

March 2019
BUILDING DIVISION

Traffic Control & Street Lighting New Practice

The Electrical Section is making changes to our permit application process.

Contractors can now submit electronically, saving a trip to City Hall or having to courier drawings to the Electrical Section. This will improve our permit turnaround times while saving you or your staff time and a trip to City Hall.

These changes are being implemented as part of our continuous improvement commitment to our clients and customers.

The changes will make for a more efficient process, a reduction on paper use and of the carbon footprint involved in the historic practice.

This process change is in line with the City of Surrey's Sustainability Charter and our commitment to continuous improvement with our process and our stakeholders.

The New Process:

A new email has been created specifically for Traffic Control and Streetlighting submissions: SLPA@surrey.ca

Upon a completed Online permit application for street lighting or traffic signals:

Please include the following for each permit application and email to SLPA@surrey.ca :

1. Attach pdf. copy of the drawing.
2. Attach pdf. of the receipt confirming payment and Internal ID number.

If this information has not been provided your application will be placed on hold.