



## CITY OF COURTENAY

Building Division  
830 Cliffe Avenue  
Courtenay, BC V9N 2J7  
Tel: 250-703-4862 Email:  
[building@courtenay.ca](mailto:building@courtenay.ca)

# City of Courtenay Building Location Surveys

### GENERAL INFORMATION

The City of Courtenay's Building Bylaw 3001 (2020) defines requirements as they relate to building location surveys. The aim of this bulletin is to establish a consistent method to how, when and what information is required for building and other structure location certificates. Additionally, with the requirement of compliance with the BC Energy Step Code, further inconsistencies may develop through the inclusion of exterior insulation or other non-traditional built forms.

Property owners and constructors are reminded to ensure that the siting and placement of the building meets the setbacks allowed by the property's zoning. Special care should be taken when locating buildings and structures to remove the potential for creating an encroachment into the setbacks or onto another property. Setting of building and structure locations by a surveyor is recommended.

### BUILDING PERMIT APPLICATIONS

Typically a comprehensive site plan provided by a building designer or architect for Part 9 or Part 3 buildings is sufficient to satisfy the information necessary to ensure compliance with the building code, local bylaws or other governing regulations. In special circumstances, as provided for in the City's building bylaw, a survey plan from a BC Land surveyor may be required to confirm information necessary for the issuance of the permit.

### CONSTRUCTION PHASE

***Please ensure Building Location Surveys as submitted meet the following:***

- Building and structure location surveys must be signed, sealed and dated by a British Columbia Land Surveyor
- All measurements **must be in metric**.
- Surveys to indicate the outer most edge of concrete.
- New buildings must have building location surveys submitted with the exception of smaller accessory buildings not utilizing permanent frost protected foundations and only then where confirmation of the property line location is proven, to the satisfaction of the building inspector, by the property owner or builder.
- Additions to existing buildings require surveys unless confirmation of the property line location is proven to the satisfaction of the building inspector by the property owner or the constructor.
- Renovations of existing buildings that do not change the buildings foot print should not require a survey, unless non-typical circumstances dictate otherwise.
- Building location surveys are submitted by the builder to the City as soon as possible after pouring the foundation walls.
- Multiple buildings or phased foundation pours, located on a single parcel require a continuous survey showing the location of each subsequent building or structure.
- **Please submit all surveys to [building@courtenay.ca](mailto:building@courtenay.ca)**

Should you have any questions or comments regarding these requirements, please contact the City of Courtenay Building Division at 250-703-4862 or [building@courtenay.ca](mailto:building@courtenay.ca).