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## Bulletin

### Survey Certificate Submission

#### **PURPOSE**

This bulletin is to inform contractors of their responsibility to backfill the foundation only **after** the survey certificate is reviewed and all setback compliance is confirmed by the building inspector.

#### **BACKGROUND**

The Building Branch has been dealing with many non-compliance occurrences where the structure encroached into the required yard setbacks. The Survey Certificates in the majority of these encroachments were submitted after backfilling or pouring the slab and even after framing. This Zoning Bylaw infraction needs to be brought into compliance either by reconstructing to setback the affected area, or to stop the construction and file an application for a Development Variance Permit (DVP).

If the construction occurs at or near the minimum yard setback lines, we recommend pre-construction layout surveys to prevent the possibility of any encroachments prior to the commencement of the construction. However, submission of the Survey Certificate (SC) is required for review and acceptance by a Building Inspector prior to or at damp-proofing inspection. The SC could be either faxed, hand delivered or e-mailed as an attachment, at least the day before the backfill (damp-proofing) inspection request or be submitted to a Building Inspector at the time of inspection (please use one of the means of transmission, not all). Obtaining the backfill inspection and acceptance will depend on the timely coordination between the builder and his surveyor.

#### **IMPLEMENTATION**

This policy will be in effect on November 15, 2006 for all building construction which requires a Survey Certificate.