



City of Burnaby  
 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. <i>(If new ownership, provide proof of ownership. I.e. Sales Contract)</i>	<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. <i>(Required if there are multiple owners on title)</i>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
<b>*Consent to Construction Form</b> <i>(If applicable, this form must be completed by the Strata or Landtitle Owners for all units)</i>	<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> <i>(Original signed, sealed and dated by P.Eng.)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Letter of Assurance - Schedule B Geotechnical</b> <i>(Original signed, sealed and dated by P.Eng.)</i>	<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. <i>(Not required if posts are confirmed and shown on Topographical Survey)</i>	<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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<b>PROJECT ADDRESS:</b>			
		<b>APPLICANT</b>	
		<b>INTERNAL</b>	
<b>DOCUMENTATION/DRAWINGS REQUIRED</b> (Before acceptance of building permit application)		Yes	N/A
Lot is located in the Agricultural land Reserve (ALR)		<input type="checkbox"/>	<input type="checkbox"/>
New two-family dwelling meets the minimum lot area and width		<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"/>
Secondary Suite has on-site parking that is labeled		<input type="checkbox"/>	<input type="checkbox"/>
Minimum drawing quality (to scale & legible)		<input type="checkbox"/>	<input type="checkbox"/>
Energy documents demonstrate Step 3		<input type="checkbox"/>	<input type="checkbox"/>
Site plan clearly shows:			
Existing & proposed grades at 4 corners of the principal building and accessory building(s)		<input type="checkbox"/>	<input type="checkbox"/>
Dimension setbacks perpendicular to property lines		<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"/>
Driving aisle width in side yard 10.5' min		<input type="checkbox"/>	<input type="checkbox"/>
Clearance at Intersections – area highlighted and dimensioned		<input type="checkbox"/>	<input type="checkbox"/>
Driveway Crossings		<input type="checkbox"/>	<input type="checkbox"/>
<b>STAFF USE ONLY</b>			
PLAN CHECKER INITIALS: [     ]		DATE:	