



SURREY
CITY OF PARKS

CITY OF SURREY
Planning & Development Department
Building Division

New Commercial/Industrial
Multi-Residential/Institutional
Building Permit Application Checklist

Date:/...../ 20.....

Counter Person:

Project Address: (Confirmed by the Area Planning Division)

Building Permit Application Number: **B** _ _ _ _ _

Zone:

Legal Description:

Proposed Occupancy (Use):

In the space provided, or on an attached sheet, please give a description of the proposed work:

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Applicant Name:

Phone: () - Cell: () - Fax: () - Email:.....

Signature:

The purpose of this checklist is to help you prepare the information you will need to apply for a new commercial building permit.

The following information must be complete for your application to be accepted. To avoid delays in obtaining your building permit, all the required documents, plans, and other information must be in order.

Four (4) sets of all necessary plans are required. A \$500 deposit must be paid at the time of application.

Please ensure that all portions of the Building Permit application are fully completed. If you have any questions about requirements or how to complete the forms, please contact the Commercial Division at 604-591-4812.

**PERMITS,
APPLICATIONS,
CHECKLISTS,
REPORTS:**

- **Development Permit:**
 - Required
 - 3rd Reading
 - Approved
 - N/A
- **Development Variance Permit:**
 - Required
 - 3rd Reading
 - Approved
 - N/A
- **Rezoning Application:**
 - Required
 - 3rd Reading
 - Approved
 - N/A
- Soil Deposition Letter:** (States how much soil will be removed & where it will be taken)
 - N/A
- Excavation Notification Letter:** (states that all adjoining properties have been advised of excavation, and lists addresses)
 - N/A
- HPO Forms** (For Residential Projects)
 - N/A
- Development Data Sheet**
 - N/A
- **Building permit application fully complete including:**
 - Applicant name,
 - Applicant affiliation (e.g. owner, general contractor)
 - Applicant phone number
- Authorization Form** (It must be signed and completed by all owner(s) and their authorized agent. This ensures that the property owners are aware of the construction and allows the agent to act on their behalf.)
 - N/A (Owner and applicant are the same)
- Building Information Sheet**
- Equivalency Report(s):** (If portions of the building do not conform to the current building code, you will need to demonstrate that the alternative solution is at least as effective as the code requirements)
 - N/A
- Conformance to DP checklist**
 - N/A
- Damage Deposit Form**
 - N/A
- Construction Fire Safety Plan:** (Required when portions of the building are occupied during construction)
 - N/A

Four (4) copies of each plan are required so that they can be distributed to each of the various departments for review. Each must be signed and sealed by the respective registered professional.

The plans should be separated into four (4) complete sets, each set containing the full series of drawings related to the project as follows:

DRAWINGS, PLANS & SPECIFICATIONS:

- **Architectural Drawings:**

Includes:

- Site Plan, Elevations, Floor Plans, Roof Plans & Cross Sections
- Fire Separation Details
- Doors Schedule
- Windows Schedule
- Interior & Exterior Finishes

- **Structural Drawings:**

Includes:

- Retaining walls over 1.2 m
 - N/A
- Shoring
 - N/A

- **Civil Drawings:**

Includes:

- Lot Grading, Site Drainage & Detention
 - N/A
- **Site Services**
 - Fire hydrant locations
 - N/A
 - Mains fronting site
 - N/A
 - Service connections
 - N/A
 - Traffic site plans
 - N/A

- Electrical Drawings**

- **Mechanical Drawings:**

Includes:

- Plumbing
 - N/A
- On-site Services
 - N/A
- Air Handling Unit
 - N/A
- Commercial Cooking Facility
 - N/A
- Fire Suppression System
 - N/A
- Paint Spray Booth
 - N/A

- Landscaping Drawings**

N/A

- Soil Report**

- Geotechnical** (Excavation Plan)

N/A

- Legal Survey**

N/A

- Tree Survey**

N/A

- Topographical Survey**

N/A

- Title Search**

- Copies of all Restrictive Covenants registered on the property**

The letters of assurance provide confirmation from the registered professionals that they will perform and be responsible for aspects of the work. The schedules allow the interested parties to ensure that all necessary aspects of design and review are being performed.

Please fill in the name of the respective Registered Professional in the blank below the category, or check the N/A boxes if a category is not applicable. Please make sure that the schedules are fully completed before submission.

Letters of Assurance:
(Each sealed & signed with proper civic address & legal description)

Schedule "A"
Name:
 N/A

Schedules "B1" & "B2" - Architectural
Name:
 N/A

Schedules "B1" & "B2" - Structural
Name:
 N/A

Schedules "B1" & "B2" - Civil
Name:
 N/A

Schedules "B1" & "B2" - Mechanical
Name:
 N/A

Schedules "B1" & "B2" - Plumbing
Name:
 N/A

Schedules "B1" & "B2" - Electrical
Name:
 N/A

Schedules "B1" & "B2" - Fire Suppression
Name:
 N/A

Schedules "B1" & "B2" - Geotechnical
Name:
 N/A

Landscaping
Name:
 N/A

If there is other information you are providing, please list it below, as well as the reasons for its submission.

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