

A General Guide to Engineering Requirements for Commercial, Industrial and Multi-Family Building Permits

If you are thinking of applying for a building permit on property zoned or to be zoned commercial, industrial or multi-family in Surrey, this brochure will give you an overview of the building permit application process within the Engineering Department. This is a general guide only. It is not meant to replace by-laws and policies. For the complete Building Permit Application process, please refer to the Planning & Development Department—Building Division.

Assistance in determining requirements may be obtained at the Engineering Department and by reviewing By-law No. 8830.

The Engineering Building Permit Process

Determine the Engineering Requirements



- The applicant or his Professional Civil Engineer should determine the engineering requirements at an early stage to avoid delays in clearing the Building Permit for issuance by the Building Division.
- The Subdivision and Development By-law No. 8830 requires the applicant of a Building Permit for commercial & industrial developments valued in excess of \$400,000.00, and multi-family developments, valued in excess of \$50,000.00, to provide ultimate works and services along all frontages of the site to the centerline of the road right-of-way.
- Renovations may, in some cases, be exempt from these requirements. *It is the applicant's responsibility to prove that he is eligible for this exemption.*

- Assistance in determining the engineering requirements may be obtained at the Engineering Department and by reviewing By-law 8830.
- A Servicing Agreement with appropriate securities may be required for the construction of required off-site works. The applicant's Professional Civil Engineer will be responsible for the design and assisting in completing the Servicing Agreement process.

NOTE: By-law No. 8830 is available on the website at: <http://surrey.fileprosite.com/contentengine/launch.asp>

Once engineering requirements have been established, the applicant may proceed with submission of the building permit application while the Servicing Agreement process (if required) is being completed.

Submit a Building Permit Application at the Building Division



- In addition to the three (3) sets of drawings required by the Planning and Development Department – Building Division, the Engineering Department requires one (1) full set of the drawing submission including Site Servicing Plans prepared and sealed by the applicant's Professional Engineer.
- Adherence to by-laws, the Design Criteria and Supplementary Master Municipal Construction Documents is important to the acceptance of plans. These documents are available on the website at: <http://www.surrey.ca/Doing+Business/City+Utilities/Engineering+Publications.htm>

The quality of the drawings submitted by the applicant's design consultants must meet City Construction Drawing Standards.

Review of your Application Includes:



- Off-site servicing (sanitary, storm & water) existing and required. Renewal of existing connections over 30 years old and/or do not meet City of Surrey standards is required if the value of construction is greater than \$100,000.00
- GeoTech drawings for underground excavation proposed in close proximity or encroaching into City Rights-of-Way and preparation of Shoring/Hoarding permit.
- Confirm any required legal documents for registration at Land Title.
- Prepare any required City Road & Right-of-Way permits and identify any required paperwork for off-site construction to service the site including driveway access. A Traffic Management Plan may be required for work on arterial and collector roadways.
- If Servicing Agreement is required or is in process for offsite works, confirm that Pre-Construction meeting for these offsite works has been held and if there are any outstanding requirements at time of Building Permit issuance.
- Preparation of the PreDamage Onsite meeting form for the on-site contractor to meet with City Works Yard representative. This will be sent out with comments to the applicant.
- Checking existing and proposed sidewalk, curbs, driveway accesses. Confirm that width of access is correct for the zone.
- Confirm if Erosion Siltation Control Permit (ESC) is required and in process for the onsite building permit.
- Check existing hydrant coverage for fire protection. A fireflow analysis may be required.
- Request confirmation of water meter size as calculated utilizing AWWA M22 Specifications—'Sizing Water Service Lines and Meters' (Second Edition)

Engineering Response to Applicant:

- An email is prepared and sent to the applicant indicating any requirements or concerns resulting from the Engineering review.
- Required forms and paperwork will be attached to the email for the applicant to complete.

Sign-off by Engineering:



- Once the applicant has completed the outstanding Engineering requirements, Engineering will 'Close the Process' in the City Tracking system so that the Building Division plan checker can prepare to issue the Building Permit
- Engineering advises the Building Division plan checker of the change in status and that Engineering issues have been cleared for issuance of the Building Permit. NOTE: The requirements of all departments must be resolved prior to issuance of the Building Permit.

Additional Review Items:

- All industrial, commercial and some multi-family sites must install a "Water Quality/Sediment Control facility to treat surface drainage prior to discharge from the site into the City storm system.
- Restrictive covenants must be registered at Land Titles for onsite pumped sanitary sewer and maintenance of a Water Quality/Sediment Control facility.
- Any work proposed (service connections or driveway access) within Provincial Highway road right-of-way will require permit/approval from the Ministry of Transportation.
- Sanitary discharge containing non-domestic waste will require a Waste Discharge permit from Metro Vancouver.

Further Information

This brochure provides general guidance only. For more specific information related to individual building permit applications, you may wish to contact:

City of Surrey – Engineering Department - Engineering Counter
14245 – 56 Avenue, Surrey, BC V3X 3A2
Telephone: 604-591-4276 Fax: 604-591-8693
EngLD@surrey.ca

City by-laws and policies shall take precedence.

