

Single Family & Duplex Dwelling Building Permit Application Checklist

Planning & Development, 13450 104 Ave, Surrey, V3T 1V8

Before you submit your application submission package, read through this entire checklist carefully. This checklist is mandatory for all new single-family and duplex dwelling building permit applications, except for applications submitted through the [online portal](#). You must complete and submit the checklist with your application. If you have any questions about your application submission, call [Planning & Development's Client Services Centre](#) at 604-591-4086.

Site Address: _____

You must complete and submit a building permit application form as part of your application package. If you are demolishing any building or structure, you will be required to submit an application for the demolition as well. Failure to include the required documents will result in your application being rejected.				
APPLICATION FORMS		APPLICANT TO COMPLETE		OFFICE USE ONLY
Documents	Details	Submitted	Not applicable	Received
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"/>
Demolition Permit Application	<ul style="list-style-type: none"> Construction Value: \$0 Demolition Recycling Requirements 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The following referrals may be requested before and/or during the application process.				
REFERRAL REQUIREMENTS		APPLICANT TO COMPLETE		OFFICE USE ONLY
Referrals	Details	Submitted	Not applicable	Received
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"/>
Addressing	<ul style="list-style-type: none"> Confirm the address with the Addressing Clerk at addressingrequests@surrey.ca: <ul style="list-style-type: none"> Corner lots Duplex dwellings: the existing address must be changed and confirmed. 	<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"/>
Soil Depositing Permit	<ul style="list-style-type: none"> If applicable. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lot Grading Plan	<ul style="list-style-type: none"> Applicants should contact frontcounterengineering@surrey.ca to determine if a lot grading plan exists for their 1972 or newer residential building site. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Arborist Report	<ul style="list-style-type: none"> If there are more than 5 trees. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If any of the required documents or drawing specifications are not included within your submission package, your submission will be rejected. Upon review of your application submission, the City may require additional documents other than the items listed below.				
DRAWING REQUIREMENTS		APPLICANT TO COMPLETE		OFFICE USE ONLY
Drawings	Details	Submitted	Not applicable	Received
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"/>
Foundation & Crawl Space Plans		<input type="checkbox"/>	Required	<input type="checkbox"/>
Floor & Roof Plans		<input type="checkbox"/>	Required	<input type="checkbox"/>
Cross Section & Details		<input type="checkbox"/>	Required	<input type="checkbox"/>
Elevations		<input type="checkbox"/>	Required	<input type="checkbox"/>
Construction Details		<input type="checkbox"/>	Required	<input type="checkbox"/>
Moisture Management Details (Rain Screen Details)		<input type="checkbox"/>	Required	<input type="checkbox"/>
Suite Separation Details		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If any of the required documents or drawing specifications are not included within your submission package, your submission will be rejected. Upon review of your application submission, the City may require additional documents other than the items listed below.				
DRAWING REQUIREMENTS CONTINUED		APPLICANT TO COMPLETE		OFFICE USE ONLY
Drawings	Details	Submitted	Not applicable	Received
Building Scheme Design Approval	<ul style="list-style-type: none"> Per Title/Subdivision. Drawings to be approved and signed by the designated design consultant. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Truss Layout	<ul style="list-style-type: none"> Not required for flat roofs. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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"/>
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"/>
Sanitary Proposal	<ul style="list-style-type: none"> Indicate the proposed sanitary connection location and invert elevation at property line on site plan. Indicate septic field location, if applicable. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Water Connection	<ul style="list-style-type: none"> Indicate proposed water service location at property line. 	<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"/>
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"/>
DOCUMENT REQUIREMENTS		APPLICANT TO COMPLETE		OFFICE USE ONLY
Documents	Details	Submitted	Not applicable	Received
Schedule B	<ul style="list-style-type: none"> From Registered Professional. 	<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"/>
Certificate of Insurance	<ul style="list-style-type: none"> From Registered Professional. 	<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"/>
New Home Registration Form (BC Housing)	<ul style="list-style-type: none"> Builder or Owner Builder Proof of home warranty insurance. A separate form is required for a coach house. 	<input type="checkbox"/>	Required	<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"/>
State of Title Certificate or Title Search		<input type="checkbox"/>	Required	<input type="checkbox"/>
BC Energy Step Code	<ul style="list-style-type: none"> BC Step Code Compliance Checklist (pre-construction) HOT2000 Model Report for Reference & Proposed house. Certificate of Insurance (Energy Advisor) 	<input type="checkbox"/>	Required	<input type="checkbox"/>
Well Water Requirements	<ul style="list-style-type: none"> If applicable. Water Source Certification Report. Peak Demand Letter. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Septic Requirements	<ul style="list-style-type: none"> If applicable. 	<input type="checkbox"/>	<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"/>
Business Licence	<ul style="list-style-type: none"> Prior to building permit issuance, if applicable. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Disclaimer: To 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 required documents?
 Email permitapplication@surrey.ca your complete application package.

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. 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.

Well Water Requirements

- Water Source Certification Report confirming that the private well meets the [Canadian Drinking Water Guidelines](#).
 - If the water source requires treatment, a Registered Professional must provide a signed and sealed design of the treatment system, complete with Schedule B.
- Letter from a Registered Professional confirming the water source meets the peak demand in conformance with the Plumbing Code.
- Registration of a restrictive covenant may be required before building permit issuance.

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.