



City of Burnaby  
 Building Division, Planning and Development Department  
 4949 Canada Way, Burnaby, BC V5G 1M2  
 Phone: 604-294-7130 Fax: 604-294-7986

# INTAKE CHECKLIST

FOR ALL NEW RESIDENTIAL BUILDING PERMITS  
 NEW-SINGLE FAMILY, NEW-TWO FAMILY AND LANEWAY HOMES

<b>PROJECT ADDRESS:</b>	
<b>COMPLETED BY:</b>	

\*These documents are provided by the City of Burnaby, Building Division.

	APPLICANT			INTERNAL
	Yes	Digital Seal	N/A	Yes
<b>DOCUMENTATION/DRAWINGS REQUIRED</b> (Before acceptance of building permit application)				
<b>*Approved Engineering Pre-application Report and Site Sketch</b> – required for all new single, two family dwellings and laneway homes	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
<b>BC Hydro Approval</b> – required for all laneway home applications if electrical connection for the property exceeds 200 Amps.	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
<b>*Application Form</b> – completed and signed by applicant. (Only required for in-person applications)	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
<b>Land Title Search</b> - if applicable, copies of restrictive covenants. (If new ownership, provide proof of ownership. I.e. Sales Contract)	<input type="checkbox"/>			<input type="checkbox"/>
<b>*Schedule “F” Owner(s) Undertaking</b> - signed by all owners on title.	<input type="checkbox"/>			<input type="checkbox"/>
<b>*Agent Authorization Form</b> - signed by all owners on title and completed by the applicant. (Required if there are multiple owners on title)	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
<b>*Consent to Construction Form</b> (If applicable, this form must be completed by the Strata or Landtitle Owners for all units)	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
<b>Set of Architectural Drawings</b> (2 sets are required for in-person applications)	<input type="checkbox"/>			<input type="checkbox"/>
<b>Set of Structural Drawings</b> - signed, sealed, dated and permit to practice number. (2 sets are required for in-person applications)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>BC Step Code Compliance Checklist</b> (Pre-Construction)	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
<b>Hot 2000 Reports</b> – House with Standard Operating Conditions or the Proposed House (Reference House report required for building conforming to Step 5 of BC Energy Step Code)	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
<b>*Zoning Bylaw Checklist</b> – signed by the designer.	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
<b>*Drawing Checklist</b> – signed by the designer.	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
<b>*Electrical Checklist and *Electrical Load Calculations for Laneway Homes</b> (Required if the property is to contain a Laneway Home)	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
<b>*Heritage and Archaeology Checklist</b>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
<b>Reduced Site Plan</b> - no larger than 11”x 17” (2 sets are required for in-person applications)	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
<b>Letter of Assurance - Schedule B Structural and Geotechnical</b> (Signed, sealed and dated by P.Eng.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Topographical Survey</b> - not more than twelve months old. (2 originals are required for in-person applications)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Posting/Subdivision Plan</b> - not more than twelve months old. (2 originals are required for in-person applications)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Geotechnical Report</b> - required for floodplain areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>*Waste Diversion Application Form</b> – required for all demolition permits.	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

STAFF USE ONLY	
CSA INITIALS: [                    ]	DATE:

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	<b>APPLICANT</b>		<b>INTERNAL</b>
<b>DOCUMENTATION/DRAWINGS REQUIRED</b> (Before acceptance of building permit application)	Yes	N/A	Yes
Lot is located in the Agricultural land Reserve (ALR)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
New two-family dwelling meets the minimum lot area and width	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Topo and Posting Plans (sealed) to show iron posts, witness, lot area, FYA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Minimum drawing quality (to scale & legible)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Energy documents demonstrate Step 3 (Energy Step Code and Zero Carbon Step Code)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site plan clearly shows:			
Existing & proposed grades at 4 corners of the principal building and accessory building(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dimension setbacks perpendicular to property lines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parking not permitted in the required front yard and flanking street side yard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Driving aisle width inside yard 10.5' min	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clearance at Intersections – area highlighted and dimensioned	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Driveway Crossings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Laneway Homes</b>			
Lot eligibility (vehicular access to rear yard from the lane or side street)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire Access clearly labeled and hatched on Site Plan (3' width min and no projections permitted)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Van accessible parking space provided in carport or outdoors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Architectural site plan shows minimum 8 points (3 on each side) with existing and proposed elevations surrounding the laneway (elevations supported by the Topographical Survey)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Imaginary line between main house and laneway house for spatial separation calculation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spatial calculations for all sides of the building	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Ground Level Suites in a Semi Detached</b>			
Two (2) regular accessible parking spaces provided in carport or outdoors (Van accessible parking spaces are required for ground level suites)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ground level suite with <u>SAFERhomes</u> stamp	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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PLAN CHECKER INITIALS: [            ]	DATE:		