

SUBMISSION CHECKLIST

R1 Additions and Alterations

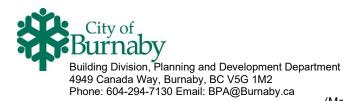
Part 3 or Apartment Style

(More Than Three (3) Floors Above Grade or a Footprint Greater than 600m²)

PROJECT ADDRESS:	Completed By:	
	Date:	

 $\underline{\textit{ALTERATIONS:}}$ PROVIDE DOCUMENTS AND DRAWINGS LISTED IN $\underline{\textit{SECTION A}}$ 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		APPLICANT		INTE	INTERNAL	
DOCUMENTATION REQUIRED AT TIME OF BUILDING APPLICATION	Yes	Seal	N/A	Yes	N/A	
(Before acceptance of building permit application)	162	Seal	IN/A	162	IN/A	
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.) <u>Consent to Construction Form</u>						
*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						
*Heritage and Archaeology Checklist – is only required if the property is flagged as a Heritage or Archaeology site. Heritage and Archaeology Checklist						
Letter of Assurance – Schedule A – If applicable.						
(Signed, sealed, and dated by Architect or P. Eng with permit to practice number.)						
Letter of Assurance – Schedule B – Architectural						
(Signed, sealed, and dated by Architect)						
Letter of Assurance – Schedule B – Structural from Designated Structural						
Engineer (DSE) – If applicable.						
(Signed, sealed, and dated by Designated P. Eng with permit to practice number.)						
Letter of Assurance - Schedule B - Building Envelope Professional - If						
applicable.						
(Signed, sealed, and dated by Architect or P. Eng with permit to practice number.)					Ш	
*Letter of Assurance – Schedule E-1 – Building Envelope Professional – If						
applicable.						
(Signed, sealed, and dated by Architect or P. Eng with permit to practice number.)						
Building-Envelope-Schedule-E-1						
Letter of Assurance – Schedule B – Electrical – If applicable.						
(Signed, sealed, and dated by P. Eng with permit to practice number.)						
Letter of Assurance – Schedule B – Mechanical – If applicable.						
(Signed, sealed, and dated by P. Eng with permit to practice number.)						
Letter of Assurance – Schedule B – Plumbing – If applicable.						
(Signed, sealed, and dated by P. Eng with permit to practice number.)		Ш			Ш	
Letter of Assurance – Schedule B – Plumbing On-Site Services – If						
applicable and if not included in Plumbing P. Eng's scope.)					п	
(Signed, sealed, and dated by P. Eng with permit to practice number.)						
*BC Building Code Analysis Summary (Signed, sealed, and dated by						
Architect.) 2024 BC Building Code Analysis Summary may be required	J]]		



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If Building(s) is sprinklered and further sprinkler work is proposed: Letter of Assurance – Schedule B – Fire Suppression – Performance Specifications Only (Signed, sealed, and dated by P. Eng with permit to practice number.)			
OR			
Separate Complete Sprinkler Permit Application may be required. Sprinkler Permit Application			

SECTION A		APPLICANT			INTERNAL	
DRAWINGS REQUIRED AT TIME OF APPLICATION						
(Before acceptance of building permit application)	Yes	Seal	N/A	Yes	N/A	
All building permit submission drawings shall be:						
 to scale, legible and must be double lined drawings (except site plans). 						
 compliant with the current British Columbia Building Code (BCBC) and Burnaby and specified as such on the drawings. 	Zoning	Bylaw F	R1 Distri	ct in its e	entirety	
*Further documents and drawings may be required during th	e reviev	v stage.				
Records of existing City of Burnaby permits and drawings.						
Records can be requested by contacting the <u>Building Division - Records</u>					_	
(If no existing City records, email confirmation from Building Division – Records,					Ш	
must be provided).						
Topographical Survey/Posting Plan- (signed, sealed and not more than twelve						
(12) months old). – If applicable.						
Architectural Drawings						
(Five (5) or more total units (including secondary suites in one building) will require plans to be signed, sealed, and dated by a Registered Architect with permit to						
practice number.) – Maybe required.						
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").						
Construction Detail Drawings (scale: 1/2" = 1'-0").						
Elevation Drawings (scale: 1/4" = 1'-0") If applicable.						
Architectural Building Envelope Drawings – If applicable.]		_	
(Three (3) or more primary dwelling units in one building)						
Structural Drawings (scale: 1/4" = 1'-0") – If applicable.						
(Signed, sealed, and dated by Designated P. Eng with permit to practice						
number.)						
Plumbing Drawings – If applicable.		_				
(Signed, sealed, and dated by P. Eng with permit to practice number.)						
Mechanical Drawings (including Fire Performance Specifications) – <i>If applicable.</i>						
(Signed, sealed, and dated by P. Eng with permit to practice number.)		Ш				
Electrical Drawings – If applicable.						
(Signed, sealed, and dated by P. Eng with permit to practice number.).					Ц	
SECTION B APPLICA		PLICA	NT	INTER	RNAL	

SECTION B		APPLICANT			INTERNAL	
OTHER REQUIREMENTS FOR R1 ADDITIONS REQUIRED AT TIME OF APPLICATION (Before acceptance of building permit application)		Seal	N/A	Yes	N/A	
Reduced Site Plan – no larger than 11"x 17".						
Geotechnical Report – if the property is flagged as a floodplain or slope instability area.						
Letter of Assurance – Schedule B – Geotechnical (Signed, sealed, and dated by P. Eng with permit to practice number.)						