



City of Burnaby  
 Building Division, Planning and Development  
 Department 4949 Canada Way, Burnaby, BC V5G 1M2  
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# DRAWING CHECKLIST

<b>PROJECT ADDRESS:</b>	
<b>COMPANY:</b>	
<b>DESIGNER:</b>	<b>PHONE #:</b>

\_\_\_\_\_  
Signature

The following is a checklist of information required on the drawings for a complete building permit application for new and major additions to single- and two-family dwellings. The **designer** is required to fill out this checklist and submit it at the time of application. Incomplete applications will not be accepted. The plan checker may require additional information.

<b>Drawings required AT THE TIME OF APPLICATION</b>	<b>Included on Drawings</b>	<b>Checked by PC</b>
The plans must be suitable quality for microfilming, double line drawings, except site plans. The drawings shall be submitted on sheets no larger than 24 inches by 36 inches (600 x 1000mm). Dimensions can be in imperial or metric but must be consistent throughout.	<input type="checkbox"/>	<input type="checkbox"/>
Drawing to be clear and legible (blueprints not accepted due to microfilming)	<input type="checkbox"/>	<input type="checkbox"/>
Drawings must be drawn to scale in imperial or metric units (but not mixed)	<input type="checkbox"/>	<input type="checkbox"/>
Designer's name, address, telephone number and e-mail address	<input type="checkbox"/>	<input type="checkbox"/>
Building Code reference (BCBC 2024) & Structural Design Criteria	<input type="checkbox"/>	<input type="checkbox"/>
<b>Site Plan</b> (scale 1/8" = 1'-0" or 1/16" = 1'-0" for larger site)	<input type="checkbox"/>	<input type="checkbox"/>
North arrow, civic address, legal description, streets, and lane location	<input type="checkbox"/>	<input type="checkbox"/>
Site dimensions as per Posting Survey	<input type="checkbox"/>	<input type="checkbox"/>
Driveway and crossing including width, offset distance from PL and % slope, including any proposed parking pads	<input type="checkbox"/>	<input type="checkbox"/>
Location of walkways, patios, and any impervious surface	<input type="checkbox"/>	<input type="checkbox"/>
Easements, rights-of-way, water courses, restrictive covenants, vision clearances, hydro poles, and guide wires	<input type="checkbox"/>	<input type="checkbox"/>
Water, sanitary & storm sewer connections including invert elevations, storm sewer sump, rock-pit, septic tank, and field	<input type="checkbox"/>	<input type="checkbox"/>
Tree locations with drip lines	<input type="checkbox"/>	<input type="checkbox"/>
Zoning summary including summation of all floor area calculations	<input type="checkbox"/>	<input type="checkbox"/>
Overall building dimensions of both principal & accessory buildings	<input type="checkbox"/>	<input type="checkbox"/>
Distance of building setbacks perpendicular to property lines	<input type="checkbox"/>	<input type="checkbox"/>
Distance between principal & accessory buildings	<input type="checkbox"/>	<input type="checkbox"/>
Existing and finished grades at all corners of principal & accessory buildings	<input type="checkbox"/>	<input type="checkbox"/>
Retaining walls on property, with top and bottom wall elevations	<input type="checkbox"/>	<input type="checkbox"/>
Cellar/basement floor slab elevation	<input type="checkbox"/>	<input type="checkbox"/>
Roof ridge elevation	<input type="checkbox"/>	<input type="checkbox"/>
Flat roof calculation	<input type="checkbox"/>	<input type="checkbox"/>

<b>FOUNDATION, FLOOR AND ROOF PLANS (scale: 1/4" = 1'-0")</b>	<b>Included on Drawings</b>	<b>Checked by PC</b>
Overall building depth and width of principal and accessory building	<input type="checkbox"/>	<input type="checkbox"/>
Fully dimensioned floor plans, room names and sizes	<input type="checkbox"/>	<input type="checkbox"/>
Windows and doors including door swings and sizes	<input type="checkbox"/>	<input type="checkbox"/>
Plumbing fixtures, appliances, and fireplaces	<input type="checkbox"/>	<input type="checkbox"/>
Type of heating system	<input type="checkbox"/>	<input type="checkbox"/>
Location of smoke alarms, carbon monoxide alarms	<input type="checkbox"/>	<input type="checkbox"/>
Interconnected photo-electric smoke alarm for secondary suites	<input type="checkbox"/>	<input type="checkbox"/>
Framing details of all floors, ceiling, and roof components (indicate girder trusses, direction trusses are running and, point loads	<input type="checkbox"/>	<input type="checkbox"/>
Balconies, sun decks, covered decks, porches, open to below areas, flat roofs	<input type="checkbox"/>	<input type="checkbox"/>
Soil Gas Control: location of the sub-floor depressurization system rough ins (i.e., radon vent pipe location)	<input type="checkbox"/>	<input type="checkbox"/>
<b>CROSS SECTIONS (scale: 1/4" = 1'-0")</b>		
Footing and foundation wall details	<input type="checkbox"/>	<input type="checkbox"/>
Floor to ceiling height of all floor area including crawl / roof spaces	<input type="checkbox"/>	<input type="checkbox"/>
Elevations at each finished floor, uppermost ceiling, and roof peak	<input type="checkbox"/>	<input type="checkbox"/>
Cross section through stairs to floor above showing headroom clearance	<input type="checkbox"/>	<input type="checkbox"/>
Construction materials: wall, floor, and roof assemblies	<input type="checkbox"/>	<input type="checkbox"/>
Raised footing in crawlspace	<input type="checkbox"/>	<input type="checkbox"/>
Parapet height for flat roof	<input type="checkbox"/>	<input type="checkbox"/>
<b>CONSTRUCTION DETAILS</b>		
Footing and foundation wall	<input type="checkbox"/>	<input type="checkbox"/>
Typical bay window/window seat	<input type="checkbox"/>	<input type="checkbox"/>
Vaulted ceiling indicating ventilation and insulation requirements	<input type="checkbox"/>	<input type="checkbox"/>
Roof deck indicating ventilation and insulation requirements	<input type="checkbox"/>	<input type="checkbox"/>
Stairs: rise, run, treat depth/width, guards, and handrails	<input type="checkbox"/>	<input type="checkbox"/>
New two-family dwelling one hour fire separation detail	<input type="checkbox"/>	<input type="checkbox"/>
Radon gas details (i.e., slab on grade, basement foundations, etc.) indicating the gas permeable layer, air barrier joints, edges, and penetrations	<input type="checkbox"/>	<input type="checkbox"/>
<b>ELEVATIONS (scale: 1/4" = 1'-0")</b>		
Existing and finishing grades at building corners	<input type="checkbox"/>	<input type="checkbox"/>
Window size and direction of opening	<input type="checkbox"/>	<input type="checkbox"/>
Exterior finishes	<input type="checkbox"/>	<input type="checkbox"/>
Elevations at each finished floor, uppermost ceiling, and roof peak	<input type="checkbox"/>	<input type="checkbox"/>
Roof slope(s)	<input type="checkbox"/>	<input type="checkbox"/>
Spatial separation calculations (limiting distance, exposing building face, allowable unprotected openings, actual openings)	<input type="checkbox"/>	<input type="checkbox"/>

<b>STRUCTURAL DRAWINGS</b>	<b>Included on Drawings</b>	<b>Checked by PC</b>
The structural engineer must indicate the code compliance option of CWC 2014 or BCBC part 4 used for the design for lateral loads using the following statement. If CWC 2014 is used it must be stated if Part B or Part C is used.  <b>I, _____, have reviewed and confirmed that the lateral resistance of this building for wind and earthquake is designed in accordance with _____.</b>	<input type="checkbox"/>	<input type="checkbox"/>
Climatic loads, such as snow (Ss), rain (Sr), wind (q), seismic (Sa)	<input type="checkbox"/>	<input type="checkbox"/>
Live loads – roof and all floors	<input type="checkbox"/>	<input type="checkbox"/>
Dead loads of exterior walls, floors, and roofs – indicate if roof tile, concrete topping and/or stone cladding are used	<input type="checkbox"/>	<input type="checkbox"/>
Specification and standards for sheathing, lumber, fasteners, steel connectors, hold-downs, anchor bolts, etc.	<input type="checkbox"/>	<input type="checkbox"/>
Assume soil bearing capacity	<input type="checkbox"/>	<input type="checkbox"/>
<b>If part C of CWC 2014 is used to design for lateral loads, then the following must be shown on the structural drawings:</b>		
Braced wall panels must be hatched and labelled BW	<input type="checkbox"/>	<input type="checkbox"/>
Percentage (%) of braced wall panels in each braced wall band at each floor level	<input type="checkbox"/>	<input type="checkbox"/>
Details of braced wall panels including type of sheathing, size and spacing of nails	<input type="checkbox"/>	<input type="checkbox"/>
Anchorage of braced wall panels including material, size and spacing	<input type="checkbox"/>	<input type="checkbox"/>
<b>If part B of CWC 2014 or Part 4 of 2024 BCBC is used to design for lateral loads, then the following must be shown on the structural drawings:</b>		
Site Classification	<input type="checkbox"/>	<input type="checkbox"/>
PGA, PGV	<input type="checkbox"/>	<input type="checkbox"/>
Rd, Ro	<input type="checkbox"/>	<input type="checkbox"/>
Importance Factor I <sub>E</sub>	<input type="checkbox"/>	<input type="checkbox"/>
Building Base Shear	<input type="checkbox"/>	<input type="checkbox"/>
Total factored shearwall shear force in each direction at each storey	<input type="checkbox"/>	<input type="checkbox"/>
Strength of shearwall	<input type="checkbox"/>	<input type="checkbox"/>
Total length of shearwall required in each direction at each storey	<input type="checkbox"/>	<input type="checkbox"/>
All shearwall(s) (those used to resist lateral forces and may include exterior walls) must be hatched and labelled “SW”	<input type="checkbox"/>	<input type="checkbox"/>
All drag struts must be shown as dotted line	<input type="checkbox"/>	<input type="checkbox"/>
Shearwall details including framing, type of sheathing, nailing size and spacing, blocking	<input type="checkbox"/>	<input type="checkbox"/>
Details of all elements participating in the load path including drag struts, hold-downs, straps, etc. to show how forces are transferred from roof to foundation	<input type="checkbox"/>	<input type="checkbox"/>