

Submission Of Residential Building Plan

Site Plans

We will only accept applications for Building Permits that include a complete submission of building plans, including a site plan. Our counter staff do not draw site plans - it is not their field of expertise, nor their responsibility. Building and siting dimension must be noted in metric on the site plans. This is to facilitate siting interpretation with the dimensions on the survey certificate which is required at foundation inspection.

Switching Plans

The practice of switching plans after the building application has been accepted is not permitted. While we appreciate that circumstances can change and make such switching necessary, it does appear in some cases that initially any plan is being submitted just to get an application into the system and then the desired plan is submitted at a later date.

This practice entails extra work to our staff but, more importantly, builders who do not switch plans may be annoyed, especially since this likely causes further delay in the issuance of their permit.

To discourage this and make it fair to all builders, an applicant who switches plans will have his application removed from the system and be required to resubmit a new building permit application which is subject to the normal permit processing time.

Builders who wish to switch plans after a Building Permit has been issued will have to cancel the original permit. Please be advised that 50 percent of the building permit fee may be refunded subject to a minimum charge of \$75.00 pursuant to Section 19 of the Surrey Building By-law, No. 9011. A new application will have to be made subject to the normal permit processing time, unless the need to switch plans was caused through unforeseen circumstances beyond the control of the applicant.

Changes to Issued Plans

Fees for changes to plans following issuance of a permit are as follows:

Non-structural	\$80.00	Structural	\$160.00
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Please consult our counter staff if you have any further questions in this regard.
Your cooperation in these matters will be much appreciated.

