



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

SUBMISSION CHECKLIST

R1 Additions and Alterations

Existing Single-Family and Duplex Dwellings  
(1 or 2 primary dwelling units in one building)  
(with or without secondary suites)

PROJECT ADDRESS: \_\_\_\_\_ Completed By: \_\_\_\_\_

Date: \_\_\_\_\_

**ALTERATIONS:** PROVIDE DOCUMENTS AND DRAWINGS LISTED IN **SECTION A** AT THE TIME OF BUILDING PERMIT APPLICATION

**ADDITIONS:** PROVIDE DOCUMENTS AND DRAWINGS LISTED IN **SECTION A** AND **SECTION B** AT THE TIME OF BUILDING PERMIT APPLICATION

IS NEW STRATIFICATION PROPOSED?

☐ YES ☐ NO

\*These documents are provided by the City of Burnaby.

SECTION A

DOCUMENTATION REQUIRED AT TIME OF BUILDING APPLICATION (Before acceptance of building permit application)	APPLICANT			INTERNAL	
	Yes	Seal	N/A	Yes	N/A
<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. <i>(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.)</i>	<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> – <a href="#">*stratified properties</a> . <i>(If applicable, this must be signed by the strata or land title owners for all units.)</i> <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. <i>(Required if there are multiple owners on title)</i> <a href="#">Building Agent Authorization Form</a>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>*Heritage and Archaeology Checklist</b> – <i>is only required if the property is flagged as a Heritage or Archaeology site.</i> <a href="#">Heritage and Archaeology Checklist</a>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Letter of Assurance – Schedule B – Structural</b> – <i>If applicable. (Signed, sealed, and dated by P. Eng with permit to practice number.)</i>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SECTION A

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> <p><i>*Further documents and drawings may be required during the review stage.</i></p>					
<b>Records of existing City of Burnaby permits and drawings.</b> Records can be requested by contacting the <a href="#">Building Division - Records</a> <i>(If no existing City records, email confirmation from Building Division – Records, must be provided).</i>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
<b>Topographical Survey/Posting Plan</b> – <i>(signed, sealed and not more than twelve (12) months old). – If applicable.</i>	<input type="checkbox"/>	<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"/>	<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”). – <i>If applicable.</i>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Structural Drawings</b> (scale: 1/4” = 1’-0”) - <i>(Signed, sealed, and dated by P. Eng with permit to practice number.)– If applicable.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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# SUBMISSION CHECKLIST

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SECTION B	APPLICANT			INTERNAL	
	Yes	Seal	N/A	Yes	N/A
OTHER REQUIREMENTS FOR R1 ADDITIONS REQUIRED AT TIME OF APPLICATION (Before acceptance of building permit application)					
Reduced Site Plan – no larger than 11”x 17”.	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
Geotechnical Report – if the property is flagged as a floodplain or slope instability area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Letter of Assurance – Schedule B – Geotechnical (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"/>
*Checklist for Electrical Clearance from Existing BC Hydro <a href="#">Checklist for Clearance from Existing BC Hydro Overhead</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BC Step Code Compliance Checklist (Pre-Construction). - Applicable to addition of dwelling unit(s).	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hot 2000 Reports – House with Standard Operating Conditions. (Reference house report required for building conforming to Step 5 of BC Energy Step Code). - Applicable to addition of dwelling unit(s).	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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. - Applicable to addition of dwelling unit(s).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>