as a Structural Engineer.

## **The Fifth Step: 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**

If you have any questions, contact the Building Division at 604-294-7130 or by e-mail at [Permits@Burnaby.ca](mailto:Permits@Burnaby.ca)