

INFORMATION GUIDE

Planning and Development
Building Division

Revised on March 11, 2026

New Commercial Building Drawing Requirements

The purpose of this information guide is to inform designers preparing building permit drawings for new commercial, multi-residential, industrial and institutional buildings of updated drawing requirements. This Guide excludes R1 SSMUH 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 If the date on this guide exceeds three (3) years, the information contained may be outdated- in such circumstance, refer to the current Bylaws, Codes and laws.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.”

Discontinuation of Enhanced Third-Party Review Submission Stream

The Certified Professional (CP) program was implemented in September 2023. The CP program, due to its similarities with involving a 3rd party reviewer, will replace the legacy “Enhanced Building Permit” submission process. The Enhanced Building permit submission stream will be phased out starting June 1, 2026; however, several requirements from the Enhanced Building permit will be carried over to all building permit drawings as mandatory information, which will be outlined in this information guide.

Drawing Requirements

This information guide is intended to list only the minimum requirements for all new commercial drawings submissions which had previously applied only to the Enhanced Building Permit stream. These listed items are not intended to be a complete list of drawing requirements, as further information is required to demonstrate necessary Building Code compliance in order to obtain a building permit.

Most of this information is already provided in building permit drawings as a standard practice. The following drawing submission requirements will be effective on January 1, 2026.

All Drawings:

- Requirements of Section 2.2. of Division C of the Building Code are met, where applicable.
- The design is substantially complete, with no placeholders or missing information. “*Not for construction*” disclaimers are not acceptable.
- The applicable edition of the British Columbia Building Code is referenced.
- Project address is provided and consistent in the title block.
- The drawing is properly authenticated by the Registered Professional of Record, including Permit to Practice number (where applicable).
- Sufficient information is provided to demonstrate substantial compliance with the Building Code.
- Floor plans are presented on one sheet per level where possible. Provide enlarged plans where necessary.
- Type and location of any alternative solutions relevant to the design are identified.
- Drawing presentation follows drafting best practices and is legible for review.
- Revision / issuance history is properly included in drawing title block.

Architectural Drawings:

- A single-page Firefighting Access Plan is provided, which includes:
 - response points
 - driveway width, length, turning radius, overhead clearance, gradient, design load, and turnaround
 - fire department principal entrances
 - location of Fire Department’s connection and hydrants
 - distance from the fire truck access to main entrance and/or each individual units; all other firefighting facilities
 - location of CACF, annunciator panels and lock boxes
- BCBC analysis summary is included (e.g. [2024-BC-Building-Code-Analysis-Summary](#)).
- Drawings specify the applicable step of the BC Energy and Carbon Step Codes (visit this [webpage](#) for more information).
- Adaptable dwelling units are identified;
- Travel distance measurements to exits are shown on plans.
- Occupant load of the building and individual areas/rooms is listed.
- Location and capacity of exits are listed.

- C/O vestibules are identified.
- All features and functions intended for accessible use are identified.
- Firefighting and high building provisions are identified.
- Assemblies showing all required fire and sound separations and including firewalls. Provide Test No. and design data for all tested assemblies (e.g. Underwriters Laboratories of Canada (ULC) certification).
- Fire Resistance Rating (FRR) and Sound Transmission Class (STC) are clearly identified on assembly schedules.
- Minimum concrete slab depths for proposed FRR are clearly identified; Provide reference to structural page for slab thickness.
- Crossover floors are indicated.
- Spatial calculations are included.
- Dimension setbacks are included on site plan and coordinated with spatial calculations.
- Project statistics and zoning information reflecting Planning approval are included.
- Spot elevations matching Preliminary Plan Approval (PPA) are identified.
- The following colour scheme for the Fire Separation Legend is highly recommended to improve clarity and ease of reference. The locations of fire separations should be shown on the applicable floor plans and sections. Line type and colour may be adjusted, provided the scheme remains consistent and the legend appears on every page.

Figure 1: Legacy Fire Separation Legend



- Applicable details demonstrating continuity of fire separations are provided.

Structural Drawings:

- Specify which edition of the BC Building Code (2018 or 2024) was used for the seismic design. [In-Stream Protection for Seismic Design and Adaptable Unit Provisions](#)
- Designated Structural Engineer is required for all Part 3 buildings.
- Provide sufficient design information (i.e., design parameters, structural elements, dimensions, and reference to the applicable geotechnical report).
- If Fire Department access route is above a structural slab, the area is hatched and indicates the design load intended for fire truck (see [Fire Truck access requirement](#)).

Electrical Drawings:

- Drawings specify the applicable step of the BC Energy and Carbon Step Codes (visit this [webpage](#) for more information).
- Parking stalls meet [EV-ready requirements](#) and reflect Planning-approved plans.
- Radio amplification system is provided where required per [Bylaw No. 13888](#).
- Electrical load calculations show both usage space requirements and all other connected loads including all mechanical loads.
- Single-line diagrams for distribution are provided; equipment and panels are labelled.
- Fire alarm riser diagram is provided.
- Interior and exterior lighting fixtures on emergency power are clarified on plans.
- Protection method for emergency conductors is clarified.
- Transformer room is provided with mechanical ventilation, painted or sealed floor, and door sweep, and contains no mechanical piping.
- Spray insulation is prohibited in electrical rooms containing transformers or high-voltage switchgear.
- Locations of electric kick scooters and/or other micromobility devices are identified.

Mechanical Drawings:

- Drawings specify the applicable step of the BC Energy and Carbon Step Codes (visit this [webpage](#) for more information).
- All high building measures (i.e. smoke control system) are identified.

- Mechanical riser diagram is included.
- Air flow rates are indicated.
- Equipment schedules (fans, motors, etc.) are coordinated with electrical drawings.

Plumbing Drawings:

- All plumbing fixtures and interceptors are bolded.
- Number of fixtures and their hydraulic loads and interceptors are provided in a table: per suite, per floor, per building, and per onsite water, sanitary and storm.
- Specifications and site-specific requirements for all fixtures and interceptors installed are listed in a table.
- Pipe design is provided with sufficient information (i.e., material, size, slope, and hydraulic load (in fixture units or litres) for water, sanitary, venting, and storm systems).
- Backflow preventer devices must be listed, showing size, type, location, and the equipment they protect.
- Riser and isometric diagrams are provided.
- Locations of all standpipes are indicated.
- The location of the water meter is indicated on the drawings and meets Burnaby's [water meter design guidelines and specifications](#). Contact the Engineering Department at 604-294-7221 or engineering@burnaby.ca for more information.
- Plumbing drawings must include building plumbing systems.
- Plumbing drawings must include on-site civil works. On site service drawings may be submitted as separate drawing set.
- Condensate drainage lines are indicated.

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](#)
- [Digital Building Permit Applications](#)
- [Certified Professional Program](#)
- [Submission Checklist – New Commercial](#)