



Building Division, Planning and Development Department  
4949 Canada Way, Burnaby, BC V5G 1M2  
Phone: 604-294-7130 Fax: 604-294-7986



## INTAKE CHECKLIST

FOR ALL SINGLE AND TWO FAMILY DWELLING PERMITS

<b>PROJECT ADDRESS:</b>	
<b>COMPLETED BY:</b>	

DOCUMENTATION/DRAWINGS REQUIRED (Before acceptance of building permit application)	APPLICANT			INTERNAL
	Yes	Digital Seal	N/A	Yes
<b>*Engineering Pre-application Report</b> - for new single and two family only.	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
<b>*Application Form</b> - completed and signed by applicant.	<input type="checkbox"/>			<input type="checkbox"/>
<b>Land Title Search</b> - if applicable, copies of restrictive covenants. (If new ownership, provide proof of ownership. I.e. Sales Contract)	<input type="checkbox"/>			<input type="checkbox"/>
<b>*Schedule "F" Owner(s) Undertaking</b> - signed by all owners on title.	<input type="checkbox"/>			<input type="checkbox"/>
<b>*Agent Authorization Form</b> - signed by all owners on title and completed by the applicant. (Required if there are multiple owners on title)	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
<b>*Consent to Construction Form</b> (If applicable, this form must be completed by the Strata or Landtitle Owners for all units)	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
<b>2 Sets of Architectural Drawings</b>	<input type="checkbox"/>			<input type="checkbox"/>
<b>2 Sets of Structural Drawings</b> - signed, sealed, dated and permit to practice number.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>BC Energy Compliance Report</b>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
<b>Hot 2000 Reports</b> - proposed and reference.	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
<b>Energy Homeowner Information Sheet</b>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
<b>*Zoning Bylaw Checklist</b> – signed by the designer.	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
<b>*Drawing Checklist</b> – signed by the designer.	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
<b>Heritage and Archaeology Checklist</b>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
<b>Reduced Site Plan</b> - 2 Copies, no larger than 11"x 17".	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
<b>Letter of Assurance - Schedule B Structural</b> (Original signed, sealed and dated by P.Eng.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Letter of Assurance - Schedule B Geotechnical</b> (Original signed, sealed and dated by P.Eng.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Topographical Survey</b> -2 Originals, not more than twelve months old.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Posting/Subdivision Plan</b> - 2 Originals, not more than six months old. (Not required if posts are confirmed and shown on Topographical Survey)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Geotechnical Report</b> - is required for floodplain areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>*Waste Diversion Application Form</b> - required for all demolition permits.	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

\*These documents are provided by the City of Burnaby, Building Division.

STAFF USE ONLY	
CSA INITIALS: [      ]	DATE:

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Lot is located in the Agricultural land Reserve (ALR)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																								
New two-family dwelling meets the minimum lot area and width	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																								
Topo and Posting Plans (sealed) to show iron posts, witness, lot area, FYA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																								
Secondary Suite has on-site parking that is labeled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																								
Minimum drawing quality (to scale & legible)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																								
Energy documents demonstrate Step 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																								
Site plan clearly shows: <table border="0" style="width: 100%;"> <tr> <td style="width: 70%;">Existing &amp; proposed grades at 4 corners of the principal building and accessory building(s)</td> <td style="width: 10%; text-align: center;"><input type="checkbox"/></td> <td style="width: 10%; text-align: center;"><input type="checkbox"/></td> <td style="width: 10%; text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Dimension setbacks perpendicular to property lines</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Parking not permitted in the required front yard and flanking street side yard</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Driving aisle width in side yard 10.5' min</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Clearance at Intersections – area highlighted and dimensioned</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Driveway Crossings</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>				Existing & proposed grades at 4 corners of the principal building and accessory building(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dimension setbacks perpendicular to property lines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parking not permitted in the required front yard and flanking street side yard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Driving aisle width in side yard 10.5' min	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Clearance at Intersections – area highlighted and dimensioned	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Driveway Crossings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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