



Building Division, Planning and Development Department
 4949 Canada Way, Burnaby, BC V5G 1M2
 Phone: 604-294-7130 Fax: 604-294-7986
 E-Mail: Permits@Burnaby.ca



FORCED AIR PERMIT APPLICATION

Application Date: _____

Customer Service Assistant: _____

This application must be completed in its entirety. If any fields are not complete, the application WILL NOT be processed.

For all applications received online, via e-mail, faxed or mail, an invoice will be e-mailed to the contractor and payment can be made online at: <https://invoices.burnaby.ca/>

Section 1: Property Information

BUILDING PERMIT: BLD	HTG	<i>(Office Use Only)</i>
SITE ADDRESS:		
PROJECT DESCRIPTION:		

Section 2: Contractor Information

APPLICANT: <input type="checkbox"/> CONTRACTOR <input type="checkbox"/> HOMEOWNER <u>Owners</u> of a home with a secondary suite CANNOT apply for a Homeowner's Permit		
COMPANY NAME:		
ADDRESS:	CITY:	POSTAL CODE:
PHONE NUMBER:	E-MAIL:	
BUSINESS LICENSE: (Burnaby or IMBL)	TECHNICAL SAFETY BC LICENSE: LGA	
INSTALLER NAME:	INSTALLER QCF # :	
INSTALLER PHONE NUMBER:	E-MAIL:	
DESIGNER NAME:	DESIGNER QCF #:	
ADDRESS:	CITY:	POSTAL CODE:
PHONE NUMBER:	E-MAIL:	

Section 3: Forced Air Heating Information

(Minimum BTU's 50M)

Is there more than one system Yes No

TYPE OF SYSTEM:	Unit #	BTU	Unit Type
Fan Coil/Furnace Heating Input BTUH:	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

SUBMISSION CHECKLIST (The Building Division may perform a random audit of the submission)

- Appliance Selection Worksheet with manufacturer's furnace specification and blower performance data;
- Heat Loss Summary Sheet/Heat Load Worksheet;
- Supply Air Duct Summary (alternate worksheet is not acceptable);
- Return Air Duct Summary (alternate worksheet is not acceptable);
- If "Quality First Forced Air Guidelines" are used, then heating contractor/installer is required to provide the QFC Certification Number
- Certification of the Design of the Forced Air Heating System and Commitment for Field Review

TECA Ventilation Checklists

"I hereby declare that the Provincial licence and/or certification is in effect and valid and that all other information contained in this application is accurate. I acknowledge that the City is relying on this declaration for issuance of permit. I further confirm that all work performed under this permit shall be done in accordance with all applicable City of Burnaby Bylaws and Provincial Regulations."

Personal information collected on this form is in accordance with s. 26(c) of the Freedom of Information and Protection of Privacy Act (RSBC 1996) for permitting purposes. Please be advised that permits are considered public records that are available in various City publications or disclosed through information requests. For questions regarding the collection, use and disclosure of personal information please contact the FOI Administrator at FOI@burnaby.ca or by calling 604-294-7944 or in person at City Hall at 4949 Canada Way, Burnaby.

Name (Print)

Signature

Date