

December 2020
BUILDING DIVISION

A GUIDE TO APPLYING FOR A BUILDING PERMIT FOR A MODULAR HOME

This guide has been prepared to assist owners and contractors to understand the minimum requirements for building permit applications for a new modular home. This bulletin is for general guidance only. It does not replace by-laws or other legal documents.

Building Permit 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 form. A title search of the property will be required.
3. Owner shall provide evidence that the modular home is a CSA A277 certified building and provide the serial number of the modular home.
4. Engineered truss layout if trusses are proposed for site-built veranda, etc.
5. Registered Professional's Letters of Assurance (Schedule B) for engineered foundation or site-built elements and one (1) set of structural drawings. Drawings to be signed and sealed by a Registered Professional.
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 that is original and no older than six (6) months and is 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, sizes, 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 to be shown.

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 the property.
9. If a corner lot, confirm address with the City addressing clerks.
10. Building permit application fee, which will also include the damage deposit.
11. One (1) set of drawings to the following minimum scales:

Drawing Type	Preferred Scale
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"

All plans and information submitted must be legible and suitable quality for scanning. Minimum size 24" x 36" drawing 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. Grade elevations to be in metric and to the Geodetic Survey of Canada datum.

Any revisions after building permit approval must be made on new drawing sheets and resubmitted to the Building Division with a building permit revision application. The revisions are to be approved by the designer, design consultant and Registered Professional, where applicable.

A Homeowner's Protection (HPO) form is not required for modular homes. The Energy Step Code does not apply to modular homes.

Modular Home information

- The factory-built building (modular home) must bear a label of an accredited certification agency indicating that compliance with the BC Building Code has been certified using the CSA A277 procedure.
- Any site-built components must comply with current BCBC edition.
- The modular home is to be placed on a permanent foundation.
- The modular home is to meet the minimum width and the minimum area as outlined in Part 4 of the Zoning Bylaw.
- The Building Bylaw prohibits used modular homes to be relocated in Surrey.

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 covenants.
- Storm water information: proposed location of sump and connection to city storm/ditch (if applicable).
- Retaining wall dimensions/locations and heights (if applicable).
- Locations, sizes, and species of all existing trees on the lot and 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).
- 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 for 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.
- Direction and sizes of all roof structural components, including beams and hangers (sealed and signed by a Registered Professional 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.
- 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).
- Spatial separation calculations for maximum allowable glazing (window) areas.

It is recommended to retain the services of a qualified designer, if you are unable to prepare acceptable drawings.

To ensure your building permit application package is complete, please use the attached checklist.

If you require additional information, please contact the Building Information Line at 604-591-4366 or email planningdevelopment@surrey.ca.

**CITY OF SURREY
CHECKLIST FOR MODULAR HOME
BUILDING PERMIT APPLICATIONS**

The purpose of this checklist is to provide typical information and documentation which may be necessary when applying for a modular home building permit. The following list is not exhaustive and additional items not listed may be required at a later date.

REQ'D	N/A	AREA PLANNING
		Development Permit Area requires Area Planning Division pre-clearance or an approved Development Permit (if applicable)
		DESIGNER
		One complete set of building permit drawings (with 2 extra site plans)
		Building Scheme Design Approval (if applicable)
		Storm outfall proposal and sanitary proposal at property line
		STRUCTURAL ENGINEER
		A Schedule B from the structural engineer. If there is more than one Registered Professional, a Schedule A is also required.
		Certificate of Insurance from each Registered Professional
		SURVEYOR
		Topographical Survey (must be original and no older than 6 months)
		TRUSS COMPANY
		Engineered truss layout
		APPLICANT
		Completed Building Permit Application Form
		Owner's Authorization Form (if Applicant is not the Owner(s))
		Title Certificate
		Demolition Permit Submission
		Evidence that the modular home is an CSA A277 certified building
		Serial number of the modular home
		"IF APPLICABLE" ITEMS
		Proof of well water potability and quantity by a hydrogeologist registered in BC
		Fraser Health septic approval
		Soil deposition Permit
		Development Permit (Hazard Lands, ESA/GIN, Farm)
		Arterial/Collector Road (driveway access & additional setbacks)
		BC Hydro - Overhead Powerlines