



**CITY OF SURREY**  
**PLANNING & DEVELOPMENT DEPARTMENT**  
**BUILDING DIVISION**  
 13450 – 104 Avenue, Surrey, BC V3T 1V8

**BUILDING PERMIT APPLICATION NO.:** B \_\_\_\_\_ - *To be completed by City staff*

Check all that are applicable. Other includes Fire Damage Repair, Storage Tank, Parking Lot, Antenna and Special Structure.

- New Building     
  Addition     
  Exterior Renovation     
  Tenant Improvement  
 Landlord Improvement     
  Demolition     
  Change of Use     
  Other \_\_\_\_\_

**Project Address:** *Correct Property Address Required Example: 1234 Fake Street*

**Description of Proposed Work:**

A precise description will speed processing and minimize the possibility of a delay in the plan review.

*Accurate Description Required*  
*Example: New Single Family Dwelling with Secondary Suite*

Trees:  Yes  No *Answer Required*      Signature: *Signature Required*  
 Registered User No.: *Enter If Applicable*      Construction Value: \$ *Value Required e.g.:\$600,000*

Is this, or was this building developed through the Certified Professional Program?  Yes  No *Required*

**Proposed Use** (i.e., Single Family Dwelling, Townhouse, Restaurant, Retail store, Warehouse, Office): *Single Family Dwelling*

Any other buildings on same lot?  Yes  No If yes, used for: *Answer Required*

Is building strata titled?  Yes  No  In process of being strata titled. *Answer Required*

**Applicant:** *Applicant Name*      Tel: *Applicant Tel*

**Address:** *Applicant Address*      Cell: *Applicant Cell*

Postal Code:      Email: *Applicant Email*      Fax: *Applicant Fax*

**Property Owner:** *Owner(s) Name(s)*      Tel: *Owner Tel*

**Address:** *Owner Address*      Cell: *Owner Cell*

Postal Code:      Email: *Owner Email*      Fax: *Owner Fax*

**Tenant/Business Name:** *Not Applicable for Residential Permits*      Tel:

**Address:**      Cell:

Postal Code:      Email:      Fax:

**Designer/Architect:** *Designer/Architect Name*      Tel: *Designer/Architect Tel*

**Address:** *Designer/Architect Address*      Cell: *Designer/Architect Cell*

Postal Code:      Email: *Designer/Architect Email*      Fax: *Designer/Architect Fax*

**Builder/General Contractor:** *Builder/General Contractor Name*      Tel: *Builder/General Contractor Tel*

**Address:** *Builder/General Contractor Address*      Cell: *Builder/General Contractor Cell*

Postal Code:      Email: *Builder/General Contractor Email*      Fax: *Builder/General Contractor Fax*

As Owner or as Agent on behalf of the Owner I have instructions to and I do certify that I have read and understand the release of liability, waiver of claims and indemnity provisions that are contained on the reverse side of the application and by signing this application I agree to all terms contained therein. I am aware that by signing this application I am waiving certain legal rights which I, or a party on whose behalf I act, may otherwise have against the City of Surrey. I have checked the title of this property and verify that there are no encumbrances or restrictions against the property that would prevent the requested building permit being issued. I am aware that this building permit application shall become void after six months from application date unless an extension has been requested in writing and granted in writing by the Manager, Building Division or designate.

**Applicant Signature:** *Signature Required*      **Print Name:** *Applicant's Name*

Personal information is collected for the purposes of processing your building permit application. The City of Surrey is collecting this information under s.26(c) of the *Freedom of Information and Protection of Privacy Act*. For questions regarding the collection of personal information, please contact the Customer Services Supervisor at [planningdevelopment@surrey.ca](mailto:planningdevelopment@surrey.ca) or 604-591-4366.

**OFFICE USE ONLY:** Is there any current application with the Planning Division that could prevent this building permit application from being accepted at this time?  Yes  No

**Project Address:** *Office Use Only section to be completed by City staff*      Map No.:

Legal:      Zone:

DP No.:      App'd:  Yes  No      DVP No.:      App'd:  Yes  No

Sub. Div. No.:      App'd:  Yes  No      Rezone No.:      App'd:  Yes  No      LUC No.:

Comments:      Completed by:

P.O.S. No.:      Date:      Received by:

Answer ALL Sections

Answer ALL Sections

**PLEASE READ THE FOLLOWING CAREFULLY**

**THE FOLLOWING CONTAINS A CLAUSE RELATING TO THE WAIVER OF CERTAIN RIGHTS, THE RELEASE OF THE CITY OF SURREY FROM LIABILITY AND INDEMNITY PROVISIONS:**

**RELEASE OF LIABILITY, WAIVER OF CLAIMS AND INDEMNITY AGREEMENT:**

In consideration of granting of the permission applied for, the Owner or the Applicant for himself and on behalf of and with the instructions from the Owner and any party on behalf of whom the Applicant acts, hereby agree as follows:

1. To waive any and all claims that I/we have, may have, or may in the future have, against City of Surrey, its directors, officers and employees (hereinafter the "Releasees") as a result of the issuance of this building permit or any works or construction undertaken pursuant to this permit or for any inspections or audits undertaken as a result of this permit.
2. To release the Releasees from any and all liability for any loss, damage, injury or expense that I may suffer due to any cause whatsoever including negligence or any breach of duty of care owned by the Releasees as a result of the issuance of this permit or for any inspections or audits undertaken as a result of this permit.
3. I hereby agree to indemnify and hold harmless the Releasees from any and all liability for claims, judgments, costs and expenses of any kind whatsoever incurred by myself, or the party for whom I act as agent, or any third party which may in any way accrue against the Releasees in consequence of and incidental to the granting of this permit.
4. I agree to pay the costs of repairing any damage to the sidewalk, curb and/or any other City services by reason of the building operations in respect of which this permit is applied for.
5. I agree to comply with all requirements of the Building By-law and all other acts, regulations and by-laws in force in the City of Surrey.
6. I declare that all information provided in the support of this application is true and correct and acknowledge that the City of Surrey accepts no responsibility for the accuracy or completeness of the information contained herein.
7. I fully understand that the acceptance of a permit fee and/or the issuance of a building permit by the City of Surrey is done solely to satisfy the requirements of the Building Bylaw No. 9011 as amended and does not convey or imply assurance by the City of Surrey or its employees that this application is in conformity with any or all other Bylaws and Regulations.
8. I further understand this is only an application and does not constitute approval to commence construction.
9. I/we understand that I/we are solely responsible to ensure that the construction herein complies with all applicable Building Codes and bylaws of the City of Surrey, and that I/we do not rely on the City to notify of any defects in the application, the supporting plans and documents and that any inspections or audits to be undertaken during the construction are not intended and will not ensure that all construction complies with the applicable Building Codes or Bylaws of the City of Surrey.

**INSTRUCTION:**

- The Building Permit Card must be posted on the construction site and the approved plans must be on site and available to the Building Inspector at the time of each inspection. No deviation from the plans or the scope of the Permit shall be made without the written approval of the City. No concrete shall be poured until forms have been inspected and approved by the Building Inspector.
- Where a heating system exists the Owner should not assume that the installation is correct or that it meets code standards. Any extension of heating work must be inspected before covering.
- It is the Owner's responsibility to establish the property lines of the site: the Building Inspector may require the owner to furnish a survey certificate of non-encroachment certified by a British Columbia Land Surveyor.
- No person shall occupy or permit occupancy of any building thereafter erected, until there has been issued a Provisional or Final Building Approval for it by the Building Inspector.
- A Building Permit shall become void unless construction pursuant to the permit is commenced within six months from the date of issuance of the permit. No building permit shall be valid after six months unless the Building Inspector has extended such time in writing, but in no case shall such extension exceed two years from the date of issuance of said permit Surrey Building Bylaw No. 9011).
- Sumps for Subsoil Drains: Every subsoil drainage pipe shall be provided with a sump when connected to a drainage system.
- The owner & applicant are responsible for providing safe access to the worksite as outlined by November 2016 'Construction Site Health & Safety Expectations' Bulletin.

**INSPECTION REQUIREMENTS:**

**The following inspections must be called for in the order indicated:**

- |                                                                                                 |                                                                                                              |
|-------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|
| 1. Forms: ..... 604.591.4231                                                                    | 7. Rough Plumbing & Heating: ..... 604.591.4245                                                              |
| 2. Slab Poly (Where Required): ..... 604.591.4231                                               | 8. Framing: ..... 604.591.4231                                                                               |
| 3. Slab Heating (Where Required): ..... 604.591.4245                                            | 9. Tubs & Showers: ..... 604.591.4245                                                                        |
| 4. Site Servicing: ..... 604.591.4245                                                           | 10. Insulation: ..... 604.591.4231                                                                           |
| 5. Drain Tile & Damp Proofing / Storm Outfall (Sanitary & Water Service):<br>..... 604.591.4245 | 11. Final Electrical ..... 604.591.4240                                                                      |
| 6. Rough Wiring: ..... 604.591.4240                                                             | 12. Final Plumbing & Heating: ..... 604.591.4245                                                             |
|                                                                                                 | 13. Provisional or Final Building Approval ( <b><u>BEFORE BUILDING IS OCCUPIED</u></b> ): ..... 604.591.4231 |

- THE BUILDING INSPECTOR MAY REQUIRE THE OWNER OR HIS AGENT TO GIVE UP TO FORTY-EIGHT (48) HOURS' OR TWO WORKING DAYS' NOTICE OF ANY INSPECTIONS REQUIRED TO BE PERFORMED. PLEASE CALL 604.591.4650 AFTER 9:30 AM TO CONFIRM A BOOKED INSPECTION OR CHECK TO SEE IF AN INSPECTION HAS BEEN SCHEDULED FOR AM OR PM (PLEASE HAVE YOUR AREA NUMBER READY. ALSO PLEASE NOTE THAT BUILDING, PLUMBING, AND ELECTRICAL ALL HAVE DIFFERENT AREAS.
- BUILDINGS CONTAINING A FIRE ALARM SYSTEM MAY REQUIRE A DEMONSTRATION TEST. SEE BULLETIN 99-14 FOR IMPORTANT ADDITIONAL INFORMATION.
- THE CITY OF SURREY HAS A 24-HOUR (SEVEN DAYS A WEEK) AUTOMATED SYSTEM TO TAKE INSPECTION REQUESTS OR YOU MAY TALK TO A CLERK DURING REGULAR BUSINESS HOURS (8:30 AM – 4:30 PM).
- IF ANY PLUMBING, ELECTRICAL OR SIGN WORK IS ASSOCIATED WITH THIS PROJECT, SEPARATE PLUMBING, ELECTRICAL OR SIGN PERMITS ARE REQUIRED.