

July 2021  
BUILDING DIVISION

# A GUIDE TO APPLYING ONLINE FOR SINGLE FAMILY DWELLING BUILDING PERMITS

**DISCLAIMER:** We are accepting portal applications for recent subdivision lots only. Existing lots that have not be subdivided (infills, demo/re-builds) cannot be accepted at this time. Please visit [our website](#) to see how to apply for demolition, infill, and commercial permits.

## Building Permit Application Requirements for a New Single-Family Dwelling:

The purpose of this bulletin is to guide users through the Single-Family Dwelling Building Permit online service for new permit applications. It should be used in conjunction with, and not as a substitute for, the *Surrey Building Bylaw*, *Surrey Zoning Bylaw*, *Surrey Tree Protection Bylaw*, current editions of the *BC Building Code*, *Canadian Electrical Code* (with BC amendments) and *BC Plumbing Code*.

With your cooperation in submitting complete applications, we will be able to provide better and faster service. If the requirements set out in this brochure are not met, the application may be rejected.

Before initiating your permit application through the online portal, the following must be completed:

- [Sign up](#) as a Registered User and request your access code. If you have not completed registration, you cannot access this online service. View the [Guide to Registering for Online Building Permit Applications](#) bulletin for more information.
- If the property is a corner lot (facing two or more streets) please have the address confirmed by emailing [addressingrequests@surrey.ca](mailto:addressingrequests@surrey.ca). The address for corner lots will not be available if this step is not completed.
- Have all relevant documents available in .pdf format ready to upload.
- Have all relevant application information available:
  - Contact information for applicant, owner, builder, designer
  - Estimated construction value for proposed structure

The applicant will be prompted to pay for the building permit fee and damage deposit after the application has been reviewed and accepted.

## Document Requirements:

**Note: All documents should be in .pdf format unless noted otherwise.**

1. New Home Registration Form (BC Housing) for builders or owner-builders.
2. Completed [Authorization Form](#) if anyone other than the owner will be applying for the building permit. This form can be printed, signed, and scanned or signed digitally.
3. Current Title Search.
4. Truss layout from a truss manufacturer.
5. [Schedule B](#) for engineered designs.
  - This must be [digitally signed and sealed](#) by the Registered Professional.
6. [Schedule A](#) if two or more Registered Professionals are required.
  - Must be signed by the owner/agent (signature can be scanned from paper or digital) and [digitally signed and sealed](#) by the Coordinating Registered Professional.
  - The Coordinating Registered Professional must also digitally initial the other Schedule B's.
7. Certificate of liability insurance for each Registered Professional.
8. [BC Energy Step Code](#) Documents:
  - BC Energy Compliance Report
  - Energy Model Report for proposed building
  - Energy Model Report for reference house
  - Certificate of liability insurance from Energy Advisor (or Registered Professional)
9. Confirmation of septic system filing with Fraser Health Authority, if applicable.
10. Well water potability test report, if applicable.
11. One set of drawings to the following minimum scales:

<u>Drawing Type</u>	<u>Preferred Scale</u>
Site Plan	1/8" = 1'-0" (or 1/16" = 1'-0" for larger sites)
Foundation, crawlspace, floor, and roof plans	1/4" = 1'-0"
Cross Sections	1/4" = 1'-0"
Elevations	1/4" = 1'-0"
Construction Details	1/2" = 1'-0"
Moisture Management Details	1/2" = 1'-0" (or approximate scales)
Energy Efficiency and Rain Screen Details	

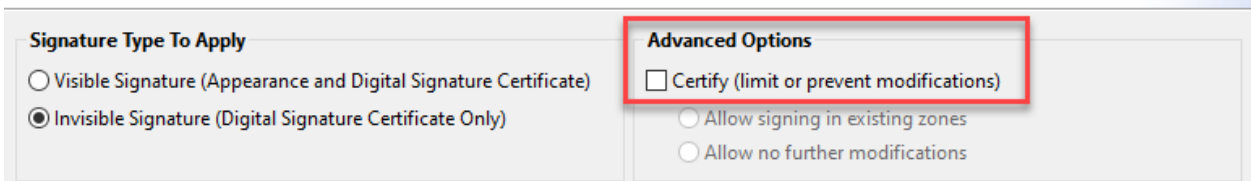
All digital plans submitted must be vector-based PDF's. Building scheme approval (if applicable) must be in the form of a digital design consultant stamp on the submitted drawings. Architectural drawings must be submitted in a single PDF file (including detail pages). Structural drawings (or drawings from other Registered Professionals) must be submitted as separate sets and cannot be combined with architectural/design drawings.

## Digital Signature Requirements:

- All digital submissions from a Registered Professional must show a digital stamp (seal) and must be digitally signed in PDF/A format using a Notarius digital signature. Notarius has an [online guide](#) that details the steps, along with screenshots, for digital stamping and signing of a document.
- The digital stamp must be applied prior to the digital signature from the Registered Professional.
- A Coordinating Registered Professional must digitally sign all Schedule B's issued by the Registered Professionals but need not apply a digital stamp.
- Digital signatures are required for all sealed documents and drawings. Digital stamping is not equivalent to digitally signing a document, so a digital signature is required to authenticate the submission.
- The submission must not be certified for City Staff to provide electronic comments. The box 'Certify' under Advanced Options must be unchecked (see below).

### Signature Wizard

You are about to sign the following document:



The screenshot shows a 'Signature Wizard' interface. On the left, under 'Signature Type To Apply', there are two radio button options: 'Visible Signature (Appearance and Digital Signature Certificate)' and 'Invisible Signature (Digital Signature Certificate Only)'. The 'Invisible Signature' option is selected. On the right, under 'Advanced Options', there is a checkbox labeled 'Certify (limit or prevent modifications)' which is unchecked. Below this checkbox are two radio button options: 'Allow signing in existing zones' and 'Allow no further modifications'.

- Digital drawings submitted by a Registered Professional must be in a single PDF document. Submitting each page as a separate PDF file is not allowed and will be rejected at permit application stage.

## Revisions:

Any revisions after Building Permit approval must be made digitally through the online portal. A complete digital set must be submitted with all changes clearly noted on the plans (clouded). These revisions are to be approved by the designer, design consultant, and engineer, where applicable.

## Specific Drawing Requirements:

Drawings, except the site plan, will be accepted in imperial measures until such time as local industry standards for residential construction are converted to metric standard. Grade elevations to be in metric and to the Geodetic Survey of Canada datum.

### Site Plan:

- North arrow, street names, and lane(s);
- Civic address and legal description;
- Location of new house on lot to scale;
- Overall building dimensions of the proposed house and any proposed accessory building;
- Distance of all building setbacks measured perpendicular to the property lines (front, rear, and side yard setback);

- All decks, porches, projections, and cantilevered areas;
- Floor area ratio (FAR), lot coverage, and in-ground basement calculations (if applicable);
- Proposed driveway location and all adjoining street names;
- Distance between the proposed buildings (building separation);
- Existing grades at all corners of the lot as per lot grading plan or as per topographical survey plan;
- Existing and proposed grades at all corners of the proposed building and slab elevation;
- Property line (lot) dimensions;
- Easements, right-of-ways, watercourses, and areas restricted by covenant;
- Storm water information: proposed location of sump and connection to city storm/ditch (if applicable);
- Retaining wall dimensions / locations and heights (if applicable); and
- Locations, size, and species of all existing trees on the lot. Also, the location of any nearby trees on boulevards or neighbour's lot. An arborist report and/or tree barriers may be required. For further information, please call the Trees and Landscaping Section at 604-591-4675.

#### Foundation and Crawl Space Plans:

- Overall building dimensions of the proposed building;
- Complete dimensions for all proposed construction;
- Foundations for the proposed house, garage, decks etc.;
- Indicate load bearing walls;
- Crawl space access: location and size (for crawl space plan only);
- Framing details: lintels, beams, posts, point loads and lintels (for additional only); and
- Direction and sizes of all roof structural components, including beams and hangers.

#### Floor and Roof Plans:

- Overall building dimensions of the proposed building;
- Complete dimensions to all construction;
- Label the proposed use for all rooms;
- Open to below and unfinished areas;
- Indicate load bearing and shear walls;
- Framing details: lintels, beams, posts, point loads, and lintels (for addition only);
- Locations of laundry, hot water tank, furnace and plumbing including rough-ins;
- Location of stairs: width, rise and run;
- Windows and doors including sizes and door swings; and
- Direction and sizes of all roof structural components, including beams and hangers (sealed and signed by a registered professional engineer, if engineered beams are used).

### Cross Section and Details:

- Floor to ceiling height;
- Building height which is measured between average existing grade and midpoint of highest roof;
- Floor, ceiling, roof and wall assembly details;
- Footing and foundation wall details;
- Drain tile specifications; and
- Registered Professional to indicate concrete topping, where applicable.

### Elevations:

- Exterior finishes;
- Window and door sizes;
- Existing and proposed grade at building corners for each elevation;
- Elevations (including building height) at finished floor, uppermost ceiling and midpoint of highest roof;
- Show building height (dimension between average grade elevation and midpoint of highest roof);
- Roof slope(s); and
- Spatial separation calculations for maximum allowable glazed (window) areas.

### Moisture Management Details (Rain Screen Details):

- Exterior wall assembly;
- Wall to window details;
- Wall to door details;
- Wall transitions to different materials;
- Wall intersecting horizontal assemblies such as a roof, balcony, deck etc.;
- Penetrations caused by vents, pipes, utility outlets etc.;
- Flashing and caulking details where appropriate;
- Material specifications; and
- Specific applicable Code references.

If you have any questions or concerns, please contact the Planning and Development Client Services Centre at 604-591-4086 and request Digital Portal support.