

SUBMISSION CHECKLIST

RESIDENTIAL ZONING - R1

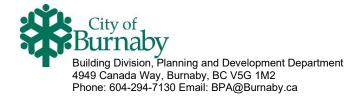
Revised: December 1, 2024

Two Residential Buildings or Electrical Service that is more than 200Amps (Maximum of two (2) primary dwelling units per building)

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 (Before acceptance of building permit application)		Seal	N/A	Yes	N/A
*Approved Engineering Pre-Application Report (Site sketch may also be required.) Engineering Development Review 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. 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. 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					
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.					
*R1 Zoning Summary Checklist – is required for all applications. R1-Zoning-Summary Checklist					
Hot 2000 Reports – 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)					
*Checklist for Electrical Clearance from Existing BC Hydro Checklist for Clearance from Existing BC Hydro Overhead					
*Electrical Load Calculations - R1 - Intake Checklist Electrical Load Calculations - Intake Checklist - R1					

Page: 1 of 2



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(Maximum of two (2) primary dwelling units per building)

	DOCUMENTATION REQUIRED AT TIME OF BUILDING APPLICATION (Continued)									
	APPLICANT INT			ERNAL						
	Yes	Seal	N/A	Yes	N/A					
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.										
*Waste Diversion Application Form – required for all demolitions to existing										
property. Construction And Demolition Waste Diversion Plan Permit										
	ı	•								
	Al	PPLICA	NT	INTERNAL						
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:	, 00	Jour	. 177	. 00	. 4// (
 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 	ches (60	00 x 100	0mm).							
*Further documents and drawings may be required during the review stage. Reduced Site Plan – no larger than 11"x 17".										
Troubled Site Flair Hollarger than 11 X 17.										
Topographical Survey – signed, sealed and not more than twelve (12) months old.										
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Topographical Survey – signed, sealed and not more than twelve (12) months old. Posting/Subdivision Plan – signed, sealed and not more than twelve (12) months old. Site Plan (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").										

Page: 2 of 2