

SUBMISSION CHECKLIST

RESIDENTIAL ZONING - R1

Revised: December 1, 2024

Apartment Style and/or Common Underground Parking

PROJECT ADDRESS:Completed E	PROJECT ADDRESS:Completed By:					
*These documents are provided by the City of Burnaby.	APPLICANT			INTERNAL		
DOCUMENTATION REQUIRED AT TIME OF BUILDING APPLICATION	V	01	NI/A	V	NI/A	
(Before acceptance of building permit application)	Yes	Seal	N/A	Yes	N/A	
*Approved Engineering Pre-Application Report						
(Site sketch may also be required.) Engineering Development Review Process						
*Approved - Development Variance Permit – if required, must be approved	_					
prior to applying for the building permit. <u>Development Variance Permits</u>						
*Application Form – completed and signed by applicant. (Only required for in-person applications) Building Permit Application for R1						
Land Title Search – 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.)						
*Schedule "F" Owner(s) Undertaking – Signed by all owners on title.						
Schedule F - Owner(s) Undertaking						
*Consent to Construct Form – *stratified properties. (If applicable, this must be signed by the strata or land title owners for all units.) Consent to Construction						
*Agent Authorization Form – Signed by all owners on title and completed by						
the applicant. (Required if there are multiple owners on title)						
Building Agent Authorization Form	_				_	
Geotechnical Report – is required. (Signed, sealed, and dated by Architect or P. Eng with permit to practice number.)						
*R1 Zoning Summary Checklist – is required for all applications.						
R1-Zoning-Summary Checklist						
*Heritage and Archaeology Checklist – is only required if the property is flagged as a Heritage or Archaeology site. Heritage and Archaeology Checklist						
Energy Modeling Report and Checklist from a Registered Professional						
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.)						
Arborist Report						
An arborist report must be prepared by an ISA Certified Arborist to assess existing trees either for retention or removal. Tree Removal & Replacement						
*Checklist for Electrical Clearance from Existing BC Hydro						
Checklist for Clearance from Existing BC Hydro Overhead						
Electrical Load Calculation – by licensed Electrical P. Eng with permit to practice						
number.						
Letter of Assurance – Schedule A						
(Signed, sealed, and dated by Architect or P. Eng with permit to practice number.)						
Letter of Assurance - Schedule B - Structural						
(Signed, sealed, and dated by P. Eng with permit to practice number.)						
Letter of Assurance – Schedule B – Geotechnical						
(Signed, sealed, and dated by P. Eng with permit to practice number.)						

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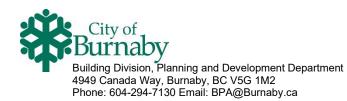
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	APPLICANT			INTERNAL				
	Yes	Seal	N/A	Yes	N/A			
Letter of Assurance – Schedule B – Structural from Designated Structural								
Engineer (DSE) (Signed, sealed, and dated by Designated P. Eng with permit to practice number .)								
*Letter of Assurance – Schedule E-1 – Building Envelope Professional (Signed, sealed, and dated by P. Eng with permit to practice number.) Building-Envelope-Schedule-E-1								
If Building(s) are to be Sprinklered:								
Letter of Assurance – Schedule B – Fire Suppression – Performance Specifications Only (Signed, sealed, and dated by P. Eng with permit to								
practice number.)								
OR								
Separate complete Sprinkler Permit Application is required. Sprinkler Permit Application								
Energy Simulation Report - where proposing passive cooling (Signed, sealed, and dated by P. Eng with permit to practice number.) *Not required when providing permanent mechanical cooling (not including								
portable AC) to meet maximum 26°C refuge room requirement.								
*BC Building Code Analysis Summary (Signed, sealed, and dated by Architect.) 2024 BC Building Code Analysis Summary								
*Checklist & Sign-Off of Structural Independent Reviewer								
Independent-Review-of-Structural-Design								
*Waste Diversion Application Form – required for all demolitions to existing property. Construction And Demolition Waste Diversion Plan Permit								
	APPLICANT INTERNAL				ERNAL			
DRAWINGS REQUIRED AT TIME OF APPLICATION	Yes	Seal	N/A	Yes	N/A			
(Before acceptance of building permit application)								
 All building permit submission drawings shall be: to scale, legible and must be double lined drawings (except site plans). 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. For in-person applications: Two (2) sets of complete drawings are required. All required documents and drawings must be wet stamped and signed. The drawings shall be submitted on sheets no larger than 24 inches by 36 inches (600 x 1000mm). *Further documents and drawings may be required during the review stage. 								
Reduced Site Plan – no larger than 11"x 17".								
Topographical Survey – signed, sealed and not more than twelve (12) months old.								

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

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