



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

Part 3 or Apartment Style

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

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
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.)	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
*Schedule “F” Owner(s) Undertaking – Signed by all owners on title. Schedule F - Owner(s) Undertaking	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
*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	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*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	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*Heritage and Archaeology Checklist – is only required if the property is flagged as a Heritage or Archaeology site. Heritage and Archaeology Checklist	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Letter of Assurance – Schedule A – If applicable. (Signed, sealed, and dated by Architect or P. Eng with permit to practice number.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Letter of Assurance – Schedule B – Architectural (Signed, sealed, and dated by Architect)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
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.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Letter of Assurance - Schedule B – Building Envelope Professional – If applicable. (Signed, sealed, and dated by Architect or P. Eng with permit to practice number.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Letter of Assurance – Schedule B – Electrical – If applicable. (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"/>
Letter of Assurance – Schedule B – Mechanical – If applicable. (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"/>
Letter of Assurance – Schedule B – Plumbing – If applicable. (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"/>
Letter of Assurance – Schedule B – Plumbing On-Site Services – If applicable and if not included in Plumbing P. Eng’s scope.) (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"/>
*BC Building Code Analysis Summary (Signed, sealed, and dated by Architect.) 2024 BC Building Code Analysis Summary may be required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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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 (<i>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"/>	<input type="checkbox"/>
OR					
Separate Complete Sprinkler Permit Application <i>may be required.</i> Sprinkler Permit Application	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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: <ul style="list-style-type: none">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. <p><i>*Further documents and drawings may be required during the review stage.</i></p>					
Records of existing City of Burnaby permits and drawings. Records can be requested by contacting the Building Division - Records (If no existing City records, email confirmation from Building Division – Records, must be provided).	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
Topographical Survey/Posting Plan – (<i>signed, sealed and not more than twelve (12) months old</i>). – <i>If applicable.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.) – <i>Maybe required.</i>					
Site Plan (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"/>	<input type="checkbox"/>
Foundation, Floor, Cross Sections and Roof Plans (scale: 1/4" = 1'-0").	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Construction Detail Drawings (scale: 1/2" = 1'-0").	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Elevation Drawings (scale: 1/4" = 1'-0"). – <i>If applicable.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Architectural Building Envelope Drawings – <i>If applicable.</i> (Three (3) or more primary dwelling units in one building)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Structural Drawings (scale: 1/4" = 1'-0") – <i>If applicable.</i> (Signed, sealed, and dated by Designated P. Eng with permit to practice number.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plumbing Drawings – <i>If applicable.</i> (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"/>
Mechanical Drawings (including Fire Performance Specifications) – <i>If applicable.</i> (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"/>
Electrical Drawings – <i>If applicable.</i> (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"/>

SECTION B

	APPLICANT			INTERNAL	
OTHER REQUIREMENTS FOR R1 ADDITIONS REQUIRED AT TIME OF APPLICATION (Before acceptance of building permit application)	Yes	Seal	N/A	Yes	N/A
Reduced Site Plan – no larger than 11"x 17".	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
Geotechnical Report – <i>if the property is flagged as a floodplain or slope instability area.</i>	<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"/>