

**BUILDING DIVISION SERVICES
NOTICE OF CHANGE DURING THE 2020 CHRISTMAS & NEW YEAR'S SEASON**

As in previous years, City Hall will be closed during the Christmas and New Year's Season. This year, City Hall will close at 4:30pm on Thursday, December 24, 2020, and re-open at 8:30am on Monday, January 4, 2021. During this period, no building permit applications will be received, no building permits will be issued, and regular building, electrical, and plumbing site reviews by City Officials will not be available.

It is recognized that some builders may want to continue construction during this season; therefore, as has been the practice in previous years, during the period when City Hall is closed between December 24, 2020 and January 4, 2021, builders will have two options:

1. The builder can continue construction on the project to the point where a site review by a City Official is required, and then make a request for a site review on the City's Online Inspection Request System at <http://www.surrey.ca/city-services/15078.aspx> or on the City's 24-hour Building Inspection Request Telephone Line at 604-591-4231. All construction activities must then cease and remain suspended until the required site review is carried out by a City Official, after City Hall re-opens on January 4, 2021;

OR

2. **Provided that the City is notified of the builder's intention to proceed under this option by 12:00pm (noon) on Wednesday, December 23, 2020**, the builder may retain the services of a Registered Professional, experienced in residential or commercial construction, to undertake the required site reviews normally performed by the City Officials. The Registered Professional's sealed field review report(s) must be submitted to the City stating, without qualification or exceptions, that the work reviewed and approved by the Registered Professional is in substantial compliance with requirements of the *BC Building Code* and all relevant Regulations and City Bylaws. The only limitation on this option is that the Registered Professional is not allowed to approve or permit occupancy of a building. Registered Professionals' field review reports will not be accepted for field reviews performed before December 25, 2020 or after January 4, 2021. The City must receive the Registered Professional's field review report(s) before the City will undertake site reviews on the construction project to which the Registered Professional's field review reports apply. After January 5, 2021 and before January 12, 2021, the site review(s) must be scheduled for a City Official to attend, collect the field review report(s) from the professionals, and confirm the progress of the work.

If you have inquiries related to building permit and plan review matters, please allow sufficient time for staff response before Thursday, December 24, 2020. Otherwise, a response will be provided in the New Year.

Should you have any questions, please contact Gilbert Larocque, Deputy Chief Building Official, at Gilbert.Larocque@surrey.ca or Jon Milloy, RBO, Building Inspections Supervisor, at JDMilloy@surrey.ca.

Best wishes for the Holiday Season and a prosperous New Year.

Jean Lamontagne, General Manager, Planning & Development

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