

# A General Guide to On-Site Pre-Damage Meeting for Commercial/Industrial and Multi-Family Residential Site Construction

*This guide describes the Engineering Department's requirements for conducting an On-site Pre—Damage meeting for non single family construction (commercial / industrial and multi family residential).*

## General Information

Prior to issuance of the Building Permit, or Demolition Permit (if applicable), your contractor must meet with the Engineering Department's area representative for an On-site Pre-Damage meeting. At this meeting, the Engineering Department's requirements during construction will be discussed with your contractor and City roads, curbs, sidewalks, service connections, etc., will be inspected for existing damage. Please allow a minimum of five (5) working days to arrange for the meeting.

### To Set Up the On-Site Pre-Damage Meeting

1. Upon Engineering's review of your Building Permit, a copy of the Pre-Damage Inspection Report will be emailed to you by the Engineering plan checker along with information regarding other requirements/ issues.
2. Remove debris/dirt from the roads, curbs and sidewalks and locate and inspect all service connections.
3. Complete the Pre-Damage Inspection Report and fax to Engineering at the fax number provided near the bottom of the form.
4. An Inspector will then contact you to set up the meeting
5. Bring two copies of your Pre-Damage Inspection Report form to the meeting (one for your records)
6. A \$50.00 inspection fee for this site meeting will be included on the summary of building permit fees. This fee is waived if a current servicing agreement for offsite works is in the process.

## Working in the Roads and Rights-of-Ways

Prior to starting construction, a **City Road & Right of Way Permit** and a **Traffic Obstruction Permit** issued by the Engineering Department are required to work in the road right of way. Contractors must follow the terms of the City's **Traffic By-law # 13007** and follow traffic control measures specified in the **B.C. Traffic Control Manual for Work on Roadways**. Information is available for all permits at the Engineering Counter at City Hall. A traffic control plan may be required.

Contractors must be skilled with all aspects of construction when working within the City's road right of way and must provide the City confirmation in three key areas: A current Certificate of Insurance for a minimum \$5,000,000.00 naming the City of Surrey as an additional insured, a Prime Contractor Designation form with their WorkSafeBC Registration and a valid City of Surrey Business License.

## Further Information

For further information or to obtain a City Road & Right-of-Way permit or Traffic Obstruction permit, please contact:

City of Surrey – Engineering Department - Engineering Front Counter  
14245 – 56 Avenue, Surrey, BC V3X 3A2  
Telephone: 604-591-4340 Fax: 604-591-8693  
engineering@surrey.ca

This guideline is intended to provide general information only. City by-laws and policies shall take precedence.