



Building Inspection Request



Township of
Langley
Est. 1873

I want to request a building inspection.

A **MyTownship** account is **required** to schedule a building inspection. When you submitted your building permit application, you provided a 4 – 6 digit access code on the application form. This access code is **required** to link the building permit to your **MyTownship** account.

A MyTownship Account is required to schedule a building inspection

Step 1 • Register with MyTownship

- Navigate to MyTownship at www.tol.ca/MyTownship.
- Click on 'Sign up or Sign in to MyTownship'.
- Click on 'Sign up now' to create an account.
- If you don't have a MyTownship account follow the instructions under 'Don't have a MyTownship account'.
- You will receive an email regarding your registration. Confirm the email to finalize and complete your MyTownship registration.
- Login to MyTownship at www.tol.ca/MyTownship once your registration is complete.

Step 2 • Register your building permit(s) with MyTownship

You will require the 4 – 6 digit access code provided at the time your building permit application was submitted (the access code is provided by the owner/ builder/applicant on building permit application form). Only one access code is issued per building permit, and it is up to the owner/builder/applicant to distribute to the trades as required. Find more information at www.tol.ca/inspections.

- From the MyTownship Dashboard choose 'Permits' under 'Property Accounts'
- The first time you add a permit, you will be asked to create a profile
- Click on 'Edit Accounts'
- Click on 'Link Account'
- Click on 'Link a Permit'
- In the folder number field, enter the building permit number – BPXXXXXX
- Enter the 4 – 6 digit access code
- Click on the 'Link' button

Q. What do I need to know and do?

- A.** Schedule your building inspection using your MyTownship account before 3:30pm on the business day **prior** to the desired inspection date and provide the **required information**.

How to Request a Township of Langley Building Inspection

- From your MyTownship account, choose 'Permits' under 'Property Accounts'
- Click on the permit you want to schedule an inspection for – all building permits have a hard hat icon beside them. If you have multiple permits, you can type in the permit number, address or the street in the filter accounts field.
- Scroll down to the inspections (tasks)
- Beside the specific inspection, click on 'Schedule'
- In the Notes field, enter the business licence number of the trade doing the work (**required information**). If you are a homeowner and have not hired a contractor or subtrade to do the work, please enter homeowner in the notes field.
- Select a date

Cancel or Reschedule an Inspection

- Click on the 'Cancel' or 'Reschedule' button
 - » To reschedule, you will be prompted to choose a new inspection date. Confirm the business licence number of the trade doing the work and click on 'Reschedule'.
 - » To cancel an inspection, you will be prompted with a confirmation screen of the inspection you are about to cancel. To cancel the inspection, click on 'Cancel Inspection'.
- Inspection requests can be cancelled online using your MyTownship account before 3:30pm on the day prior to the inspection. Inspection cancellations after that time must be confirmed by phone at 604.533.6018.

Building inspection requests must be submitted by 3:30pm on the business day prior to the day of inspection. If the building inspector is unable to attend the site on the requested day due to a high volume of requests, it will be rescheduled for the following business day.



Next Steps

The Township schedules your inspection as follows:

- Inspection requests received **before 3:30pm** will be scheduled on the next business day.
- Inspection requests received **after 3:30pm** will be scheduled in 2 business days.

Township inspectors make every effort to attend your site as scheduled. However, in the event of a delay, the inspection is rescheduled for the following business day.

Find more information on building inspection requests at www.tol.ca/inspections

Questions?

Permit, Licence & Inspection Services | 20338 – 65 Avenue, Langley, BC V2Y 3J1

Monday - Friday 8:30am - 4:30pm excluding statutory holidays

† 604.533.6018 | † 604.533.6182 | e buildinginfo@tol.ca

tol.ca

