



Building Division, Planning and Development Department
 2ND Floor, 4949 Canada Way, Burnaby, BC V5G 1M2
 Phone: 604-294-7130

BUILDING PERMIT APPLICATION

Additions, Alterations & Renovations to Existing Residential Buildings

Application Date: _____

Plan Checker (PC): _____

Building Permit #: _____

Section 1: Property Information

SITE ADDRESS:				
LEGAL DESCRIPTION:	Lot:	Block:	DL:	Plan:

Section 2: Purpose of Application

Description of Proposed Work: _____

PROJECT VALUE (Includes cost of plans, materials, and labour): \$ _____	Lot Size (m ²): _____
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Existing Building Type (Check ALL that apply):

- Single-Family Dwelling
 Two-Family (Duplex) Dwelling
 Secondary Suite(s)
 Two (2) Residential Buildings
 Three (3) or More Residential Buildings
 Accessory Building(s)
 Apartment
 Row Housing (requires subdivision approval)
 Multiplex (3 or more primary dwellings in one building)

Scope of Proposed Work (Check ALL that apply):

- Interior Alteration
 Exterior Alteration
 Addition
 Top Floor Addition
 Parking Pad
 Attached Garage
 Solar Panels
 Attached Carport
 Deck
 Retaining Wall(s)
 Secondary Suite(s)
 Swimming Pool
 Emergency Repair (Fire or Other)
 Other: _____

- Is a demolition permit required? Yes No
- Is a tree permit required? Yes No
- Are you aware of the presence of any contaminated soils on the subject property? Yes No
- Is there any easements, restrictive covenants, or right-of-way(s)? Yes No
- Is this property flagged as a Heritage or Archaeology Site? [Heritage and Archaeology Checklist 2023](#) Yes No
- Is this property located in a floodplain area? (A geotechnical report may be required) Yes No
- Is the building/property being converted to strata-title ownership? Yes No
- Will the electrical service for this property be greater than >200 Amps? Yes No
- Will there be more than three (3) floors above grade? Yes No
- Is the building(s) being sprinklered? Yes No
- Will the building(s) have a fire alarm system? Yes No

Provide related permits and application information (if applicable):

Engineering Pre-Application (required): <u>SSR</u>	Demolition Permit: <u>DEMO</u>
Sub-Division (required for Row Housing): <u>SUB</u>	Tree Permit: <u>TRE</u>
Rezoning: <u>REZ</u>	Waste Diversion Application: <u>WDP</u>
Sprinkler Permit: <u>FPP</u>	Bylaw/Code Case: <u>BYL</u>



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The following sections must be completed by the person signing the application form.

Section 3: Building Owner(s) *Note: if complete demolition is required, this address must differ from the site address.*

PROPERTY OWNER(s):		
ADDRESS:	CITY:	POSTAL CODE:
PHONE NUMBER:	E-MAIL:	

Section 4: Designer or Architect *(If required)*

NAME:		
COMPANY:		
ADDRESS:	CITY:	POSTAL CODE:
PHONE NUMBER:	E-MAIL:	

Section 5: Contractor Business License Name

CONTRACTOR:	Business License (IMBL or Burnaby):	
ADDRESS:	CITY:	POSTAL CODE:
PHONE NUMBER:	E-MAIL:	

Section 6: Demolition Contractor Business License Name *(If required)*

DEMOLITION CONTRACTOR:	Business License (IMBL or Burnaby):	
ADDRESS:	CITY:	POSTAL CODE:
PHONE NUMBER:	E-MAIL:	

Section 7: Agent Contact Agent Authorization Form Required

AGENT CONTACT:		
ADDRESS:	CITY:	POSTAL CODE:
PHONE NUMBER:	E-MAIL:	

Who will be paying for the application fees:

- Owner
 Designer/Architect
 Contractor
 Agent Contact
 Other: _____

Who will be paying for the Engineering Fees including Damage Deposits:

- Owner
 Designer/Architect
 Contractor
 Agent Contact
 Other: _____

Note: Separate permits are required for electrical, plumbing, gas, heating installation, sprinkler permits and illuminated signs.

I acknowledge that the permit application fee is non-refundable.

Personal information collected on this form is in accordance with s. 26(c) of the Freedom of Information and Protection of Privacy Act (RSBC 1996) for permitting purposes. Please be advised that permits are considered public records that are available in various City publications or disclosed through information requests. For questions regarding the collection, use and disclosure of personal information please contact the FOI Administrator at FOI@burnaby.ca or by calling 604-294-7944 or in person at City Hall at 4949 Canada Way, Burnaby.

Applicant Name: _____ Owner Agent Contact _____ Signature _____ Date _____