

# Mechanical Equipment Installation and Retrofits in Existing Multi-Unit Residential Buildings (MURBS)

The purpose of this information guide is to provide guidance to Strata Councils, Property Managers and Electrical and Mechanical Contractors on the City of Burnaby's requirements for the installation of Mechanical Equipment such as Electric Vehicle Chargers, Heat pumps and Air Conditioning Units.

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*"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 If the date on this guide exceeds three (3) years, the information contained may be outdated- in such circumstance, refer to the current Bylaws, Codes and laws.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."*

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## Background

In many of these complexes the Main Electrical Service, Sub-Electrical Service and Individual Unit Electrical Service may not have or will have limited capacity to handle the increased electrical power demand that the additional mechanical loads require.

The Canadian Electrical Code (Part 1) contains the method for calculating load demand in Rules 8-200 and 8-202. The total number of units in a complex determines how adversely the various points all the systems are affected by increased loading.

With the ever-increasing submittals of Electrical Permit Applications for the installation of mechanical equipment in MURBS, the Electrical Inspections Division at the City of Burnaby has now implemented an updated process for the issuance of the applicable Electrical Permits.

## Permitting Process

Before any application is considered, the City of Burnaby must establish if a current Annual Operating Permit (AOP) for the complex is required. Determination of this requirement is dependent on the structure of the electrical distribution of the complex.

With an AOP in place, it will allow the Strata Council or Strata Management company to confer with the AOP holder and make an informed decision when a request to add mechanical equipment by an owner has been presented.

The holder of the AOP will be responsible for tracking and recording all mechanical equipment that is added to the system in addition to the regular duties of the holder. To achieve this, an updated load calculation for the complex will be necessary.

When applying for an electrical permit to add mechanical equipment the applicant must reference the AOP number with the application, submit detailed load calculations for the equipment being added. A copy of the load calculations must be made available to the AOP holder, the Strata Council and if applicable, the Strata Manager prior to signing the Electrical Consent to Construct Acknowledgement.

A signed Electrical Consent to Construct form letter must accompany the application.

Note: If any existing heating equipment is being removed from service and being replaced by a heat pump, a detailed heat loss calculation will need to be submitted with the application.

Once all the necessary documents have been submitted the electrical department will review and an electrical permit may be issued.

If you have any questions, please contact the Building Division at 604-294-7130, or [building@burnaby.ca](mailto:building@burnaby.ca).

### **Application Documents:**

- [City Of Burnaby Electrical Consent to Construct Acknowledgement of Strata Council or Property Manager Authority](#)
- [Electrical Permit Application for Multi Family, Commercial Building and Temporary Current](#)

### **Resources:**

- [City of Burnaby Information Guide Air Source Heat Pump Retrofit](#)
- [City of Burnaby Outdoor Appliance and Structures Bulletin](#)
- [TSBC Information Bulletin: Electric Vehicle Supply Equipment \(EVSE\) and Electric Vehicle Energy Management Systems \(EVEMS\)](#)
- [Vancouver Island Strata Owners Association](#)