

# PLAN CHECKER 1 OR 2

## Planning and Development



Community · Integrity · Respect · Innovation · Passion

Applications are invited for the following position as of February 17, 2026 and must be received by **Thursday, February 26, 2026** quoting:

**Competition No: 2026-037**

This position works in the Plan Checking organizational unit. We are recruiting for Plan Checker 1 or Plan Checker 2 with ample opportunity for professional development and advancement opportunities within Plan Checking. This is technical and clerical work checking building plans for adherence to the building code, regulations and municipal bylaw requirements for single and two family dwellings or small commercial, industrial and residential construction building plans for adherence to the building code, regulations and municipal bylaw requirements. An incumbent examines detailed plans and specifications of proposed construction, conversions or additions for compliance with building code, regulations and municipal bylaws; lists non-conforming items in plans and reviews with applicants; issues building permit when plans meet regulations. Considerable independence of judgement and action is exercised in this role within delegated areas of responsibility. The successful candidate will also answer enquiries and interpret building code, regulations and bylaws at the counter or over the telephone; assist Plan Checker 1 employees with difficult or unusual problems; prepare routine correspondence and reports related to activities; maintain records; and store plans. Performs related work as required.

Qualifications include graduation from an Institute of Technology with a diploma in Building Technology, some experience related to building construction; or an equivalent combination of training and experience. The ideal candidate will possess considerable knowledge of the building code, regulations and municipal bylaws; of standard practices and materials used in building construction; sound knowledge of preparation and use of plans and specifications related to building construction; some knowledge of bylaws related to electrical, plumbing, gas, licensing, health, signs and fire regulation. Ability to interpret plans and specifications quickly and accurately; to perform mathematical calculations; to deal effectively with contractors, architects, engineers, civic officials and the general public and to supervise reporting staff; to prepare routine correspondence and reports. Plan Checker 1 requires a Building Officials' Association of British Columbia, Level 1 Qualification or to be enrolled into Level 1 Building Official-in-Training Program (BOIT) and obtain qualification within 12 months. Plan Checker 2 requires Building Officials' Association of British Columbia, Level 2 Qualification or to be enrolled into Level 2 Building Official-in-Training Program (BOIT) and obtain qualification within 18 months. A Driver's Licence for the Province of British Columbia are required.

**SALARY:** PLAN CHECKER 1: \$5,719 – 5,957 – 6,200 – 6,460 – 6,730/month (Pay Grade 21) (2024 Rates)  
PLAN CHECKER 2: \$6,200 – 6,460 – 6,730 – 7,011 – 7,319/month (Pay Grade 23) (2024 Rates)

**STATUS:** Regular Full Time

**LOCATION:** City Hall

**SCHEDULE:** 70 hours bi-weekly; Monday to Friday from 8:00 AM – 4:45 PM (Nine-Day Fortnight)

**SPECIAL NOTES:** Subject to the Letter of Understanding dated April 4, 2018; otherwise, Normal for CUPE 23 Inside Division Collective Agreement

Copies of relevant professional certificates, degrees, or tickets will be required at the time of the interview. Please contact People and Culture at **604-294-7303** if you do not receive a confirmation email within one hour of submitting your application online at [www.burnaby.ca/careers](http://www.burnaby.ca/careers). We thank all applicants for their interest; however, only those considered for an interview will be contacted.

We respectfully acknowledge that the City of Burnaby is located on the unceded territories of the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish), səlilwətaʔ (Tsleil-Waututh), and kʷikʷəƛ̓əm Peoples (Kwikwetlem). Each Nation has distinct histories and distinct traditional territories that fully or partially encompass the city. We encourage you to learn more about the Host Nations whose ancestors have occupied and used these lands, including parts of present-day Burnaby, for thousands of years. We are grateful to be on this territory as we dedicate ourselves to creating an inclusive and diverse workforce that reflects our vibrant community and welcomes applicants of all backgrounds, genders, ages, ethnicities, abilities, sexual orientations, and life experiences.

Reference: 50004638



City of Burnaby | People and Culture | 6161 Deer Lake Ave, Burnaby BC V5G 1M2

