

# SUBMISSION CHECKLIST

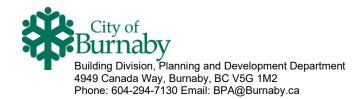
### **RESIDENTIAL ZONING - R1**

Apartment Style
And/or Common Underground Parking

Revised: July 25th, 2024

\*Please submit your application in person at the Building Division Front Counter. Online submissions will not currently be accepted.

PROJECT ADDRESS:Completed E	sy:					
*These documents are provided by the City of Burnaby.	APPLICANT			INTERNAL		
DOCUMENTATION REQUIRED AT TIME OF BUILDING APPLICATION	Yes	Seal	N/A	Yes	N/A	
(Before acceptance of building permit application)	163	Seai	N/A	165	N/A	
*Approved Engineering Pre-Application Report and Site Sketch	_					
Engineering Development Review Process						
*Application Form – completed and signed by applicant.						
(Only required for in-person applications) Building Permit Application for R1						
Land Title Search – A current title search from the Land Title Office, for each						
parcel involved in the proposal, and if applicable, copies of restrictive covenants.						
(If new ownership, provide proof of ownership i.e., sales contract.	Ш				"	
The Land Title Form "A" will be required prior to issuance of any permits where a						
sales contract was provided.)						
*Schedule "F" Owner(s) Undertaking – Signed by all owners on title.						
Schedule F - Owner(s) Undertaking						
*Consent to Construct Form – *stratified properties.						
(If applicable, this must be signed by the strata or land title owners for all units.)  Consent to Construction						
*Agent Authorization Form – Signed by all owners on title and completed by the applicant. (Required if there are multiple owners on title)						
Building Agent Authorization Form						
Geotechnical Report – is required.						
(Signed, sealed, and dated by Architect or P. Eng with permit to practice number.)						
*R1 Zoning Summary Checklist – is required for all applications.						
R1-Zoning-Summary Checklist						
*Heritage and Archaeology Checklist – is only required if the property is						
flagged as a Heritage or Archaeology site.						
Heritage and Archaeology Checklist	_					
Energy Modeling Report and Checklist from a Registered Professional						
Step 2 of the BC Energy Step Code and EL-4 (Zero Carbon Performance) of the						
Zero Carbon Step Code.						
(Signed, sealed, and dated by Architect or P. Eng with permit to practice						
number.)						
Arborist Report						
An arborist report must be prepared by an ISA Certified Arborist to assess						
existing trees either for retention or removal.	ш					
Tree Removal & Replacement						
*Checklist for Electrical Clearance from Existing BC Hydro						
Checklist for Clearance from Existing BC Hydro Overhead			Ш			
Electrical Load Calculation – by licensed Electrical P. Eng with permit to practice	П					
number.						
Letter of Assurance – Schedule A	_					
(Signed, sealed, and dated by Architect or P. Eng with permit to practice number.)					ΙШ	



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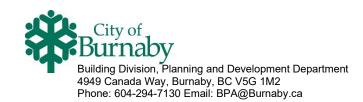
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DOCUMENTATION REQUIRED AT TIME OF BUILDING APPLICATION (Continued)									
	APPLICANT			INTERNAL					
	Yes	Seal	N/A	Yes	N/A				
Letter of Assurance - Schedule B - Structural									
(Signed, sealed, and dated by P. Eng with permit to practice number.)	_								
Letter of Assurance – Schedule B – Structural from Designated					_				
Structural Engineer (DSE) (Signed, sealed, and dated by Designated P. Eng									
with permit to practice number .)									
Letter of Assurance – Schedule B – Geotechnical									
(Signed, sealed, and dated by P. Eng with permit to practice number.)									
*Letter of Assurance – Schedule E-1 – Building Envelope Professional	_								
(Signed, sealed, and dated by P. Eng with permit to practice number.) <u>Building-Envelope-Schedule-E-1</u>									
If Building(s) are to be Sprinklered:									
Letter of Assurance – Schedule B – Fire Suppression – Performance									
Specifications Only									
(Signed, sealed, and dated by P. Eng with permit to practice number.)  OR									
Separate complete Sprinkler Permit Application is required.									
Sprinkler Permit Application				Ш					
*BC Building Code Analysis Summary									
(Signed, sealed, and dated by Architect.)									
2024 BC Building Code Analysis Summary									
*Checklist & Sign-Off of Structural Independent Reviewer									
Independent-Review-of-Structural-Design	_								
*Waste Diversion Application Form – required for all demolitions to existing									
property. Construction And Demolition Waste Diversion Plan Permit	_								
	APPLICANT			INTERNAL					
DRAWINGS REQUIRED AT TIME OF APPLICATION	Yes	Seal	N/A	Yes	N/A				
(Before acceptance of building permit application)									
<ul> <li>All building permit submission drawings shall be:</li> <li>to scale, legible and must be double lined drawings (except site plans).</li> <li>compliant with the current British Columbia Building Code (BCBC) and Burnaby Zoning Bylaw R1 District in its entirety and specified as such on the drawings.</li> </ul>									
<ul> <li>For in-person applications:</li> <li>Three (3) sets of complete drawings are required.</li> <li>All required documents and drawings must be wet stamped and signed.</li> <li>The drawings shall be submitted on sheets no larger than 24 inches by 36 inches (600 x 1000mm).</li> </ul>									
*Further documents and drawings may be required during the review stage.									
Reduced Site Plan – no larger than 11"x 17".									

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	APPLICANT			INTERNAL			
	Yes	Seal	N/A	Yes	N/A		
<b>Topographical Survey</b> – signed, sealed and not more than twelve (12) months old.							
<b>Posting/Subdivision Plan</b> – signed, sealed and not more than twelve (12) months old.							
Architectural Drawings including Building Envelope							
<b>Structural Drawings -</b> signed, sealed, and dated by P. Eng with permit to practice number.							
<b>Electrical Drawings -</b> signed, sealed, and dated by P. Eng with permit to practice number.							
<b>Mechanical Drawings</b> (including Fire Performance Specifications if applicable) signed, sealed, and dated by P. Eng with permit to practice number.							
<b>Plumbing Drawings -</b> signed, sealed, and dated by P. Eng with permit to practice number.							
<b>On-Site Service Plumbing Drawings</b> (if separate from Plumbing Drawings) signed, sealed, and dated by P. Eng with permit to practice number.							
Fire Truck Access Plan							

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