

February, 2017  
BUILDING DIVISION

# ***APPLYING FOR A BUILDING PERMIT FOR A WIRELESS TELECOMMUNICATION TOWER OR ANTENNA***

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

This information bulletin explains the processes and submission requirements for a City building permit for the installation of a wireless telecommunication tower or antenna.

A building permit is required for a new wireless telecommunication tower, antenna and/or related facility or for modifying an existing wireless telecommunication tower, antenna and/or related facility.

Every installation of a wireless telecommunication tower or antenna shall comply with the British Columbia Building Code, the City of Surrey Zoning By-law and any other by-law or regulation that may apply. Every wireless telecommunication tower or antenna attached or mounted on an existing building or structure shall comply with the height limitation of the zone in which it will be located. Also, a wireless telecommunication tower, including any ancillary equipment, shall meet the setback requirements of the applicable zone. No sign or advertising message shall be affixed to a wireless telecommunication tower or antenna.

Prior to submitting an application for a building permit, the applicant should contact Area Planning to confirm that a proposed telecommunication tower or antenna will comply with all City by-laws, plans and policies. A pre-application consultation with Area Planning will expedite and streamline the building permit process.

Area Planning Division contact information:

North Surrey: John Koch-Schulte  
Phone: 604-591-4745  
E-mail: [jkoch-schulte@surrey.ca](mailto:jkoch-schulte@surrey.ca)

South Surrey: Erin MacGregor  
Phone: 604-591-4515  
E-mail: [emacgregor@surrey.ca](mailto:emacgregor@surrey.ca)

### **The Building Permit Application Package:**

Provide four copies of the following drawings, documents and details with the Building Permit Application form:

- **Site Plan:**

The site plan shall be drawn to a minimum scale of  $1/8" = 1'-0"$  (or equivalent 1:100 metric scale) and show property lines, the location of the proposed wireless telecommunication tower or antenna, setback distances, all existing buildings and structures, and proposed fencing and landscaping. This information should include details such as types of materials, colours, etc. The site plan shall show how the proposed tower, antenna and/or ancillary equipment will be landscaped and screened to integrate it with the surrounding environment and to shield it from the neighbouring properties.

- **Architectural Floor Plan and Details:**

A floor plan is required when the equipment is located within an existing or proposed building or structure. A fully dimensioned floor plan for each floor of the affected building is required. Each room shall be labelled according to its existing and proposed use(s). A fully dimensioned plan view of the roof shall be provided with each proposed roof top antenna. Elevations and cross-sections that include maximum height shall be provided for each tower design.

- **Structural Details:**

Structural details of anchorage and/or foundation must be certified by a Registered Professional, i.e., Structural Engineer. Four original sealed and signed sets of structural details with an original sealed and signed Schedule B Letter of Assurance are required.

- **Electrical:**

Electrical details showing all the proposed electrical connections are required. A separate electrical permit application shall be submitted by the electrical contractor after issuance of the building permit. No lights, reflectors, flashers, daytime strobes, or steady night-time light or other illuminating device except required aircraft warning lights shall be affixed or attached in any way to a telecommunication tower or antenna. Four original sealed and signed sets of electrical details with an original sealed and signed Schedule B Letter of Assurance are required.

- **Other Documents:**

A letter of authorization is required from the owner of the property for submission of a building permit application.

A Damage Deposit form and payment may be required.

To schedule an appointment with a Commercial Plan Reviewer to submit a building permit application package contact:

Cheryl Blakey

Phone: 604-591-4731

E-mail: [cdblakey@surrey.ca](mailto:cdblakey@surrey.ca)

or

Tracy Lee

Phone: 604-591-4159

E-mail: [tracy.lee@surrey.ca](mailto:tracy.lee@surrey.ca)