

APPLICATION CHECKLIST FOR SINGLE FAMILY DWELLING BUILDING PERMITS

The following checklist must be completed and submitted with your Building Permit Application. If you have any questions about your Building Permit Application submission, please call the Planning & Development Client Services Centre at 604-591-4086.

Site Address: _____

The following items may be requested **before and/or during** the Building Permit Application submission process:

SECTION TO BE COMPLETED BY APPLICANT		REFERRAL REQUIREMENTS		OFFICE USE ONLY	
Submitted	Not Applicable	Document	Details	Submitted	Not Applicable
<input type="checkbox"/>	<input type="checkbox"/>	Development Permit	<ul style="list-style-type: none"> Properties located in Development Permit Areas may require a Development Permit. 	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Addressing	<ul style="list-style-type: none"> Corner Lots Confirm the address with the Addressing Clerk at addressingrequests@surrey.ca. 	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Arterial/Collector Road Ultimate Setback	<ul style="list-style-type: none"> If applicable 	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Soil Depositing Permit	<ul style="list-style-type: none"> If applicable 	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Lot Grading Plan	<ul style="list-style-type: none"> Applicants should contact engineering@surrey.ca to determine if a lot grading plan exists for their 1972 or newer residential building site. 	<input type="checkbox"/>	<input type="checkbox"/>

If any of the required documents are not included with your submission, your submission will be rejected. The City may require additional documentation other than the items listed as required below. If you have questions about your application submission, call the Planning & Development Client Services Centre at **604-591-4086**.

To use the hyperlinks, click on the item or press Ctrl + Click.

SECTION TO BE COMPLETED BY THE APPLICANT		APPLICATION SUBMISSION REQUIREMENTS		OFFICE USE ONLY	
Submitted	Not Applicable	Documents	Details	Submitted	Not Applicable
<input type="checkbox"/>	Required	Building Permit Application	<ul style="list-style-type: none"> An example of a complete Building Permit Application can be found at surrey.ca. A separate application is required for each structure (e.g., house, shed, detached garage, etc.) 	<input type="checkbox"/>	Required
<input type="checkbox"/>	<input type="checkbox"/>	Demolition Permit Application	<ul style="list-style-type: none"> Construction Value: \$0 Demolition Recycling Requirements 	<input type="checkbox"/>	<input type="checkbox"/>
DRAWING REQUIREMENTS					
<input type="checkbox"/>	Required	Site Plan	<ul style="list-style-type: none"> 1 set of Architectural Plans Size: 24" x 36" See Appendix A for drawings specifications Must be in compliance with the current BC Building Code 	<input type="checkbox"/>	Required
<input type="checkbox"/>	Required	Foundation & Crawl Space Plans		<input type="checkbox"/>	Required
<input type="checkbox"/>	Required	Floor & Roof Plans		<input type="checkbox"/>	Required
<input type="checkbox"/>	Required	Cross Section & Details		<input type="checkbox"/>	Required
<input type="checkbox"/>	Required	Elevations		<input type="checkbox"/>	Required
<input type="checkbox"/>	Required	Construction Details		<input type="checkbox"/>	Required
<input type="checkbox"/>	Required	Moisture Management Details (Rain Screen Details)		<input type="checkbox"/>	Required
<input type="checkbox"/>	<input type="checkbox"/>	Suite Separation Details		<input type="checkbox"/>	<input type="checkbox"/>

SECTION TO BE COMPLETED BY APPLICANT		APPLICATION SUBMISSION REQUIREMENTS		OFFICE USE ONLY	
Submitted	Not Applicable	Documents	Details	Submitted	Not Applicable
DRAWING REQUIREMENTS CONTINUED					
<input type="checkbox"/>	<input type="checkbox"/>	Building Scheme Design Approval	<ul style="list-style-type: none"> Per Title/Subdivision Drawings to be approved and signed by the building scheme design consultant 	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Engineered Truss Layout	<ul style="list-style-type: none"> Not required for flat roofs 	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Required	BC Energy Step Code	<ul style="list-style-type: none"> Compliance Report HOT2000 Model Report for Reference & Proposed house Certificate of Insurance Business Licence 	<input type="checkbox"/>	Required
<input type="checkbox"/>	Required	Structural Drawings	<ul style="list-style-type: none"> Drawings must be signed and sealed by a Registered Professional 	<input type="checkbox"/>	Required
<input type="checkbox"/>	<input type="checkbox"/>	Storm Outfall or Alternative Drainage Solutions	<ul style="list-style-type: none"> Infill lots only Proposed inspection chamber location and invert elevation at property line Must be shown on site plan 	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Sanitary Proposal	<ul style="list-style-type: none"> Indicate the proposed Sanitary connection location and invert elevation at property, if applicable Must be shown on site plan 	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Fraser Health Septic Approval	<ul style="list-style-type: none"> If applicable 	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Driveway Access	<ul style="list-style-type: none"> Indicate proposed driveway location and width, including City property to road intersection Must be shown on site plan 	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Right of Ways/Easements	<ul style="list-style-type: none"> Show on site plan Tree Restrictive Covenant must be shown, if applicable 	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Proof of Well Water and Quantity by a Hydro Geologist Registered in BC	<ul style="list-style-type: none"> Indicate proposed water service location at property line 	<input type="checkbox"/>	<input type="checkbox"/>
DOCUMENT REQUIREMENTS					
<input type="checkbox"/>	<input type="checkbox"/>	Schedule B	<ul style="list-style-type: none"> From Registered Professional 	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Schedule A	<ul style="list-style-type: none"> If there is more than one Registered Professional, a Schedule A is required. 	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Certificate of Insurance	<ul style="list-style-type: none"> From Registered Professional 	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Topographical Survey	<ul style="list-style-type: none"> Original signed and sealed by a Registered BC Land Surveyor No older than 6 months 	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Required	BC Housing (HPO)	<ul style="list-style-type: none"> Builder Form Retrieve from the Home Owner's Protection Office A separate form is required for a coach house 	<input type="checkbox"/>	Required
<input type="checkbox"/>	<input type="checkbox"/>	Owner's Authorization Form	<ul style="list-style-type: none"> Required if anyone other than the owner will be signing the application form All owners listed on Title must be listed and sign the Authorization Form. 	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Required	Title Certificate		<input type="checkbox"/>	Required
<input type="checkbox"/>	<input type="checkbox"/>	Damage Deposit	<ul style="list-style-type: none"> Prior to Building Permit issuance, if applicable 	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Business Licence	<ul style="list-style-type: none"> Prior to Building Permit issuance, if applicable 	<input type="checkbox"/>	<input type="checkbox"/>

Disclaimer: This 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 and B.C. Plumbing Code.

**Ready to submit your application and supporting documents?
You can submit online by visiting our [website](#).**

Appendix A | Architectural Plans Specifications

Site Plan:

- 1/8" = 1'-0" (or 1/6" = 1'-0" for larger sites)
- 2 copies of the 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 width 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, call the Trees and Landscaping Section at 604-591-4675.

Foundation and Crawl Space Plans:

- 1/4" = 1'-0"
- 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:

- 1/4" = 1'-0"
- 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, if engineered beams are used).

Cross Section and Details:

- 1/4" = 1'-0"
- 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; and
- RGI values of total assembly

Elevations:

- 1/4" = 1'-0"
- 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.

Constructions Details

- 1/2" = 1'-0"

Moisture Management Details (Rain Screen Details):

- 1/2" = 1'-0"
- 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.

Sprinkler Drawings

If required, sprinkler drawings must include:

- Civic address of the project;
- All rooms and spaces labelled;
- All rooms and sprinkler spacing drawn to an indicated scale;
- Location of existing mains and branch lines;
- Existing, new, and relocated sprinklers shown as different symbols;
- A sprinkler legend showing the sprinkler type, model number, K-factor, response type, count, and any other special characteristics for each sprinkler symbol;
- Counts of relocated sprinklers and new sprinklers.

Appendix B | Additional Submission Requirement Details

Development Permit (DP)

- The following are [Development Permit Areas \(DPAs\)](#) where special requirements are in effect: Form and Character Development Permit Area, Hazard Lands Development Permit Area, Sensitive Ecosystems Development Permit Area & Farm Protection Development Area.
- A DPA requires pre-clearance from the Area Planning Division.

Lot Grading Plan

- Lot grading plans for residential construction are created at the time of subdivision. A lot grading plan specifies property elevations and stormwater drainage controls designed by the Engineer of Record for the subdivision.
- [Surrey Zoning Bylaw 12000](#) requires the use of lot grading plan elevations (if existing) to define finished grade. The finished grade is used during house design and plan checking to determine average site elevation, building height and basement bury.
- It is likely that any residential lot created in 1980 or later has a lot grading plan. Available records of lot grading plans for subdivisions created before 1980 decrease with age and there are few before 1975. Nonetheless, any residential lot created after 1972 may have a lot grading plan.
- All drainage features indicated on a lot grading plan such as swales, overland flow directions, grading ridgelines and lawn basins should be incorporated into any new building project.

- Lot grading plans also define Minimum Building Elevation (MBE) values to ensure lowest floor areas are safe from flooding. Over decades Surrey has substantially increased the estimate of rainfall amounts used to determine flooding potential. MBE values shown on record lot grading plans are often not usable and need to be re-determined by the applicant's P. Eng, (MBE Letter) using the current Design Criteria Manual.
- Finished grade for a lot without a lot grading plan is determined using current survey data and parameters outlined in [Zoning Bylaw 12000](#), definition - 'Finished Grade'.

Storm Outfall Proposal or Alternative Drainage Solutions

- Site plan must be consistent with the servicing proposal/design.
- A letter from a Registered Professional indicating the elevation of the 100-year hydraulic grade line (HGL).
- Minimum Basement Elevation (MBE) Letter is required if building habitable space beneath crown of road.
- Alternative Drainage Solutions (e.g. deletion of foundation drainage, rockpit designs, etc.) require signed and sealed drawings and supporting documents.

Driveway Access

- Driveway access must be a minimum of 4.5 metres wide to a maximum of 6 metres wide. It must clear streetlights, power poles, hydrants, hydro kiosks, and any other utility structure by a minimum of 1 metre and must have a minimum 1.5 metre clearance from side property lines.
- Driveway to be proposed to least volume roadway:
 - Corner Lots: driveway must be located a minimum 9 metres from intersecting corner property line on local roads
 - Collector Road: 10 metres
 - Arterial Road: Furthest point from corner property line
 - Lots fronting Arterial or Collector roads must use lane access, if available
- Driveway must align with existing driveway letdown where possible.
- For transportation enquiries, email traffic@surrey.ca.
- Driveways should be designed and constructed to minimize impact to trees.

Proof of Well Water and Quantity by a Hydro Geologist Registered in BC

- You may be required to provide suitability and potability reports from a Registered Professional.

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 lots
- Locations and invert elevations of nearest existing storm and sanitary manholes, pipes, ditches, etc.