



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

## CERTIFIED PROFESSIONAL (CP) PROGRAM INTAKE CHECKLIST

<b>PROJECT ADDRESS:</b>	
<b>Name of Certified Professional (CP):</b>	

The checklist represents the minimum requirements for full or staged building permit applications. All City forms, guides and resources are located at [www.Burnaby.ca](http://www.Burnaby.ca).

**NOTE:** The Certified Professional (CP) should indicate documents submitted for each stage in the applicable column or mark N/A (Not Applicable).

NO.	DOCUMENTATION/DRAWINGS REQUIRED Submitted drawings must have original, verifiable professional seals and CP Stamps. Submitted documents are required to be provided with professional seals and CP stamps when indicated.	Excavation/ Shoring		Fdn/Struct Up to Grade		Full Building		Tenant Improvement		
		CP	COB	CP	COB	CP	COB	CP	COB	
1	**Building Permit Application Form	Y*	<input type="checkbox"/>	Y*	<input type="checkbox"/>	Y	<input type="checkbox"/>	Y	<input type="checkbox"/>	
2	Land Title Search - if applicable, copies of restrictive covenants. (If new ownership, provide proof of ownership. I.e. Sales Contract)	Y	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
3	**Schedule "F" Owner(s) Undertaking	Y	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	Y	<input type="checkbox"/>	
4	**Project Directory	Y	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	Y	<input type="checkbox"/>	
5	**Preliminary Plan Approval (PPA) Confirmation/Change Letter <sup>+</sup>	Y	<input type="checkbox"/>	Y	<input type="checkbox"/>	Y	<input type="checkbox"/>		<input type="checkbox"/>	
6	Soil and Methane Report	Y	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
7	Alternative Solution Report(s)	Y	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
8	Geotechnical Report	Y	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
9	Building Code Compliance Report	Y	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
10	**BC Code Analysis Summary	Y	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
11	Building Code Compliance Checklist		<input type="checkbox"/>	Y*	<input type="checkbox"/>	Y	<input type="checkbox"/>	Y	<input type="checkbox"/>	
12	Encroachment Letter	Y	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
13	New Home Registration and/or Exemption Form(s)		<input type="checkbox"/>	Y	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
14	Site Disclosure Statement	Y	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
15	**TI PPA Confirmation Letter <sup>+</sup> (for first TI's in new buildings)		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	Y	<input type="checkbox"/>	
16	Energy Modelling Report and Checklist		<input type="checkbox"/>		<input type="checkbox"/>	Y	<input type="checkbox"/>		<input type="checkbox"/>	
17	**Certificate of Insurance Standard Form - CP	Y	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
<b>SCHEDULE LETTERS</b>										
18	Schedule "A"	Y	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
19	Architectural Schedule "B"		<input type="checkbox"/>	Y*	<input type="checkbox"/>	Y	<input type="checkbox"/>		<input type="checkbox"/>	
20	Structural Schedule "B"		<input type="checkbox"/>	Y*	<input type="checkbox"/>	Y	<input type="checkbox"/>		<input type="checkbox"/>	
21	Geotechnical Schedule "B"	Y	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
22	Electrical Schedule "B"		<input type="checkbox"/>	Y*	<input type="checkbox"/>	Y	<input type="checkbox"/>		<input type="checkbox"/>	
23	Mechanical Schedule "B"		<input type="checkbox"/>	Y*	<input type="checkbox"/>	Y	<input type="checkbox"/>		<input type="checkbox"/>	
24	Plumbing Schedule "B"		<input type="checkbox"/>	Y*	<input type="checkbox"/>	Y	<input type="checkbox"/>		<input type="checkbox"/>	
25	Fire Suppression Schedule "B"		<input type="checkbox"/>	Y*	<input type="checkbox"/>	Y	<input type="checkbox"/>		<input type="checkbox"/>	
26	Schedule CP-1 (Confirmation of Commitment by Owner and CP)	Y	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
27	Schedule CP-3 (Confirmation of Tenant Improvement Compatibility)		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	Y	<input type="checkbox"/>	
28	**Schedule E1 (Residential Only)		<input type="checkbox"/>	Y*	<input type="checkbox"/>	Y	<input type="checkbox"/>		<input type="checkbox"/>	



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		CP	COB	CP	COB	CP	COB	CP	COB	
<b>DRAWINGS</b>										
29	**Authorization Staged Construction Form and Drawings List	Y*	<input type="checkbox"/>	Y*	<input type="checkbox"/>	Y	<input type="checkbox"/>			<input type="checkbox"/>
30	Architectural Drawings complete with Architectural/Building Envelope Details		<input type="checkbox"/>	Y*	<input type="checkbox"/>	Y	<input type="checkbox"/>	Y		<input type="checkbox"/>
31	Building Code Compliance Drawings	Y	<input type="checkbox"/>		<input type="checkbox"/>	Y	<input type="checkbox"/>			<input type="checkbox"/>
32	Landscape Drawings (as accepted by City of Burnaby for PPA)		<input type="checkbox"/>		<input type="checkbox"/>	Y	<input type="checkbox"/>			<input type="checkbox"/>
33	Structural Drawings		<input type="checkbox"/>	Y*	<input type="checkbox"/>	Y	<input type="checkbox"/>			<input type="checkbox"/>
34	Structural Concept Review Checklist		<input type="checkbox"/>	Y*	<input type="checkbox"/>	Y	<input type="checkbox"/>			<input type="checkbox"/>
35	Excavation and Shoring Drawings	Y	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>			<input type="checkbox"/>
36	Erosion and Sediment Control Drawings	Y	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>			<input type="checkbox"/>
37	Mechanical Drawings		<input type="checkbox"/>	Y*	<input type="checkbox"/>	Y	<input type="checkbox"/>	Y		<input type="checkbox"/>
38	Plumbing Drawings* c/w On -Site Services		<input type="checkbox"/>	Y*	<input type="checkbox"/>	Y	<input type="checkbox"/>	Y		<input type="checkbox"/>
39	Fire Suppression Drawings* (Performance Spec)		<input type="checkbox"/>	Y*	<input type="checkbox"/>	Y	<input type="checkbox"/>			<input type="checkbox"/>
40	Electrical Drawings* c/w Load Calculations		<input type="checkbox"/>	Y*	<input type="checkbox"/>	Y	<input type="checkbox"/>	Y		<input type="checkbox"/>
41	Topographical Site Survey Signed and Sealed	Y	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>			<input type="checkbox"/>
42	Fire Truck Access Plan	Y	<input type="checkbox"/>		<input type="checkbox"/>	Y	<input type="checkbox"/>			<input type="checkbox"/>
43	BC Land Survey	Y	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>			<input type="checkbox"/>

- Y - Required documents for the noted construction stage
- Y\* - Documents for this stage are to reflect the specific construction stage only. Schedule B Letters are to be annotated for this stage only.
- \*\* - These documents are provided by the City of Burnaby, Building Division.
- + - Form to be submitted after the issuance of PPA