



Building Division, Planning and Development Department  
 4949 Canada Way, Burnaby, BC V5G 1M2  
 Phone: 604-294-7130 Email: BPA@Burnaby.ca

# SUBMISSION CHECKLIST

## RESIDENTIAL ZONING - R1

**Multiplex**

(Three (3) or more primary dwelling units in one building)

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

**PROJECT ADDRESS:** \_\_\_\_\_ **Completed By:** \_\_\_\_\_

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

DOCUMENTATION REQUIRED AT TIME OF BUILDING APPLICATION (Before acceptance of building permit application)	APPLICANT			INTERNAL	
	Yes	Seal	N/A	Yes	N/A
<b>*Approved Engineering Pre-Application Report and Site Sketch</b> <a href="#">Engineering Development Review Process</a>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
<b>BC Hydro Acknowledgement</b> – required if the electrical connection for the property is greater than $\geq 200$ Amps. <i>BC Hydro Approval will be required prior to issuance of the permit.</i> To submit your BC Hydro check, you can log into 'My Hydro' account or contact BC Hydro Express Connect at 1-877-520-1355	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>*Application Form</b> – completed and signed by applicant. <i>(Only required for in-person applications)</i> <a href="#">Building Permit Application for R1</a>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Land Title Search</b> – A current title search from the Land Title Office, for each parcel involved in the proposal, and if applicable, copies of restrictive covenants. <i>(If new ownership, provide proof of ownership i.e., sales contract.</i> <i>The Land Title Form "A" will be required prior to issuance of any permits where a sales contract was provided.)</i>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
<b>*Schedule "F" Owner(s) Undertaking</b> – Signed by all owners on title. <a href="#">Schedule F - Owner(s) Undertaking</a>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
<b>*Consent to Construct Form</b> – <i>*stratified properties.</i> <i>(If applicable, this must be signed by the strata or land title owners for all units.)</i> <a href="#">Consent to Construction Form</a>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>*Agent Authorization Form</b> – Signed by all owners on title and completed by the applicant. <i>(Required if there are multiple owners on title)</i> <a href="#">Building Agent Authorization Form</a>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Geotechnical Report</b> – <i>is only required if the property is flagged as a floodplain or slope instability area.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>*Heritage and Archaeology Checklist</b> – <i>is only required if the property is flagged as a Heritage or Archaeology site.</i> <a href="#">Heritage and Archaeology Checklist</a>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>BC Step Code Compliance Checklist (Pre-Construction)</b> For each building on the lot.	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>*R1 Zoning Summary Checklist</b> – <i>is required for all applications.</i> <a href="#">R1-Zoning-Summary Checklist</a>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
<b>Arborist Report</b> An arborist report must be prepared by an ISA Certified Arborist to assess existing trees either for retention or removal. <a href="#">Tree Removal &amp; Replacement</a>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
<b>Hot 2000 Reports</b> – House with Standard Operating Conditions for each proposed building on the lot. <i>(Reference house report required for building conforming to Step 5 of BC Energy Step Code)</i>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>*Checklist for Electrical Clearance from Existing BC Hydro</b> <a href="#">Checklist for Clearance from Existing BC Hydro Overhead</a>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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	Yes	Seal	N/A	Yes	N/A
<b>Electrical Load Calculation</b> – by licensed Electrical P. Eng with permit to practice number.	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
<b>Letter of Assurance – Schedule A</b> (Signed, sealed, and dated by Architect or P. Eng with permit to practice number.)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
<b>Letter of Assurance - Schedule B - Structural</b> (Signed, sealed, and dated by P. Eng with permit to practice number.)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
<b>Letter of Assurance - Schedule B - Geotechnical</b> (Signed, sealed, and dated by P. Eng with permit to practice number.)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
<b>*Letter of Assurance – Schedule E-1 – Building Envelope Professional</b> (Signed, sealed, and dated by P. Eng with permit to practice number.) <a href="#">Building-Envelope-Schedule-E-1</a>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
<b>*Waste Diversion Application Form</b> – required for all demolitions to existing property. <a href="#">Construction And Demolition Waste Diversion Plan Permit</a>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

DRAWINGS REQUIRED AT TIME OF APPLICATION (Before acceptance of building permit application)	APPLICANT			INTERNAL	
	Yes	Seal	N/A	Yes	N/A
All building permit submission drawings shall be: <ul style="list-style-type: none"> <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> For in-person applications: <ul style="list-style-type: none"> <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.					
<b>Reduced Site Plan</b> – no larger than 11"x 17".	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
<b>Topographical Survey</b> – signed, sealed and not more than twelve (12) months old.	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
<b>Posting/Subdivision Plan</b> – signed, sealed and not more than twelve (12) months old.	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
<i>More than two (2) primary dwellings in one building:</i> <b>Architectural Building Envelope Drawings</b> OR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Five (5) or more units (including secondary suits) in one building:</i> <b>Architectural Drawings including Building Envelope</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Structural Drawings</b> – signed, sealed, and dated by P. Eng with permit to practice number.	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>



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<b>DRAWINGS REQUIRED AT TIME OF APPLICATION</b> (Continued)					
	APPLICANT			INTERNAL	
	Yes	Seal	N/A	Yes	N/A
<b>On-Site Service Plumbing Drawings</b> Signed, sealed, and dated by P. Eng with permit to practice number.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Fire Truck Access Plan</b>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>