

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.

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

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"> All previous deficiencies corrected; no deficiencies remaining. All other applicable (e.g. electrical, plumbing) permits have received FINAL ACCEPTANCE. All required documentation and schedules have been submitted by email and, where applicable, sealed by a professional. <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"> • 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. • If using a self-supporting (step) ladder, the top of the step ladder must be no lower than one foot below the ceiling height.
		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