

## SUBMISSION CHECKLIST RESIDENTIAL ZONING - R1

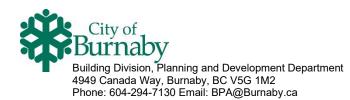
New Single-Family and Duplex Dwellings (with or without secondary suites)

Revised: December 1, 2024

PROJECT ADDRESS:	Completed By:
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*These documents are provided by the City of Burnaby.	APPLICANT		INTERNAL		
DOCUMENTATION REQUIRED AT TIME OF BUILDING APPLICATION	Yes	Seal	N/A	Yes	N/A
(Before acceptance of building permit application)			, .		
*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. Development Variance Permits					
*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.					П
Schedule F - Owner(s) Undertaking	Ш				
*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 Form					
*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 only required if the property is flagged as a					
floodplain or slope instability area.					
*Heritage and Archaeology Checklist – is only required if the property is					
flagged as a Heritage or Archaeology site.					
Heritage and Archaeology Checklist					
BC Step Code Compliance Checklist (Pre-Construction) For each building					
on the lot.				1	
*R1 Zoning Summary Checklist – is required for all applications.					
R1-Zoning-Summary Checklist					
<b>Hot 2000 Reports</b> – House with Standard Operating Conditions for each proposed building on the lot. ( <i>Reference house report required for building</i>					П
conforming to Step 5 of BC Energy Step Code)					Ш
*Checklist for Electrical Clearance from Existing BC Hydro					
Checklist for Clearance from Existing BC Hydro Overhead					
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.)					
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.					

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DOCUMENTATION REQUIRED AT TIME OF BUILDING APPLICATION (Continued)						
	APPLICANT			INTERNAL		
	Yes	Seal	N/A	Yes	N/A	
*Waste Diversion Application Form – required for all demolitions to existing property. Construction And Demolition Waste Diversion Plan Permit						

property. Construction And Demontion Waste Diversion Flan Fermit					
	APPLICANT			INTERNAL	
DRAWINGS REQUIRED AT TIME OF APPLICATION (Before acceptance of building permit application)	Yes	Seal	N/A	Yes	N/A
<ul> <li>All building permit submission drawings shall be:</li> <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 Burna and specified as such on the drawings.</li> </ul>	aby Zoni	ng Bylav	w R1 Dis	strict in i	s entirety
<ul> <li>For in-person applications:</li> <li>Two (2) sets of complete drawings are required.</li> <li>All required documents and drawings must be wet stamped and signed.</li> </ul>					

• 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".				
<b>Topographical Survey</b> – signed, sealed and not more than twelve (12) months old.				
<b>Posting/Subdivision Plan</b> – signed, sealed and not more than twelve (12) months old.				
<b>Site Plan</b> (scale 1/8" = 1'-0" or 1/16" = 1'-0" for larger site).				
Foundation, Floor, Cross Sections and Roof Plans (scale: 1/4" = 1'-0").				
Construction Detail Drawings (scale: 1/2" = 1'-0").				
Elevation Drawings (scale: 1/4" = 1'-0").				
<b>Structural Drawings</b> (scale: 1/4" = 1'-0") - signed, sealed, and dated by P. Eng with permit to practice number.				

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