

Requesting an Inspection on My Permits Portal

Follow the steps below to request an inspection on an issued permit on My Permits Portal. If you have questions related to My Permits Portal, please contact 604-570-3600 or email MyPermitsPortal@burnaby.ca.

- 1 Log in to mypermits.burnaby.ca.
- 2 To locate your permit, in the top navigation bar, click **View** ▾.
- 3 From the **View** dropdown, under **PERMITS**, click **My Permits**.

To open the case to view your permit details, click the **Permit Number**.

Permit Number	Project	Address	Permit Type	Status
ELE23-02507		4940 CANADA WAY Unit: 1...	Electrical Permit - Extra Low Voltage Electrical Work	Issued
BLD23-00641		4940 CANADA WAY Unit: 1...	Building Permit Residential - New Single or Two Family Dwelling	Requested Online



Inspections may only be requested for permits with an Issued status.

If you have multiple permits listed on the **My Permits** screen, to locate the required permit, use the search, filter and/or sorting features.

To export the displayed permit list, click **Export to Excel**, then in the **Export Options** pop-up, enter a file name and click **Ok**.

Permit Number: ELE23-02507	
Type:	Electrical Permit - Extra Low Voltage Electrical Work
Status:	Issued
Applied Date:	09/22/2023
Issue Date:	09/26/2023
District:	N/A
Expire Date:	
Finalized Date:	
Description:	CCTV

Summary Locations Fees **Inspections** Sub-Records

- 4 Click the **Inspections** tab.

Summary Locations Fees **Inspections** Sub-Records

Existing Inspections | Request Inspections | Optional Inspections | Next Tab | Permit Details | Main Menu

Existing Inspections Sort: Description ▾

View Inspection	Description	Status	Request Date	Scheduled Date	Inspector	Action
No records to display.						

Request Inspections Sort: Order ▾

Description	Reinspection	Action
Inspection - Electrical Rough-In	No	<input type="checkbox"/>
Inspection - Pre Final Inspection Electrical	No	<input type="checkbox"/>
Inspection - Final Electrical	No	<input type="checkbox"/>

Results per page: 10 ▾ 1 - 3 of 3 << < 1 > >>

[Request Inspection](#)

Optional Inspections

A list of inspections displays at the bottom of the page.

5 In the **Action** column, select the checkbox for the inspection(s) you would like to request.



If the workflow of the case has not been completed up to the inspection step (based on priority set), the Action boxes will not display.

6 At the bottom of the page, click [Request Inspection](#).

1 #ELE23-02507

Inspection Type: Electrical Rough-in Case Type: Electrical Permit - Commercial Install

Address: 3963 BRANDON ST BURNABY, BC V5G2P6

Online inspection scheduling is only available for next business day inspections and based on staff availability.
If you are unable to schedule an online inspection, please call us at (604) 294-7130.
For more information visit us [Burnaby Building Permits Website](#).

* Requested Date

Pets or animals in the entry or inspection area?

More Info

Onsite Contact Information

*On-site contact name

*Phone number

Phone number is required.

Click the calendar and select a date for the inspection request.

More Info

Onsite Contact Information

*On-site contact name

*Phone number

I hereby declare that I have authority to book inspections on behalf of the permit holder.

*Your name

Commercial / multi-family permits - specify the inspection location, eg. floor, area

Inspection location

[Submit](#)

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7 On the **Request Inspection** page, complete all the fields.



Mandatory fields are marked with an asterisk *.

If you need to cancel an inspection after requesting one online, call 604-294-7130.

8 At the bottom of the page, click [Submit](#).

1 Case #ELE23-02507


Inspection Type: Electrical Rough-in

Case Type: Electrical Permit - Commercial Install

Address: 3963 BRANDON ST BURNABY, BC V5G2P6

Requested Date 10/12/2023

Pets or animals in the entry or inspection area?



If the inspection was successfully requested, a green checkmark displays in the **Inspection Information** pop up.

9 Navigate back to the involved Permit and select the **Inspections** tab to display the scheduled inspection under **Existing Inspections**.

[Existing Inspections](#) | [Request Inspections](#) | [Optional Inspections](#) | [Next Tab](#) | [Permit Details](#) | [Main Menu](#)

Existing Inspections Sort

View Inspection	Description	Status	Request Date	Scheduled Date	Inspector	Action
INSP23-032842	Inspection - Electrical Rough-In	Requested	10/12/2023	10/12/2023	Turra Carlo	