

July 2020  
BUILDING DIVISION

# ***SITE REVIEWS FOR FINAL PERMIT ACCEPTANCE AND OCCUPIED SPACES***

## **Background**

This Bulletin has been developed to assist construction permit holders in completing their projects by clarifying the requirements for the City to perform in-person Site Reviews for final permit acceptance and occupied spaces.

## **Version**

This Bulletin is subject to amendments at any time. Upon publication of the current version, all previous versions are cancelled and the latest version is the sole effective version in effect.

## **Definitions**

In this Bulletin,

“Construction Permit” means:

- a. a building permit issued under the *Surrey Building Bylaw*, 2012, No. 17850; or
- b. an electrical permit issued under the *Surrey Electrical Safety By-law*, 2004, No. 15596; or
- c. a plumbing permit issued under the *Surrey Plumbing By-law*, 1981, No. 6569.

“Occupied Space(s)” means:

- a. a building if the Construction Permit pertains to an entire building; or
- b. the premises under construction if the Construction Permit pertains to only specific areas of a building; and
- c. for both a. and b. above, all adjacent or neighbouring areas and equipment that City Staff may need to enter, go through, access or review to perform a Site Review (e.g. entrances, exits, hallways, stairs, attics, basements, crawlspaces, equipment closets, accessory rooms, service panels, meter panels and similar spaces and devices)

“Checklist” means the Checklist – In-Person Site Review for Final Permit Acceptance and Occupied Spaces found at the end of this Bulletin.

“Site Review” means an in-person review for final permit acceptance or of (an) Occupied Space(s) by a City Official (commonly referred to as ‘an inspection’).

### **No Occupancy or Use Prior to Final Acceptance of Construction Permits**

The City *Building/Electrical/Plumbing Bylaws* state that:

- the City must perform Site Reviews prior to granting FINAL ACCEPTANCE to Construction Permits; and
- no space is to be occupied, and/or no equipment is to be used, until the City has granted Final Acceptance to all related Construction Permits.

#### **COVID-19 PANDEMIC – IN-PERSON SITE REVIEWS**

Wherever feasible, and to reduce the risk of exposure during the COVID-19 pandemic, City Officials will endeavour to carry out alternative Site Reviews that do not require on-site attendance by Building/Electrical/Plumbing Officials.

In-person Site Reviews may be required and will necessitate the implementation of additional safety measures and increased levels of service and effort. In particular, and given their scope and complexity, final building Site Reviews will continue to require in-person attendance from Building Officials.

### **Procedure for Occupancy or Use Prior to Final Acceptance of Construction Permits for Buildings with No Previous Occupancy – Scheduling of In-Person Site Reviews**

This procedure applies to Construction Permits issued for buildings and premises that have had no previous occupancy (e.g. new building, tenant improvements in new building) or for buildings and premises with a change of occupancy. In such circumstances, Site Reviews of Occupied Spaces are subject to a reinspection fee.

When a permit holder or an owner schedules a Site Review for an area that has become an Occupied Space prior to the associated Construction Permit receiving FINAL ACCEPTANCE, the permit holder/owner must inform the applicable Inspections Clerk of the Occupied Space. The Inspections Clerk will schedule a Site Review for Final Acceptance with the comment “OCCUPIED SPACES” and assign it to a Building/Electrical/Plumbing Official. The Inspections Clerk will advise the permit holder/owner that a reinspection fee applies. The Inspections Clerk will also provide payment information and email a copy of this Bulletin and Checklist.

The designated Official will carry out an in-office Site Review and give a status of NOT APPROVED. REINSPECTION FEE APPLIED.

In addition to paying all applicable and/or outstanding fees associated with the Construction Permit and to providing all documents normally required for the Site Review, the permit holder/owner will:

- pay the reinspection fee for the Construction Permit;
- complete the [Site Reviews for Final Permit Acceptance and Occupied Spaces Checklist](#);
- at least 24 hours prior to scheduling a Site Review, email a copy of the completed Checklist to:
  - [BuildingInspectionRequests@surrey.ca](mailto:BuildingInspectionRequests@surrey.ca) for Buildings, or
  - [e.inspections@surrey.ca](mailto:e.inspections@surrey.ca) for electrical; or
  - [PlumbingInfo@surrey.ca](mailto:PlumbingInfo@surrey.ca) for plumbing; and
- schedule a Site Review for the applicable Construction Permit.

Unless a completed Checklist and all required documentation have been received by the City, the City will not schedule a Site Review.

If a reinspection fee was assessed as a result of a previous failed Site Review when the site was not previously occupied, the associated reinspection fee must be paid prior to scheduling the Site Review for Occupied Spaces and paying the applicable reinspection fee.

Separate reinspection fees apply for every single Construction Permit; For example, an occupied house with a building permit, two plumbing permits and two electrical permits without FINAL ACCEPTANCE will require the payment of five separate reinspection fees.

A separate Checklist must be completed and submitted for each Construction Permit when the building or premises are occupied. Only one permit number can be applied per Checklist.

Where a Site Review of an Occupied Space does not result in FINAL ACCEPTANCE or FINAL BUILDING APPROVAL and if a City Official determines a follow-up in-person Site Review is required, a new separate reinspection fee must be paid and a new Checklist must be provided for the follow-up Site Review.

### **Procedure for Occupancy or Use Prior to Final Acceptance of Construction Permits for Buildings with Previous Occupancy – Scheduling of In-Person Site Reviews**

This procedure applies to Construction Permits issued for buildings and premises that have previously received FINAL ACCEPTANCE or full occupancy (e.g. renovations, tenant improvements in existing building) and where the occupancy remains the same (i.e. no change of occupancy). In such circumstances, Site Reviews of Occupied Spaces are generally not subject to a reinspection fee.

When a permit holder or an owner schedules a Site Review for an area that has become an Occupied Space prior to the associated Construction Permit receiving FINAL ACCEPTANCE, the permit holder/owner must inform the applicable Inspections Clerks of the Occupied Space. The Inspections Clerk will schedule a Site Review for FINAL ACCEPTANCE with the comment "OCCUPIED SPACES" and will email a copy of this Bulletin and Checklist to the permit holder/owner.

In addition to providing all documents normally required for the Site Review, the permit holder/owner will:

- complete the [Site Reviews for Final Permit Acceptance and Occupied Spaces Checklist](#);
- at least 24 hours prior to scheduling a Site Review, email a copy of the completed Checklist to:
  - [BuildingInspectionRequests@surrey.ca](mailto:BuildingInspectionRequests@surrey.ca) for Buildings, or
  - [e.inspections@surrey.ca](mailto:e.inspections@surrey.ca) for electrical; or
  - [PlumbingInfo@surrey.ca](mailto:PlumbingInfo@surrey.ca) for plumbing; and
- schedule a Site Review for the applicable Construction Permit.

Unless a completed Checklist and all required documentation have been received by the City, the City will not schedule a Site Review.

A separate Checklist must be completed and submitted for each Construction Permit when the building or premises are occupied. Only one permit number can be applied per Checklist.

Where a Site Review of an Occupied Space does not result in FINAL ACCEPTANCE or FINAL BUILDING APPROVAL and if a City Official determines a follow-up in-person Site Review is required, a reinspection fee must be paid and a new Checklist must be provided for the follow-up Site Review.

### **Procedure for Performing In-Person Site Review of Occupied Spaces**

All construction sites must follow the applicable WorkSafeBC regulations.

Until a Construction Permit has received FINAL ACCEPTANCE (regardless of its apparent stage of construction, state of occupancy or level of use), a site which is the subject of one or more Construction Permits is an active work site until all Constructions Permits have received FINAL ACCEPTANCE and all WorkSafe BC regulations remain applicable.

Site Reviews of Occupied Spaces are subject to the same WorkSafe BC requirements as other construction sites and all applicable safety requirements must be met.

While performing Site Reviews, City Officials must wear all applicable Personal Protection Equipment (PPE), including at a minimum:

- CSA-approved safety footwear – notwithstanding any site policy, signs, requests from anyone or apparent state of occupancy or level of completion or finishes, City Officials must always wear safety footwear when performing in-person Site Reviews. As a courtesy, non-slip covers (booties) may be worn. At no time are City Officials to remove their safety footwear, and, for more certainty, City Officials are expressly prohibited to enter a property or carry out any type or level of Site Review while barefoot or wearing only socks, sandals, flip-flops, or slippers.
- High-visibility safety vest.
- Safety hard hat.
- Eye-protection.

Prior to a Site Review of an Occupied Space, the permit holder/owner must ensure that the following conditions are met:

- The Occupied Spaces must be clear of any residents, occupants, workers, or persons.
- Occupied Spaces must be clear of construction debris and garbage.
- All portable high-value items must be removed from the Occupied Spaces.
- Large and non-portable high-value items must be secured and protected to prevent damage.
- If a Contractor is listed on the Construction Permit, the listed Contractor, or an employee representative of the listed Contractor must be present for the duration of the Site Review.
  - The Owner cannot be the representative of the Contractor.
- If the Owner is the builder, the Owner must be present for the duration of the Site Review.
- Children or other persons cannot accompany the Contractor or the Owner during the site visit.
- A City Official may request that the Contractor or Owner provide identification documents to confirm the identity of the person.
- The Contractor (or the Owner) is to accompany and remain in the sight of the City Official at all times during the Site Review.
- Access must be provided to the Occupied Spaces in accordance with the Checklist.

The Contractor (or the Owner) is to meet the City Official at the site prior to entering the Occupied Spaces. The City Official will review the Checklist and the Contractor (or the Owner) must verbally confirm to the City Official that all statements made in the Checklist are correct. If the City Official cannot satisfactorily confirm that the information provided in the Checklist is correct, the City Official may, at his or her sole discretion, discontinue the Site Review and issue a result of NOT APPROVED, REINSPECTION FEE REQUIRED for the Site Review. Prior to scheduling a follow-up in-person Site Review, a new reinspection fee must be paid, and a new completed Checklist must be submitted.

### COVID-19 PANDEMIC – ADDITIONAL PRECAUTIONS FOR IN-PERSON SITE REVIEWS

For the duration of the COVID-19 pandemic, all additional applicable Provincial health advisories and WorkSafeBC regulations must be followed; the Contractor (or the Owner) and the City Official in attendance must adhere to the following additional precautions and conditions:

- The Occupied Spaces must be cleared and remain clear of anyone for any reason in the previous 24 hours prior to the on site arrival of a City Official for a Site Review.
- While maintaining physical distancing – at least two metres (2m) between individuals – the Contractor (or the Owner) is to meet the City Official at the site prior to entering the Occupied Spaces.
- The Contractor (or the Owner) is to maintain appropriate physical distancing of at least two metres (2 m) at all times during the Site Review.
- The City Official is to review the Checklist and the Contractor (or the Owner) must verbally confirm to the City Official that all statements made in the Checklist are correct including the COVID-19 Pandemic – Safety Measures checklist.
- The Contractor (or the Owner) is to wear a face mask at all times during the Site Review. It is the responsibility of the Contractor or Owner to obtain a face mask prior to the Site Review.
- The City Official must wear a City-issued face mask at all times during the Site Review.
- Where indicated by the circumstances or scope of the Site Review, the City Official must wear gloves.

## CHECKLIST INSTRUCTIONS

**PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY  
BEFORE FILLING OUT THE CHECKLIST ON THE FOLLOWING PAGES**

**STEP 1 – FILL OUT THE ADDRESS, PERMIT NUMBER, NAME(S) OF OWNER(S), NAME OF CONTRACTOR AND PROPOSED DATE OF SITE REVIEW (PAGE 2)**

- This step is required for all site reviews for a final permit acceptance and for all site reviews where the spaces are occupied.

**STEP 2 – DETERMINE THE OPTION THAT APPLIES TO YOUR CURRENT SITUATION AND FILL OUT THE APPLICABLE PARTS OF THE CHECKLIST**

- **OPTION 1 – If the spaces to be reviewed are not occupied:**
  - Complete parts A, B and C of the Checklist – make sure you answer all the questions in those three parts (on page 2 of the Checklist).
- **OPTION 2 – If any of the spaces to be reviewed are occupied:**
  - Complete parts A, B, C, D, E, and the COVID-19 PANDEMIC – SAFETY MEASURES – make sure you answer all the questions in all six parts (on pages 2, 3 and 4 of the Checklist).

**STEP 3 – FILL OUT THE INFORMATION FOR THE ON-SITE REPRESENTATIVE FORM (PAGE 5)**

- If there is a contractor for the project, only the contractor or an employee of the contractor can be the on-site representative, not the owner.
- If there is no contractor, only the owner can be the on-site representative.

**STEP 4 – SIGN AND DATE THE FORM (PAGE 5)**

- If there is a contractor for the project, both the owner and the contractor must sign the form; if there is no contractor, only the owner must sign the form.

**STEP 5 – COLLECT ALL THE REQUIRED DOCUMENTATION APPLICABLE TO THE SITE REVIEW**

- The Checklist does not replace the required documentation, both are required.

**STEP 6 – EMAIL THE CHECKLIST AND THE REQUIRED DOCUMENTATION**

- Both the Checklist and the required documentation must be emailed at the same time, at least 24 hours before scheduling the site review. No site review will be scheduled if the Checklist or any of the required documentation are missing.

**STEP 7 – SCHEDULE THE SITE REVIEW**

**NOTE:** Some browsers may not support electronic signatures. To ensure all fields can be entered correctly, please download the checklist to your electronic device prior to completing it.

<b>ADDRESS</b>	
<b>PERMIT NUMBER</b>	<i>Only one permit number allowed per checklist</i>
<b>NAME(S) OF OWNER(S)</b>	
<b>NAME OF CONTRACTOR</b>	
<b>PROPOSED DATE OF SITE REVIEW</b>	

Prior to a Building/Electrical/Plumbing Official attending a construction site for final permit acceptance, the Contractor – or, if there is no Contractor, the Owner – must complete this Checklist and provide it to the City by email at least 24 hours prior to scheduling the Site Review. A separate Checklist is required for each Construction Permit.

**PART A – READINESS**

YES	NO	QUESTION
		<p>A1. Are the areas ready for the site review?</p> <ul style="list-style-type: none"> <li>All previous deficiencies corrected; no deficiencies remaining.</li> <li>All other applicable (e.g. electrical, plumbing) permits have received FINAL ACCEPTANCE.</li> <li>All required documentation and schedules have been submitted by email and, where applicable, sealed by a professional.</li> </ul> <p>If the answer is “NO”, the building or premises are not ready for a final site review. If a City Official attends and the site is not ready, a reinspection fee will be charged.</p>

**PART B – SAFETY**

YES	NO	QUESTION
		B1. Are the areas to be reviewed clear of all construction debris and garbage?

**PART C – APPLICABILITY**

YES	NO	QUESTION
		<p>C1. Are the areas to be reviewed vacant and not yet occupied (i.e. not lived in), and owner or occupant’s possessions, such as personal belongings and/or furniture, are not present in the areas to be reviewed?</p> <p>If the answer is “YES”, the building or premises are <u>not</u> considered Occupied Spaces and PARTS D, E and the COVID-19 PANDEMIC – SAFETY MEASURES of this Checklist need not be completed. Page 5 must be completed, and the Checklist must still be submitted by email.</p>

**PART D – SECURITY**

YES	NO	QUESTIONS
		D1. Have the Occupied Spaces been cleared of all occupants?
		D2. Have all portable, high-value items (e.g. currency, jewelry, small electronic devices, artworks, collectables, expensive accessories, and similar items) been removed from the Occupied Spaces?
		D3. Have all high-values items that cannot be removed from the Occupied Spaces (e.g. large electronics, furniture, large artworks, large expensive accessories, and similar items) been secured and protected to prevent damage?
		D4. Is the Contractor – or, if there is no Contractor, the Owner – present and available for the duration of the Site Review of the Occupied Spaces?

**PART E – ACCESS**

YES	NO	QUESTIONS
		E1. Is open access provided to the construction site and areas to be reviewed?
		E2. Are all the doors to all the rooms unlocked and opened?
		E3. If applicable, is access to the crawlspace unlocked and opened?
		E4. If applicable, is access to both sides of all fire separations provided to ensure continuity of the fire separation?
		E5. If applicable, is access to the attic opened with an appropriate ladder in place to safely access the attic?  Notes: <ul style="list-style-type: none"> <li>• If using a non-self-supporting (conventional) ladder, the ladder must be safely secured and the top of the ladder must extend at least 1 metre (approximately 3 feet) above ceiling height.</li> <li>• If using a self-supporting (step) ladder, the top of the step ladder must be no lower than one foot below the ceiling height.</li> </ul>
		E6. If applicable for Plumbing Site Reviews, are the cabinet doors opened to review plumbing installations and plumbing cleanouts?
		E7. If applicable for Electrical Site Reviews, is the Electrical Contractor or its representative present and available to remove panel covers and other covers as required, and available to operate required devices to facilitate the Site Review?

**COVID-19 PANDEMIC – SAFETY MEASURES**

For the duration of the COVID-19 Pandemic, the following additional safety measures are in effect:

YES	NO	QUESTIONS
		CV1. Have you, or anyone else in the Occupied Spaces, or working in the Occupied Spaces, experienced symptoms consistent with COVID-19 in the past 10 days (coughing, sneezing, sore throat, fever, and/or difficulty breathing)?
		CV2. Have you, or anyone else in the Occupied Spaces, or working in the Occupied Spaces, been diagnosed with COVID-19 in the past 10 days?
		CV3. Have you, or anyone else in the Occupied Spaces, or working in the Occupied Spaces, been in close contact with someone diagnosed with COVID-19 in the past 14 days?
		CV4. Have you, or anyone else occupying or working in the Occupied Spaces, been tested for COVID-19 or are waiting to hear the results of a laboratory test for COVID-19?
		CV5. Have you, or anyone else occupying or working in the Occupied Spaces, travelled anywhere outside of Canada within the past 14 days?
		CV6. Have you, or anyone else occupying or working in the Occupied Spaces, been advised by a medical professional to self-isolate for any other reason?
		CV7. Have you, or anyone else occupying or working in the Occupied Spaces, been in the Occupied Spaces for any reason in the last 24 hours?
		CV8. Are the Occupied Spaces being inspected, or the entire site, cleared of all occupants and personnel for the duration of the Site Review?
		CV9. Can a minimum of 2 metres (2 m) physical distancing between persons be maintained at all times while accessing the Occupied Spaces?
		CV10. Have the heating/air-conditioning and ventilations systems that are shared between the Occupied Spaces and area of construction been turned off for the duration of the Site Review?
		CV11. Prior to a Plumbing Site Review, have all plumbing fixtures, faucets, hot water tank, sinks, tubs, showers, toilets, and related plumbing equipment been cleaned and disinfected?

A Building/Electrical/Plumbing Official may, at his sole discretion, discontinue a Site Review of an Occupied Space if, in the opinion of the Building/Electrical/Plumbing Official the requirements for the Site Review have not been met or if the site conditions are such that the site is not appropriately secure or safe.

If a Site Review is discontinued, a reinspection fee will be applied.

**ON-SITE REPRESENTATIVE**

- If a Contractor is listed on the Construction Permit, that Contractor, or an employee representative of the Contractor must be present for the duration of the Site Review.
- The Owner cannot be the representative of the Contractor.
- If the Owner is the builder, the Owner must be present for the duration of the Site Review.
- Children or other persons cannot accompany the Owner or the Contractor during the Site Review.
- A City Official may request that the Contractor or Owner provide identification documents to confirm the identity of the person.

The following individual will be representative of the Contractor:

Name	
Telephone	
Email	

The Owner(s) and the Contractor (if applicable) confirm(s) that they have read and understand the City of Policy Bulletin on Site Reviews for Final Permit Acceptance and Occupied Spaces ( the "Bulletin") and that they agree to comply with the requirements of the Bulletin and this Checklist.

The Owner(s) and Contractor agree to hold harmless the City of Surrey, its Council, its elected officials, its employees, its agents, its representatives and their heirs from any and all losses and all injuries that may arise from the performance of a Site Review at the address indicated on this Checklist.

Where there exists more than one Owner, the Owner executing this document confirms that he/she/they is/are doing so on behalf and with the authorization of all the Owners of the property for the address indicated on this Checklist.

\_\_\_\_\_  
*Signature of Owner*

\_\_\_\_\_  
*Signature of Contractor*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Date*