
TOPIC: Surveyor Confirmation Policy**PURPOSE:**

Council wishes to establish a policy to guide building officials in their determination of when an owner or agent must retain a BC Land Surveyor (BCLS) to undertake a survey of in-progress construction to ascertain compliance with permit documents, the BC Building Code, Zoning Bylaw or other bylaw requirements.

POLICY:**Building Siting Confirmation for Simple Buildings**

1. Where parcel property line pins are exposed and ascertained in relation to the legal plan and the owner or their agent has demonstrated that the siting and setback requirements are clearly met as approved in the building permit, the building official may waive the requirement for surveyor confirmation and/or site certificate.
2. Where a parcel is rural, large, or the legal pins cannot be found/ascertained and there is any uncertainty in regards to building or structure siting or to property line and statutory right of way location, the building official shall require a surveyor site certificate prior to placement of concrete or any foundation.
3. Where any building is at or near the minimum setback or any other siting requirement or maximum allowable height, the building official shall require a surveyor site certificate.
4. The building official may require a BCLS to attend the site at any time to confirm a dimensional or siting aspect of construction.

Building Siting Confirmation for Complex Buildings Plan Review and Monitoring

5. In the case of any complex building, the building official is neither involved in the day to day oversight of construction nor conducts the required inspections; therefor, the Registered Professional of Record in consultation with the owner shall be responsible to secure surveyor confirmation of building siting, location and height; construction grades and depths; and any related BCLS work.

Surveyor Site Certificate at completion of Work

6. For all new buildings, structures and additions thereto, a BCLS surveyor site certificate shall be required when and as stipulated in the Building Bylaw.

Prepared by:	Director of Planning & Community Services	Date:
Approved by:	Council	Date:
Approved by:		Date:
Amended by:		Date:
Purpose of Amendment:		