

## **Municipal Insert**

June 2014

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## 1. Introduction

### 1.1 General:

The Certified Professional Program is recognized as a complementary program to the plan and field reviews processes for buildings in the City of Surrey. To become a Certified Professional, Registered Architects and Professional Engineers must successfully complete the Certified Professional Course and pass its examinations.

Registered Architects and Professional Engineers must be recognized under the terms of the City of Surrey's Certified Professional Program in order to be retained as Certified Professionals for building projects in Surrey.

### 1.2 City Building By-law:

In 1991, Surrey City Council passed an amendment to the Surrey Building By-law to allow for an alternative plan and field review process using Certified Professionals.

The term "Certified Professional" means an Architect or Professional Engineer registered to practice in British Columbia and accepted by the General Manager, Planning and Development Department as qualified under the Certified Professional Program as administered in Surrey.

### 1.3 Certified Professional Program:

The Certified Professional Program in Surrey has different requirements than Certified Professional programs in other cities or municipalities. Some of these differences are:

- The acceptability of phasing a project is determined based on particulars of the project.
- There is no Building Permit Application Form specific to the Certified Professional Program.
- The Certified Professional shall review building permit drawings for Code compliance in accordance with the requirements of the Certified Professional Program.
- Separate Letters of Assurance for tenant improvement code

- coordination and field review, compliance to lot grading, on-site services, subdivision requirements, zoning by-law, and development permit requirements are required.
- Letter of Assurance of an independent concept review of the structural design and structural drawings may be required.
- A monthly project site visit shall be arranged with the City Building Official, and a written field review report (See Appendix) must be submitted to the City Building Official. Copies of monthly field review reports by the Registered Professionals must accompany the written field review report. Depending on the type of project, and the stage of construction, more frequent reports may be required.
- Tenant improvement applications made prior to the building receiving final approval are the responsibility of the Certified Professional. After provisional acceptance is granted for the building, the Certified Professional must continue the field review of the tenant improvement permits until they are finalized.

#### 1.4 Role of a Certified Professional:

The Certified Professional is the liaison between the City of Surrey and the parties involved with the project (i.e., the owner, Coordinating Registered Professional, Registered Professionals, and Contractors). **The Certified Professional is responsible for communicating the project information that he/she is aware of, to the City, and from the City to persons involved with the project.** To ensure the Certified Professional is kept informed of the materials submitted for a building permit, all drawings and documents submitted must bear the Certified Professional's stamp and signature.

**It is the responsibility of the Certified Professional to provide Code review and Code coordination for the design work and field reviews of the Registered Professionals in order to ascertain that the design will substantially comply with the British Columbia Building Code as shown on the drawings and specifications submitted for building permit. Field reviews are required by all the registered professionals, and by the Certified Professional, as he/she is acting in the capacity of the City Building Official.**

All Code-related questions will be referred to the Certified Professional during the building permit process and subsequent field reviews.

The City will be available to provide code interpretations where the Certified Professional raises questions during the course of the Certified Professional's work, either through a proposed Alternative Solution or an interpretation request from the Code Compliance Checklist.

In order for the Certified Professional Program to operate successfully, Certified Professionals are expected to be able to demonstrate a thorough knowledge not only of the British Columbia Building Code, but also of the City of Surrey's Bylaws, policies, and procedures applicable to the project. Practicing as a Certified Professional in Surrey is an earned privilege. The City expects the Certified Professionals' work to uphold the standards of Code Compliance of building projects in Surrey. The General Manager of the Planning and Development Department or his/her designate qualifies, and also may disqualify, a Certified Professional in the City of Surrey pursuant to the Surrey Building By-law.

## 1.5 Expected Duties of a Certified Professional:

### **Area Planning Division Approval [Development Permit/Rezoning/Variance Permit/ Zoning Compliance]:**

Where a project requires a Rezoning and/or Development Variance Permit, the City will not accept any building permit application if the development process has not reached third reading. Where a project requires a Development Permit, the City may, on an individual basis, accept a building permit application prior to issuance of the development permit. The Certified Professional should monitor the progress of the Rezoning, Variance, or Development Permit applications in order to determine when an application for a Building Permit can be made. **The Certified Professional must confer with the Architect of Record that there are no unauthorized deviations from the Approved Development Permit Drawings and conditions.** Area Planning Division staff must approve any proposed changes to the design. Note that while an application for a building permit sometimes may be made prior to issuance of the Development Permit; the Building Permit will not be issued until the Development Permit process is fully completed.

### **Engineering Department Requirements [Servicing Agreement/Works and Services]:**

The Certified Professional is required to monitor the progress of the Servicing Agreement and related approvals, and relay the information requests from the Engineering Department to the project consultants. The Certified Professional is also required to check that the information on City services (City Works Engineering Drawings are available from front counter of the Engineering Department) has been verified, and that the registered professionals have coordinated the off-site and on-site services.

### **Lot Grading, Site Drainage, and Retaining Wall Requirements:**

Existing and proposed grades on the subject site and adjacent properties must be shown on the lot-grading plan. This plan must show the location of retaining walls and indicate those walls that require the involvement of a professional engineer in their design and construction. The Certified Professional is required to ensure that the preparation of Schedule B by the responsible professionals has been completed prior to application for the building permit.

The proposed means of controlling surface storm water flows must be shown on a site drainage drawing. Site drainage information must be coordinated with the building mechanical drawings.

### **Landscape Approval Requirements:**

For a project that does not require a Development Permit, landscaping plans require review by the City's Landscape Architect.

For projects with an approved Development Permit, the Certified Professional is required to review the landscape drawings being submitted for the building permit for correlation with the Approved Development Permit drawings. A certification of completion from the Landscape Architect is required prior to Final Approval of the project.

### **Plumbing System Review:**

The Certified Professional is required to monitor the progress of this review with the Plumbing Plan Reviewer and to coordinate the exchange of all pertinent information between the Plumbing Plan Reviewer and the designer. There is a standard procedure for a separate site-servicing permit prior to issuance of the building permit (see Appendix for 'On-Site Services Installation Application'). The Certified Professional is required to be familiar

with this procedure and to provide the owner and contractors with the correct information.

### **Electrical System Review:**

The Certified Professional is required to monitor progress of this review with the Electrical Plan Reviewer, and to coordinate the exchange of all pertinent information between the Electrical Plan Reviewer and the designer.

### **Mechanical System Review:**

The Certified Professional is required to ensure that mechanically related fire emergency systems (such as dust collectors, paint spray booths and commercial kitchen exhaust systems) and fire suppression system drawings have been submitted to the Building Division for review and that all pertinent information is exchanged between the City's Fire Protection Engineer and the designer before installation of the system.

The installation of a pre-engineered fixed fire-extinguishing system such as a wet chemical or dry chemical system Installation is considered to be included in the building permit. However, the installation of a sprinkler or standpipe system requires a separate plumbing permit application from a licensed sprinkler contractor.

### **Field Review Procedure:**

The Certified Professional is required to ensure that each appropriate Registered Professional conducts field reviews and coordinates changes that may affect other areas (through the Coordinating Registered Professional). For all projects, site reports are collected by the Certified Professional through the Coordinating Registered Professional and compiled as the record of satisfactory progress for the Final Approval of the project.

**It is the responsibility of the Certified Professional to ascertain that all trade permits have been granted to the applicable contractor, such as plumbing, electrical, gas, sprinklers, hoarding, sewer, water connections, curb cuts, highway use and any other permits that may be necessary.**

**Note that an exterior sign requires a separate Sign Permit Application. Signs must comply with the Surrey Sign By-law.**

## 2. Procedures for Applying for a Building Permit

### 2.1 General:

The purpose of this section is to outline the requirements for the preparation and submission of drawings and supporting documents for a Building Permit Application in the City of Surrey.

An application for a building permit shall be for the entire project. However, 'phased' permits, such as excavation and foundation permits, may be considered depending on the circumstances of the specific project. A building permit application for a phase of a multi-phased project (such as townhouse developments) will generally be considered where each phase consists of separate building(s) and the phasing has been identified in the Development Permit.

Prior to making a building permit application, the Certified Professional should ensure that the correct civic address of the project is used. If a new legal description is pending, it must be registered at the BC Land Title Office before a building permit will be issued. All Letters of Assurance are to be complete with the new civic address noted thereon.

The Building Permit Application form must have the owner's signature or the signature of the Certified Professional if he or she is acting as the owners' agent.

### 2.2 Building Permit Submission:

The Building Permit drawings must include two (2) sets of Code Compliance Drawings **(the use of black and white style with code compliance information marked with yellow highlighter is acceptable)**. The building permit will be issued based on a complete set of working drawings (see Appendix for 'Building Permit Application Checklist'). From time to time in the construction industry, permits are issued before the working drawings are prepared for the fabrication of a number of systems such as the mechanical system. When this occurs, the drawings submitted for permit issuance must show the preliminary design and location of all building components, highlighting the components that will be subject to further design.

The Certified Professional must clearly state the degree of completeness for the building permit drawings. A building permit will not be issued until the submission is deemed substantially complete.

Permits issued may be conditional on the submission of detailed drawings or working drawings. These working drawings must be reviewed and accepted by the Certified Professional and the City prior to the start of the relevant portion of work. In these cases, two (2) sets of each drawing shall be forwarded to the City for acceptance.

### **2.3 Other Approvals:**

Certified Professionals must establish the requirements of other regulatory authorities such as the Ministry of Water, Land, and Air Protection and the Ministry of Transportation. The Certified Professional must demonstrate that the necessary approvals or clearances are in place before issuance of the building permit. A partial list of other regulatory authorities that the Certified Professional might need to contact, depending on the location, nature, and complexity of the project, is included in the Appendix.

### **2.4. Tenant or Landlord Improvements:**

If a building has not yet been granted provisional acceptance or final approval from the City, any tenant or landlord improvement requires involvement of the Certified Professional. The Certified Professional must make the building permit application for the improvement, and will be responsible for the Field Review and compliance of the work until substantially complete.

It is the responsibility of the Certified Professional to establish that the tenant's (or landlord's) proposal is compatible with the building shell and complies with the requirements of the British Columbia Building Code. This will include confirmation that the use of the unit, the intermediate floor areas, or other applicable general requirements, such as fire separations, interior finishes, exiting systems and health requirements, are in compliance.

#### **2.4.1. Prior to Provisional Acceptance or Final Approval:**

**The tenant improvement permit must be a Certified Professional Program submission.** The Certified Professional must stamp all working drawings and submit Schedules CP-3, CP-4, and the tenant improvement checklist. An Architect's or Engineer's Design and Field Review may be required if the shell permit is deemed not to cover



the full extent of work for the tenant improvement. For example, an office tenant improvement permit will require a professional architectural review if the architect for the shell building will not take responsibility for its architectural components under Schedule B. The Certified Professional will be responsible for field reviews of the works related to the tenant improvement permit.

#### **2.4.2. Upon Provisional Acceptance or Final Approval:**

Once the shell building has been granted final approval, subsequent applications for a building permit do not require the involvement of the Certified Professional. However, all tenant improvements that are in-stream will require the Certified Professional's field review until the work related to the tenant improvement permit is complete.

#### **2.4.3. Upon Final Acceptance:**

A building will be given a Final Acceptance and/or Occupancy Permit once all the works related to tenant improvement permits have been completed and accepted (See Appendix for the Checklist). **The Certified Professional can recommend Final Acceptance and/or issuance of Occupancy Permit but cannot authorize occupancy of a building.** After the building has an occupancy permit, subsequent tenant improvement permits do not require the involvement of the Certified Professional.

**Occupancy of the tenancy can occur only upon issuance of an occupancy permit or provisional occupancy by the City of Surrey.**

#### **2.5 Alternative Solutions:**

Any Alternative Solution to the requirements of the British Columbia Building Code must be proposed in writing from a registered professional for review and acceptance by the City, preferably before building permit application. The submission of the Alternative Solutions report must be accompanied by payment of an administration fee. After issuance of a building permit, submission of proposals for Alternative Solutions is discouraged. Alternative Solutions submitted to compensate for design errors or faulty construction will not be accepted.

#### **2.6 Liability Insurance:**

The insurance disclosure letter CP-6 must be completed in full by the Certified Professional and owner, and submitted to the City prior to issuance of the building permit.

## 2.7 Construction Value:

Construction value shall be the complete monetary value of all construction or work related to the building, including, but not limited to: finishes, roofing, electrical, plumbing, drains, heating, air-conditioning, fire extinguishing systems, elevators, all other equipment and material, the current monetary worth of all plans and specifications, labour and fees for design, testing, consulting, management, contractor's profit and overhead, sales taxes, goods and services tax, insurance, the current monetary worth of all contributed labour and materials, and a reasonable value for site works and improvements not included in other permits. **The City estimates the value of work for determining applicable building permit fees based on the Marshall Swift Valuation Services Publication.**

## 3. Procedure during Construction

### 3.1 General:

After a building permit is issued, it is the responsibility of the Certified Professional to inform the City in writing, **within a week** of the commencement of construction that construction has begun.

### 3.2 Field Reviews:

Field review reports are to be filed by the Certified Professional **at least once every month**. If the Certified Professional is to be temporarily unavailable, the Certified Professional shall arrange, in consultation with the City, for the reports during the time of absence to be submitted by another Certified Professional or a Registered Professional. This will be monitored and evaluated on each project.

Scheduled Building Field Reviews by Building Officials will not be done for Certified Professional Projects. The Plumbing and Electrical Field Review staff will conduct scheduled Field Reviews after the necessary plumbing and electrical permits are issued (i.e.: the Certified Professional can only perform building field reviews). The Certified Professional or the appropriate

Registered Professional is expected to be able to address questions in the field related to Building Field Review.

Random site visits may be made by Building Officials to review the status of the building relative to the Certified Professional's field review reports.

The Certified Professional is required to keep a record of all construction-related events during construction and if appropriate, the Certified Professional shall forward a copy to the City for reference.

### **3.3 Revision:**

All changes after a building permit is issued must be documented through an amended building permit. There is an administrative charge for revisions. A revision to the Building Permit (see Appendix for 'Application for Acceptance of Revision') is required if changes affect:

- The structural design,
  - Fire safety system or fire separation,
  - Main entrance or public corridor on a floor,
  - Exit to a public thoroughfare or to the exterior,
  - Type of construction, location or openings of an exterior wall,
  - Addition of usable floor space, either within or outside of the building envelope, and
  - Major changes \* to the Development Permit drawings.
- 
- The Certified Professional must report all deviations that change the exterior appearance or any item on the Development Compliance Checklist of the project relative to the Development Permit, to the City. Interpretation and rulings are to be done by the Area Planning Division.

\*The Area Planning Division will determine if the change is a 'major' change.

## **4. Final Acceptance**

### **4.1 General:**

When a project constructed under the Certified Professional Program is ready for final approval and occupancy, the following procedure shall be followed:

- All necessary documents for fire and life safety systems tests applicable to the project are required to be submitted to the City for review. The Certified Professional is required to contact the Fire Department to determine whether a demonstration test will be required and, if required, to set the date and time for the test. The Fire Department will arrange for the appropriate City staff to attend the test. The demonstration test will usually precede the Group Final Field Review.
- All necessary documents and final design drawings (if changes transpired during construction) will be required to be submitted to the City for review before the Group Final Field Review (see Appendix for "Documentation Required Prior to Occupancy" Checklist).
- The Certified Professional is required to contact the City to set up a Group Final Field Review. City staff will contact the Fire Department, the Plumbing Section, and the Electrical Section to organize the Group Final Field Review. The Certified Professional shall submit all required final approvals from other applicable regulatory authorities, such as the Elevator Branch and Gas Safety authorities, prior to requesting a Group Final Field Review.
- The Certified Professional is required to contact the City's Landscape Architect office to set up a Field Review for the landscaping.
- Final approval and occupancy permit status will be considered based on the recommendation of the Certified Professional. The Certified Professional can recommend final approval and occupancy can occur only upon issuance of an occupancy permit by the City. Any deficiencies observed during the Group Final Field Review are required to be forwarded, in writing, to the City immediately after conclusion of the Group Final Field Review. All deficiencies documented during the final group Field Review must be corrected before making the request for a final re-review.

#### **4.2 Final Design Drawings (Record Drawings):**

**Final design drawings are not required to be submitted to the City if the Certified Professional verifies that the accepted building permit drawings**

were complete and the final design substantially complies with the original building permit drawings.

**If the final design does not substantially comply with the accepted building permit drawings, the Certified Professional shall not request a final group inspection until a revision permit application along with revised drawings and a list of changes is submitted and accepted by the City.** Revised drawings shall be submitted for each discipline in which the changes are applicable. All revised drawings must comply with the conditions of the approved Development Permit for the project.

## 5. Appendix

### Certified Professional Program Forms:

- Building Permit Application Checklist
- CP Building Code Short Checklist
- Confirmation of Commitment by Owner and Certified Professional (Schedule CP-1)
- Confirmation of Completion of Code Coordination (Schedule CP-2)
- Confirmation of Tenant Improvement Compatibility (Schedule CP-3)
- Assurance of Tenant Improvement Code Coordination and Commitment for Field Review (Schedule CP-4)
- Confirmation of Completion of Tenant Improvement Code Coordination and Field Review (Schedule CP-4A)
- Assurance of Independent Review of Structural Design Concept (Schedule CP-5)
- Insurance Disclosure of Certified Professional (Schedule CP-6)
- Assurance of Lot Grading, On-Site Services, and Retaining Wall Compliance (Schedule CP-7)
- Building Permit Application Checklist for Tenant Improvement
- Documentation Prior to Occupancy Checklist
- Project Directory
- Monthly Field Review Report Form
- List of Contact Personnel
- Regulatory Authorities List

## Building Permit Application Checklist

The following documentation is to be completed and submitted with the Building Permit Application for all new buildings and additions:

Project Address: ..... Date: .....

<input checked="" type="checkbox"/>	<b>Documents &amp; Drawings</b>
<input type="checkbox"/>	Building Permit Application Form
<input type="checkbox"/>	Cheque for Building Permit Fees Deposit
<input type="checkbox"/>	Building Information Sheet
<input type="checkbox"/>	Project Directory
<input type="checkbox"/>	State of Title Certificate (Title Search)
<input type="checkbox"/>	Surrey Zoning Analysis for the Building in accordance with the applicable Surrey Zoning By-law, "Development Data Sheet", and "Development Permit Compliance Checklist"
<input type="checkbox"/>	Four (4) sets of drawings signed and sealed (original seals and signatures), where applicable, including Architectural, Excavation & Shoring, Lot Grading (including retaining walls), Structural (including retaining walls), Mechanical, Plumbing, Fire Suppression, Electrical, Legal Survey of the Lot, Civil (Site Servicing), and Landscape
<input type="checkbox"/>	Two (2) sets of Code Compliance Drawings using black and white style standard notations (use of black & white style with code compliance information marked with yellow highlighter)
<input type="checkbox"/>	Proof of approval from other Regulatory Authorities (If applicable)
<input type="checkbox"/>	"Confirmation of Commitment by the Owner and Coordinating Registered Professional" form, "Assurance of Professional Design and Commitment for Field Review" forms (Schedules A and B of the British Columbia Building Code) and proof of Insurance Coverage for all Registered Professionals
<input type="checkbox"/>	"Design Checklist for Part 3 (Short Checklist)
<input type="checkbox"/>	"Confirmation of Commitment by Owner and by Certified Professional" (Schedule "CP-1")
<input type="checkbox"/>	Insurance Coverage Disclosure and Owner's Acknowledgment (Schedule "CP-6")
<input type="checkbox"/>	Assurance of Lot Grading, On-site Services, and Retaining Wall Compliance Letter (Schedule "CP-7")
<input type="checkbox"/>	Original copy of the Soils Report sealed by the Registered Geotechnical Engineer
<input type="checkbox"/>	Alternative solutions report submission with appropriate administrative fees (if applicable)
<input type="checkbox"/>	Soils Deposition Letter
<input type="checkbox"/>	Damage Deposit Form
<input type="checkbox"/>	Site Profile (i.e., Review Process for Contaminated Sites - if applicable)
<input type="checkbox"/>	All sub-consultants' drawings and documents bearing the Certified Professional's stamp and signature
<input type="checkbox"/>	The Homeowner Protection Office (HPO) Forms – Residential Project Only
<input type="checkbox"/>	Requirements of the Erosion and Sediment Control By-law No. 16138 (Projects requiring ESC Permit)

Assurance of Independent Review of Structural Design Concept could be requested at the time of plans review before issuance of the Building Permit (Schedule "CP-5").

**I confirm the drawings submitted are ..... % completed. In addition, I have reviewed all the documents for the correct address and legal description.**

(Affix Certified Professional Stamp)

## 2012 B.C. Building Code Checklist (Division B – Part 3)

**PROJECT:**.....

**CIVIC ADDRESS:**.....

**PERMIT APPLICATION NO.:**..... **DATE:**.....

**CRP:**.....

**Certified Professional:**.....

<b>1</b>	Value of Construction: \$ _____	Developed Site Area: _____ m <sup>2</sup>
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<b>2</b>	<b>BUILDING DATA:</b>
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Building Area: .....m <sup>2</sup>	Major Occupancy (ies): .....
Number of Streets: .....	Building Height: ..... Storey
Construction Type Classification: <input type="checkbox"/> COMBUSTIBLE / <input type="checkbox"/> NON-COMBUSTIBLE	
<input type="checkbox"/> Construction Articles/Part 3: (3.2.2...../...../.....)	<input type="checkbox"/> High Building 3.2.6
<input type="checkbox"/> Fire Wall: <input type="checkbox"/> 2 hr / <input type="checkbox"/> 4 hr	<input type="checkbox"/> Mezzanine(s) <input type="checkbox"/> 3.2.1.2 Horizontal Fire Separation
<input type="checkbox"/> Sprinkler System <input type="checkbox"/> Standpipe System <input type="checkbox"/> Fire Alarm System	
Fire Resistance Rating: FLOOR: ..... hr/ MEZZ.: ..... hr/ ROOF: ..... hr/LOAD BEARING: ..... hr	

<b>3</b>	<b>SPATIAL SEPARATION:</b>
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Wall								
	<i>Limiting Distance</i>	<i>Area Exposing Building Face</i>	<i>L/H Ratio</i>	<i>% Opening Actual</i>	<i>% Opening Allowed</i>	<i>Type of Construction</i>	<i>Fire Rating</i>	<i>Cladd- ing</i>
<i>North</i>								
<i>South</i>								
<i>East</i>								
<i>West</i>								

<input type="checkbox"/> Openings protected L.D. <1.2 m	3.2.3.5.
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	<input type="checkbox"/> Combustible projections 1.2 m from PL	3.2.3.6.(1)
	<input type="checkbox"/> Projecting roof soffits	3.2.3.6.
	<input type="checkbox"/> Max. size opening L.D. <2.0 m	3.2.3.1.(5)
	<input type="checkbox"/> Spacing of openings 2 m	3.2.3.1.(6)
	<input type="checkbox"/> Exit facilities protected	3.2.3.13.
	<input type="checkbox"/> Wall exposed to another wall	3.2.3.14.
	<input type="checkbox"/> Protection of exposed soffit (if permitted by 3.2.3.6)	3.2.3.16. / 3.2.3.6.
	<input type="checkbox"/> Wall exposed to adjoining roof	3.2.3.15.
	<input type="checkbox"/> Class A, B or C roof covering	3.1.15.2.
<b>4</b>	<b>PROVISIONS FOR FIRE FIGHTING:</b>	
	<input type="checkbox"/> Access above grade / <input type="checkbox"/> Access below grade	3.2.5.1. / 3.2.5.2.
	<input type="checkbox"/> Sprinklers required / <input type="checkbox"/> Sprinkler standards	3.2.2.18. / 3.2.5.12.
	<input type="checkbox"/> Access route location and design	3.2.5.4. – 3.2.5.6.
	<input type="checkbox"/> Access to roof over 3 storeys	3.2.5.3.
	<input type="checkbox"/> Standpipes and hose connections	3.2.5.8. – 3.2.5.11.
<b>5</b>	<b>FIRE SEPARATION BETWEEN OCCUPANCIES AND TENANTS, FLOOR AREAS AND SHAFTS:</b>	
	<input type="checkbox"/> Separation of major occupancies	3.1.3.1. / Table 3.1.3.1.
	<input type="checkbox"/> Prohibited combination of occupancies	3.1.3.2.
	<input type="checkbox"/> Fire separation between suites	3.3.1.1.
	<input type="checkbox"/> Fire separation for public corridor	3.3.1.4.
	<input type="checkbox"/> Fire separation for corridors serving an Assembly occupancy	3.3.2.6.
	<input type="checkbox"/> Fire separation for Residential occupancy	3.3.4.2.
	<input type="checkbox"/> Fire separation of Group A, Division 1 occupancy (OL > 200 persons)	3.3.2.2.
	<input type="checkbox"/> Fire separation of roof supporting occupancy	3.2.2.13.
	<input type="checkbox"/> Walkway between buildings	3.2.3.19.
	<input type="checkbox"/> Underground walkways	3.2.3.20.
	<input type="checkbox"/> Fire separation of repair garages and storage garages	3.3.5.5. / 3.3.5.6.
	<input type="checkbox"/> Vestibules	3.3.5.4.(1) / 3.3.5.7.
	<input type="checkbox"/> Hazardous substances	3.3.1.2. / BCFC
<b>6</b>	<b>CONSTRUCTION OF FIRE SEPARATIONS AND CLOSURES:</b>	

	<input type="checkbox"/> Basis for fire separations (Article of Appendix D, ULC/cUL/WH Listing)	3.1.7.
	<input type="checkbox"/> Protection of openings	3.1.8.1.
	<input type="checkbox"/> Support of fire separations	3.1.8.2.
	<input type="checkbox"/> Continuity of separations	3.1.8.3.
	<input type="checkbox"/> Fire-protection rating of closures	3.1.8.4./3.1.8.10.
	<input type="checkbox"/> Maximum openings in firewalls	3.1.10.5.
	<input type="checkbox"/> Maximum dimensions of openings	3.1.8.6.
	<input type="checkbox"/> Self closing devices	3.1.8.11.
	<input type="checkbox"/> Latches required on swing doors	3.1.8.13.
	<input type="checkbox"/> Wired glass and glass block in exit enclosures	3.1.8.16. / 3.1.8.17. / Table 3.1.8.15.
	<input type="checkbox"/> Wired glass and glass block in fire separations	3.1.8.14.
	<input type="checkbox"/> Temperature rise rated doors	3.1.8.15. / 3.1.8.17. / Table 3.1.8.15.
	<input type="checkbox"/> Fire dampers / <input type="checkbox"/> Hold-open devices	3.1.8.7. – 3.1.8.9. / 3.1.8.12.
<b>7</b>	<b>EXITS:</b>	
	<b>Occupant Load 3.1.17.1</b>	
	Room	Area (m <sup>2</sup> )
		÷
		Area/person (m <sup>2</sup> )
		= Total
	<input type="checkbox"/> Types of exits / <input type="checkbox"/> Minimum of 2 exits	3.4.1.4. / 3.4.2.1.
	<input type="checkbox"/> Distance between exits	3.4.2.3.
	<input type="checkbox"/> Travel distance and location of exits	3.4.2.4. / 3.4.2.5.

<input type="checkbox"/>	Travel distance to exit in service space maximum 50 m	3.4.2.4.(3) / 3.2.1.1.(8)
<input type="checkbox"/>	Clear width of exit, corridor, stair, ramp and door	3.4.3.2. / Table 3.4.3.2.A & B
<u>Exit capacity:</u>		3.4.3.2.
<input type="checkbox"/>	6.1. mm/person for: ramps <= 1:8, doorways, corridors and passageways	
<input type="checkbox"/>	9.2 mm/person for: ramps > 1:8, stairs (rise > 180 mm or run < 280 mm)	
<input type="checkbox"/>	8 mm/person for stairs (rise <= 180 mm and run >= 280 mm)	
<input type="checkbox"/>	Exit width encroachments permitted	3.4.3.3.
<input type="checkbox"/>	Headroom	3.4.3.4.
<input type="checkbox"/>	Flame spread rating for exits	Table 3.1.13.2. / Table 3.1.13.7.
<input type="checkbox"/>	Fire separation of exits	3.4.4.1. / 3.4.4.2. / 3.4.4.3.
<input type="checkbox"/>	Integrity of exits	3.4.4.4.
<input type="checkbox"/>	Minimum 3 risers	3.4.6.2. (Exception 3.3.2.14.)
<input type="checkbox"/>	Treads and risers	3.4.6.8.
<input type="checkbox"/>	Maximum of 3.7 m per flight, except Group B2	3.4.6.3.
<input type="checkbox"/>	Length and width of landing	3.4.6.4.
<input type="checkbox"/>	Number and height of handrails	3.4.6.5.
<input type="checkbox"/>	Height of openings on guards	3.4.6.6.
<input type="checkbox"/>	Number of handrails for stairs > 1100 mm	3.4.6.5.
<input type="checkbox"/>	Exit signs / <input type="checkbox"/> Sign for basement stair	3.4.5.1. / 3.4.5.2.
<input type="checkbox"/>	Gradients for ramps / <input type="checkbox"/> Curved stairs	3.4.6.7. / 3.4.6.8. / 3.8.3.3.
<input type="checkbox"/>	Horizontal exits / <input type="checkbox"/> Exterior passageways	3.4.6.10. / 3.4.1.5. / 3.4.4.3.
<input type="checkbox"/>	Exit at interconnected floor spaces	3.4.3.2.(6)
<input type="checkbox"/>	Landings 300 mm wider and longer than door	3.4.6.11.
<input type="checkbox"/>	Door swing / <input type="checkbox"/> Sliding doors in exits	3.4.6.11. / 3.4.6.12. / 3.4.6.14.
<input type="checkbox"/>	Exit doors to be self-closing	3.4.6.13.
<input type="checkbox"/>	Release hardware	3.4.6.16. / 3.3.2.7.
<input type="checkbox"/>	Doors openable from inside without key	3.4.6.16.
<b>8</b>	<b>SAFETY REQUIREMENTS WITHIN FLOOR AREAS:</b>	

<input type="checkbox"/> Means of egress from roof and terraces	3.3.1.3.(3)
<input type="checkbox"/> Doors into public corridor, exit in opposite directions	3.3.1.3.(9)
<input type="checkbox"/> Roof top enclosure > 200 m <sup>2</sup> , 2 means of egress	3.3.1.3.(6)
<input type="checkbox"/> 2 means of egress required for service spaces greater than 200 m <sup>2</sup> or travel distance > 25 m	3.3.1.3.(7)
<input type="checkbox"/> 2 egress doorways; min. 1/3 diagonal separation	3.3.1.5.
<input type="checkbox"/> Travel distance	3.3.1.6.
<u>Doors in access to exit:</u> <input type="checkbox"/> Minimum 800 mm for single leaf clear opening <input type="checkbox"/> Minimum 800 mm for active leaf in double door <input type="checkbox"/> Readily openable without use of keys <input type="checkbox"/> Not open onto a step	3.3.1.13. / 3.3.3.4.
<input type="checkbox"/> Hazardous substances	3.3.1.2. / BCFC
<input type="checkbox"/> Design of hazardous areas	3.3.6. / BCFC
<input type="checkbox"/> Door swing : Occupant load > 60 or F1 occupancy must swing in direction of exit travel	3.3.1.11.
<input type="checkbox"/> Minimum width of corridor	3.3.1.9. / 3.3.3.3.(3)
<u>Capacity of access to exit:</u> <input type="checkbox"/> Corridors, passageways, doorways, and ramps not more than 1 in 8 – 6.1 mm/person <input type="checkbox"/> Stairs <input type="checkbox"/> Ramps > 1 in 8 – 9.2 mm/person <input type="checkbox"/> B2 and B3 occupancies – 18.4 mm/person	3.3.1.17. / 3.4.3.2.(1) – (8)
<input type="checkbox"/> Guards at roof, shaft, balcony, etc.	3.3.1.18.
<input type="checkbox"/> Protection of openable windows	3.3.4.8.
<input type="checkbox"/> Explosion venting	3.3.1.20.
<input type="checkbox"/> Flame spread rating	3.1.13.2. / Table 3.1.13.2.
<input type="checkbox"/> Flame spread rating in elevator cab	3.1.13.11.
<input type="checkbox"/> Ventilation for commercial cooking equipment	3.3.1.2.(2)

	<u>Foam plastics protection in:</u>  <input type="checkbox"/> Combustible construction <input type="checkbox"/> Non-combustible construction	  3.1.4.2. 3.1.5.12.
	<u>Requirements by occupancy:</u>  <input type="checkbox"/> Assembly A1, A2, A3, A4 <input type="checkbox"/> Dention B1, Treatment B2, Care B3 <input type="checkbox"/> Residential C <input type="checkbox"/> Industrial F1, F2, F3	  3.3.2. 3.3.3. 3.3.4. 3.3.5.
<b>9</b>	<b>LIGHTING AND EMERGENCY POWER:</b>	
	<input type="checkbox"/> Lighting for exits, public corridors, and rooms	3.2.7.1.
	<input type="checkbox"/> Emergency lighting	3.2.7.3.
	<input type="checkbox"/> Emergency power for lighting	3.2.7.4.
	<input type="checkbox"/> Emergency power for fire alarm systems	3.2.7.8.
	<input type="checkbox"/> Emergency power for B2 occupancies	3.2.7.6.
	<input type="checkbox"/> Emergency power for building services	3.2.7.9.
	<input type="checkbox"/> Emergency conductor protection	3.2.7.10.
<b>10</b>	<b>FIRE ALARMS:</b>	
	<input type="checkbox"/> Buildings requiring a fire alarm system	3.2.4.1.
	<input type="checkbox"/> Continuity of fire alarm systems	3.2.4.2.
	<input type="checkbox"/> Types of systems	3.2.4.3. / 3.2.4.4.
	<input type="checkbox"/> Signals to fire department	3.2.4.8.
	<input type="checkbox"/> Zoning of fire alarm systems	3.2.4.9.
	<input type="checkbox"/> Fire detectors	3.2.4.11.
	<input type="checkbox"/> Smoke detectors	3.2.4.12.
	<input type="checkbox"/> Sprinkler system monitoring	3.2.4.16.
	<input type="checkbox"/> Manual pull stations	3.2.4.17.
	<input type="checkbox"/> Smoke alarms	3.2.4.21.
<b>11</b>	<b>REQUIREMENTS FOR MEZZANINES AND INTERCONNECTED FLOOR SPACES:</b>	
	<input type="checkbox"/> 10% mezzanine (not a storey)	3.2.1.1.
	<input type="checkbox"/> 40% mezzanine (not a storey)	
	<input type="checkbox"/> Termination of vertical fire separation	3.2.8.1.
	<input type="checkbox"/> Mezzanine egress	3.4.2.2.

	<input type="checkbox"/> Interconnected floor space not permitted in B2 occup.	3.2.8.1.
	<input type="checkbox"/> Openings through horizontal fire separation for vehicular ramps in storage garage	3.2.8.2.(2)
	<input type="checkbox"/> Openings in fire separation for manufacturing process	3.2.8.2.(3)
	<input type="checkbox"/> Openings for stairways, escalators, moving walkways	3.2.8.2.(5)/(6)
	<input type="checkbox"/> Interconnected first floor and floor below or above	3.2.8.2.(6)
	<input type="checkbox"/> Construction of interconnected floor space non-comb.	3.2.8.3.
	<input type="checkbox"/> Exit requirements	3.4.3.2.(6)
	<input type="checkbox"/> Elevator openings	3.2.8.5.(3)
	<input type="checkbox"/> Sprinkler system / <input type="checkbox"/> Draft stops / <input type="checkbox"/> Smoke control	3.2.8.4. / 3.2.8.7. / 3.2.8.8.
<b>12</b>	<b>SERVICE FACILITIES:</b>	
	<input type="checkbox"/> No storage in services spaces	3.6.1.3.
	<input type="checkbox"/> Fire separation of service rooms	3.6.2.1.
	<input type="checkbox"/> No boiler under exit / <input type="checkbox"/> Door swing	3.6.2.2. / 3.6.2.6.
	<input type="checkbox"/> Fire separation of janitor rooms	3.3.1.21.
	<input type="checkbox"/> Fire separation of laundry rooms	3.3.1.22.
	<input type="checkbox"/> Fire separation and sprinklers for residential storage rooms	3.3.4.3.
	<input type="checkbox"/> Fire separation of electrical equipment vaults	3.6.2.7.
	<input type="checkbox"/> Fire separation for elevator shafts	3.5.3.1. / Table 3.5.3.1.
	<input type="checkbox"/> Fire separation for vertical services spaces	3.6.3.1. / Table 3.6.3.1.
	<input type="checkbox"/> Fire separation at top/bottom of vertical service space	3.6.3.1.
	<input type="checkbox"/> Fire separation of horizontal service spaces	3.6.4.2.
	<input type="checkbox"/> Fire separation of fuel fired service	3.6.2.1.
	<input type="checkbox"/> Fire separation and sprinklers for garbage rooms	3.6.2.5.
	<input type="checkbox"/> Linen and garbage chutes and rooms	3.6.3.3.
	<input type="checkbox"/> Negative pressure required for vertical service space	3.6.3.4.
	<input type="checkbox"/> Ceiling spaces used as plenums	3.6.4.3.
	<input type="checkbox"/> Ceiling panels – hold-down clips	3.6.4.3.
	<input type="checkbox"/> Access to attic or roof space	3.6.4.4.
	<input type="checkbox"/> Access to horizontal service space	3.6.4.5.
	<input type="checkbox"/> Access to crawl space	3.6.4.6.

<b>13</b>	<b>HEALTH REQUIREMENTS:</b>			
	<input type="checkbox"/> Height in sleeping rooms			3.7.1.1. / 9.5.3.
	<input type="checkbox"/> Room ventilation			6.2.2.1. / 6.2.2.2.
	<input type="checkbox"/> Medical gas piping systems			3.7.3.1. / CSA Z7396.1
	<u>Plumbing Facilities 3.7.2.:</u>			
	<i>Occupancy</i>	<i># of persons of each sex</i>	<i># of water closets required</i>	<i># of water closets provided</i>
<b>14</b>	<b>REQUIREMENTS FOR DISABLED PERSONS:</b>			
	<u>When required:</u>			
	<input type="checkbox"/> New buildings – not required in: Group C occupancy, Group F1 occupancy, Group E < 50 m <sup>2</sup> , certain 2-storey buildings with max. 600 m <sup>2</sup> above or below first storey			3.8.2.1.
	<input type="checkbox"/> Areas requiring barrier-free path of travel			3.8.3.1.
	<input type="checkbox"/> Existing buildings			3.8.4.1.
	<input type="checkbox"/> Main entrances			3.8.3.5.
	<input type="checkbox"/> Width of path of travel – minimum 1500 mm			3.8.3.2.
	<input type="checkbox"/> Ground and floor surfaces			3.8.3.2.
	<input type="checkbox"/> Viewing positions			3.8.3.15.
	<u>Parking:</u>			
	<input type="checkbox"/> Access to parking areas			3.8.2.3. / 3.8.2.38.
	<input type="checkbox"/> Number of stalls required			3.8.3.4.
	<input type="checkbox"/> 3.7 m wide			3.8.3.4.
	<input type="checkbox"/> Identification required			3.8.3.4.
	<input type="checkbox"/> Surface treatment			3.8.3.4.
	<u>Accessible washrooms:</u>			
	<input type="checkbox"/> Where required			3.8.2.3.

<input type="checkbox"/> Water closet stalls min. 1500 mm x 1500 mm	3.7.2.10.(2)
<input type="checkbox"/> Door min. 800 mm clear opening accessories	3.7.2.10.(2)
<input type="checkbox"/> Water closets	3.7.2.10.(3)
<input type="checkbox"/> Location of urinals	3.7.2.10.(6)
<input type="checkbox"/> Grab bars, wash basins, mirrors	3.7.2.10.(4) / (5) / (7)
<input type="checkbox"/> Universal toilet rooms	3.7.2.10.(9)
<input type="checkbox"/> Bathtubs / <input type="checkbox"/> Showers	3.7.2.10.(10) / (11)
<input type="checkbox"/> Doors and vestibules in barrier-free path	3.3.1.13.
<input type="checkbox"/> Power doors in hotels, B2, B3, A, D, or E > 500 m <sup>2</sup>	3.8.3.5.(4)
<u>Ramps:</u>	
<input type="checkbox"/> Minimum width 915 mm or 1500 mm	3.8.3.3.
<input type="checkbox"/> Maximum gradient	3.8.3.3.
<input type="checkbox"/> Handrails and guards	3.8.3.3.
<input type="checkbox"/> Elevators	3.5.2. / CSA B44
<u>Special occupancy requirements:</u>	
<input type="checkbox"/> Apartment/Condominium buildings	3.8.2.27.
<input type="checkbox"/> Business and Personal Services	3.8.2.32.
<input type="checkbox"/> Mercantile	3.8.2.36.
<input type="checkbox"/> Protected zones for disabled persons	3.8.3.19.
<b>15</b>	<b>ALTERNATIVE SOLUTIONS:</b>
Alternative Solutions Report: <input type="checkbox"/> Submitted / <input type="checkbox"/> Required / <input type="checkbox"/> Not Required	
<b><u>Summary of the Alternative Solution(s):</u></b>	





# Certified Professional Program

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<b>Confirmation of Commitment by Owner and Certified Professional CP-1</b>
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- Notes:**
1. This letter is endorsed by the Architectural Institute of British Columbia and the Association of Professional Engineers and Geoscientists of British Columbia.
  2. The phrase "Building Code" where used in this letter means the British Columbia Building Code.
  3. Words in *italics* are given the same meaning as defined in the British Columbia Building Code.
  4. Words in "quotations" are defined herein.

**To:** ***Chief Building Official***  
City of Surrey  
13450 – 104 Avenue  
Surrey, BC V3T 1V8

Date: \_\_\_\_\_

Project Address: \_\_\_\_\_ Building Permit No.: B \_\_\_\_\_

In signing and submitting this document to the *Chief Building Official* the *owner* confirms that the *owner* has authorized the Certified Professional, to undertake "code coordination" and the undersigned Certified Professional ("CP") confirms that the CP will undertake "code coordination" with respect to the above noted project for which a building permit is sought.

"Code coordination" includes the following tasks:

1. act on behalf of the *owner* as the *owner's* representative in matters involving the City of Surrey in relation to the building permit, related project construction and related occupancy permit;
2. ascertain that the required "Registered Professional of Record" for the project have been retained to provide *design* and *field review* in accordance with the Building By-law;
3. obtain the necessary letters of Assurance of Professional Design and Commitment for Field Review from the "Registered Professionals of Record" for the project and deliver the originals of same to the *Chief Building Official* when applying for the building permit for the project;
4. obtain the other necessary documents required to support the building permit application and deliver same to the *Chief Building Official* when applying for the building permit for the project;
5. apply for and obtain a building permit for the project in accordance with the process as described in the City of Surrey Building By-law;
6. provide "design review" of the plans and supporting documents prepared by each of the "Registered Professionals of Record" for the project;
7. ascertain that the "Registered Professionals of Record" have incorporated in their plans and supporting documents, the requirements of the "Building Code" Division A; Division B Parts 1 and 3; and Division C;
8. ascertain that the "Building Code" Division A; Division B, Part 1 and 3; and Division C Building By-law requirements governing the project are compatible between the plans and supporting documents prepared by each "Registered Professional of Record";

9. provide "site review" of the components of the plans and supporting documents prepared by each of the "Registered Professional of Record" for the project;
10. keep records of all "site reviews" by the CP and of any corrective action required and taken as a result of these "site reviews". Discrepancies noted during "site reviews" must be tracked and the resolution of these discrepancies noted such that a lot of significant unresolved discrepancies can be provided at any time;
11. "monitor field review activities" of the "Registered Professionals of Record";
12. monitor and report on significant events and changes in the project;
13. submit a monthly summary progress report to the *Chief Building Official* during construction of the project;
14. consult with the *Chief Building Official* if any unresolved variances in interpretation of the Building Code arise between the CP, and the "Registered Professionals of Record";
15. consult with the Chief Building Official if any unresolved issues with respect to the Building Code arise between the CP and the contractor;
16. review relevant shop drawings with respect to the requirements of Division A, Division B, Parts 1 and 3 and Division C of the Building Code;
17. notify the *Chief Building Official* in a timely manner of any significant know, unresolved contraventions of the Building Code or Building Permit requirements;
18. obtain the necessary letters of Assurance of Professional *Field Review* and Compliance from the "Registered Professionals of Record" for the project and deliver the originals of same to the *Chief Building Official* when applying for the final approval for the project;
19. obtain the other necessary documents required to support the occupancy permit application and deliver same to the *Chief Building Official* when applying for the occupancy permit for the project;
20. apply for final approval for the project in accordance with the process as described in the Surrey Building By-law; and
21. apply the CP stamp to all relevant documents that are submitted to the *Chief Building Official*. Affixing his or her CP stamp to a document confirms that the CP has provided the relevant portion of "code coordination" applicable to that document.

"Design review" means the activities necessary to ascertain that the design of the project will substantially comply, in all material respects, with the requirements of Division A; Division B, Parts 1 and 3; and Division C of the Building Code.

"Monitoring field review activities" means ascertaining that the "Registered Professionals of Record" are providing *field reviews* as required by Div C, Part 2 of the Building Code, and includes keeping records of all *field review* reports prepared by each Registered Professional of Record. The owner will instruct each "Registered Professional of Record" to highlight in his or her field review reports any significant variation from the documents accepted in support of the building permit and any corrective action as needed. The CP will review the variations highlighted in the field review reports and notify the *Chief Building Official*, in a timely manner, of significant unresolved variations from the documents accepted in support of the building permit.

"Registered Professional of Record" means a *registered professional* retained to undertake design work and *field review* pursuant to Schedules B and C-B of Subsection 2.7 in Division C of the Building Code.

"Site review" means that activities necessary in the CP's professional judgment to ascertain that the construction of the project substantially complies in all material respects, with the requirements of Division A; Division B, Parts 1 and 3; and Division C of the Building Code and the requirements of the building permit and monitoring for compliance with the development permit issued for the project.

In addition to "code coordination" the undersigned *owner* and CP also acknowledge that:

1. If the project involves future tenant improvement works, and the base *building occupancy* is not achieved prior to commencement of the tenant improvement works, the involvement of the CP may be required; and
2. The *owner* and the CP are each required to notify the *Chief Building Official* on or before the date the CP ceases to be retained by the *owner*. It is understood that work on the above project will cease as of the effective date of such termination, until such time as a new appointment is made, and a *Stop Work Order* shall be posted upon the said project by the *authority having jurisdiction*.

**Note:** This letter must be signed by the *owner* or the *owner's* appointed agent and the CP. An agent's letter of appointment must be attached. If the *owner* is a corporation, the letter must be signed by a signing officer of the corporation and the signing officer must set forth his or her position in the corporation.

Owner Information    **OR**     Agent for Owner Information

Signature: \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Note:** A *Certified Professional* means an Architect or Professional Engineer who has been recognized as qualified as a Certified Professional by the *Chief Building Official* pursuant to the City of Surrey Building By-law.

***Certified Professional:***

Signature: \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**(Affix Certified Professional's stamp here)    (Affix Certified Professional's professional seal here)**

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<b>Confirmation of Completion of Code Coordination</b>	<b>CP-2</b>
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- Notes:**
1. This letter is endorsed by the Architectural Institute of British Columbia and the Association of Professional Engineers and Geoscientists of British Columbia.
  2. The phrase "Building Code" where used in this letter means the British Columbia Building Code.
  3. Words in italics are given the same meaning as defined in the British Columbia Building Code.
  4. Words in "quotations" are defined herein.

**To:** *Chief Building Official*  
City of Surrey  
13450 – 104 Avenue  
Surrey, BC V3T 1V8

Date: \_\_\_\_\_

Project

Address: \_\_\_\_\_ Building Permit No.: B \_\_\_\_-\_\_\_\_\_

I confirm that I have fulfilled my obligation for "code coordination" as outlined in my previously submitted Schedule CP-1 entitled **Confirmation of Commitment by Owner and Certified Professional**.

I enclose the relevant documents required for final approval of the project as listed on the attached **"Documentation Prior To Occupancy Checklist"**.

**NOTE:** A *Certified Professional* means an Architect or Professional Engineer who has been recognized as qualified as a Certified Professional by the *Chief Building Official* pursuant to the City of Surrey Building By-law.

***Certified Professional:***

Signature: \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**(Affix Certified Professional's stamp here)**

**(Affix Certified Professional's professional seal here)**

## Confirmation of Tenant Improvement Compatibility

**CP-3**

- Notes:**
1. This letter is endorsed by the Architectural Institute of British Columbia and the Association of Professional Engineers and Geoscientists of British Columbia.
  2. The phrase "Building Code" where used in this letter means the British Columbia Building Code.
  3. Words in italics are given the same meaning as defined in the British Columbia Building Code.
  4. Words in "quotations" are defined herein.

**To:** ***Chief Building Official***  
City of Surrey  
13450 – 104 Avenue  
Surrey, BC V3T 1V8

Date: \_\_\_\_\_

Project Address: \_\_\_\_\_ Unit Number: \_\_\_\_\_

Building Permit No.: B \_\_\_\_\_ - \_\_\_\_\_

I confirm that I have reviewed the drawings on the attached list to ascertain that the tenant improvement design is substantially compatible with the original building code concepts for the base *building*.

I confirm that the construction of the base building shell space for this tenant improvement is essentially complete with the exception of the items indicated on the attached list.

**Note:** A ***Certified Professional*** means an Architect or Professional Engineer who has been recognized as qualified as a Certified Professional by the *Chief Building Official* pursuant to the City of Surrey Building By-law.

***Certified Professional:***

Signature: \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**(Affix Certified Professional's stamp here)**

**(Affix Certified Professional's professional seal here)**

**Assurance of Tenant Improvement Code Coordination &  
Commitment for Field Review**

**CP-4**

(Note: To be submitted as an addendum to the Schedule CP-3)

**To: Chief Building Official**  
City of Surrey  
13450 – 104 Avenue  
Surrey, BC V3T 1V8

Date: \_\_\_\_\_

Project Address: \_\_\_\_\_ Building Permit No.: B \_\_\_\_-\_\_\_\_\_

I hereby give assurance that I have provided “code coordination” of the design, and will perform field reviews of the tenant improvement works. As used herein “code coordination” shall have the same meaning as defined in the Schedule CP-1.

This tenant improvement application is being made prior to provisional acceptance or final approval of the base building. I understand that the Certified Professional shall coordinate all field reviews until final acceptance of the tenant improvement works.

Note: A **Certified Professional** means an Architect or Professional Engineer who has been recognized as qualified as a Certified Professional by the *Chief Building Official* pursuant to the City of Surrey Building By-law.

**Certified Professional:**

Signature: \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**(Affix Certified Professional's stamp here)**

**(Affix Certified Professional's professional seal here)**

**Confirmation of Completion of Tenant Improvement  
Code Coordination and Field Review**

**CP-4A**

To: **Chief Building Official**  
City of Surrey  
13450 – 104 Avenue  
Surrey, BC V3T 1V8

Date: \_\_\_\_\_

Project Address: \_\_\_\_\_ Building Permit No.: B \_\_\_\_-\_\_\_\_\_

I confirm that I have fulfilled my obligation for "code coordination" as outlined in my previously submitted Schedule CP-4 entitled **Assurance of Tenant Improvement Code Coordination & Commitment for Field Review**.

I enclose the relevant documents required for final approval of the project as listed on the attached **"Documentation Prior To Occupancy Checklist"**.

NOTE: A **Certified Professional** means an Architect or Professional Engineer who has been recognized as qualified as a Certified Professional by the *Chief Building Official* pursuant to the City of Surrey Building By-law.

**Certified Professional:**

Signature: \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**(Affix Certified Professional's stamp here)**

**(Affix Certified Professional's professional seal here)**



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<b>Assurance of Independent Review of Structural Design Concept</b>
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**CP-5**

Chief Building Official  
City of Surrey  
13450 – 104 Avenue  
Surrey, BC V3T 1V8

Date: .....

Re: Project Address: .....

The undersigned hereby gives assurance that this Registered Professional Engineer has performed an "Independent Concept Review of the Structural Design" of the project, as shown on the plans and supporting documents prepared by the "Structural Engineer of Record".

As used herein, "Concept Review" shall mean such review of the structural drawings, specifications and calculations for this project and further reviews which this Registered Professional Engineer in his/her professional discretion, considers necessary to ascertain that the requirements of By-law 14(b) Clauses (2) & (3) of the Association of Professional Engineers and Geoscientists of British Columbia have been carried out by the Structural Engineer of Record.

Name: .....

Signature: .....

Address:.....

City: .....

Postal Code: .....

Telephone: ( ).....

(Registered Professional Seal)

(Affix Certified Professional Stamp)

**Insurance Disclosure of Certified Professional** **CP-6**

Chief Building Official  
City of Surrey  
13450 – 104 Avenue  
Surrey, BC V3T 1V8

Date: .....

Re: Project Address: .....

**TO BE COMPLETED BY CERTIFIED PROFESSIONAL**

**I hereby declare my possession of a professional liability insurance coverage of:**

**Amount:** \$.....

**Insured by:** .....  
(Name of Insurance Company)

**Coverage Effective Date:** .....

**Expiry Date:** .....

**I will be able to provide a list of other projects under this coverage. The terms of such coverage will be available to the owner upon request.**

Please Print Name: .....

(Affix Certified Professional Stamp)

Signature: .....

(Professional Seal of Certified Professional)

**TO BE COMPLETED BY THE OWNER**

I acknowledge the Certified Professional's professional liability insurance coverage to have the maximum amount limited to the above. I am in full understanding of the responsibilities and liability coverage of the Certified Professional.

Please Print Name: .....

Signature: ..... Company Name: .....

Address..... City: ..... Postal Code: .....  
(Affix Corporate Seal)

**Assurance of Compliance Lot Grading, On-site Services, & Retaining Wall CP-7**

Chief Building Official  
City of Surrey  
13450 – 104 Avenue  
Surrey, BC V3T 1V8

Date: .....

Re: Project Address: .....

The undersigned hereby gives assurance that the lot grading, and on-site services design drawings submitted for the above project comply with City of Surrey Building By-law. The drawings indicate the existing and proposed grades, the proposed means of controlling surface flows, and the requirement for retaining walls.

I confirm that I am the engineer of record for the **structural design of the retaining walls** and that I have also submitted a Schedule B for the Structural and/or Geotechnical discipline together with the drawings bearing my professional seal.

Furthermore, I confirm that all the drawings have been checked to ascertain all information is cross-referenced between drawing sets.

[Please Print Name of the Registered Professional]: .....  
(Registered Professional)

(Registered Professional's Seal)

Signature: ..... Initials: .....

Address: ..... City: ..... Postal Code: .....

Telephone: ( ) ..... Fax: ( ) .....

(If the registered professional is a member of a firm, complete the following.)

I am a member of the firm (Print name of firm) ..... and I sign this letter on behalf of the firm.

(Affix Certified Professional Stamp)

## Tenant Improvement Building Permit Application Checklist

Project Address: ..... Date: .....

Legal Description: ..... Unit No: .....

The following documentation and information is to be submitted with the Building Permit Application for all the tenant improvements.

Note: An application for a business license must be made at City Hall By-law and Licenses Division prior to making the building permit application.

- Completed By-Law & Licensing Section Inquiry Form has been submitted to By-law & Licensing Division (copy attached)

Name of business to occupy the unit: .....

Complete site address (Including unit number): .....

On which storey in the building: ..... Is the unit sprinkler-protected?  Yes .....  No

Number of parking spaces allocated for the unit: .....

Floor area of unit (square feet or metres) ..... Occupant load of the unit .....

Four (4) sets of drawings (Site Plan, Architectural, Mechanical, Plumbing, & Electrical, as applicable) are required. Drawings must include, but not limited to, the following:

**Key Plan:**

- Dimension of the site
- Location of the building on the property
- Street Name(s)
- Legal Description
- Street address, floors, and tenant unit numbers
- Location of parking spaces for the unit
- Indicate area to be developed and adjoining occupancy (ies)
- Location of firewalls if existing
- Unit number of all tenants spaces in the building

**Tenant Floor Plan:**



- Identify adjacent tenant
- Label all areas (e.g. office)
- Fully dimension floor area including mezzanines and second storeys
- Show exits, corridors, and stairs
- Show travel from mezzanines and second storey
- Specify fire resistance rating of mezzanine or second floor assembly
- Door schedule
- Indicate wall structure (written description or cross section(s))
- Sprinkler system layout indicating existing and proposed installation
- Details regarding Spray Booth, Kitchen Exhaust Canopy, and Dust Collection System as applicable
- Health Department Approval is required where food or personal services are provided
- "Assurance of Tenant Improvement Compatibility" (Schedule "CP-3")
- Complete Letter of Assurance by sub-consultant, as applicable

**I have reviewed all documents with respect to the correct address and legal description.**

Certified Professional: .....

Date: .....

**Note:** It is the duty of the Certified Professional to establish that the tenant's proposal is compatible with the building shell and also conforms to the requirements of the BC Building Code. This will include a confirmation on the use of the unit, the intermediate floor areas, and that other applicable general requirements such as the exiting system and health requirements are met. If the tenant improvement is occurring before the substantial acceptance of the shell, the Certified Professional is responsible for the field review of the related works.

All documents and drawings shall possess stamp and signature of the Certified Professional.

(Affix Certified Professional Stamp)

## Documentation Prior To Occupancy Checklist

Certified Professional is to ensure all the following items are arranged and submitted to the City of Surrey before the Group Final Field Review.

Project Address: ..... Date: .....

BP No.: ..... Legal Description: .....

	Submitted <input checked="" type="checkbox"/>	N/A <input checked="" type="checkbox"/>	<b>Documentation</b>
<b>1</b>	<input type="checkbox"/>	<input type="checkbox"/>	Schedule "CP-2" – Certified Professional, Assurance of Certified Professional Field Review & Compliance.
<b>2</b>	<input type="checkbox"/>	<input type="checkbox"/>	Schedule "CP-4A" – Certified Professional, Confirmation of Completion of Tenant Improvement Code Coordination and Field Review
<b>3</b>	<input type="checkbox"/>	<input type="checkbox"/>	Schedule "C-A" – Coordinating Registered Professional, Assurance of Coordination of Professional Field Review.
<b>4</b>	<input type="checkbox"/>	<input type="checkbox"/>	Schedules "C-B" - Architectural, Structural, Mechanical, Plumbing, Fire Suppression System, Electrical, and Geotechnical - Assurance of Professional Field Review & Compliance.
<b>5</b>	<input type="checkbox"/>	<input type="checkbox"/>	Material and test certificate of sprinkler system (above ground).
<b>6</b>	<input type="checkbox"/>	<input type="checkbox"/>	Material and test certificate of sprinkler system (underground).
<b>7</b>	<input type="checkbox"/>	<input type="checkbox"/>	Verification of contract with alarm monitoring company.
<b>8</b>	<input type="checkbox"/>	<input type="checkbox"/>	Fire alarm verification documents.
<b>9</b>	<input type="checkbox"/>	<input type="checkbox"/>	Backflow preventer test certificates.
<b>10</b>	<input type="checkbox"/>	<input type="checkbox"/>	Field acceptance test report of emergency generator by manufacturer.
<b>11</b>	<input type="checkbox"/>	<input type="checkbox"/>	Test report of EIFS system by an approved third-party agency.
<b>12</b>	<input type="checkbox"/>	<input type="checkbox"/>	Acceptance of the elevator by the Provincial Elevator Authority
<b>13</b>	<input type="checkbox"/>	<input type="checkbox"/>	Acceptance of the gas installation by the the BC Safety Authority.
<b>14</b>	<input type="checkbox"/>	<input type="checkbox"/>	Final Approval from the South Fraser Health Authority.
<b>15</b>	<input type="checkbox"/>	<input type="checkbox"/>	Letter of Compliance for Alternative Solution(s) by Registered Professional.
<b>16</b>	<input type="checkbox"/>	<input type="checkbox"/>	Copy of Site Survey on formwork location.
<b>17</b>	<input type="checkbox"/>	<input type="checkbox"/>	Verification of landscaping to approved plans by the Landscape Architect or the Architect.
<b>18</b>	<input type="checkbox"/>	<input type="checkbox"/>	Deficiency List [Result of the Certified Professional’s final Field Review prior to the request for the final (Group) Field Review] (See Bulletin No. 96-5).

**All documents must bear the seal and signature of the applicable Registered Professionals and the Certified Professional.**

I have established that all the above documents are in order, as permanent records for this building. I am recommending **provisional acceptance or final approval (Cross-out one)** for the above project.

Certified Professional: ..... (Certified Professional Stamp & Signature)

## Project Directory

This form must be submitted with the Building Permit Application

Project Address: ..... Date: .....

**Owner:** Name: .....  
 Address: .....  
 .....  
 Tel: ..... Fax: ..... Email:.....

**Certified Professional:** Firm: .....  
 Certified Professional .....  
 Address: .....  
 .....  
 Tel: ..... Fax: ..... Email:.....

**Coordinating Registered Professional:** Firm: .....  
 Registered Professional.....  
 Address: .....  
 .....  
 Tel: ..... Fax: ..... Email:.....

**Architect:** Firm: .....  
 Registered Professional.....  
 Address: .....  
 .....  
 Tel: ..... Fax: ..... Email:.....

**Structural Engineer:** Firm: .....  
 Registered Professional.....  
 Address: .....  
 .....  
 Tel: ..... Fax: ..... Email:.....

**Mechanical/ Plumbing Engineer:** Firm: .....  
 Registered Professional.....  
 Address: .....  
 .....  
 Tel: ..... Fax: ..... Email:.....

**Fire Protection Engineer:** Firm: .....  
Registered Professional.....  
Address: .....  
.....  
Tel: ..... Fax: ..... Email:.....

**Electrical Engineer:** Firm: .....  
Registered Professional.....  
Address: .....  
.....  
Tel: ..... Fax: ..... Email:.....

**Geotechnical Engineer:** Firm: .....  
Registered Professional.....  
Address: .....  
.....  
Tel: ..... Fax: ..... Email:.....

**Civil Engineer  
(Site Grading & Site  
Servicing):** Firm: .....  
Registered Professional.....  
Address: .....  
.....  
Tel: ..... Fax: ..... Email:.....

**Civil or Geotechnical  
Engineer (Retaining Walls):** Firm: .....  
Registered Professional.....  
Address: .....  
.....  
Tel: ..... Fax: ..... Email:.....

**Code Consultant  
(Alternative Solutions):** Firm: .....  
Registered Professional.....  
Address: .....  
.....  
Tel: ..... Fax: ..... Email:.....

(Affix Certified Professional Stamp)



## Monthly Field Review Report Form

This Report shall be submitted to the Area Building Official at least once a month

Project Address: ..... Date: .....

Building Permit Number: ..... \_ .....

<b>City Building Official attended site-meeting this month:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Job Progress (please attached separate sheet (if needed):</b>  		
<b>Number of Site Field Reviews this month:</b>  Architect: ..... Mechanical Engineer: ..... CRP: ..... Structural Engineer: ..... Electrical Engineer: ..... Civil Engineer: ..... Fire Suppression Engineer ..... Others: .....		
Certified Professional has Reviewed the Monthly Field Review Reports: <input type="checkbox"/> Yes <input type="checkbox"/> No Copies of the Monthly Field Review Reports are Attached & Available on Site: <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Shop Drawings/Submittals Reviewed by CP for Code Coordination:</b>  		
<b>Any change to permit documents:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No  If yes, any changes pertaining to requirements of the BC Building Code from submitted permit drawings: (attached list if needed)		
Require Commercial Section Staff Review: <input type="checkbox"/> Yes <input type="checkbox"/> No Amendment to the DP/BP required: <input type="checkbox"/> Yes <input type="checkbox"/> No  Application for DP minor amendment required: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please report the status of the minor amendment in the next monthly progress report.		
<b>General Comments from CP:</b>  		
<b>For Office Use Only:</b>  		

Certified Professional: ..... Signature: .....  
(Affix Certified Professional Stamp)

## List of Contact Personnel

### General Program Enquiries:

#### Building Code Interpretations, Alternative Solutions, Building By-law Information, and Certified Professional Program:

**Mehran Nazeman, P.Eng.** mrnazeman@surrey.ca  
Commercial Section Manager 604.591.4541

Alternates:

**Maggie Meng, P.Eng., CP** qmmeng@surrey.ca  
Building Codes & Fire Protection Engineer 604.591.4714

**Asma Sadafi, P.Eng., CP** asadafi@surrey.ca  
Building Codes & Fire Protection Engineer 604.591.4718

**Timothy Wang, P.Eng., CP** twang@surrey.ca  
Building Codes & Fire Protection Engineer 604.591.4570

### Field Review:

**Building & Plumbing:**  
Field Reviews Section Manager 604.591.4141

**Electrical:**  
Electrical Section Manager 604.591.4142

Building Field Review/Enquiries: 604.591.4231

Plumbing Field Review/Enquiries: 604.591.4245

Electrical Field Review/Enquiries: 604.591.4240

### Landscaping Section:

City Landscape Architect 604.591.4331

### Area Planning & Development Division:

North Surrey Division Manager 604.591.4498

South Surrey Division Manager 604.591.4342

### Site Addressing:

Jennifer Nelson 604.591.4267

### Engineering Department:

**Works and Services Agreement, Highway Use Permits, Shoring & Hoarding Plans**  
Plan Reviewer/Coordinator 604.591.4223

### Fire Department:

**Construction Fire Safety Plan, Fire Safety Plan, Operations Manual**  
Capt. Peter Choy 604.543.6762

**Building Division Fax Number:** 604.591.2680

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<b>Regulatory Authorities</b>
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**Fraser Health Authority:**

Main office	604.572.2600
Cloverdale	604.574.4166
Whalley	604.951.1200

**BC Hydro:**

Hydro right-of-way	604.543.6000
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**FortisBC:**

FortisBC right-of-way	604.576.7000
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**Community Care Facilities Board:**

Facilities under the Community Care & Assisted Living Act	250.952.1469
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**Ministry of Environment:**

Watercourse on site	604.582.5200
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**Ministry of Transport:**

If access is required off a provincial highway	
Internal routing through Engineering Department	604.576.2907

## City of Surrey Standard Forms:

- Development Data Sheet
- Development Permit Compliance Checklist
- Building Information Sheet
- By-Law & Licensing Section Inquiry Form
- Application for Acceptance of Revision
- On-Site Services Installation Application
- Soil Deposition Letter
- Damage Deposit Form
- Alternative Solutions Information Sheet

<b>Development Data Sheet</b>
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Project Address: ..... Date: .....

Zone: ..... BP Application Number: ..... DP Number: .....

Required Development Data	Minimum Required or Maximum Allowed	Proposed
<b>LOT AREA (in square meters)</b>		
Gross Total		
Less Road Widening area		
Less Undevelopable area		
Net Total		
<b>LOT COVERAGE (in % of net lot area)</b>		
<b>SETBACKS (in meters)</b>		
Front (N, E, S, or W)		
Rear (N, E, S, or W)		
Side #1 (N, E, S, or W)		
Side #2 (N, E, S, or W)		
Side #3 (N, E, S, or W)		
<b>BUILDING HEIGHT (in meters)</b>		
Principal		
Accessory		
<b>NUMBER OF RESIDENTIAL UNITS</b>		
Bachelor Suite		
1 Bedroom		
2 Bedrooms		
3 or more Bedrooms		
Totals		
<b>GROSS FLOOR AREA: Residential</b>		
<b>GROSS FLOOR AREA: Commercial</b>		
Retail		
Office		
Totals		
<b>GROSS FLOOR AREA: Industrial</b>		

Required Development Data	Minimum Required or Maximum Allowed	Proposed
<b>GROSS FLOOR AREA: Institutional/Assembly</b>		
<b>TOTAL BUILDING GROSS FLOOR AREA</b>		
<b>DENSITY</b>		
# of units/ha or # units/acre (gross)		
# of units/ha or # units/acre (net)		
FAR (gross)		
FAR (net)		
<b>AMENITY SPACE (area in square meters)</b>		
Indoor		
Outdoor		
<b>PARKING (number of spaces)</b>		
Commercial		
Industrial		
Institutional		
Residential Dwelling Units with:		
1 Bedroom (or Bachelor Suite)		
2 Bedrooms		
3 or more Bedrooms		
Residential Visitors		
Total Number of Spaces		
Persons with Disabilities		
Small Cars		

If the development site consists of more than one lot, lot dimensions pertain to the entire site.

Heritage Site: YES/NO | Tree Survey Provided: YES/NO

**Registered Professional:**

Name (Print): ..... Signature: .....

(Affix Registered Professional Seal)

(Affix Certified Professional Stamp)

## Development Permit Compliance Checklist

Project Address: ..... Date: .....

Zone: ..... Development Permit No: ..... \_ .....

Items	Yes	No	N/A	Remarks	Changes Cleared By
<b>1.0 Base Data</b>					
1.1 FAR and use distribution					
1.2 No. of dwelling units					
1.3 Building height					
1.4 Building grades					
1.5 Site Coverage					
1.6 Building setbacks					
<b>2.0 External Building Form &amp; Finish</b>					
2.1 Building siting					
2.2 Building massing/volume					
2.3 Building Facades					
2.4 Roof shape and finish					
2.5 Roof top (ext.mech.ducting & vents)					
2.6 Ext. materials, details & colour					
2.7 Door materials & details					
2.8 Window & awnings (shape, details)					
2.9 Balconies & decks					
<b>3.0 Internal Plans</b>					
3.1 Dwelling Unit sizes & layout					
3.2 Amenity spaces					
3.3 General storage					
3.4 Bicycle storage					
3.5 Garbage, recycling & storage					
3.6 Service rooms					
3.7 Service shafts (location & size)					
3.8 Uses					
<b>4.0 Vehicular</b>					
4.1 Vehicular access-ramps & stalls					
4.2 Loading access & bays					
4.3 Parking layout & spaces					
4.4 Parking protrusion above grade					
<b>5.0 Landscape</b>					
5.1 Existing & new planting materials					
5.2 Pedestrian access systems					
5.3 Surface materials					
5.4 Fences, retaining walls					
5.5 Landscape elements					
5.6 Mechanical equipment & venting					
5.7 Garbage facilities					

I, \_\_\_\_\_ hereby certify that I have checked the above, and that the drawings submitted with this Building Application for the above project comply with the related approved Development Permit. Where minor differences exist, I will be responsible for obtaining approval for these changes from the Planning Division. **Major changes require a new Development Permit (Contact the Planning Division for clarification regarding acceptable changes).** Approval from the Planning Division shall be obtained prior to issuance of the Building Permit

**Certified Professional shall oversee that the approvals from the Planning Division have been obtained for changes to design requirements of the development permit during the construction.**

Name of Registered Professional: .....

(Sign & Seal of the Registered Professional)

(Affix Certified Professional Stamp)



## Building Information Sheet

Project Address: ..... Zone: ..... Date: .....

Legal Description: ..... DP # ..... BP Application # .....

BC Building Code Edition: ..... Storeys in Bldg Height: ..... Levels below grade: .....

Building Area: ..... m<sup>2</sup> Streets: ..... Mezzanine(s): Yes No

Firewall: Yes, FRR = .....hr No 3.2.1.2 Horizontal Fire Separation Yes No

If either a firewall or a 3.2.1.2. horizontal fire separation is proposed, a separate form is required for each building.

Construction Class Article(s): 3.2.2..... Major Occupancy(ies): ..... Minor Occupancy(ies): .....

Combustible Construction: Permitted: Yes No Provided: Yes No

Non-Combustible Construction: Required: Yes No Provided: Yes No

Fire Resistance Rating: Floor: .....h; Roof: .....h; Mezzanine: .....h; Support System: .....h

**Spatial Separation:**

Exterior Wall	Area (m <sup>2</sup> )	L/H or H/L	Limiting Distance (m)	UPO % Permitted	UPO % Actual	Construction (C/NC)	FRR (hr)	Cladding (C/NC)
North								
South								
East								
West								

**Design Occupant Load:**

	Room/Floor	Area (m <sup>2</sup> )	Area/Person (m <sup>2</sup> )	Occupant Load
1				
2				

Sprinklers Required? Yes No Standpipe Required? Yes No

Fire Alarm Required? Yes No Signals to Fire Dept? Yes No

Hydrant Requirements:  90 m to suite entrance \*  45 m to fire department connection

\*The Surrey Fire Department requires a fire hydrant within 90 m of the main entrance to each separate unit/suite of the building. A sprinklered building must have a fire hydrant within 45 m of the fire department connection.

Water Closets: Required: Male: ..... Female: ..... Provided: Male: ..... Female: .....

Accessibility Required? Entrance: Yes No Parking Spaces: Yes No

Washroom: Yes, in each suite Yes, remote No Other: ..... Yes No

Building Code Alternative Solution(s): Yes No

**Registered Professional Seal & Certified Professional Stamp:**

## By-Law & Licensing Section Inquiry Form

Phone: 604.591.4370

Fax: 604.591.4465

Date: .....

This inquiry form relates only to the "permitted use" of your query. Other conditions for the use of property are set out in other City of Surrey By-laws. These regulations include, but are not limited to, requiring a building on the property and servicing.

### Customer Information (Person Inquiring)

Surname (Last Name):	Given Name:	Phone: ( )	
Address:	City/Province:	Postal Code:	Fax : ( )

### Owner Information (Owner of Business)

Surname (Last Name):	Given Name:	Phone: ( )	
Address:	City/Province:	Postal Code:	Fax: ( )

### Business Information

Business Name:	Address:	Floor Area:
<b>Description of Business Operation</b> (please be as detailed as possible):		
-----		
-----		

The City does not warrant or represent that the information is current or suitable for the intended purpose of the inquiry. It is the responsibility of the person using this information to ensure that it accurately reflects current by-law provisions. The information provided by the city is based upon the description given by you; it is your responsibility to ensure the accuracy of the description. Final determination of permitted use occurs when the business license application is made.

**THIS FORM DOES NOT APPROVE THE BUILDING FOR OCCUPANCY.**

Office Use Only:

Received by:	Date:	Zoning:
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## Application for Acceptance of Revision

Project Address: ..... Date: .....  
 Original Building Permit No. : .....  
 Revision Application No. (office use) : .....

Application is hereby made on behalf of the owner for approval of the following revision of plans and specifications filed with the above noted application, with the stipulation that this revision is to become a part of the original application and is subject to all the conditions, agreements and statements contained in that application. **Please note that a revision to the building permit drawings is only allowed prior to the Final Inspection of the building (or shell). A separate building permit application should be submitted if the building has received Final Inspection from the City.**

Revision applied for:

- a) Plans as submitted with changes highlighted (Three sets).
- b) Changes outlined below (Reference drawing number if necessary)

1: .....  
 2: .....  
 3: .....

Certified Professional: ..... Signature: .....  
 (Affix Certified Professional Stamp)

**Internal Use Only:**

**Distribution:**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Plumbing: hr<br>Accepted by:    | <input type="checkbox"/> Electrical: hr<br>Accepted by:  | <input type="checkbox"/> Fire Dept.: hr<br>Accepted by: |
| <input type="checkbox"/> Plan Review: hr<br>Accepted by: | <input type="checkbox"/> Engineering: hr<br>Accepted by: | <input type="checkbox"/> Others: hr<br>Accepted by:     |

Comments: .....

Total Hrs. X = (Total fees) ..... \$

No changes in Zoning/Servicing Agreement Approval

Revision accepted by: .....

## On-Site Services Installation Prior to Building Permit Issuance

Project Address: .....  
 Building Permit No.: ..... Engineering Project No.: .....

As the property Owner, or Owner’s Agent, for the above-referenced project, I am requesting to be allowed to proceed with the installation of on-site services prior to the issuance of a Building Permit. By my signature below I:

1. commit that no work will commence until a Plumbing Permit for On-Site Services has been issued,
2. acknowledge that a permit will not be issued until all conditions listed below have been met, and
3. agree that once an On-Site Services Plumbing Permit is issued I will:
  - a. ensure that a copy of the accepted Site Servicing drawings is available on-site at all times,
  - b. obtain inspection approvals from the Engineer(s) of record,
  - c. obtain acceptance from the Building Official, and
  - d. correct all building, plumbing, or electrical deficiencies related to the installed on-site services and bear all costs related to the corrective work to said services, regardless of City acceptance of work.

Applicant/Owner’s Name: ..... Date: .....

Signature:..... (Affix Certified Professional Stamp)

**\* Submit this form to the Plan Reviewer for completion.**

**Office Use Only**

1. Approval of the Development Permit and the Zoning. Compliance with Zoning By-law 12000.  
*Planning Division:* \_\_\_\_\_ *Date:* \_\_\_\_\_
2. Completion of the Service Agreement process and approval of soil removal/deposition.  
*Engineering Department:* \_\_\_\_\_ *Date:* \_\_\_\_\_
3. Acceptance of the lot-grading plan.  
*Drainage Engineer:* \_\_\_\_\_ *Date:* \_\_\_\_\_
4. Compliance with the Tree Preservation By-law and Development Permit (Landscape Security Deposited).  
*Landscape Architect:* \_\_\_\_\_ *Date:* \_\_\_\_\_
5. Verification that Building Permit Application is complete, including all required Letters of Assurance.  
*Plan Reviewer:* \_\_\_\_\_ *Date:* \_\_\_\_\_
6. Acceptance of the on-site services plan.  
*Plumbing Inspector:* \_\_\_\_\_ *Date:* \_\_\_\_\_

- The Plan Reviewer will confirm completion of the items listed above then forward a copy of this completed form to the Plumbing Section, with a copy of the accepted Site Servicing drawings.
- The Plumbing Section will provide the Plumbing Contractor with a copy of the accepted drawings once the Site Servicing Plumbing Permit has been issued.

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<b>Soil Deposition Letter</b>
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Date: .....

Project Address: .....

Building Permit No.: .....\_.....

This is to confirm that all soil to be removed from the above referenced project site will be deposited in accordance with the Surrey Soil Conservation and Protection By-law.

We will also undertake daily road cleaning and traffic safety controls in accordance with applicable By-laws.

Specifically, .....(volume in m<sup>3</sup>) is to be excavated, and this volume will be deposited at .....(address of deposition site).

Owner or Owner Authorized Agent (Print Name): .....

Signature: .....

(Affix Stamp of Certified Professional)

## Damage Deposit Form

This deposit is to ensure repair of any damage to Municipal properties. By using the following suggestions, damage may be reduced or eliminated.

### **BEFORE CONSTRUCTION:**

Check area. The water service shut-off should be visible (or easily uncovered), the storm and sanitary connections marked, the sidewalk, curb and road not damaged or broken. If there is an inspection chamber (sanitary sewer), check for damage. If there is any damage, return the completed Pre-Damage Inspection form to the Engineering Department.

**Note: Report any damage at least one week prior to expected issuance of permit.**

### **DURING CONSTRUCTION:**

- Water Connection - Check the shut-off depth. If it is too high or too deep, adjust the top to the ground surface when connecting. Be careful not to kink or bend the service pipe. If connection will be located in a driveway, protect it with a box and lid as per Surrey Standard Drawings W.3 and S.18.
- Sewer Connection - Check the grade on the connection before connecting. If there is a problem, call Plumbing Section. Take care not to cross connect the storm and sanitary sewers. If the cleanout or inspection chamber will be located in a driveway, protect it with a box and lid as per Surrey Standard Drawing S.18.
- Ensure that contractors and sub-contractors do not damage the sidewalk, curb, or road by excavation or by running heavy equipment over them. Remember that you will be responsible for their actions.
- Do not pile work, debris, or building materials on the City Boulevard, sidewalk, and road right-of-way. Do not block the road, hydrants, or sidewalks. The road and sidewalk must be kept reasonably clean during construction.

**Remember, you will be held responsible for all costs if clean up by City crews become necessary.**

### **AT COMPLETION OF CONSTRUCTION** (Before request for final field review):

- Clean up the road, gutter, and sidewalk. Remove all debris from the boulevards.
- Check the water service shut-off and/or sanitary inspection chamber are both vertical, undamaged and visible.

- If no deficiencies are outstanding and no damage to City property has been incurred, the deposit will be returned.

Damage Deposit Refunded to: **Builder/Owner** (Circle applicable)

Name: .....

Current Mailing Address: .....

City: ..... Postal Code: .....

Phone: ..... Email: .....

Damage Deposit may be paid by Cash or Letter of Credit.

Interest is not paid on cash security.

Project Address: .....

I have read the above information sheet and advise that there is no visible damage to City property or services fronting the lot on which I propose to build, other than that which has already been reported.

Signature: .....

Date: .....

(Affix Stamp of Certified Professional)

## Alternative Solutions Information Sheet

(In Accordance with 2012 British Columbia Building Code Clause 1.2.1.1.(1)(b) of Division A)

**Project Address:** .....

**CP Project:** Yes / No

**Building Permit Application No.** ..... \_ .....

**Date:** .....

<p><b>PROJECT DESCRIPTION:</b> Provide a brief description of the project, specify Major Occupancy (ies), and include applicable Construction Class Article(s) [3.2.2. ___] in <b>Division B</b> of the <b>2012 BC Building Code</b>.</p>
<p><b>BUILDING CODE COMPLIANCE:</b> List each <b>2012 BC Building Code - Division B</b> reference where direct compliance with the acceptable solutions is <u>not</u> proposed, and indicate deviations from the acceptable solutions.</p>
<p><b>ALTERNATIVE SOLUTIONS:</b> Identify the proposed alternative solution and <u>briefly</u> describe the analytical methods, rationale, and/or mitigating features used to justify the intended level of performance required by <b>Division B</b> of the <b>2012 B.C. Building Code</b>.</p>

Registered Professional: ..... Firm: .....

Address: .....

Telephone: ( ) ..... Fax: ( ) ..... Email: .....

Signature: ..... (Registered Professional's Seal) ..... (Certified Professional Stamp)

**Note:** Use additional sheets for summary, if required. Each sheet must be sealed and signed by the Registered Professional coordinating the design, Code analysis and documentation for the proposed Alternative Solutions. Submission of the applicable Code Compliance and Alternative Solutions report prepared by the Registered Professional shall include a Building Code analysis related to the proposal, this sheet, and payment of the applicable review fee(s). The report and documentation must satisfy the requirements of **2012 BC Building Code Article 2.3.1.2 of Division C**.