

April 17, 2026



Surrey & Burnaby Building Permit Checklist (2026 Edition)

Pre-Submission Guide to Avoid RFIs & Fast-Track Approval

Prepared by Canadian Blueprint | Updated for BC Building Code, Step Code & Municipal Portals

◆ **1. Zoning & Site Verification**

- Zoning Confirmation Letter (ZCL) obtained from municipal planning department
- Lot coverage calculated (existing + proposed \leq 40–50%, per zone)
- Setbacks verified (side \geq 1.2 m, rear \geq 4.5–7.5 m, or per local bylaw)
- Tree protection/arborist report completed (if retaining trees \geq 60 cm DBH)
- Utility capacity confirmed (water, sewer, electrical for added unit/suite)

◆ **2. Architectural & Site Drawings**

- **Site Plan** at **1/8" = 1'-0"** scale showing property lines, setbacks, existing/proposed structures, drainage arrows, north arrow, FSR calculations, and impermeable surface areas
- **Floor Plans** at **1/4" = 1'-0"** scale showing room dimensions, door swings, egress paths, stair geometry, and construction notes
- **Elevations** (N, S, E, W) at **1/4" = 1'-0"** scale with siding/roof materials, window heights, glazing percentages, and fire-separation callouts
- **Building Sections** at **1/4" = 1'-0"** scale showing foundation depth, floor-to-ceiling heights, insulation layers, and air barrier continuity details
- Title blocks include: project name/address, drawing title, **imperial scale notation**, revision history, and professional seal fields
- All drawings in **single-page PDFs**, clearly named per portal file-naming conventions (e.g., A-101_FloorPlan_Rev2.pdf)
- Dimensions shown in **imperial (feet/inches)** with metric equivalents in parentheses where required for code references

◆ 3. Engineering & Structural

- Foundation plan with footing depths, soil bearing capacity, perimeter drainage, and capillary breaks
- Framing plan with lateral bracing, hold-downs, shear walls, and connection details
- Structural calculations & engineer/CTech seal applied to all structural sheets
- Geotechnical report submitted (if slope >15%, engineered fill, or Burnaby Mountain/ravine proximity)

◆ 4. Energy & Step Code Compliance

- BC Energy Step Code compliance form submitted (Step 3 or 4 per municipality)
- HRV sizing, duct layout, and ventilation airflow calculations included
- Airtightness testing plan specified (target ACH @ 50 Pa noted)
- Thermal bridging details at floor/wall/roof intersections and window/door rough openings
- Hot2000 output or prescriptive compliance documentation attached

◆ 5. Application & Administrative

- Completed municipal permit application form (latest version)
- Owner authorization & builder declaration signed
- Permit fee calculation verified & payment method ready
- All files uploaded as individual PDFs (no merged documents)
- Revision tracking & change logs documented in title blocks

📍 MUNICIPAL ADD-ONS

✅ Surrey-Specific

- Floodplain/grading compliance plan (if near Nicomekl, Serpentine, or regulated drainage areas)
- Separate arborist report for retained protected trees
- Zoning confirmation letter attached to submission

✅ Burnaby-Specific

- Step 3/4 prescriptive compliance or energy model attached
 - Geotechnical/slope stability report (if applicable to lot topography)
 - Heritage/Character Area screening completed (if in Capitol Hill, Douglas-Gilpin, or designated zones)
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💡 5 PRO TIPS FOR FASTER APPROVAL

1. **Use imperial scales consistently.** Site plans at 1/8" = 1'-0"; all other drawings at 1/4" = 1'-0". Reviewers reject sets with mixed or missing scale notation.
 2. **Print a test page at 100% scale.** Verify that 1/4" on paper equals 1'-0" in reality. If dimensions don't match a scale ruler, the entire set may be rejected.
 3. **Cross-reference zoning before drafting.** Setback, height, and coverage errors are the #1 cause of RFIs in both cities.
 4. **Include professional seals upfront.** Unsigned structural, mechanical, or site sheets pause the review clock until resubmitted.
 5. **Pre-align Step Code docs.** Generic insulation notes or missing airtightness targets = automatic deficiency. Use municipal checklists, not stock templates.
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📧 Need a pre-submission review?

Don't risk a 3-week review delay over a missing signature or incorrect form.

👉 [Contact Canadian Blueprint](#) or email info@canadianblueprint.ca to have our team vet your package before you upload.

Disclaimer: Municipal requirements change. Always verify final submission criteria on your city's official permitting portal before uploading.