

**DAMAGE DEPOSIT INFORMATION**

This deposit is to ensure repair of any damage to City properties. By using the following suggestions, damage may be reduced or eliminated.

**BEFORE CONSTRUCTION:**

1. Check area. The water service shut-off should be visible (or easily uncovered), the storm and sanitary connections marked, the sidewalk, curb and road not damaged or broken. If there is an inspection chamber (sanitary sewer), check for damage. If there is any damage, return the completed Pre-Damage Inspection form to the Engineering Department.

Note: Report any damage at least one week prior to expected issuance of permit.

**DURING CONSTRUCTION:**

1. Water Connection - Check the shut-off depth. If it is too high or too deep, adjust the top to the ground surface when connecting. Be careful not to kink or bend the service pipe. If connection will be located in a driveway, protect it with a box and lid as per Surrey Standard Drawings W.3 and S.18.
2. Sewer Connection - Check the grade on the connection before connecting. If there is a problem, call Plumbing Section. Take care not to cross connect the storm and sanitary sewers. If the cleanout or inspection chamber will be located in a driveway, protect it with a box and lid as per Surrey Standard Drawing S.18.
3. Ensure that contractors and sub-contractors do not damage the sidewalk, curb or road by excavation or by running heavy equipment over them. Remember that you will be responsible for their actions.
4. Do not pile work, debris or building materials on the City boulevard, sidewalk and road right-of-way. Do not block the road, hydrants or sidewalks. The road and sidewalk must be kept reasonably clean during construction.

Remember, you will be held responsible for all costs if clean-up by City crews become necessary.

**AT COMPLETION OF CONSTRUCTION:** (Before the Building Inspector's final inspection)

1. Clean up the road, gutter and sidewalk. Remove all debris from the boulevards.
2. Check the water service shut-off and/or sanitary inspection chamber are both vertical, undamaged and visible.
3. If no deficiencies are outstanding and no damage to City property has been incurred, the deposit will be returned.

Damage Deposit Refunded to: **Builder/Owner** (circle applicable)

Name: \_\_\_\_\_

Current Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone \_\_\_\_\_ E-mail: \_\_\_\_\_

Damage Deposits may be paid by Cash or Letter of Credit

Interest is not paid on cash security

Project Address: \_\_\_\_\_

I have read the above information sheet and advise that there is no visible damage to City property or services fronting the lot on which I propose to build, other than that which has already been reported.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)