



**PURPOSE:**

To inform owners and contractors of City requirements concerning survey certificates

**BACKGROUND:**

On occasion, building encroachment violations have been brought to our attention at a stage in the construction process where the contractor has gone well beyond the foundation of the building. This has led to a review of our inspection process, the requirements for when a survey certificate is to be submitted and the contractors' responsibilities.

**IMPLEMENTATION:**

A plan of non-encroachment prepared by a British Columbia Land Surveyor is required to be submitted to the Building Division after the foundation of the building or structure has been placed, but **prior to constructing any portion of the building or structure on the foundation**. Include all setbacks, easements, rights of way, covenants and elevations.

**CONCRETE SURVEY (after pouring concrete):**

A BCLS survey is required **after stripping form work** for footings or foundations. It is recommended that the owner/builder have the surveyor stake the lot corners for purposes of establishing the location of the property lines prior to placing form work.

**SURVEY REQUIREMENTS**

- North Arrow
- Complete Legal Description
- Street address
- Lot dimensions at property lines
- Foundation dimensions
- The shortest distances from the outer surfaces of the foundation to the property lines
- Corner Datum Geodetic elevations (heights)
- The elevation of the top of the finished concrete wall or, in the case of a building or structure constructed on a concrete slab, the elevation at the top of the concrete slab.
- Elevation of curb walls

Note: the units of measurement on the survey must be the same as the construction plans.