



Complex Building Pre Permit Application Meeting

The purpose of this bulletin is to advise developers, contractors, consultants and builders that the Township of Langley will require Pre-Permit Application Meeting appointments for all complex building permit applications. This includes all Part 3 buildings as defined by the building code including commercial, industrial, institutional, multi-family, and mixed use buildings, as well as any townhouse projects.

Beginning December 10, 2018 the Architect and / or Coordinating Professional will need to arrange a pre-permit application appointment with Township of Langley building inspection staff before the formal building permit application is submitted for review.

To request a pre-permit application meeting, the Architect and / or Coordinating Registered Professional will need to email pliapplication@tol.ca to request a pre-application meeting. The email must include the following information:

- Contact information (name, company, phone and email)
- Site address
- Current zoning of your site or pending rezoning application
- Development Permit Application status and relevant Project Number
- General description of the proposal, including whether the proposal is for a:
 - New building use (commercial, industrial, institutional, etc)
 - For multi-family residential use, include the type (apartment, townhouse, mixed use, etc)
 - Renovation/Addition
- If any Alternate Solutions are proposed

After receiving this information, the assigned Building Inspector will contact you within three business days to schedule an appointment. Staff will then provide you with a list of required drawings and other documentation that will need to be brought to the pre-application meeting.

Tenant Improvement type building permit applications are exempt from requiring a pre-application meeting.

The following provides an example of the drawings and documents that will be needed for the pre-application meeting:

- Completed Building Permit Application Form, including cost estimate
- Architectural drawings
- Structural drawings
- Civil drawings including Erosion Sediment Control drawings
- Mechanical drawings
- Plumbing drawings
- Electrical drawings
- Landscape drawings and cost estimate
- Geotechnical report
- Alternate Solutions, complete with Alternate Solution application
- Schedule A and Schedule B's from all required professionals
- Lighting Impact Policy compliance if applicable
- Emergency Radio Building Amplification System design (if applicable)
- Energy modelling report and design compliance verification

Please note that this is not a complete list and that additional items may be required to be submitted before an application is accepted to be submitted for building permit.

If you have any questions or any suggestions regarding PLI moving to a Pre-Permit Application Meeting for complex buildings call Roberto Cesaretti at 604.533.6145; or email rcesaretti@tol.ca.