



**Survey Certificates**

**No.: BUILDING-01**  
**Date: 1991-05-29**  
**Revised: 2016-01-29**

**Purpose:**

- To inform owners and contractors of City bylaw 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:**

- The Richmond Building Regulation Bylaw 7230 Section 6.3.1. in part reads:  
*“the owner, 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, must submit to the building inspector for review, a plan of non-encroachment prepared by a British Columbia Land Surveyor showing ...”*
- Contractors/owners are reminded to ensure proper building location prior to placement of concrete. Special care is to be taken in locating your buildings to ensure that encroachment violations do not exist. Spotting of forms by surveyors is the recommended approach.
- You are also reminded that construction is not to proceed past the point of concrete placement without the required certificate of non-encroachment being submitted to and accepted by the Building Approvals Department.
- Failure to take proper precautions could result in very costly building removal.
- Should you have any questions, comments or suggestions concerning this bulletin please contact the Supervisor, Building Inspections at 604-276-4354.