



A GENERAL GUIDE TO

EROSION & SEDIMENT CONTROL (ESC) PERMIT APPLICATIONS

What is an ESC Permit?

The ESC Permit process aims to establish a framework to ensure mandatory standards are applied to construction site ESC planning and management. Through the permit application process, the applicant is required to demonstrate that the following areas have been addressed:

- Detailed plan outlining the proposed best management practices (BMPs),
- Implementation schedule for the proposed ESC works,
- Delineation of ESC responsibilities for site personnel,
- Installation details for proposed ESC works,
- ESC maintenance requirements, and
- Site inspection and performance monitoring outline.



ESC Permits aim to ensure that occurrences like the one in this picture are prevented through appropriate site planning and management.

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Engineering Department
City of Surrey

This guide provides an overview of the requirements and application process for obtaining an ESC Permit.

Does this apply to your project?

If you are proposing to undertake any construction activity that disturbs an area of 2000m² or larger, you will be required to obtain an ESC Permit prior to commencement of any site works.

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All sites large and small are expected to ensure that BMPs are implemented on the construction site, like the ones shown on this home building project.

When is an ESC Permit required?

An ESC Permit is required by anyone wishing to undertake construction that will result in a disturbed area of 2000m² or larger. This includes all aspects of the scope of site works that are included under a land development project, building permit, soil removal/ deposition permit, including staging areas, landscaped buffers and access ways – not just the active construction area.

If you are unsure of the need for an ESC Permit at the time you apply for a Building Permit, Servicing Agreement or Soil Deposition/Removal Permit, you will be notified as part of the review process whether or not an ESC Permit will be a requirement.

Construction sites under 2000m² in area aren't required to go through the permit process, but they are still required to follow the BMPs specified in Schedule B of the By-law and are held to the same discharge standards.



Poorly managed construction sites can result in a considerable amount of sediment entering the City's Drainage system.

Components of a Permit Application

A complete ESC Permit application consists of the components listed below. Please ensure that all of these items are completely filled out and included as part of your application.

- **Completed and Signed Schedule "A"**
Application form identifying the property with which the ESC Permit is associated and the developer/landowner information, as well as their signature(s).
- **Completed and Signed Schedule "D" – Appointment of ESC Supervisor**
A Letter of Undertaking identifies for the project the ESC Supervisor responsible for monitoring the performance of the ESC Plan and identifying areas for improvement. This person also becomes the liaison with the City pertaining to ESC issues.
- **Completed Additional Information Form**
Document clarifying the contact information for the responsible parties under the permit, along with information regarding the site drainage particulars.
- **Company Disclosure Statement**
It is the responsibility of the applicant to provide the names of the legal registered owners of the proposed property for which the ESC permit is required at the time of construction. If corporate ownership is involved, then the applicant must include a copy of a BC Company Summary issued by the BC Ministry of Finance.
- **ESC Permit Processing Fee**
At the time of application, a non-refundable processing fee must be paid. Please refer to the latest application documents for the fee value. Please be aware that your application will not proceed until this fee is paid.
- **ESC Plan**
The primary component of an ESC Permit application is the submission of a detailed ESC Plan covering all stages of construction. The ESC Plan must clearly demonstrate on- and off-site ESC BMPs, implementation staging, maintenance and monitoring requirements.

Part IV of the By-law outlines the specific considerations that need to be addressed by the ESC Plan in order to meet the standard required for the ESC permit application.

Permit Review and Approval

The typical review process of an ESC permit application is outlined below. Your application, when received, will be assigned to a project manager who will review your application and guide you through the following steps.

Step 1 – Application Review

Once an ESC permit application has been received by the Engineering Department, it will be reviewed to ensure that all the appropriate information has been provided and that the processing fee has been paid. If there are missing documents, information or signatures, you will be requested to amend the application accordingly.

Step 2 – Plan Review

The submitted ESC plan will be vetted to ensure that the proposed design meets the design requirements stipulated in the ESC By-law and that the proposed BMP measures are deemed suitable and don't pose a risk to City property.

Step 3 – Request of Estimate

Once the plan has been accepted, you will be requested to provide an estimate in support of the requirements under Section 5 (f) of the By-law that outlines the cost of installation, maintenance, monitoring, and removal of the ESC facilities as specified in the ESC Plan. The estimate must be prepared and signed by your Engineer and ESC Supervisor accordingly.

Step 4 – Provision of Permit Agreement and Bonding Request

Following the submission of the estimate, the City will provide the applicant with two copies of a Permit Agreement and a request for bonding. The permit agreement is a letter of understanding outlining how the City will administrate aspects of the permit. The Permit Agreement has to be signed by the specified Developer. Bonding can be supplied as a certified cheque or Letter of Credit.

Step 5 – Issuance of the ESC Permit

Upon receiving the signed Permit Agreements and acceptance of the permit bonding, the City will issue the ESC Permit.

The issuance of an ESC Permit by the City doesn't certify that the performance or capacity of the proposed design will meet the discharge requirement of the By-law – that is the responsibility of the Engineer and ESC Supervisor. Once the ESC Permit is issued, it will be valid for a minimum of one year following the date of issuance and will expire upon substantial completion, as defined by the By-law.

It is important that the measures specified in the ESC Plan are implemented and inspected/signed off by your ESC Supervisor prior to the commencement of construction. It is the responsibility of the ESC Supervisor to ensure that the requirements specified in the City of Surrey document "Monitoring Requirements for ESC Permitted Sites" are complied with as a condition of the issued permit. Failure to follow through on any condition of the ESC Permit will result in action by the City to ensure deficiencies are rectified.



ESC Plans specify the most appropriate BMPs for the site conditions, such as using straw to cover exposed soils to prevent erosion.

Permit Application Submission

ESC Permit applications are processed through the Engineering Department. If you have received correspondence from the City that states that an ESC Permit is a requirement, it is important to ensure that you reference both the City project number and the ESC Permit application number provided.

ESC Permit applications that are associated with Building Permit and Soil Permit projects are to be delivered to the Engineering Front Counter or mailed/couriered to the Engineering Department; further details are available in Bulletin DE-ESC-004. ESC Permits that are associated with Land Development applications are to be submitted to the assigned Project Manager at the Project Detailing stage or at a later date (refer to Bulletin DE-ESC-003).

** Bulletins available at the Engineering front counter and the City of Surrey website (www.surrey.ca). **

Frequently Asked Questions

Who is responsible under the Permit?

The Property Owner, Developer, contractor and/or Builder are ultimately held accountable regarding the implementation and performance of the ESC works specified by the plan and for ensuring that the site achieves the discharge target set by the By-law.

How long does an ESC Permit application take?

Providing that all the appropriate information has been submitted and that the ESC Plan meets all the detail requirements, a typical ESC Permit application can take a minimum two (2) weeks. Please ensure that you allow for processing time in your project planning and apply early in the process as, depending on the volume of submissions, it could take longer to process.

What is the water quality limit set by the By-law?

Part 2, Section 1, of the By-law reads "No Person shall cause, or permit another Person to cause, Sediment or Sediment Laden Water to Discharge, into the Drainage System greater than 75 milligrams per litre of TSS."

Where do I get a Company Disclosure Statement?

The BC Ministry of Finance can provide Company Disclosure Statements, which are referred to as a BC Company Summary.

Why is erosion and sediment control on construction sites important to the City?

Sediment-laden stormwater that drains from construction sites into the City's drainage system has a considerable impact on storm drains, creeks and streams.

An estimated four truckloads of sediment resulting from erosion is discharged off a residential construction site during a single rainfall event.

Each year the City has to remove the build-up of the sediment that settles in the drainage network at a considerable cost to residents. This material reduces the capacity of the system to function during storms, potentially causing flooding.

Sediment-laden stormwater also has a detrimental impact on the condition of the creeks and streams that support aquatic life, (for example, salmon eggs and fry). All these impacts occur at the cost of the greater community. The City is ensuring that proactive measures are taken to manage the problem accordingly at its source, thus not putting the expense onto the greater community.

For more information

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