

October 2023
BUILDING DIVISION

APPLYING FOR A BUILDING PERMIT FOR AN ANTENNA SYSTEM

This pamphlet is for general guidance only. It does not replace by-laws or other legal documents.

This information bulletin explains the processes and submission requirements for a building permit for the installation of an antenna system and/or antenna supporting structure.

As defined in City of Surrey [Policy No. O-62](#), an antenna system is a telecommunication antenna that is mounted on an antenna supporting structure. An antenna supporting structure is any tower, roof-top, building-mounted pole, spire, or other freestanding structure; existing electric or other utility tower or structure, streetlight pole, parking lot light pole or combination thereof, including supporting lines, cables, wires, and braces intended for the purpose of mounting a telecommunication antenna or series of antennas on it. Also included are any onsite cabinets or shelters containing electronic or other equipment associated with these antenna structures and any compound required to accommodate these components.

Every installation of an antenna system or antenna system supporting structure shall comply with the British Columbia Building Code, City of Surrey Zoning By-law, and any other by-law or regulation that may apply.

Every antenna system or antenna system supporting structure, including towers and roof-top mounted antenna systems on existing buildings or structures shall comply with the height limitation of the zone in which it will be located. Also, an antenna system and/or antenna system supporting structure, including any ancillary equipment, shall meet the setback requirements of the applicable zone. No sign or advertising message shall be affixed to an antenna system or antenna system supporting structure.

Prior to applying for a building permit, the applicant must contact Area Planning to confirm that a proposed antenna system and/or antenna system supporting structure will comply with all City by-laws, plans and policies.

Area Planning Division contact information:

North Surrey: John Koch-Schulte
Phone: 604-591-4745
E-mail: jkoch-schulte@surrey.ca

South Surrey: Jonathan Kew
Phone: 236-474-3113
E-mail: jonathan.kew@surrey.ca

Site Plan:

The site plan shall be drawn to a minimum scale of 1/8" = 1'-0" (or equivalent 1:100 metric scale) and show property lines, the location of the proposed antenna system and/or antenna system supporting structure, setback distances, all existing buildings and structures, and proposed fencing and landscaping. The site plan shall show how the proposed antenna system, antenna system supporting structure and/or ancillary equipment will be landscaped and screened to integrate it with the surrounding environment and to shield it from the neighbouring properties.

Architectural Plans and Details:

A floor plan is required when the equipment is located within an existing or proposed building or structure. A fully dimensioned floor plan for each floor of the affected building is required. A fully dimensioned plan view of the roof shall be provided with each proposed antenna system. Elevations and cross-sections that include maximum height shall be provided for each antenna design. This information should include details such as types of materials, colours, etc.

Structural Plans and Details:

Structural details of anchorage and/or foundation must be certified by a Registered Professional. Four original signed and sealed sets of structural plans with an original signed and sealed Schedule B are required.

Electrical Plans and Details:

Electrical details showing all the proposed electrical connections are required. A separate electrical permit application shall be submitted by the electrical contractor after issuance of the building permit. No lights, reflectors, flashers, daytime strobes, or steady night-time light or other illuminating device except required aircraft warning lights shall be affixed or attached in any way to an antenna system or antenna system supporting structure. Four original signed and sealed sets of electrical plans with an original signed and sealed Schedule B are required.

Documents and Forms:

- [Building Permit Application Form](#)
- [Owner's Authorization Form](#)

Permit Fee

The building permit fee will be based on the declared value of construction and shall be paid at the time of building permit application. A [Damage Deposit Form](#) and payment may be required.

How to Apply

After receiving approval from Area Planning, contact the Commercial Plan Reviewer for approval before submitting a building permit. Contact:

Jessica Wonfor
Phone: 604-591-4218
E-mail: jessica.wonfor@surrey.ca