

January, 2013  
**BUILDING DIVISION**

# ***APPLYING FOR A BUILDING PERMIT FOR A COMMERCIAL, INDUSTRIAL, INSTITUTIONAL OR MULTI-FAMILY BUILDING***

This guide has been prepared to assist you in applying for a building permit for the construction of a new commercial, industrial, institutional, or multi-family building or an addition to a commercial, industrial, institutional or multi-family building.

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

## **When a Building Permit is Required:**

All construction associated with a structure requires a building permit. For more detailed information and definitions refer to the Building By-law.

## **Information Available at City Hall:**

An owner proposing an addition to an existing building is advised to research the permits and drawings on file at City Hall before submitting a building permit application. The documents and drawings will show all construction that was allowed under previous building permits. Copies of permits and drawings can be obtained for a fee. For more information call 604.591.4366.

## **Timing of the Building Permit Application:**

A building permit application will only be accepted after receiving clearance from the Planning Division regarding Council approval of the rezoning application, lot consolidation/subdivision, development permit application and development variance permit application.

**Civic Address of Project:**

Prior to preparing any documents or drawings, consult an addressing clerk in the Planning Division regarding the civic address of the proposed development. Be aware that the previously existing address is rarely used for a new development.

**Fee Deposit Required with Building Permit Application:**

A building permit fee deposit, equal to 35% of the estimated building permit fee, is required at the time of application. The balance of the building permit fee, as well as the other applicable fees, will be calculated by the plan reviewer during the plan review process and must be paid prior to issuance of the building permit.

**Documents Required with a Building Permit Application:**

- Building Permit Application Form
- Authorization Form (if the applicant is not the owner)
- Building Permit Application Checklist
- Schedule A sealed and signed by the Coordinating Registered Professional (if more than one Registered Professional is involved) and signed by the Owner
- Schedule B sealed and signed from each Registered Professional involved with the project
- Sealed and signed Soil Report from the Geotechnical Engineer
- Building Information Sheet
- Development Permit Compliance Checklist
- Development Data Sheet
- Soil Deposition Letter
- Damage Deposit Form
- Title Search (with most current legal description)
- Homeowner Protection Office (HPO) forms (residential projects only)
- Alternative Solution Report (if applicable)

**Drawings Required with a Building Permit Application:**

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|--|----------------|
| • Architectural                        | • Plumbing     |
| • Structural                           | • Electrical   |
| • Civil (including a lot grading plan) | • Landscaping  |
| • Mechanical                           | • Legal Survey |

Four original sets of drawings are required. The drawings shall be submitted rolled into four ordered sets. The applicable registered professional shall seal, sign and date each drawing sheet. The correct civic address shall be displayed in an obvious location on each drawing sheet. Site servicing drawings shall include grid lines to facilitate the Plumbing Inspection Mobility System.

For further information visit the City's website at:

<http://www.surrey.ca/city-services/1369.aspx>