



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

BUILDING PERMIT APPLICATION  
R1 District - New Residential Building(s)

Application Date: \_\_\_\_\_  
Plan Checker (PC): \_\_\_\_\_  
Building Permit #: \_\_\_\_\_

Section 1: Property Information

SITE ADDRESS:			
LEGAL DESCRIPTION:	Lot:	Block:	DL:
			Plan:

Section 2: Purpose of Application

Description of Proposed Work:						
PROJECT VALUE (Includes cost of plans, materials, and labour):				Lot Size (m²):		
PROJECT VALUE \$						
Proposed Building Type(s) (Check ALL that apply):						
<input type="checkbox"/> New Single-Family Dwelling		<input type="checkbox"/> New Two-Family (Duplex) Dwelling		<input type="checkbox"/> Secondary Suite(s)		
<input type="checkbox"/> Two (2) Residential Buildings		<input type="checkbox"/> Three (3) or More Residential Buildings		<input type="checkbox"/> Accessory Building(s)		
<input type="checkbox"/> Apartment		<input type="checkbox"/> Row Housing (requires subdivision approval)		<input type="checkbox"/> Multiplex (3 or more primary dwellings in one building)		
<input type="checkbox"/> Attached Garage		<input type="checkbox"/> Detached Garage		<input type="checkbox"/> Attached Carport		<input type="checkbox"/> Detached Carport
<input type="checkbox"/> Parking Pad		<input type="checkbox"/> Swimming Pool		<input type="checkbox"/> Common Underground Parking		
<input type="checkbox"/> Other: _____						
Total Number of Residential Buildings (for entire site):		<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Total Number of Primary Dwelling Units:		<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Total Number of Secondary Suites:		<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	
Burnaby Housing Design Library						
Is this application associated with a design from the Burnaby Housing Library?					<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has the original design been modified?					<input type="checkbox"/> Yes	<input type="checkbox"/> No
Design ID:	<input type="checkbox"/> DL001	<input type="checkbox"/> DL002	<input type="checkbox"/> DL003	<input type="checkbox"/> DL004	<input type="checkbox"/> DL005	<input type="checkbox"/> DL006
	<input type="checkbox"/> DL007	<input type="checkbox"/> DL008	<input type="checkbox"/> DL009	<input type="checkbox"/> DL010	<input type="checkbox"/> DL011	<input type="checkbox"/> DL012
Is a demolition permit required?					<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is a tree permit required?					<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the building/property currently under strata-title ownership?					<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the building/property being converted to strata-title ownership?					<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will the electrical service for this property be greater than >200 Amps?					<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will there be more than three (3) floors above grade?					<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will the building(s) be sprinklered?					<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will the building(s) have a fire alarm system?					<input type="checkbox"/> Yes	<input type="checkbox"/> No

The following sections must be completed by the person signing the application form.

Section 3: Agent Contact Agent Authorization Form Required

AGENT CONTACT:		
ADDRESS:	CITY:	POSTAL CODE:
PHONE NUMBER:	E-MAIL:	

Section 4: Building Owner(s) Note: if complete demolition is required, this address must differ from the site address.

PROPERTY OWNER(s):		
PROPERTY OWNER(s):		
ADDRESS:	CITY:	POSTAL CODE:
PHONE NUMBER:	E-MAIL:	

Provide related permits and application information (if applicable):	
Engineering Pre-Application (required):	SSR
Demolition Permit:	DEMO
Sub-Division (required for Row Housing):	SUB
Tree Permit:	TRE
Rezoning:	REZ
Waste Diversion Application:	WDP
Sprinkler Permit:	FPP
Bylaw/Code Case:	BYL



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**Section 5: Designer or Architect (If required)**

NAME:		
COMPANY:		
ADDRESS:	CITY:	POSTAL CODE:
PHONE NUMBER:	E-MAIL:	

**Section 6: Contractor Business License Name**

CONTRACTOR:	Business License (IMBL or Burnaby):	
ADDRESS:	CITY:	POSTAL CODE:
PHONE NUMBER:	E-MAIL:	

**Section 7: Demolition Contractor Business License Name (If required)**

DEMOLITION CONTRACTOR:	Business License (IMBL or Burnaby):	
ADDRESS:	CITY:	POSTAL CODE:
PHONE NUMBER:	E-MAIL:	

**Section 8: Payment**

**Who will be paying for the application fees:**  
☐ Owner   ☐ Designer/Architect   ☐ Contractor   ☐ Agent Contact  
☐ Other: \_\_\_\_\_

**Who will be paying for the Engineering Fees including Damage Deposits:**  
☐ Owner   ☐ Designer/Architect   ☐ Contractor   ☐ Agent Contact  
☐ Other: \_\_\_\_\_

**Note:** Separate permits are required for electrical, plumbing, gas, heating installation, sprinkler permits and illuminated signs.

I acknowledge that the permit application fee is non-refundable.

- ☐ I represent and warrant to the City of Burnaby that I own the copyright and any other legal and intellectual property rights in and to the architectural drawings and plans (collectively, the “Drawings”) that I am submitting together with my building permit application. I consent to participating in the **e-Check Pilot program\*** and provide permission, and grant, a non-exclusive, non-transferable, royalty-free license, to Archistar and the City of Burnaby, to upload the Drawings into the eCheck platform, for the following purposes:
- to evaluate the Drawings against, and report on compliance with, applicable by-laws, regulations and rules;
  - to complete data fields on related permit applications in review
  - to inform how the City designs, applies, analyzes, updates, and reports on policies and regulations
  - to train and improve the functionality and performance of the eCheck platform, to enhance its ability to scan and interpret drawings, including detection of building features like doors, windows, and room types

Applicant Name: \_\_\_\_\_

☐ Owner   ☐ Agent Contact

Signature \_\_\_\_\_

Date \_\_\_\_\_

**\* eCheck Pilot Program:** We are inviting applicants to allow their drawings to be uploaded into our pilot digital permit review program eCheck. In its efforts to enhance the efficiency of development and building permit application processing, the City of Burnaby (referred to as "our", "us" or "we") is licensing the use of an automated digital zoning compliance tool and platform (licensed by us from Archistar Pty Ltd. ("Archistar"), a third party licensor) called eCheck which allows us to digitally evaluate digital architectural drawings against applicable by-laws, regulations, and rules. Our objective of incorporating eCheck into the permit issuance process is to use digital tools and services to facilitate quicker feedback to building permit applicants of drawing deficiencies, speed up the City’s review times and enhance overall customer service. The intent is to reduce delays and support faster issuance of your building permit. Currently, eCheck is a voluntary process, however we would like to ask for your support in helping to improve the service by consenting to participate in the pilot program. Please note, if you are the owner of the drawings, you will retain all ownership of copyright and other existing intellectual property rights that you currently have in your Drawings. There is no transfer of ownership in such drawings to either Archistar or the City of Burnaby as part of this process. We will not use any drawings without consent.

Personal information collected on this form is in accordance with s. 26(c) of the Freedom of Information and Protection of Privacy Act (RSBC 1996) for permitting purposes. Please be advised that permits are considered public records that are available in various City publications or disclosed through information requests. For questions regarding the collection, use and disclosure of personal information please contact the FOI Administrator at FOI@burnaby.ca or by calling 604-294-7944 or in person at City Hall at 4949 Canada Way, Burnaby.