
Formwork Survey Requirements

Overview of Survey Requirements for Building Permits

November 1, 2022 Bulletin No. 22-03 Revised:

Purpose

This bulletin is to inform owners, designers, contractors, and surveyors of when City regulations may require a survey prepared by a registered BC land surveyor as part of a building permit.

Background

Historically, the City of Kamloops has required a sealed BC land surveyor building location certificate where the proposed building or structure location is within double the required setback of the required minimum zoning setbacks or has been subject to a development or variance request. As per the current Building Bylaw No. 11-80, Section 503(2), the sealed form survey is required prior to framing being started on the project.

Unfortunately, increased variance requests, road dedication requirements, and increased density and infill development activity has resulted in an increase in errors related to siting (placement), which has resulted in costly construction delays, remedial works, or unnecessary variance requests. It has also increased the level of staff resources needed to resolve these issues, which has been delaying other project reviews.

Under direction from the Chief Building Official, the following will now be required for the majority of building permits within the City of Kamloops limits PRIOR to the pouring of foundation-stage concrete. This information has been reviewed with our local surveyors and the Association of BC Land Surveyors. Any questions related to preparation of surveys should be verified through the association or <https://www.abcls.ca/>.

Site and Location Information

The Building Official may, in writing, require an owner to submit an up-to-date plan or survey that was prepared by a registered BC land surveyor that contains sufficient information respecting the site and location of any building to:

- Establish, before construction begins, that all the provisions of this bylaw in relation to this information will be complied with
- Verify, on completion of the construction, that all provisions of this and other applicable bylaws have been complied with
- In relation to an existing building, substantiate its location and size, including appurtenances whether above, at, or below ground level, relative to the site or its relationship to neighbouring grades
- In relation to construction of a new building or addition to an existing building, prior to and after the placement of concrete for foundations and footings, show the elevation at proposed top of concrete on all building elevations and at all significant changes of elevation to substantiate its size, location, and elevation, and every person served with a written requirement under this section must comply with this requirement

Implementation - Effective January 1, 2023

In order to help eliminate siting and height elevation errors, a sealed BC land surveyor survey will be required for all simple and complex buildings. All elevations are to be in geodetic elevations with reference to a control monument.

1. **Permit Applications** - All building permit applications that do not have an existing registered subdivision lot grading plan will require an up to date site survey.

The survey should indicate:

- Registered lot information, bearings, and horizontal distances (all measurements to be in metric).
- Location of existing (and proposed) buildings and structures including retaining walls and pools.
- Existing grade elevations at the property corners, grades adjacent to property lines, centre line of sidewalk or lane for infill developments or renovations. Include top and bottom of wall elevations where it may be relevant to the proposed development and neighbouring properties.
- Significant landscape or vegetation features.
- Registered covenant boundaries, easements or rights-of-way, and road dedications.
- Crest or toe of slope and watercourse boundaries.
- Where the parcel of land contains slopes in excess of 15%, indicate:
 - 0.5 m contours of the existing ground surface of the parcel.

Exceptions maybe permitted for large parcels or minor renovations where the existing property pin locations can be determined. Please contact the Building Inspection Section for further information.

2. Construction phase:

- Unless otherwise pre-determined by the Building Official, a **form survey** is to be provided **PRIOR** to pouring concrete for all above grade foundations, including pools and retaining structures. A **form survey** shall show relevant setbacks, columns, and top of formwork elevations and basement slab elevations (geodetic) as well as any covenant boundaries, easements, rights-of-way, road dedications, etc. A construction site benchmark shall also be provided to assist in final grading determination at time of footing/foundation inspections.
- Multiple buildings or phased foundation pours located on a single parcel will require a continuous survey showing the location of each subsequent building or structure.
- Where the Building Official determines that further information is required to determine unforeseen site conditions or verify setbacks and height at framing or occupancy inspections, an additional survey may be required. Note that decks and projections should also be taken into consideration when establishing setbacks and heights. Please contact the Planning and Development Division regarding strata plans.

Please ensure the sequence of obtaining the site visit from the surveyor is scheduled to allow for City staff to verify the sealed survey prior to conducting an above grade foundation/form site inspection. Projects involving Planning and Development Division input, such as for multi-family, commercial, or part of a development variance permit, may take up to 72 hours to process siting and or height verification. Documents are to be submitted to buildingpermits@kamloops.ca and not directly to a specific Building Official.

Have questions? We're here to help. Please contact the Building Inspection Section at 250-828-3554 or building@kamloops.ca for more information.