

February 2022
BUILDING DIVISION

APPLYING FOR A BUILDING PERMIT TO RENOVATE A CONDOMINIUM OR TOWNHOUSE

This guide has been prepared to assist you when applying for a building permit to renovate a condominium or townhouse unit.

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

General Information

A building permit is required to renovate a townhouse or condominium unit where the scope of work includes:

- Adding, moving, or removing walls
- Modifying the exterior envelope, such as adding a window
- Modifying any structural element of the building
- Finishing the basement of a townhouse unit
- Adding, moving, or removing any plumbing fixtures

If a building permit is required, plumbing, electrical and sprinkler permits may only be applied for after the building permit is issued.

A building permit is **not required** to change flooring, cabinets, countertops or replacing plumbing fixtures in the same location. Separate plumbing, electrical and/or sprinkler permits may be required.

If a renovation project includes enclosing any portion of an existing garage, the minimum number of required parking spaces and the minimum length and width of each required parking space must be maintained. Please see Section B "Parking Dimensions and Standards" in Part 5 of the Surrey Zoning By-law. Townhouse units with tandem garages may have a Restrictive Covenant registered on title preventing conversion of the garage. Property owners can contact [BC Land Title & Survey](#) to request documents.

A simple project often only requires a site plan and a floor plan of the unit. Please see the attached examples.

Required Site Plan (architectural drawing)

- Provide two copies of a site plan showing the location of the condominium or townhouse unit on the property.
- Include all property lines, north arrow, street names, lanes, and civic address.

Required Floor Plan (architectural drawing)

- Provide two copies of a floor plan of each floor where the work is proposed.
- Use minimum size 11" x 17" plain white paper to provide sufficient room for notes and stamps to be added. Drawings on graph paper will not be accepted.
- Use a scale of 1/4" = 1'- 0" and state the scale on the drawings. Sample instructions can be found online.
- State the square footage of each floor. For basement finishing projects, state the square footage of the entire basement floor and specify the square footage of the area to be finished.
- Dimension the overall width and length of each floor, outside of foundation wall to outside of foundation wall, as well as the width and length of each room.
- Dimension the width of each hallway.
- Label the use of each proposed and existing room.
- Provide the width and height of each door and window. The BC Building Code requires minimum egress dimensions for bedroom windows, bedroom window wells, and door sizes. See BCBC Sentence 9.5.5.1.(1), and Article 9.9.10.1.
- Provide the construction details of all proposed wall assemblies.
- Show all plumbing fixtures. Identify proposed and existing fixtures.
- If a basement is adjacent to a garage, additional British Columbia Building Code (BCBC) requirements apply. See BCBC Sentences 9.10.9.16.(4), 9.10.13.15.(1), and 9.10.13.15.(2).
- If a new window well will be installed, include:
 - The proposed materials used to construct the window well,
 - The length, width, and depth of the well.
 - If the well will be more than 600 mm (2 ft.) deep, provide details of the required guard around the well or cover over the well.

If the proposed work will involve any changes to the structural elements of a building, sealed and signed structural drawings will be required.

Additional Drawings (if applicable)

If an existing basement window will be enlarged, or if a new basement window will be installed, provide an elevation drawing of the affected building face and a section drawing through the wall in which the window will be installed.

If the proposed work includes any plumbing, two copies of plumbing isometric drawings will be required.

If the proposed work includes modifications to the sprinkler system, two copies of sprinkler drawings will be required.

If the proposed work includes modifications to any common property such as exterior walls, party walls or other shared elements, signed and sealed architectural drawings are required.

Required Documents

- A Building Permit Application form.
- Strata Council approval for the scope of work proposed, signed by a member of Strata Council
- Schedule B is required for any drawings that have been sealed and signed by a Registered Professional.
- Schedule A is required if there is more than one Registered Professional involved.
- Certificate of liability insurance for each Registered Professional.

Building 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.

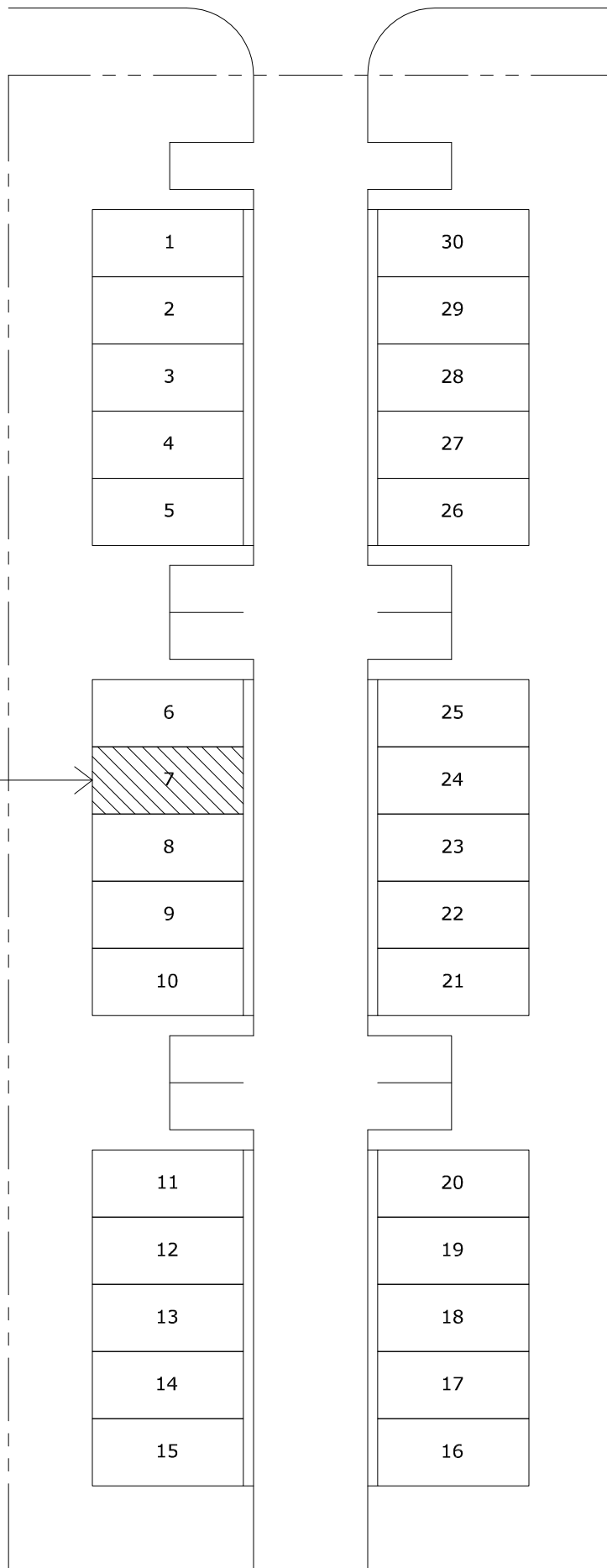
Existing Building Records

Copies of drawings of an existing building may be available from City Records. For more information, please contact the Building Records Section at 604-591-4369.

160 Street



Location of
Townhouse Unit

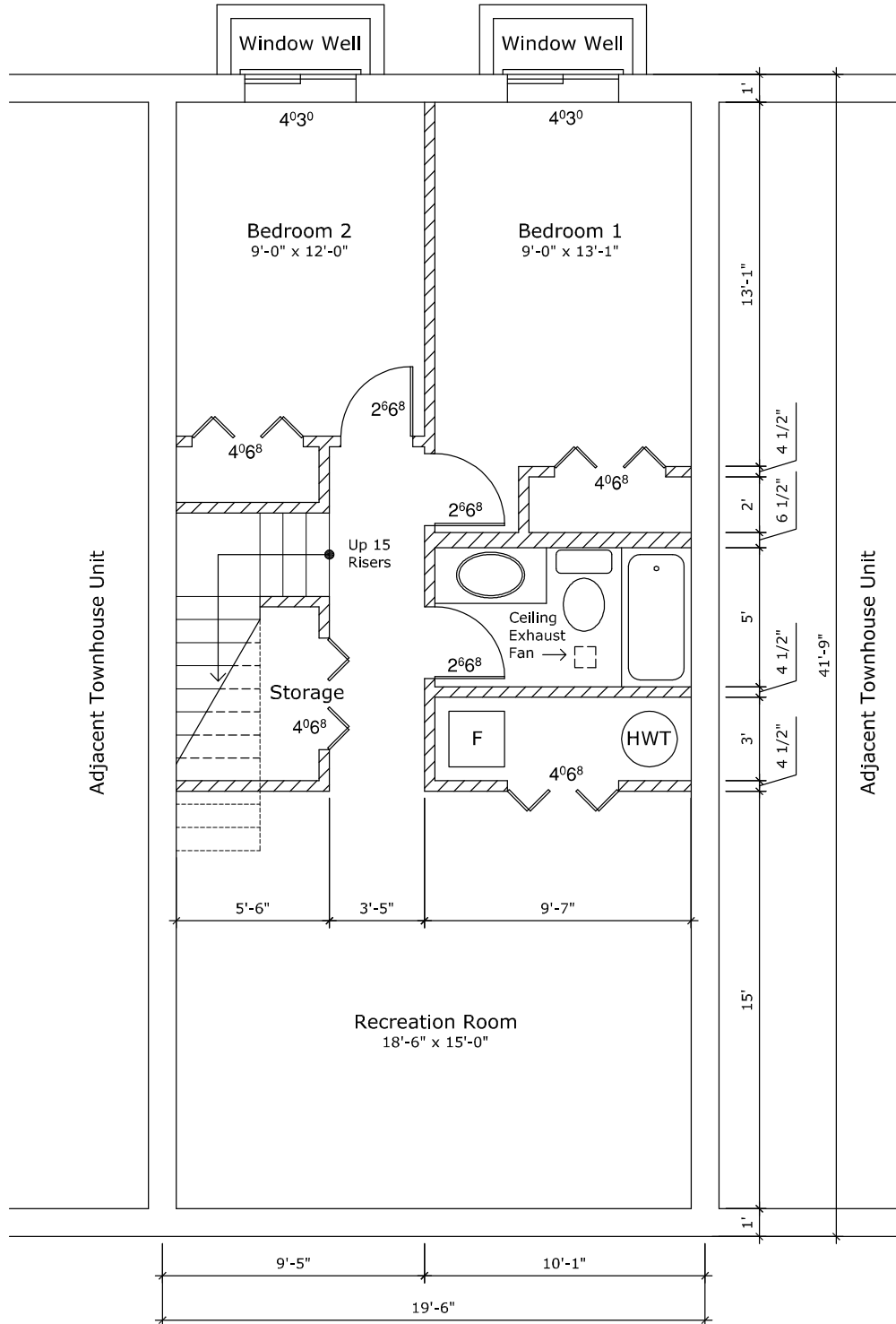


Site Plan

Unit 7
5678 - 160 Street

- ////// Proposed Wall Assembly
- 1/2" Gypsum Board
- 2x4 Wood Studs @ 16" o.c.
- 1/2" Gypsum Board

Rough-in plumbing is existing.



Basement Floor Plan
 814 sq. ft.
 Scale: 1/4" = 1' - 0"

Unit 7
 5678 - 160 Street