

# **SUBMISSION CHECKLIST**

### **RESIDENTIAL ZONING - R1**

**Any Part 3 BCBC Applications** 

Revised: July 25th, 2024

More Than Three (3) Floors Above Grade or a Footprint Greater than 600m<sup>2</sup>

\*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.		APPLICANT			INTERNAL		
DOCUMENTATION REQUIRED AT TIME OF BUILDING APPLICATION (Before acceptance of building permit application)	Yes	s	Seal	N/A	Yes	N/A	
*Approved Engineering Pre-Application Report and Site Sketch <u>Engineering Development Review Process</u>		]					
*Application Form – completed and signed by applicant.  (Only required for in-person applications)  Building Permit Application for R1		1					
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 covers (If new ownership, provide proof of ownership i.e., sales contract.  The Land Title Form "A" will be required prior to issuance of any permits whe sales contract was provided.)	ants.	J					
*Schedule "F" Owner(s) Undertaking – Signed by all owners on title.  Schedule F - Owner(s) Undertaking		j					
*Consent to Construct Form – *stratified properties.  (If applicable, this must be signed by the strata or land title owners for all to Consent to Construction	units.)	]					
*Agent Authorization Form – Signed by all owners on title and completed the applicant. (Required if there are multiple owners on title) Building Agent Authorization Form	by	]					
Geotechnical Report – is only required if the property is flagged as a floody or slope instability area.	olain 🗆	]					
*Heritage and Archaeology Checklist – is only required if the property is flagged as a Heritage or Archaeology site.  Heritage and Archaeology Checklist		]					
*R1 Zoning Summary Checklist – is required for all applications. R1-Zoning-Summary Checklist		]					
Energy Modeling Report and Checklist from a Registered Professional Step 2 of the BC Energy Step Code and EL-4 (Zero Carbon Performance) o the Zero Carbon Step Code.  (Signed, sealed, and dated by 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.  Tree Removal & Replacement		]					
Letter of Assurance – Schedule A (Signed, sealed, and dated by Architect or P. Eng with permit to practice number.)		]					
Letter of Assurance – Schedule B - Architectural (Signed, sealed, and dated by Architect)		]					
Letter of Assurance – Schedule B – Structural from Designated Structural Engineer (DSE) (Signed, sealed, and dated by Designated P. Eng with perr practice number.)		]					

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Phone: 604-294-7130 Email: BPA@Burnaby.ca

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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 – 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.)						
Building-Envelope-Schedule-E-1						
Letter of Assurance – Schedule B – Electrical						
(Signed, sealed, and dated by P. Eng with permit to practice number.)					Ш	
Letter of Assurance – Schedule B – Mechanical	П	П				
(Signed, sealed, and dated by P. Eng with permit to practice number.)						
Letter of Assurance – Schedule B – Plumbing	П	П				
(Signed, sealed, and dated by P. Eng with permit to practice number.)						
Letter of Assurance – Schedule B – Plumbing On-Site Services (if not						
included in Plumbing P. Eng's scope.)						
(Signed, sealed, and dated by P. Eng with permit to practice number.)						
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.					П	
Sprinkler Permit Application		_				
*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					_ <del>_</del>	
*Waste Diversion Application Form – required for all demolitions to existing						

	Al	PPLICAN	INTERNAL		
DRAWINGS REQUIRED AT TIME OF APPLICATION	Yes	Seal	N/A	Yes	N/A
(Before acceptance of building permit application)	. 55		,,, (	. 55	

All building permit submission drawings shall be:

• to scale, legible and must be double lined drawings (except site plans).

property. Construction And Demolition Waste Diversion Plan Permit

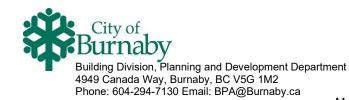
• compliant with the current British Columbia Building Code (BCBC) and Burnaby Zoning Bylaw R1 District in its entirety and specified as such on the drawings.

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For in-person applications:

- Three (3) sets of complete drawings are required.
- All required documents and drawings must be wet stamped and signed.
- The drawings shall be submitted on sheets no larger than 24 inches by 36 inches (600 x 1000mm).

\*Further documents and drawings may be required during the review stage.



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	APPLICANT			INTERNAL			
	Yes	Seal	N/A	Yes	N/A		
Reduced Site Plan – no larger than 11"x 17".							
<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 – signed, sealed, and dated by a Registered Architect.							
<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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