

January, 2013  
BUILDING DIVISION

# ***A GUIDE TO APPLYING FOR A BUILDING PERMIT FOR AN ADDITION***

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

Building Permit Application Requirements for an Addition to an Existing Building:

The purpose of this brochure is to explain to owners and contractors the minimum building permit application requirements for an addition to an existing residential building (single family dwelling or a duplex).

This brochure is a guide only. It should be used in conjunction with, and not as a substitute for, the Surrey Building By-law, Surrey Zoning By-law, Surrey Tree Protection By-law, current editions of the B.C. Building Code, Canadian Electrical Code (with B.C. amendments) and B.C. Plumbing Code.

The drawings in this brochure shall not be reproduced for inclusion with your Building Permit Application.

With your cooperation in submitting complete applications, we will be able to provide better and faster service. If the requirements set out in this brochure are not met, the application may be rejected. Please note that additional information such as a survey plan or floor plans of existing house, etc., may be required to confirm compliance with the Surrey Zoning Bylaw and the B.C. Building Code.

Application Requirements:

1. Completed building permit application form with approximate construction value indicated.
2. Letter of authorization from the owner of the lot, if anyone other than the owner will be signing the application forms. A title search of the property will be required.
3. Engineered truss layout (if applicable). Please note, a truss layout is required when significant roof change is being proposed.
4. Registered professional engineer's Letters of Assurance (Schedules B) for structural design and others, if applicable.

5. Building scheme approval, if applicable.
6. Topographical survey plan is usually required. Topographical survey plan to show grade elevations and all trees on and in close proximity to the lot. Locations, size and species to be marked out for all existing trees on the lot and any nearby trees on boulevards or neighbour's lot.
7. Septic system filing with Fraser Health, if applicable.
8. Building permit application fee.
9. One set of drawings to the following minimum scales:

| <u>Drawing Type</u>                                  | <u>Preferred Scale</u>                           |
|--|--|
| Site Plan  | 1/8" = 1'-0" (or 1/16" = 1'-0" for larger sites) |
| Foundation, crawlspace, floor and roof plans         | 1/4" = 1'-0"                                     |
| Cross Sections                                       | 1/4" = 1'-0"                                     |
| Elevations   | 1/4" = 1'-0"                                     |
| Construction Details                                 | 1/2" = 1'-0"                                     |
| Moisture Management Details<br>(Rain Screen Details) | 1/2" = 1'-0" (or approximate scales)             |

All plans and information submitted must be legible and suitable quality for scanning. Minimum size 11" x 17" sheets are required (24" x 36" preferred). Blueprint paper, vellum or graph paper will not be accepted. Drawings in colour ink or in pencil will not be accepted. Drawings should not be laminated. Reversed plans are not acceptable.

Drawings, except the site plan, will be accepted in imperial measures until such time as local industry standards for residential construction are converted to metric standard. Grade elevations to be in metric and to the Geodetic Survey of Canada.

Drawings to be signed and sealed by registered professional engineer (if applicable).

Drawings to be approved and signed by the design consultant (if applicable).

#### Specific Drawing Requirements:

##### Site Plan:

- North arrow, street names and lane(s);
- Civic address and legal description;
- Show all existing buildings on the lot and highlight the proposed addition area by hatching, where the lot is oversize use larger scale to enlarge the area where the buildings are located;
- Overall building dimensions of the proposed addition and the existing building;
- Indicate existing and proposed lot coverage and floor area ratios;
- Distance of all building setbacks measured perpendicular to the property lines (front, rear, and side yard setbacks);
- Existing driveway location and all adjoining street names;

- Distance between the new addition and any other existing buildings (building separation);
- Existing grades at all corners of the lot;
- Existing and proposed grades at all corners of the building and slab elevation;
- Property line (lot) dimensions as per Posting Survey;
- Easements, right-of-ways, watercourses, and areas restricted by covenant;
- Storm water solution, if applicable;
- Retaining wall dimensions/locations and heights, if applicable; and
- Locations, size and species of all existing trees on the lot and also location of any nearby trees on boulevards or neighbour's lot. An arborist report and/or tree barriers may be required. For further information, please check with the Trees and Landscaping Section at the Building Division front counter or phone 604-591-4675.

#### Foundation, Crawl Space, Floor and Roof Plans:

- Overall building dimensions of the addition;
- Complete dimensions for all proposed construction;
- Label the use of all rooms (existing and proposed);
- Load bearing walls (for addition only);
- Crawl space access, location and size (for crawl space plan only);
- Framing details: lintels, beams, posts, point loads, and lintels (for addition only);
- Locations of laundry, hot water tank, furnace and plumbing including rough-ins;
- Location of stairs + width, rise and run;
- Windows and doors, including door swings and sizes; and
- Direction and sizes of all roof structural components, including beams and hangers (sealed and signed by a registered professional engineer if engineered beams are used).

#### Cross Section and Details:

- Floor to ceiling height;
- Building height which is measured between average existing grade to midpoint of roof;
- Floor, ceiling, roof and wall assembly details;
- Footing and foundation wall details; and
- Drain tile specifications;

#### Elevations:

- Exterior finishes;
- Window and door sizes;
- Existing and proposed grades at building corners;
- Elevations (indicating building height) at finished floor, uppermost ceiling, and midpoint of roof;
- Show building height (dimension between average grade elevation and midpoint of roof);
- Roof slope(s); and
- Spatial separation calculations (maximum allowable glazed openings to actual glazed openings).

Moisture Management Details (Rain Screen Details):

*Details shall address the following areas:*

- Exterior wall assembly;
- Wall to window details;
- Wall to door details;
- Wall transitions to different materials;
- Wall intersecting horizontal assemblies such as a roof, balcony, deck etc.;
- Penetrations caused by vents, pipes, utility outlets etc.;
- Flashing and caulking details where appropriate;
- Material specifications; and
- Specific code references.

If you cannot prepare acceptable drawings yourself, please retain the services of a qualified designer.

If you have any questions or concerns please contact the City of Surrey Building Information Line at 604-591- 4366.