

SUBMISSION CHECKLIST

RESIDENTIAL ZONING - R1

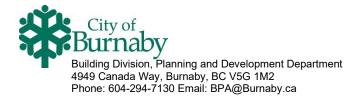
Revised: July 25th, 2024

Two Residential Buildings or Electrical Service that is more than 200Amps (Maximum of two (2) primary dwelling units per building)

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

PROJECT ADDRESS:Completed	ву:					
*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	Seal	N/A	Yes	N/A	
*Approved Engineering Pre-Application Report and Site Sketch Engineering Development Review Process						
BC Hydro Acknowledgement – required if the electrical connection for the property is greater than ≥ 200 Amps. BC Hydro Approval will be required prior to issuance of the permit. To submit your BC Hydro check, you can log into 'My Hydro' account or contact BC Hydro Express Connect at 1-877-520-1355						
*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. 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 Form						
*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 only required if the property is flagged as a floodplain or slope instability area.						
*Heritage and Archaeology Checklist – is only required if the property is flagged as a Heritage or Archaeology site. Heritage and Archaeology Checklist						
BC Step Code Compliance Checklist (<i>Pre-Construction</i>) For each building on the lot.						
*R1 Zoning Summary Checklist – is required for all applications. R1-Zoning-Summary Checklist						
Hot 2000 Reports – House with Standard Operating Conditions for each proposed building on the lot. (Reference house report required for building conforming to Step 5 of BC Energy Step Code)						
*Checklist for Electrical Clearance from Existing BC Hydro Checklist for Clearance from Existing BC Hydro Overhead						
Letter of Assurance – Schedule B – Structural (Signed, sealed, and dated by P. Eng with permit to practice number.)						

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	APPLICANT			INTERNAL						
DOCUMENTATION REQUIRED AT TIME OF BUILDING APPLICATION (Continued)	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.)	1]						
*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)										
 All building permit submission drawings shall be: to scale, legible and must be double lined drawings (except site plans). 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. 										
 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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Reduced Site Plan – no larger than 11"x 17".										
Topographical Survey – signed, sealed and not more than twelve (12) months old.										
Posting/Subdivision Plan – signed, sealed and not more than twelve (12) months old.										
Site Plan (scale 1/8" = 1'-0" or 1/16" = 1'-0" for larger site).										
Foundation, Floor, Cross Sections and Roof Plans (scale: 1/4" = 1'-0").										
Construction Detail Drawings (scale: 1/2" = 1'-0").										
Elevation Drawings (scale: 1/4" = 1'-0").										
Structural Drawings (scale: 1/4" = 1'-0") - signed, sealed, and dated by P. Eng with permit to practice number.										

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