

## Buiding Permit Application Requirements for Home Improvements in the R1 Zoning District

The purpose of this information guide is to explain to the owners, contractos and designers the minimum building permit application requirements for adding, altering or renovating an existing home in the R1 zoning distract.

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 If the date on this guide exceeds three (3) years, the information contained may be outdated- in such circumstance, refer to the current Bylaws, Codes and laws.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

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### Introduction

Documents submitted in support of a Building Permit application provide the City with assurance that an Owner undertaking a development has understood and will comply with the requirements of the British Columbia Building Code, City Bylaws and various other requirements encumbering their property. With the Owner's cooperation in submitting complete applications, City staff will be able to provide better and faster service. If the requirements set out in this brochure are not met, the application may be rejected. Additional information may be requested during the course of the City's plan check.

### Application Requirements

**A Building Permit application for home improvement must include the following:**

- Schedule "F" Owners Undertaking signed by the property's registered owner (s). In submitting this form, the Owner(s) acknowledge(s) responsibility for compliance with,

and undertakes to comply with, all applicable requirements. Please refer to the “Who can apply for a building permit?” brochure for further explanation.

- Owner's written authorization in the form of “Agent Authorization”, if the applicant is not the owner, permitting the applicant to act on behalf of the Owner in matters pertaining to any construction under the Permit.
- A copy of all applicable restrictive covenants.
- Architectural drawings.
- Structural drawings with the Letter of Assurance if structural changes are incorporated into the work, such as altering or replacing loadbearing walls, columns or beams, adding exterior openings or increasing their size etc.
- Non-refundable application fee. Please refer to the current fee schedule for the exact amount.
- Land Title Search
- 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).
- Other submission documents may be required. See the applicable submission checklist for addition and alteration permits on the Home Improvement Permits page.

## General Drawing Requirements

- All plans and information submitted must be legible and of suitable quality for scanning.
- Drawings shall be submitted on sheets no larger than 24" x 36".
- Single line drawings are acceptable for site plans only.
- Drawings will be accepted in imperial or metric scale but only a single scale system may be used throughout.
- Submit drawings to the following minimum scales:

| Drawing type         | Scale                                                |                                   |
|----------------------|------------------------------------------------------|-----------------------------------|
| site plan            | 1/8" = 1' - 0" (or 1/16" = 1' - 0" for larger sites) | 1:100 (or 1:200 for larger sites) |
| floor plans          | 1/4" = 1' - 0"                                       | 1:50                              |
| construction details | 1/2" = 1' - 0"                                       | 1:25                              |

All drawings shall include:

- project civic address
- name, address, email address and telephone number of designer

## Specific Drawing Requirements

### Site Plan

- Legal description and civic address
- Type of residence
- North arrow
- Site dimensions
- Streets (named) and lanes
- Setbacks from property line
- Parking location (if additional parking is required)
- Reference to current edition of BC Building Code
- Dimensions of new construction or addition (if applicable)

### Floor Plans

- Overall building dimensions of the principle building and/or the accessory buildings (length and width from posts/building face/floor joist projection to opposite posts/building face/floor joist projection)
- For secondary suite a calculation to show the proposed suite has a minimum area of 32.52 sq. m. (350 sq. ft.)
- Complete dimensions to all new construction
- Dimension of existing corridor widths, stairs, landings, etc.
- Label room use and size (including ceiling height and clearances at dropped beams and ducts)
- Size and location of stairs, floor, decks, porches
- Size and location of 'open to below' area
- Size and location of chimneys, bay windows, vents, concealed spaces, a/c unit, appliances, furnaces
- Windows and doors including door swings and sizes. Indicate existing, replace, or new. (New windows must comply with North American Fenestration Standard (NAFS); see the Windows, Doors and Skylights in Part 9 Buildings bulletin.)
- Stairs showing direction of travel and dimensions
- Plumbing fixtures, hot water tanks, appliances, fireplaces, and heating/ventilation appliances and systems
- Location of hardwired smoke alarms and carbon monoxide alarms
- For secondary suite indicate how the various code requirements in the BC Building Code are being addressed, i.e. fire separations, exiting, smoke alarms, photoelectric smoke alarms etc.

### Construction details

- Bedroom windows indicating height from finished floor to windowsill and opening window sizes
- Typical bay window/window seat (see handout)
- Sloped/vaulted ceilings/roof decks indicating ventilation and insulation requirements

- Stair details, indicating inner and outer radius of curved stairs (tapered threads), width(s), rise and run dimensions, number of risers, nosing, guards, and handrails
- Building envelope details (e.g. insulation, vapour barrier, drainage cavity, Dampproofing, waterproofing)
- Crawl space and concealed roof space access and ventilation details;
- Construction details for fire separations, assemblies.
- All construction materials

## Cross sections (if applicable)

- floor to ceiling height of all habitable rooms;
- height of crawlspace (showing a “stepped” footing);
- height between underside of uppermost finished ceiling, roof peak and roof midpoint (for sloped roofs);
- cross section through stairs to floor above showing headroom clearance;
- floor, ceiling, roof and wall assemblies;
- roof slopes;
- vaulted areas and adjacent concealed roof spaces

## Elevation Plans (applicable to permits with exterior alterations or additions)

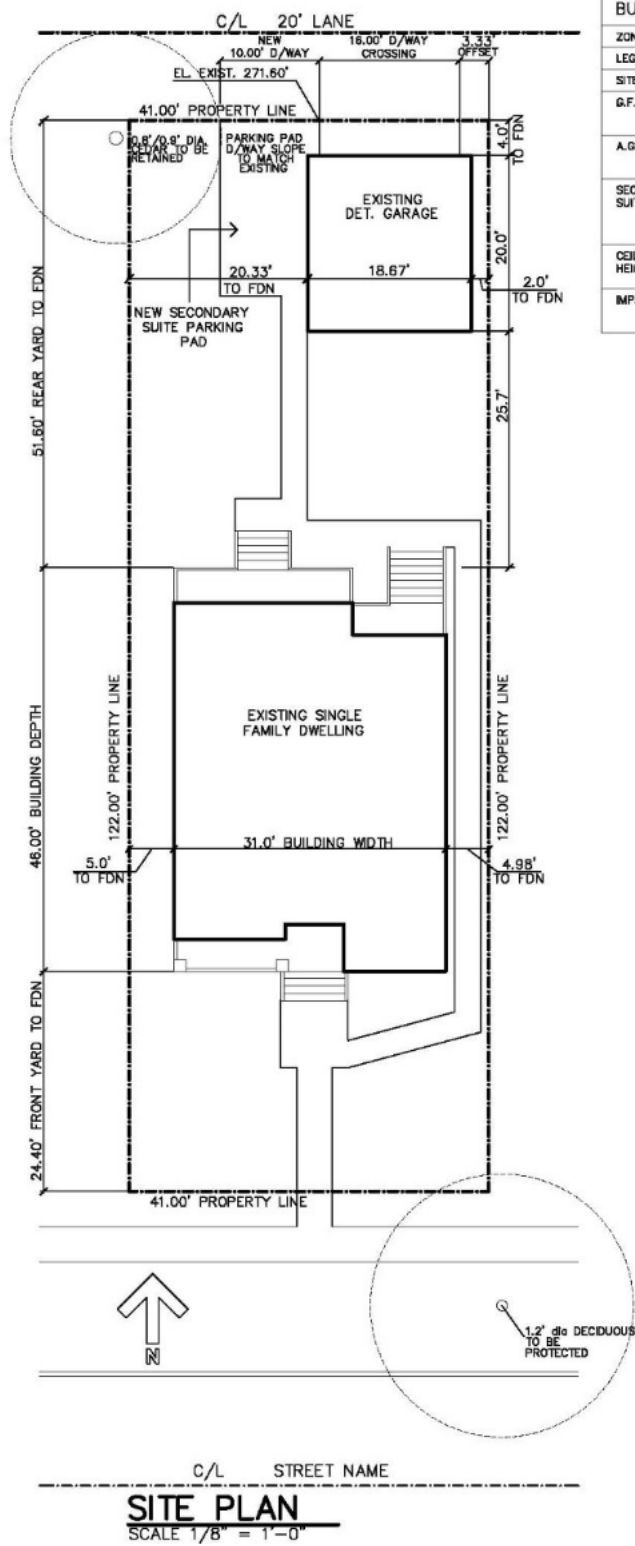
- exterior finish;
- window size and direction of opening;
- existing and finished grades at building corners;
- elevations (indicating building height) at each finished floor, uppermost ceiling, roof peak and roof midpoint (for sloped roofs);
- roof slopes;
- spatial separation calculations located near applicable elevation (applicable to permits altering or adding exterior openings, or altering the face(s) of the building);
- size and height of aerial trespass if applicable.

## For More Information

If you have any questions regarding the permit application process and submission requirements, please contact the Burnaby Building Division at 604-294-7130, or [permits@burnaby.ca](mailto:permits@burnaby.ca).

### Other information related to this:

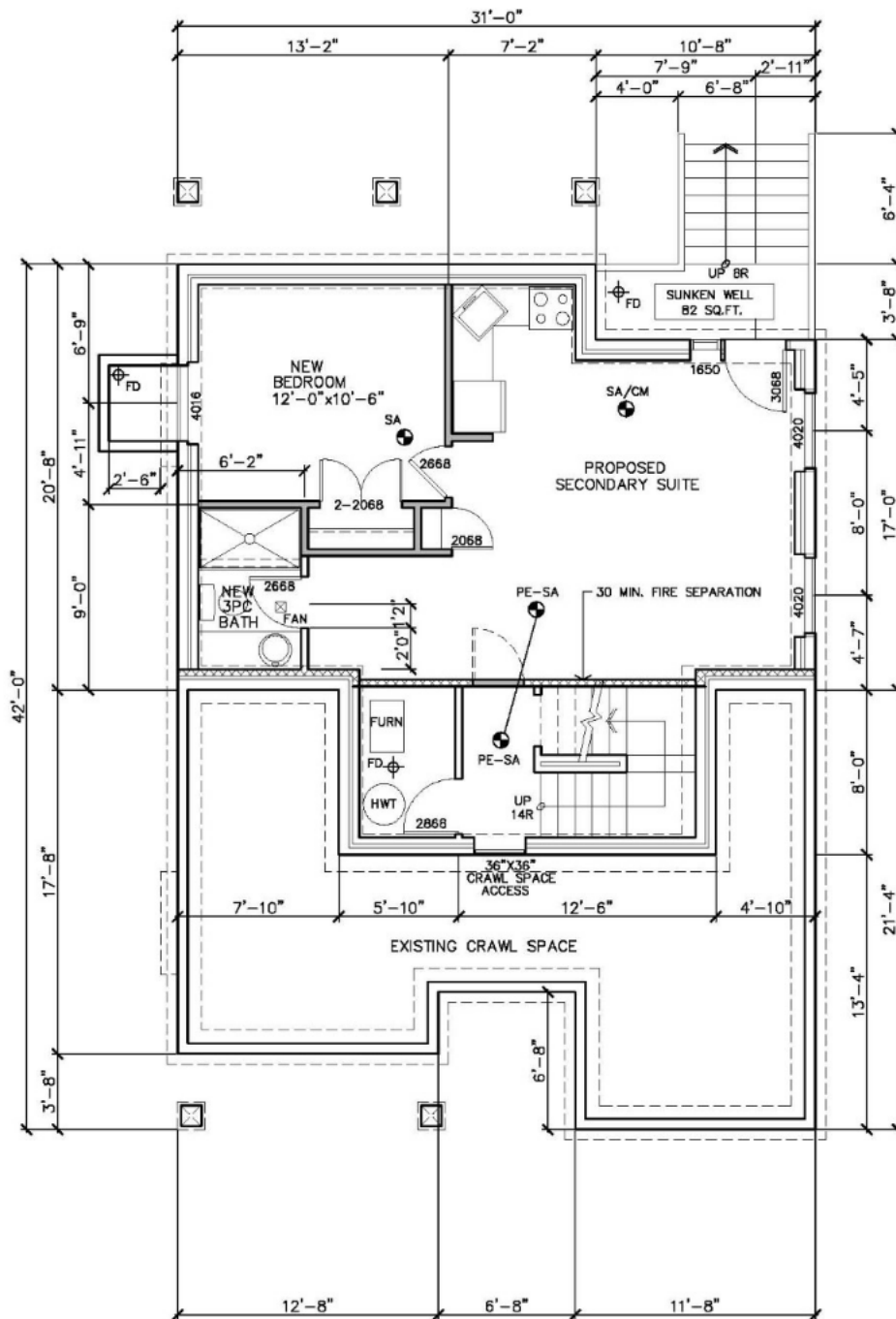
- [\*Building Permit and Inspections\*](#)
- [\*Parking Areas and Driveways\*](#)
- [\*Home Improvement Permits\*](#)
- [\*Secondary Suite\*](#)



| BUILDING ANALYSIS OF: |                                             | XXXX WEST XXTH STREET                                                                                                               |
|-----------------------|---------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| ZONE                  | R4                                          |                                                                                                                                     |
| LEGAL DESCRIPTION     | LOT XX OF X, BLOCK XXX, D.L. XXX, PLAN XXXX |                                                                                                                                     |
| SITE SIZE             | 41.00' X 122.00' = 5002.00 SQFT             |                                                                                                                                     |
| G.F.A                 | ALLOWABLE                                   | 5002 X 0.60 = 3001.20 SQFT                                                                                                          |
|                       | PROPOSED                                    | 1172 (M) + 1072 (U) + 755 (L) = 2999.00 SQFT                                                                                        |
| A.G.F.A               | ALLOWABLE                                   | (5002 X 0.20) + 1399.4 SQFT = 2399.8 SQFT                                                                                           |
|                       | PROPOSED                                    | 1172 (M) + 1072 (U) + 755 (L) = 2244.00 SQFT                                                                                        |
| SECONDARY SUITE       | ALLOWABLE                                   | 40% OF GFA TO MAXIMUM 970 SQFT, MINIMUM 345 SQFT<br>2999 X 0.4 = 1199.6 SQFT > 970 SQFT<br>THEREFORE SUITE MAX. OF 970 SQFT APPLIES |
|                       | PROPOSED                                    | 605.00 SQFT                                                                                                                         |
| CEILING HEIGHT        | MINIMUM                                     | 6'-8 3/4" (2.0m)                                                                                                                    |
|                       | PROPOSED                                    | 8'-0" (2.44m)                                                                                                                       |
| IMP. AREA             | ALLOWABLE                                   | 5002 X 0.70 = 3501.40 SQFT                                                                                                          |
|                       | PROPOSED                                    | 2655 SQFT                                                                                                                           |

- NOTES:
1. ALL WORK SHALL COMPLY WITH THE CURRENT EDITION OF THE BRITISH COLUMBIA BUILDING CODE.
  2. REFER TO STRUCTURAL DRAWINGS FOR FRAMING AND STRUCTURAL REQUIREMENTS.
  3. SECONDARY SUITE TO HAVE ELECTRIC BASEBOARD HEATING.

|                  |       |                     |
|------------------|-------|---------------------|
| PROJECT ADDRESS: |       | XXXX WEST XXTH ST.  |
| DESIGNER:        |       | NAME/ADDRESS        |
| DRAWING TITLE:   |       | SAMPLE DRAWING N 01 |
| DATE:            | PG #: |                     |



## FIRE SEPARATIONS

WALLS BETWEEN SECONDARY SUITE & MAIN DWELLING:

- 1/2" TYPE 'X' GYPSUM BOARD
- 2X4 OR 2X6 STUDS @ 16" O/C
- 1/2" TYPE 'X' GYPSUM BOARD

SECONDARY SUITE CEILING:

- FINISH FLOOR ON
- 5/8" PLYWOOD SUB-FLOOR
- ENGINEERED FLOOR SYSTEM
- 5/8" TYPE 'X' GYPSUM BOARD

## LEGEND

EXISTING CONSTRUCTION  
TO BE REMOVED

EXISTING WALLS TO REMAIN

PROPOSED NEW WALLS

SA/CM:  
HARDWIRED & INTERCONNECTED  
COMBINATION SMOKE ALARM &  
CARBON MONOXIDE DETECTOR

PE-SA:  
HARDWIRED & INTERCONNECTED  
PHOTOELECTRIC SMOKE ALARM

## TYPE OF HEATING:

FORCED AIR HEATING FOR THE  
PRINCIPAL DWELLING.

ELECTRIC HEATING FOR THE  
SECONDARY SUITE

## EXISTING & PROPOSED LOWER FLOOR PLAN

SCALE 1/4" = 1'-0"

755 SQ FT

MAIN CELLAR: 150 SQ FT

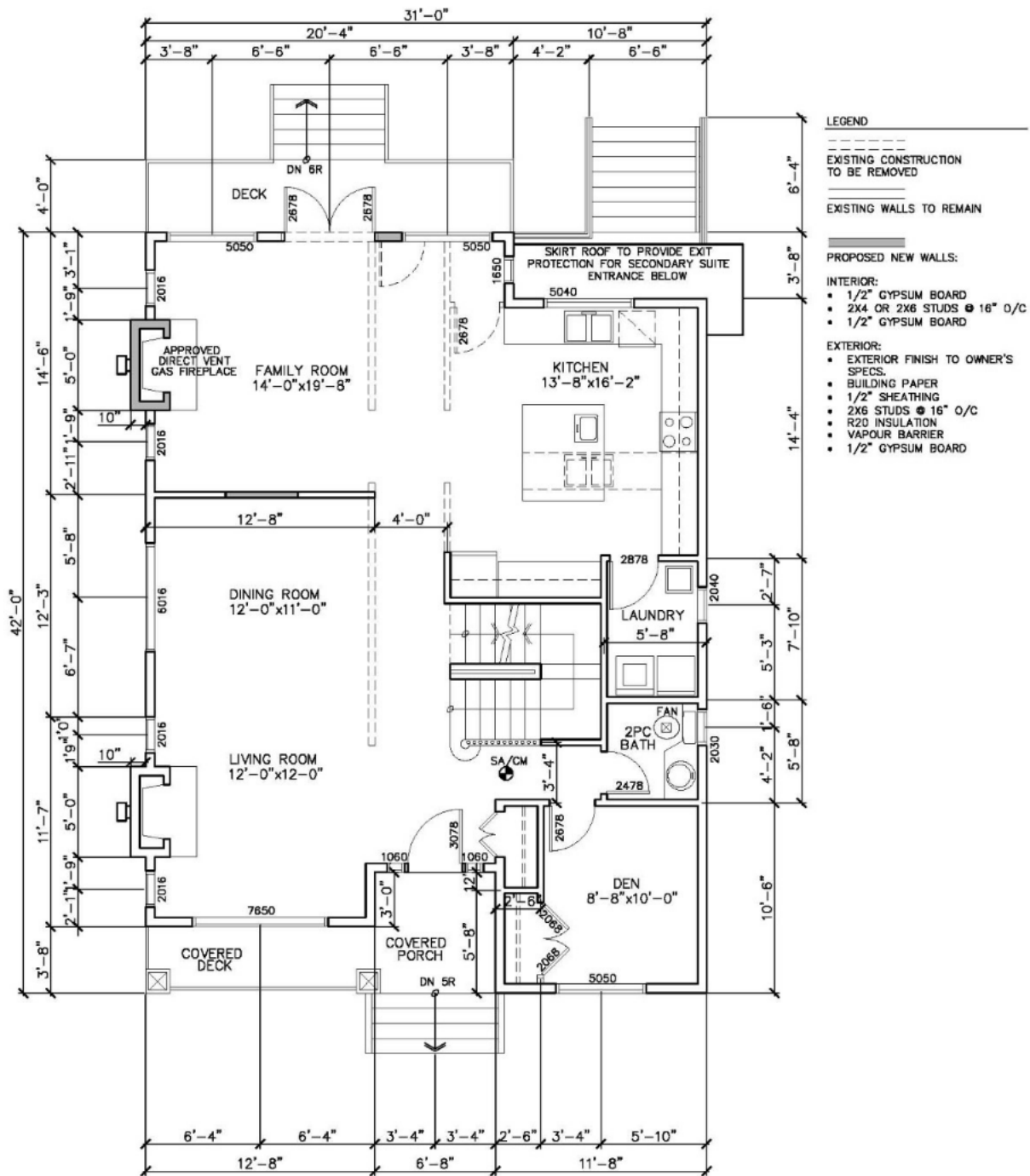
SECONDARY SUITE: 605 SQ FT

PROJECT ADDRESS:  
**XXXX WEST XXTH ST.**

DESIGNER:  
**NAME/ADDRESS**

DRAWING TITLE:  
**SAMPLE DRAWING N 02**

DATE: PG #:



## EXISTING & PROPOSED MAIN FLOOR PLAN

SCALE 1/4" = 1'-0"

1172 SQ FT

|                                               |       |
|-----------------------------------------------|-------|
| PROJECT ADDRESS:<br><b>XXXX WEST XXTH ST.</b> |       |
| DESIGNER:<br><b>NAME/ADDRESS</b>              |       |
| DRAWING TITLE:<br><b>SAMPLE DRAWING N 03</b>  |       |
| DATE:                                         | PG #: |