

Partial Permits

The purpose of this brochure is to explain to developers, professionals and contractors the requirements for obtaining partial permits for new building construction.

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 If the date on this guide exceeds three (3) years, the information contained may be outdated- in such circumstance, refer to the current Bylaws, Codes and laws.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.

Background

Partial permits allow discrete portions of the work under a Building Permit (e.g., piling, excavation, shoring and foundation) to proceed while the building permit application is still under review. At the discretion of the Building Department partial permits may be issued if the work under the partial permit is of sufficient duration to allow completion of the plan review for the full Building Permit.

Partial permits may sometimes be appropriate for other purposes, for example:

- to manage and track inspections,
- to facilitate sequential occupancy, and/or
- for separate phases under a phased strata plan.

Partial permits are not available for SSMUH or for buildings without an underground garage/component.

“Depending on the project’s nature and scope, partial permits may be issued individually or in combination (e.g., excavation only or combined excavation and foundation).”

Issuance of a partial permit does not guarantee or suggest that a subsequent permit will be issued once the work under the partial permit is completed. If for any reason work under a partial permit is completed before the City is prepared to issue a subsequent permit, work on the site must cease.

Process

The Owner may make a written request for partial permit to the Chief Building Inspector after:

- the full building permit application for the entire project is received, and
- the building permit application plan review has started.

The request must include a proposed construction schedule with key dates. A tabulation of construction values for each stage of proposed partial permit is required to facilitate calculation of permit fees; this can include:

- cost of excavation and shoring (partial permit)
- cost of foundations/structure to grade (partial permit)
- cost to completion (completion permit)

The request will be reviewed with other departments to determine the viability of partial permits for the project. A meeting with the proponent may be required.

Prerequisite Conditions

If partial permits are deemed viable, several prerequisite conditions must still be met. The following must be in place before a partial permit is issued:

1. Application for a full Building Permit is made for the entire project,
2. Plan reviews completed sufficiently to warrant confidence in issuance of the partial permit,
3. The Building Division is in receipt of Engineering approval for the Building Permit,
4. Development Division approval for the Building Permit, and
5. Erosion Sediment Control (ESC) Permit issued, and installation approved by Engineering Development Services.

Depending upon the nature of the project, other conditions may apply.

Further Information

For further information regarding partial permits, please contact the Building Division at 604-294-7130 or by email at permits@burnaby.ca