

Single Family Development Application

*Set your build up for success:
A clear roadmap to move your permit application forward*

More information is available online at the City of Burnaby website.
A hard copy is also available at City Hall.

This guide is for individuals wanting to construct a new house in Burnaby. It outlines the process of planning and obtaining permits for a new home in the City, and your responsibilities along the way.

*This Guide has two parts:

- **Part A** contains general information that will assist you as you prepare your application package.
- **Part B** includes all the steps you need to take to move your project/application along.

**The information provided in this guide is provided for convenience only and is not in substitution of applicable City Bylaws or Provincial or Federal Codes or laws. You must satisfy yourself that any existing or proposed construction or other works complies with such Bylaws, Codes or other laws.*

Part A: General Information

Several City departments and divisions work collaboratively to help advance your Single and Two Family Building Development application. This includes, but is not limited to:

The Planning Department: What and Where Can I Build?

The Planning & Development Department oversees all private and public development in the City of Burnaby. The Planning & Development Department maintains and implements the Official Community Plan, the City's key land use document, the Zoning Bylaw, and reviews all development proposals to ensure consistency with the Plan's policies and the Bylaw Regulations. The Planning & Development Department is organized into three divisions. Each division is responsible for various aspects of the planning and development process. These divisions are:

- **Community Planning**, which looks at the proposed infrastructure from a broad policy level and develops a project development framework.
- **Development and Urban Design**, which reviews the project and ensures it conforms to area plans, zoning, and subdivisions.
- **Building**, which executes construction and regulatory review and enforcement, including permit processing, plan checking, building, electrical, plumbing and gas inspections.

As you prepare your application (Step 1), you should contact the **Development and Urban Design Division** of the Planning Department to confirm the following, which will inform and impact your development application:

- The zoning of the property, what uses are permitted, and what rules apply.
- If the property is within 30 metres of top of bank or a stream or ravine, or riparian assessment area as defined in the Streamside Protection and Enhancement Area (SPEA).
- If the property is flagged as having heritage status.
- If the property is flagged by the City of Burnaby as being located within 50 meters of an archaeology site.
- Whether an underground storage tank exists, which requires removal.

Note: Contact Planning before you buy a property to understand what is possible and permissible.

Contact:

Development and Urban Design Division
3rd floor, City Hall, 4949 Canada Way
Tel: 604-294-7400
Email: planning@burnaby.ca
Fax: 604-294-7220

The Building Division: How Can I Build?

The Building Division oversees how things are built. It ensures all new development and building construction in Burnaby complies with the standards set out in the BC Building Code, City bylaws, and other requirements. This is done through the building permit process (Steps 2 and 3). A building permit is required when you wish to build, renovate, demolish, or change the use of a building. To receive a permit, your proposal and construction plans need to:

- Meet planning and city requirements like the Zoning Bylaw. If your proposal requires rezoning or subdivision approvals, those must be met before applying for a building permit.
- Follow and meet all other applicable laws.
- Demonstrate they meet the requirements of the BC Building Code.

Note: After you receive a building permit, you can apply for trade permits and book inspections with Building Inspectors at key milestones to confirm that the project is being constructed as approved and meets all requirements. Inspections are mandatory.

Contact

Building Division
2nd floor, City Hall, 4949 Canada Way
Tel: 604-294-7130
Email: building@burnaby.ca
Fax: 604-294-7986

The Engineering Department: How Will My House Interact with City Infrastructure?

The Engineering Department operates and maintains City infrastructure and develops and implements our environmental and transportation programs. The Engineering Department consists of the following divisions: Transportation, Solid Waste and Recycling, Public Works Operations, Infrastructure and Development, Engineering Administration, Engineering Projects, and Survey.

As you prepare your application and design (Step 1), you need to obtain Engineering pre-application approval (Step 2) that will inform your design and address any possible issues early. Common engineering requirements include but are limited to:

- Servicing connections – how does your home connect to municipal services such as fresh water or sewage?
- Is the current infrastructure capable of servicing my home?
- Are there boulevard trees that require protection during construction?

When you submit your Engineering Pre-application Package, a Project Manager will be assigned to review your documents and provide you with information related to any additional reviews or considerations that will need to be included in your Building permit application. When the Engineering review is complete, the Project Manager will issue an Engineering Pre-Approval Review Package which is a pre-requisite of the Building Permit Application.

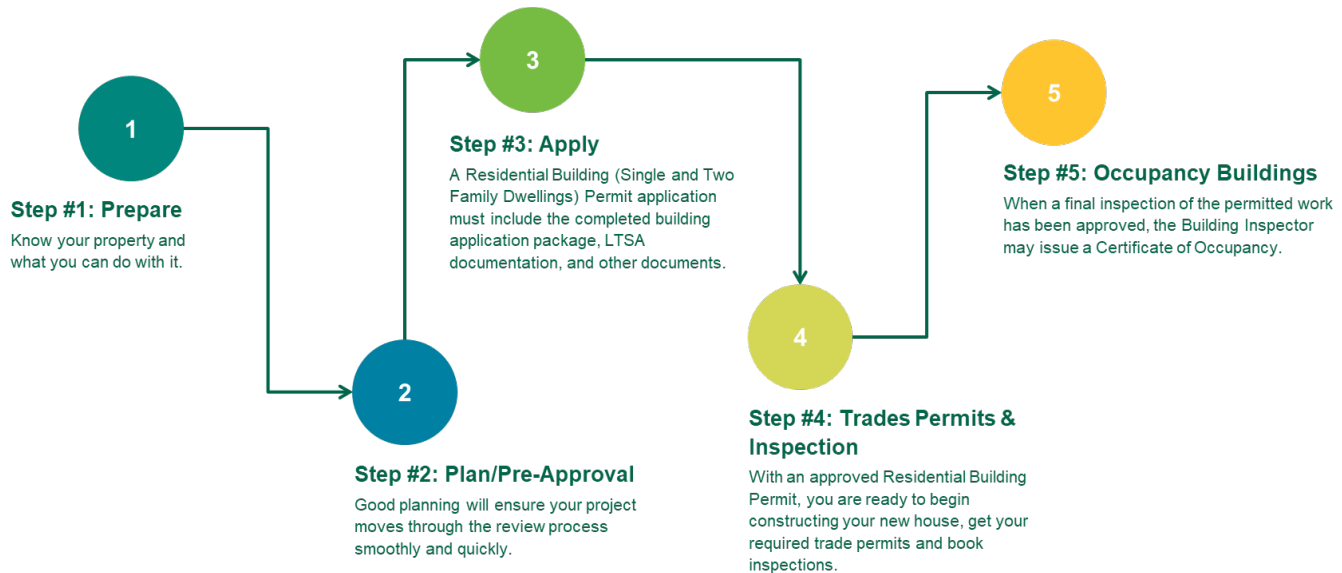
Note: Contact Engineering to obtain your pre-application approval before submitting your building permit application to the Building Division.

Contact:

Engineering Department
City Hall, 4949 Canada Way
Tel: 604-294-7460
Email: engineering@burnaby.ca

Part B: Steps to Building a New House

There are **five steps** involved in advancing your application to completion:



Step 1: Prepare

Know your property and what you can do with it.

1 Determine what zone applies to your property by searching its address on [Burnaby's GIS map](#), and what rules apply to that zone type according to the zone's section in the [Zoning Bylaw](#).

2 Be aware of any constraints that apply to your property, including:

- Any easements or rights-of-way where someone else has a right to cross or otherwise use your land for a specific purpose. This information can be obtained through a title search from [BCLTSA office](#).
- Any environmental constraints such as setbacks for [Streamside Protection and Enhancement Areas \(SPEAs\)](#).
- Heritage status as flagged within the [Burnaby Map](#).
- Proximity to a registered Archeological site with requirements under the [Province of BC's Heritage Conservation Act](#).
- The presence of an [underground storage tank](#) onsite that requires removal.

*NOTE: If there is an existing house on the property, you will also need to apply for a demolition permit.

Step 2: Plan & Get Pre-approvals

Good planning will ensure your project moves through the review process smoothly and quickly.

Step 1

- **Locate** your property lines and define the allowable development area per the Zoning Bylaw and any constraints noted in Step 1.

Step 2

- **Obtain** engineering pre-approval that will identify any site-level servicing or issues to inform your design. A completed engineering pre-application package consists of a completed application form, a topographical survey (<12 months), and a drawing of the proposed driveway location.

Step 3

- Designing a new house can be complicated. We recommend that you **engage** with a qualified design professional to navigate the process.

Step 4

- **Prepare** your application package, and make sure that it is complete prior to applying (Step 3). Incomplete packages will not be accepted, and missing information will impact the review and approval process.

Step 3: Apply

A Residential Building (Single and Two Family Dwellings) Permit must include:

- 1 Completed building application package which consists of:**
 - Completed application form
 - Land Title
 - Schedule F Form
 - Agent Authorization Form
 - Consent to Construct
 - Two sets of Architectural and Structural Drawings
 - BC Energy Compliance Report
 - Hot 2000 Reports
 - Energy Homeowner Information Sheet
 - Completed Checklists
 - Intake Checklist
 - Zoning Bylaw Checklist
 - Drawing Checklist
 - Reduced Site Plan (11" x 17")
 - Schedule B:
 - [Letter of Assurance](#) – Schedule B Structural and Geo Technical
 - [Legal Surveys](#) (not more than twelve months old):
 - Topographical
 - Posting
 - Engineering Single-Two Family Pre-application package
 - Fee Payment
 - Geotechnical Report *if required*
 - Waste Diversion Application Form (required for all demolition permits)
 - Energy Modelling Report & Checklist

- 2 LTSA documentation, including:**
 - Current title
 - Any easements or restrictive covenants
 - A copy of proof of subdivision registration, if the lot was created through subdivision

- 3 Other (required at time of Permit Issuance):**
 - Building Envelope Compliance Letter
 - Homeowner Protection Office registration form for licensed builder or owner builder prior to issuance of the Building Permit
 - Valid Business License

Step 4: Trade Permits & Inspection

With an approved Residential Building Permit, you are ready to begin constructing your new house, get your required trade permits and book inspections.

- 1 Apply for trade permits**

Additional permits for electrical, plumbing, gas or fire protection work need to be applied for by a sub-trade contractor licensed to do such work in the City. Upon completion of the appropriate permit application form and payment of the permit fee, a sub-trade permit is issued provided that, where required, a Building Permit has been issued.

- 2 Booking Inspections**

All work completed will need to be inspected at various stages of construction on your project. As a permit holder you will need to contact the Building Department to request an inspection, with 24 hours' notice required. Inspections can be booked by telephone between 8:30 am – 3:00pm at 604-294-7130.

There are several different types of inspections that may be required, including forms, drain tile, damp proof (walls, slabs), sheathing, framing, insulation, sewerage, plumbing, water pipe, gas vent, and wiring. Please obtain a copy of the inspection list that is available at the Building Department.

Step 5: Occupancy Buildings

When a final inspection of the permitted work has been approved, the Building Inspector may issue a Certificate of Occupancy.

