

Single Family Development Application

Engineering Pre-Application

More information is available online at the City of Burnaby website.

A hard copy of this document is also available at City Hall.

The new residential building process, effective April 17th, 2023, includes a key change to support a faster, simpler, and better experience for applicants. The **New Engineering pre-application stage** means that early identification of potential issues or challenges resulting in fewer surprises later. This stage will primarily focus on addressing site-level servicing, but will also include early identification of issues related to heritage, archeology, boulevard trees, and/or site contamination, as needed.

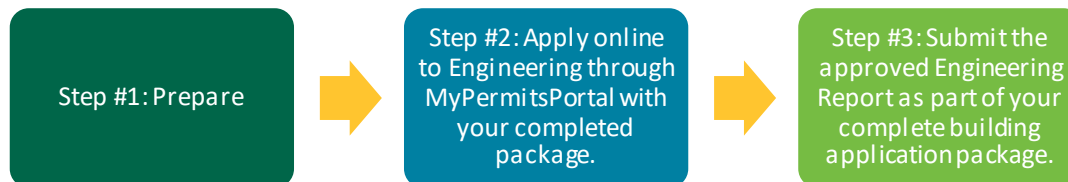
**The information provided in this guide is provided for convenience only and is not in substitution of applicable City Bylaws or Provincial or Federal Codes or laws. You must satisfy yourself that any existing or proposed construction or other works complies with such Bylaws, Codes or other laws.*

What Does This Mean for Me?

If you are planning to submit a building application in the near future, it is important to be aware of recent changes to the approval process. Specifically:

- You will now need to obtain Engineering Pre-application approvals **before** submitting your building application.
- This additional step is part of a revised process that has been designed to improve efficiency and accuracy by involving experts from different departments at the appropriate times.

There are **three steps** involved in advancing your application through the Engineering Pre-Application stage:



Steps

Here is some more information on what to expect in each step.

Step 1: Prepare

- Prepare your Engineering Pre-application and make sure it's complete before applying (Step 2), as this ensures your application is accepted and processed quickly.

Step 2: Apply

- **A completed Engineering Pre-Application package consists of:**
 - Agent Authorization Form
 - Topographical Survey. Please note the requirements laid out on the City's website.
 - Drawing of Proposed Driveway Location
 - Fee Payment
- When your application is taken in, Engineering clerks will review your submission to ensure that it meets our requirements. Once confirmed, an invoice will be emailed to you with the application fee.
- An Engineering Project Manager will begin reviewing your application and will contact you once the fee has been paid. As part of that review, they will provide you with information related to any additional reviews or considerations that will need to be included in your Building permit application.

Step 3: Submit

- When the Engineering Project Manager has completed the review, you will receive your Engineering Pre-Application Review Report which will be part of your complete building application package. Missing this document will deem your building application incomplete.