



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

# BUILDING PERMIT APPLICATION

## Additions and Alterations to Existing Residential Buildings

Application Date: \_\_\_\_\_

Plan Checker (PC): \_\_\_\_\_

Building Permit: \_\_\_\_\_

### Section 1: Property Information

<b>SITE ADDRESS:</b>				
LEGAL DESCRIPTION:	Lot:	Block:	DL:	Plan:

### Section 2: Purpose of Application

**Description of Proposed Work:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<b>PROJECT VALUE</b> (Includes cost of plans, materials, and labour): \$ _____	Lot Size (m <sup>2</sup> ): _____
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**Existing Building Occupancy Type (Check ALL that apply):**

Single-Family Dwelling     
  Duplex (Two-Family) Dwelling     
  Two (2) Residential Buildings  
 Part 3 Building (SSMUH)     
  Three (3) or More Residential Buildings     
  Row Housing  
 Multiplex (3 or more primary dwellings in one building)     
  Other: \_\_\_\_\_

Existing Number of Primary Dwelling Units: _____	Existing Number of Secondary Suites: _____
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Proposed Number of New Primary Dwelling Units: _____	Proposed Number of New Secondary Suites: _____
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**Scope of Proposed Work (Check ALL that apply):**

Interior Alteration     
  Exterior Alteration     
  Addition     
  Floor Addition  
 Attached Garage     
  Existing Detached Garage     
  Attached Carport     
  Existing Detached Carport  
 Parking Pad     
  Solar Panels     
  Deck/Patio     
  Deck Cover/Canopy  
 Secondary Suite(s)     
  Retaining Wall(s)     
  Existing Swimming Pool  
 Emergency Repair (Fire or Other)     
  Other: \_\_\_\_\_

Is a demolition permit required?  Yes  No

Is a tree permit 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) sprinklered?  Yes  No

Does the building(s) have a fire alarm system?  Yes  No

**Provide related permits and application information (if applicable):**

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



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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