New Westminster

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Non-Encroachment Certificate

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.