

March 2020  
**BUILDING DIVISION**

# ***A GUIDE TO APPLYING FOR A BUILDING PERMIT FOR A NEW SINGLE FAMILY DWELLING***

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

**Building Permit Application Requirements for a New Single Family Dwelling:**

The purpose of this brochure is to explain to owners and contractors the minimum building permit application requirements for a new single family dwelling.

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

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, floor plans of existing houses, 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 values 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. Homeowner Protection Office (HPO) Builder or Owner builder form. Please note the HPO requires a separate form for a coach house.
4. Engineered truss layout.

5. Registered professional engineer's Letters of Assurance (Schedules B) for engineered designs and one (1) set of structural drawings.  
Drawings to be signed and sealed by a registered professional engineer.
6. Building scheme approval; Drawings to be approved and signed by the building scheme design consultant (if applicable).
7. For all infill lots: Topographical survey plan signed and sealed by a Registered BC Land Surveyor. Topographical survey plan to show grade elevations and all trees on or 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. Locations and invert elevations of nearest existing storm and sanitary manholes, pipes, ditches, etc.
8. For all infill lots: Storm outfall proposal. A letter from a professional engineer may be required, indicating the elevation of the 100 year hydraulic grade line (HGL), if applicable. Indicate proposed Sanitary connection at property.
9. BC Energy Step Code (Compliance Report, HOT2000 Model Report for Reference house & for Proposed house, Certificate of Insurance, Business license).
10. If a corner lot, confirm address with the addressing clerk from Area Planning
11. Building permit application fee, which will also include the damage deposit.
12. One (1) set of drawings to the following minimum scales:

<u>Drawing Type</u>	<u>Preferred Scale</u>
Site Plan (1 Original, 2 Photocopies)	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	1/2" = 1'-0" (or approximate scales)
Energy Efficiency and Rain Screen Details	

All plans and information submitted must be legible and suitable quality for scanning. Minimum size 24" x 36" sheets are required. 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.

Any revisions after Building Permit approval must be made on new sheets and resubmitted to the Building Division. An application form for revisions can be obtained from the Building Division counter at City Hall or online at [surrey.ca](http://surrey.ca). These revisions are to be approved by the designer, design consultant and engineer, where applicable.

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 datum.

## Specific Drawing Requirements:

### Site Plan:

- North arrow, street names and lane(s);
- Civic address and legal description;
- Location of new house on lot to scale;
- Overall building dimensions of the proposed house and any proposed accessory building;
- Distance of all building setbacks measured perpendicular to the property lines (front, rear, and side yard setbacks);
- All decks, porches, projections and cantilevered areas;
- Floor area ratio (FAR), lot coverage and in-ground basement calculations (if applicable);
- Proposed driveway location and all adjoining street names;
- Distance between the proposed buildings (building separation);
- Existing grades at all corners of the lot as per lot grading plan or as per topographical survey plan;
- Existing and proposed grades at all corners of the proposed building and slab elevation;
- Property line (lot) dimensions;
- Easements, right-of-ways, watercourses and areas restricted by covenant;
- Storm water information: proposed location of sump and connection to city storm / ditch (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 and Crawl Space Plans:

- Overall building dimensions of the proposed building;
- Complete dimensions for all proposed construction;
- Foundations for the proposed house, garage, decks etc.
- Indicate load bearing walls;
- Crawl space access: location and size (for crawl space plan only);
- Framing details: lintels, beams, posts, point loads and lintels (for additional only); and
- Direction and sizes of all roof structural components, including beams and hangers.

### Floor and Roof Plans:

- Overall building dimensions of the proposed building;
- Complete dimensions to all construction;
- Label the proposed use for all rooms;
- Open to below and unfinished areas;
- Locations of laundry, hot water tank, furnace and plumbing including rough-ins;
- Label the source of heating for main dwelling and secondary suite(if applicable)
- Location of stairs: width, rise and run;
- Windows and doors including sizes and door swings; 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 and midpoint of highest roof;
- Floor, ceiling, roof and wall assembly details;
- Footing and foundation wall details;
- Drain tile specifications; and
- Engineer to indicate concrete topping, where applicable.

Elevations:

- Exterior finishes;
- Window and door sizes;
- Existing and proposed grade at building corners for each elevation;
- Elevations (including building height) at finished floor, uppermost ceiling and midpoint of highest roof;
- Show building height (dimension between average grade elevation and midpoint of highest roof);
- Roof slope(s); and
- Spatial separation calculations for maximum allowable glazed (window) areas.

Moisture Management Details (Rain Screen Details):

- 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.

To ensure you've submitted a complete permit application package, please use the attached checklist.

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

## **CITY OF SURREY**

### **CHECKLIST FOR SINGLE FAMILY DWELLING**

### **BUILDING PERMIT APPLICATIONS**

The purpose of this checklist is to describe typical information and documentation which may be necessary when applying for a Single Family Dwelling application. The following list is not exhaustive and additional items not listed may be required at a later date.

REQ'D    N/A

#### Area Planning:

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Development Permit Area requires Area Planning Division pre-clearance or an approved Development Permit (if applicable) |
|--------------------------|--------------------------|---|

#### Designer:

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | One complete set of Building Permit Drawings (with extra page of the Site Plan)  |
| <input type="checkbox"/> | <input type="checkbox"/> | 9.36 Energy Efficiency Requirements for SFD                                      |
| <input type="checkbox"/> | <input type="checkbox"/> | Building Scheme Design Approval (if applicable)                                  |
| <input type="checkbox"/> | <input type="checkbox"/> | Storm outfall proposal and Sanitary proposal at property line – infill lots only |

#### Structural Engineer:

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | A Schedule "B" from your engineer. If there is more than one Engineer, a Schedule "A" is also required. |
| <input type="checkbox"/> | <input type="checkbox"/> | Certificate of Insurance from Engineer  |

#### Energy Advisor:

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | BC Energy Step Code (Compliance Report) |
|--------------------------|--------------------------|---|

#### Builder(s):

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | HPO form (available from the Home Owner's Protection Office) |
|--------------------------|--------------------------|--|

#### Surveyor:

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Topographical Survey – infill lots only. (Must be original; no older than 6 months) |
|--------------------------|--------------------------|---|

#### Truss Company:

- |                          |                          |                         |
|--------------------------|--------------------------|-------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Engineered Truss layout |
|--------------------------|--------------------------|-------------------------|

REQ'D N/A

Homeowners:

- Completed Building Permit Application Form
- Owner's Authorization Form (if Applicant is not the Owner(s))
- Title Certificate
- Demolition Permit Submission

If Applicable items:

- Proof of well water potability and quantity by a Hydro Geologist registered in BC
- Fraser Health Septic approval
- Soil depositing Permit
- Development Permit (Hazard Lands, ESA/GIN, Farm)
- Arterial/Collector Road (Driveway Access & additional setbacks)
- BC Hydro – Overhead Powerlines