



Building Division, Planning and Development Department
 2ND FLR, 4949 Canada Way, Burnaby, BC V5G 1M2
 Phone: 604-294-7130 Email: BPA@Burnaby.ca

SUBMISSION CHECKLIST

NEW COMMERCIAL AND ADDITIONS

Multi-Residential, Industrial and Institutional

PROJECT ADDRESS:		Completed By:	
PROJECT NAME:			
PROJECT DESCRIPTION:			
PPA #:		SUBDIVISION #:	

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

**** All drawings and documents prepared by a Registered Professional shall be signed, sealed, and dated, and if by a P. Eng must have a permit to practice number.**

DOCUMENTATION REQUIRED AT TIME OF BUILDING PERMIT APPLICATION (Before acceptance of building permit application)		APPLICANT		Staff ONLY INTERNAL	
		Yes	N/A	Yes	N/A
01	*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"/>
02	*Consent to Construct Form - <i>*stratified properties.</i> <i>(If applicable, this must be signed by the strata or land title owners for all units.)</i> Consent to Construction Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03	*Agent Authorization Form - Signed by all owners on title and completed by the applicant. <i>(Required if there are multiple owners on title.)</i> Building Agent Authorization Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04	Letter of Assurance - Schedule A - CRP	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
05	Letter of Assurance - Schedule B - Architectural	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
06	Letter of Assurance - Schedule B - Structural	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
07	Letter of Assurance - Schedule B - Mechanical	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
08	Letter of Assurance - Schedule B - Plumbing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09	Letter of Assurance - Schedule B - Plumbing - On-site Services	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
10	Letter of Assurance - Schedule B - Fire Suppression Performance Specifications <i>(if applicable)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Letter of Assurance - Schedule B - Electrical	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
12	Letter of Assurance - Schedule B - Geotechnical	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
13	*Schedule E-1 - Building Envelope Professional **Required for Residential Projects Only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	*BC Building Code Analysis Summary 2024 BC Building Code Analysis Summary	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
15	BC Land Survey	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
16	Geotechnical Report (include methane)	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
17	Alternative Solutions Application(s) - <i>must be applied for separately.</i> How to submit Alternative Solutions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18	Energy Modeling Report and Energy Design Checklist for Part 3 Buildings and/or;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Energy Report & BC Step Code Compliance Checklist (Pre-Construction) for Part 9 Buildings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

