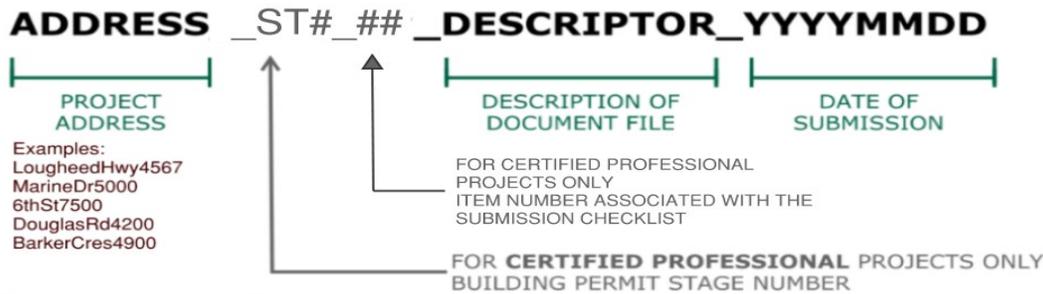# Digital Building Permit Applications

The purpose of this information guide is to outline requirements for online building permit applications for residential, commercial, industrial, instutuional and Certified Professional projects. This guide does not apply to "Tenant Improvement Building Permit Applications."

"The information contained within this guide is for convenience only and does not serve to substitute or supersede applicable City Bylaws, governing Provincial / Federal Codes, and laws. Any references to Bylaws, Codes and laws pertain to those effective at the time of this guide's creation or revision. If the date on this guide exceeds three (3) years, the information contained may be outdated- in such circumstance, refer to the current Bylaws, Codes and laws. Building Owners are responsible for ensuring that any existing or proposed construction, and other works, comply with all applicable Bylaws, Codes and laws."

File Naming Convention

To ensure that submission documents can be promptly identified and processed by our staff, it is crucial that applicants adhere to the following file naming convention prior to uploading to My Permits Portal.

ADDRESS _ST#_## _DESCRIPTOR_YYYYMMDD

PROJECT ADDRESS
Examples:
LougheedHwy4567
MarineDr5000
6thSt7500
DouglasRd4200
BarkerCres4900

FOR **CERTIFIED PROFESSIONAL** PROJECTS ONLY
BUILDING PERMIT STAGE NUMBER

DESCRIPTION OF DOCUMENT FILE

FOR CERTIFIED PROFESSIONAL PROJECTS ONLY
ITEM NUMBER ASSOCIATED WITH THE SUBMISSION CHECKLIST

DATE OF SUBMISSION

For consistency, descriptors shall use the abbreviations established on the table below, which our staff will be familiar with. Otherwise, descriptors shall be spelled out.

Document Type Abbreviations

Descriptor	Abbreviation
Drawings	Dwg
Schedule (A, B, E-1…)	Sch

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Report	Rpt
Letter	Ltr
Code Compliance	Code

Discipline Type Abbreviations

Descriptor	Abbreviation
Architectural	Arch
Structural	Stru
Electrical	Elec
Mechanical	Mech
Plumbing[*]	Plm[*]
Plumbing Onsite Civil / Onsite services	Plm-Onsite
Sprinkler (NFPA 13, 13R, 13D)[**]	Spk[**]
Geotechnical	Geo
Special Fire Suppression	Fire
Landscape	Lscp
Excavation and Shoring	Exs
Topographical Survey (or combined with Posting Survey)	Topo
Posting Survey	Post

[*] ***Plumbing drawings*** *submitted for R1 Small-Scale Multi-Unit Housing (SSMUH) applications will require separate isometric drawings, onsite services drawings, and sprinkler drawings (if applicable). Please denote them as "Plm-Iso", "Plum-Onsite", and "Plm-Spk".*

[**] *To distinguish between drawings for **sprinklers** and **special fire suppression systems**, please use "Spk" for sprinkler systems designed to NFPA 13, 13R, or 13D, and "Fire" for other special fire suppression systems such as NFPA 96, NFPA 2001, NFPA 11, etc.*

Examples of Acceptable File Names

CanadaWy4949_Dwg Arch_20241201

CanadaWy4949_Dwg Plm-Iso_20241201

CanadaWy4949_Sch B Arch_20241201

CanadaWy4949_Rpt-Geo_20241201

For Mechanical and Plumbing drawings, if combine:
MarineDr5100_Dwg MechPlm_20241201

For Mechanical and Plumbing Schedule B, if combined:
MarineDr5100_Sch B MechPlm_20241201

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Electronic File Requirements

The following checklist outlines the requirements for all digital submission documents. Incomplete or inadequate documentation will be rejected and may delay your application intake process.

Do's	Don'ts
☐ Clearly depict the scope of work related to the application in the online portal (proposed use, number of storeys, area of work, etc.).	☐ Do not lock, apply passwords, or include any other document restrictions that would prevent City staff from stamping and signing.
☐ Upload documents (schedules, forms, and reports) as individual PDF files using the file naming convention above.	☐ Do not submit scanned paper drawings.
☐ Complete and sign all necessary forms. (Refer to next section regarding digital authentication)	☐ Do not separate individual pages from documents and drawing sets (by discipline), e.g. multiple sheets from a structural drawing set must be combined into a single PDF file.
☐ Ensure drawings have a blank space in the title block on the same location on each page for staff to apply the City's stamp.	☐ Each PDF file must not exceed 1GB, larger files may cause issues when uploading.

Digital Signatures and Professional Seals

For Professionals – Architects, engineers and surveyors must adhere to the digital authentication requirements from their respective associations:

- [The Architectural Institute of British Columbia (AIBC)](#)
- [Engineers and Geoscientists British Columbia (EGBC)](#)
- [The Association of British Columbia Land Surveyors (ABCLS)](#)

Every sheet of drawings and Letters of Assurance must display:
- An image of the professional's seal / stamp issued by their association
- The professional's signature adjacent to or across the professional seal
- The date at the time of sealing

In addition, every document that is required to digitally authenticated must contain a digital certificate endorsed by the professional's association (i.e. Nortaius for architects and engineers, and/or Juricert for surveyors).

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Only 1 (one) digital certificate per individual is required for a set of drawings and/or required documents. Do not apply a digital certificate to each page of a PDF files as the file size will significantly increase.

In general, it is the professionals' responsibility to follow the guidelines set forth by their corresponding associations and ensure the following:

- Electronic stamping is not an acceptable equivalent to digitally signing a document; a digital certificate is mandatory for staff to verify authenticity of submitted drawings or documents.
- Scanned or photocopied seals ("wet") and signatures without digital certificate will not be accepted.
- Do not certify ("lock") your documents prior to submission- this will prevent our staff from applying subsequent stamps or signatures.
- Clearly provide Permit to Practice number where applicable for engineers (every sheet for drawings, at a conspicuous location for other types of documents).

For Non-Professionals – For owners or agents not involved in a technical role, signatures on digital administrative documents do not need the same digital authentication as professional signatures. Scanned forms with the owner's or agent's handwritten signature are acceptable. However, using an electronic signing tool is recommended.

For More Information

If you have any questions, please contact the Building Division at 604-294-7130, or permits@burnaby.ca.

Other information related to this:
- Drawing Requirements – R1 SSMUH
- Drawing Requirements – Commercial Building Permits
- Certified Professional Program
- Submission Checklist – New Commercial

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