CITY OF SURREY
PLANNING AND DEVELOPMENT

13450 104 Avenue
Surrey, BC V3T 1V8
604-591-4441

INFORMATION

HOW TO APPLY FOR A LEGAL SECONDARY SUITE

This bulletin outlines the necessary steps to obtain a permit for a secondary suite or structure.

What Will Be Needed When Applying For A Secondary Suite Permit?

One complete set of drawings, including:

❑ A site plan accurately drawn to scale showing:

- The entire lot, legal description of the property, property lines and identification and dimensions of setbacks of the main dwelling from the property line; and
- Location of secondary suite and primary suite and all parking spaces.

❑ A floor plan at a scale of ¼" = 1'0" or metric equivalent accurately drawn to scale that shows:

- The entire floor area of the level where the secondary suite is located (area calculation);
- Floor plans of the rest of the house to see the size of the secondary suite relative to the size of the house, and its location to the main dwelling;
- Fire separation walls and floors between the suite and main dwelling;
- Use and sizes of rooms;
- Sizes of doors and windows including exit door(s) and bedroom exit window;
- Location of smoke alarms and primary exhaust fan;
- Wall construction details; and
- Location of heating sources.

Once the drawings have been reviewed, your permit will be issued. You will be required to have the drawing at the location at all times during construction.

❑ A current Title Search which may be obtained from the Land Title Office;

❑   A completed building permit application form;

❑   Payment of the permit fee;

❑   A damage deposit may be required.

How to Apply

To apply for a secondary suite permit, submit the documents listed above to the Building Division. Basic information about the property will also be requested at the time of application.

After an Application Has Been Submitted

Once the plan reviewer is satisfied that all the requirements have been met, the permit will be issued and the applicant will be notified.