

SAMPLE LETTER FOR SHOW HOME PERMIT REQUEST

COMPANY LETTERHEAD

Date:

The City of Surrey
Engineering Department
13450-104 Avenue
Surrey, B.C.
V3T 1V8

Attention: Inspection Services Manager

Dear Sir:

RE: **REQUEST FOR SHOWHOME PERMITS**

Surrey Project No. 78_____ at _____, Surrey, B.C.

As we are the Developer for the above-mentioned development, we hereby request that the Engineering Land Development Division approve the processing of the following lots through the Building Division for "Show Home Permit Status".

The addresses and Lot numbers are: _____, which represents 10% or less of the total number of development lots.

We further provide the following assurance:

1. The Subdivision Plan is registered at the Land Titles Office.
2. A Pre-Construction Meeting has been held and the Works and Services are currently under construction.
3. We acknowledge that no occupancy will be permitted until all services are substantially in place as determined by the Engineering Department.
4. The proposed lots have continuing and direct access to an existing paved City Road capable of supporting emergency vehicles.
5. We acknowledge our responsibility to ensure compliance with the ESC By-law and associated ESC Permit.
6. We make this application and acknowledge that fire protection may be hindered for lack of a completed and operational water main and hydrant system. We will assume full and all responsibility for any resulting loss or damage thereof.

Yours truly,

Authorized Signature &
Company Name