

January, 2013
BUILDING DIVISION

CONVERTING AN EXISTING SINGLE FAMILY DWELLING TO A COMMERCIAL BUILDING

This guide has been prepared to assist you when applying for a building permit to convert an existing single family dwelling to a commercial building.

This pamphlet is for general guidance only. It does not replace by-laws or other legal documents.

General Information:

All proposed construction shall comply with the British Columbia Building Code, the City of Surrey Zoning By-law and any other City By-law or regulation that may be applicable. In most cases, a property with an existing single family dwelling will need to be rezoned to allow a commercial use. The Planning Division will also determine if a Development Permit is required.

Information Required at the Time of Application:

Please ensure that the following information is submitted at the time of building permit application to avoid delays in the review process:

Drawings

Provide four (4) sets of the following drawings, sealed and signed by the applicable Registered Professional:

- Architectural (including site plan)
- Structural
- Civil (including lot grading)
- Mechanical
- Plumbing
- Electrical
- Landscape

Documents

- Building Permit Application Form
- Building Permit Application Checklist
- Schedule A from the Coordinating Registered Professional
- Schedule B from each Registered Professional involved with the project
- Building Information Sheet
- Alternative Solution Report (if proposing an alternative solution as allowed by the BC Building Code)
- Soil Deposition Form
- Damage Deposit Form
- Title Search

In some cases, submission of plumbing, mechanical, electrical, and/or civil drawings can be waived based on the extent of the proposed work. Consult with the respective Building Division Sections for the criteria and permission to waive the requirements for drawings and accompanying Schedule B.

Fees

The building permit fee will be based on the value of construction and shall be paid before the building permit can be issued. For more information, please contact 604-591-4523.