



# CITY OF SURREY

Planning & Development Department  
Building Division

## Building Permit Application Checklist New Commercial/Industrial/Multi-Family/Institutional

The purpose of this checklist is to assist in preparing the information required to apply for a building permit.

Date: ..... / ..... / 20.....

Counter Staff: .....

**Project Address:** .....

(Confirm the address with the Area Planning Division prior to submitting the building permit application.)

Development Permit Application Number: .....

Zone: .....

Legal Description: .....

Proposed Occupancy (Use): .....

In the space below, or on an attached sheet, please describe the proposed work:

**Applicant Name:** .....

Phone: .....

Cell: .....

Fax: .....

Email: .....

Signature: .....

The following information must be complete before an application will be accepted. To avoid delays in obtaining a building permit, all the required documents, plans, and other information must be in order.

Four (4) sets of all necessary plans are required. A non-refundable plan processing fee, equal to 35 percent of the estimated building permit fee, must be paid at the time of building permit application.

Ensure that all sections of the building permit application form are fully completed. If there are any questions about the requirements, or how to complete the forms, please contact the Commercial Section at 604-591-1408.

**PERMITS,  
APPLICATIONS,  
CHECKLISTS,  
REPORTS:**

- **Development Permit:**
  - Required
  - Approval to Draft
  - Issued/Approved
  - N/A
- **Development Variance Permit:**
  - Required
  - Approval to Draft
  - Issued/Approved
  - N/A
- **Rezoning Application:**
  - Required
  - Passed 3<sup>rd</sup> Reading
  - Issued/Approved
  - N/A
- Soil Deposition Letter:** (States how much soil will be removed and where it will be deposited.)
  - N/A
- Excavation Notification Letter:** (States that all adjoining property owners have been advised of excavation, and lists the addresses affected.)
  - N/A
- New Home Registration (HPO) Forms** (For dwelling units only.)
  - N/A
- Development Data Sheet**
  - N/A
- **Building Permit Application form fully complete including:**
  - Applicant name
  - Applicant affiliation (e.g. owner, general contractor)
  - Applicant phone number(s)
- Authorization Form** (Must be signed and completed by all owners and the authorized agent. This ensures that all the property owners are aware of the proposed construction and allows the agent to act on their behalf.)
  - N/A (Owner and applicant are the same.)
- Building Information Sheet**
- Alternative Solution Report:** (If portions of the building do not conform to the current building code, it will need to be demonstrated that the alternative solution is at least as effective as the code requirements.)
  - N/A
- Development Permit Compliance Checklist**
  - N/A
- Damage Deposit Form**
  - N/A
- Title Search**

Four (4) complete sets of drawings are required that can be simultaneously circulated to the various review groups. Each drawing sheet must be signed, sealed, and dated by the respective Registered Professional. Each drawing sheet must clearly state the civic address of the project.

Each drawing set shall contain the applicable discipline drawings listed below. Drawings for each discipline, not the complete drawing set, should be stapled together.

**DRAWINGS, PLANS & SPECIFICATIONS:**

- **Architectural Drawings:**
    - Includes:
      - Site Plan, Elevations, Floor Plans, Roof Plans, Cross Sections
      - Fire Separation Details
      - Door Schedule
      - Window Schedule
      - Interior and Exterior Finishes
  - **Mechanical Drawings:**
    - Includes:
      - Air Handling Unit
        - N/A
      - Commercial Cooking Facility
        - N/A
      - Fire Suppression System
        - N/A
      - Paint Spray Booth
        - N/A
  - **Structural Drawings:**
    - Includes:
      - Retaining Walls over 1.2 m high
        - N/A
      - Shoring
        - N/A
  - **Plumbing Drawings:**
    - Includes:
      - Plumbing
        - N/A
      - On-site Services
        - N/A
  - **Civil Drawings:**
    - Includes:
      - Lot Grading, Site Drainage, and Detention
        - N/A
      - Site Services
        - Fire Hydrant Locations
          - N/A
        - Mains Fronting Site
          - N/A
        - Service Connections
          - N/A
        - Traffic Site Plans
          - N/A
  - **Geotechnical Drawings:**
    - (Include Excavation Details)
      - N/A
  - Soil Report
  - Legal Survey
    - N/A
  - Tree Survey
    - N/A
  - Topographical Survey
    - N/A
  - Title Search
  - Copies of all Restrictive Covenants registered on the property
- **Electrical Drawings**
- **Landscaping Drawings**
  - N/A

The Letters of Assurance provide confirmation by the Registered Professionals to perform and accept responsibility for specific aspects of the proposed work. The Letters of Assurance are a commitment that all necessary aspects of the design and field review will be performed.

Fill in the name of each applicable Registered Professional or indicate 'N/A' if a discipline is not applicable to the proposed work. Ensure that each Letter of Assurance is fully completed before submitting. Proof of professional liability insurance must be submitted for each Registered Professional providing a Letter of Assurance.

**Letters of Assurance:**  
(Each page sealed, signed, and dated and stating the correct civic address.)

Schedule A (Coordinating Registered Professional)

Name: .....

N/A

Schedule B – Architectural

Name: .....

N/A

Schedule B – Structural

Name: .....

N/A

Schedule B – Civil

Name: .....

N/A

Schedule B – Mechanical

Name: .....

N/A

Schedule B – Plumbing

Name: .....

N/A

Schedule B – Electrical

Name: .....

N/A

Schedule B – Fire Suppression

Name: .....

N/A

Schedule B – Geotechnical

Name: .....

N/A

Schedule L-1/L-2 – Landscaping

Name: .....

N/A

Proof of Professional Liability Insurance

- for each Registered Professional providing Letters of Assurance

If additional information is being provided, list it below and state the reason why it is being submitted.