



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

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	Digital Seal	N/A	Yes	N/A
<b>*Approved Engineering Pre-Application Report and Site Sketch</b> <a href="#">Engineering Development Review Process</a>	<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 Form</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 only required if the property is flagged as a floodplain or slope instability area.	<input type="checkbox"/>		<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>BC Step Code Compliance Checklist (Pre-Construction)</b> For each building on the lot.	<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>Hot 2000 Reports</b> – House with Standard Operating Conditions for each proposed building on the lot. (Reference house report required for building conforming to Step 5 of BC Energy Step Code)	<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"/>
<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"/>	<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"/>	<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"/>



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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> *Further documents and drawings may be required during the review stage.					
<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"/>
<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>Site Plan</b> (scale 1/8" = 1'-0" or 1/16" = 1'-0" for larger site).	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
<b>Foundation, Floor, Cross Sections and Roof Plans</b> (scale: 1/4" = 1'-0").	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
<b>Construction Detail Drawings</b> (scale: 1/2" = 1'-0").	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
<b>Elevation Drawings</b> (scale: 1/4" = 1'-0").	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
<b>Structural Drawings</b> (scale: 1/4" = 1'-0") - signed, sealed, and dated by P. Eng with permit to practice number.	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>