

## SUBMISSION CHECKLIST RESIDENTIAL ZONING - R1

Row Housing

PROJECT ADDRESS:Completed By:							
*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)	res	Seal	IN/A	res	IN/A		
*Approved Engineering Pre-Application Report	]			]			
(Site sketch may also be required.) Engineering Development Review Process							
*Approved – Sub-Division Subdivision Process							
BC Hydro Acknowledgement – required if the electrical connection for the property is greater than ≥ 200 Amps. BC Hydro Approval will be required prior to issuance of the permit. To submit your BC Hydro check, you can log into 'My Hydro' account or contact							
BC Hydro Express Connect at 1-877-520-1355							
*Approved - Development Variance Permit – if required, must be approved							
prior to applying for the building permit. <u>Development Variance Permits</u>							
* <b>Application Form</b> – completed and signed by applicant. (Only required for in-person applications) <u>Building Permit Application for R1</u>							
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 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							
<b>Geotechnical Report</b> – 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							
<b>BC Step Code Compliance Checklist</b> ( <i>Pre-Construction</i> ) – For each building on the lot.							
*R1 Zoning Summary Checklist - Row House – is required for all applications. <u>R1 Zoning Summary Checklist – Row House</u>							
Arborist Report An arborist report must be prepared by an ISA Certified Arborist to assess existing trees either for retention or removal. <u>Tree Removal &amp; Replacement</u>							
Hot 2000 Reports – House with Standard Operating Conditions for each							
proposed building on the lot. ( <i>Reference house report required for building</i>							
conforming to Step 5 of BC Energy Step Code)							
*Checklist for Electrical Clearance from Existing BC Hydro Checklist for Clearance from Existing BC Hydro Overhead							



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

**Row Housing** 

DOCUMENTATION REQUIRED AT TIME OF BUILDING APPLICATION (Continued)						
	APPLICANT			INTERNAL		
	Yes	Seal	N/A	Yes	N/A	
*Electrical Load Calculation – by licensed electrical contractor or P. Eng. Electrical Load Calculations - Intake Checklist - R1						
<b>Letter of Assurance – Schedule A</b> (Signed, sealed, and dated by Architect or <i>P</i> . Eng with permit to practice number.)						
<b>Letter of Assurance - Schedule B – Structural</b> (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.)						
*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						
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.						
*Waste Diversion Application Form – required for all demolitions to existing property. <u>Construction And Demolition Waste Diversion Plan Permit</u>						

		APPLICANT			INTERNAL		
DRAWINGS REQUIRED AT TIME OF APPLICATION	Yes	Seal	N/A	Yes	N/A		
(Before acceptance of building permit application)							
All building normit submission drawings shall be:							

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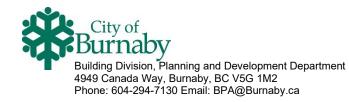
- to scale, legible and must be double lined drawings (except site plans).
- compliant with the current British Columbia Building Code (BCBC) and Burnaby Zoning Bylaw R1 District in its entirety and specified as such on the drawings.

For in-person applications:

- Three (3) 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".			
<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").			



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DRAWINGS REQUIRED AT TIME OF APPLICATION (Continued)						
	APPLICANT			INTERNAL		
	Yes	Seal	N/A	Yes	N/A	
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.						
<b>Interior Isometric Plumbing Drawings</b> – by a certified licensed plumber or signed, sealed and dated by P. Eng with permit to practice.						
<b>Plumbing On-Site (Civil) Drawings</b> complete with site servicing calculations – signed, sealed, and dated by P. Eng with permit to practice number.						