



Building Division, Planning and Development Department  
4949 Canada Way, Burnaby, BC V5G 1M2  
Phone: 604-294-7130 Email: BPA@Burnaby.ca

# SUBMISSION CHECKLIST

## RESIDENTIAL ZONING - R1

Apartment Style and/or Common Underground Parking

PROJECT ADDRESS: \_\_\_\_\_ Completed By: \_\_\_\_\_

\*These documents are provided by the City of Burnaby.

DOCUMENTATION REQUIRED AT TIME OF BUILDING APPLICATION (Before acceptance of building permit application)	APPLICANT			INTERNAL	
	Yes	Seal	N/A	Yes	N/A
<b>*Approved Engineering Pre-Application Report</b> (Site sketch may also be required.) <a href="#">Engineering Development Review Process</a>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
<b>*Approved - Development Variance Permit</b> – if required, must be approved prior to applying for the building permit. <a href="#">Development Variance Permits</a>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>*Application Form</b> – completed and signed by applicant. (Only required for in-person applications) <a href="#">Building Permit Application for R1</a>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Land Title Search</b> – A current title search from the Land Title Office, for each parcel involved in the proposal, and if applicable, copies of restrictive covenants. (If new ownership, provide proof of ownership i.e., sales contract. The Land Title Form “A” will be required prior to issuance of any permits where a sales contract was provided.)	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
<b>*Schedule “F” Owner(s) Undertaking</b> – Signed by all owners on title. <a href="#">Schedule F - Owner(s) Undertaking</a>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
<b>*Consent to Construct Form</b> – *stratified properties. (If applicable, this must be signed by the strata or land title owners for all units.) <a href="#">Consent to Construction</a>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>*Agent Authorization Form</b> – Signed by all owners on title and completed by the applicant. (Required if there are multiple owners on title) <a href="#">Building Agent Authorization Form</a>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Geotechnical Report</b> – is required. (Signed, sealed, and dated by Architect or P. Eng with permit to practice number.)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
<b>*R1 Zoning Summary Checklist</b> – is required for all applications. <a href="#">R1-Zoning-Summary Checklist</a>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
<b>*Heritage and Archaeology Checklist</b> – is only required if the property is flagged as a Heritage or Archaeology site. <a href="#">Heritage and Archaeology Checklist</a>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
<b>Energy Modeling Report and Checklist from a Registered Professional</b> Step 2 of the BC Energy Step Code and EL-4 (Zero Carbon Performance) of the Zero Carbon Step Code. (Signed, sealed, and dated by Architect or P. Eng with permit to practice number.)	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
<b>Arborist Report</b> An arborist report must be prepared by an ISA Certified Arborist to assess existing trees either for retention or removal. <a href="#">Tree Removal &amp; Replacement</a>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>*Checklist for Electrical Clearance from Existing BC Hydro</b> <a href="#">Checklist for Clearance from Existing BC Hydro Overhead</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Electrical Load Calculation</b> – by licensed Electrical P. Eng with permit to practice number.	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
<b>Letter of Assurance – Schedule A</b> (Signed, sealed, and dated by Architect or P. Eng with permit to practice number.)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
<b>Letter of Assurance - Schedule B - Structural</b> (Signed, sealed, and dated by P. Eng with permit to practice number.)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
<b>Letter of Assurance – Schedule B – Geotechnical</b> (Signed, sealed, and dated by P. Eng with permit to practice number.)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>



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DOCUMENTATION REQUIRED AT TIME OF BUILDING APPLICATION (Continued)					
	APPLICANT			INTERNAL	
	Yes	Seal	N/A	Yes	N/A
<b>Letter of Assurance – Schedule B – Structural from Designated Structural Engineer (DSE)</b> ( <i>Signed, sealed, and dated by Designated P. Eng with permit to practice number .</i> )	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
<b>*Letter of Assurance – Schedule E-1 – Building Envelope Professional</b> ( <i>Signed, sealed, and dated by P. Eng with permit to practice number.</i> ) <a href="#">Building-Envelope-Schedule-E-1</a>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
If Building(s) are to be Sprinklered: <b>Letter of Assurance – Schedule B – Fire Suppression – Performance Specifications Only</b> ( <i>Signed, sealed, and dated by P. Eng with permit to practice number.</i> )  <b>OR</b> <b>Separate complete Sprinkler Permit Application is required.</b> <a href="#">Sprinkler Permit Application</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Energy Simulation Report</b> - where proposing passive cooling ( <i>Signed, sealed, and dated by P. Eng with permit to practice number.</i> ) <i>*Not required when providing permanent mechanical cooling (not including portable AC) to meet maximum 26°C refuge room requirement.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>*BC Building Code Analysis Summary</b> ( <i>Signed, sealed, and dated by Architect.</i> ) <a href="#">2024 BC Building Code Analysis Summary</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>*Checklist &amp; Sign-Off of Structural Independent Reviewer</b> <a href="#">Independent-Review-of-Structural-Design</a>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
<b>*Waste Diversion Application Form</b> – required for all demolitions to existing property. <a href="#">Construction And Demolition Waste Diversion Plan Permit</a>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

  

DRAWINGS REQUIRED AT TIME OF APPLICATION (Before acceptance of building permit application)	APPLICANT			INTERNAL	
	Yes	Seal	N/A	Yes	N/A
All building permit submission drawings shall be: <ul style="list-style-type: none"> <li>to scale, legible and must be double lined drawings (except site plans).</li> <li>compliant with the current British Columbia Building Code (BCBC) and Burnaby Zoning Bylaw R1 District in its entirety and specified as such on the drawings.</li> </ul> For in-person applications: <ul style="list-style-type: none"> <li>Two (2) sets of complete drawings are required.</li> <li>All required documents and drawings must be wet stamped and signed.</li> <li>The drawings shall be submitted on sheets no larger than 24 inches by 36 inches (600 x 1000mm).</li> </ul> <i>*Further documents and drawings may be required during the review stage.</i>					
<b>Reduced Site Plan</b> – no larger than 11"x 17".	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
<b>Topographical Survey</b> – signed, sealed and not more than twelve (12) months old.	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>



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### DRAWINGS REQUIRED AT TIME OF APPLICATION (Continued)

	APPLICANT			INTERNAL	
	Yes	Seal	N/A	Yes	N/A
<b>Posting/Subdivision Plan</b> – signed, sealed and not more than twelve (12) months old.	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
<b>Architectural Drawings including Building Envelope</b> - signed, sealed, and dated by a Registered Architect with permit to practice number.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Structural Drawings</b> - signed, sealed, and dated by P. Eng with permit to practice number.	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
<b>Electrical Drawings</b> - signed, sealed, and dated by P. Eng with permit to practice number.	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
<b>Mechanical Drawings</b> (including Fire Performance Specifications if applicable) signed, sealed, and dated by P. Eng with permit to practice number.	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
<b>Plumbing Drawings</b> - signed, sealed, and dated by P. Eng with permit to practice number.	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
<b>On-Site Service Plumbing Drawings</b> (if separate from Plumbing Drawings) signed, sealed, and dated by P. Eng with permit to practice number.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Fire Truck Access Plan</b>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>