



Permit, Licence, and  
Inspection Services  
20338 – 65 Avenue  
Langley, BC V2Y 3J1  
604.533.6018

# SECONDARY SUITE LICENCE APPLICATION

| APPLICATION TYPE  | OFFICE USE ONLY   |
|---|---|
| <input type="checkbox"/> New<br><input type="checkbox"/> Existing suite<br><input type="checkbox"/> Change of owner<br><input type="checkbox"/> Family Occupied Suite (Pre-Approval Required) | Date _____<br>Licence # _____ Account # _____<br>Active BP# _____ (where applicable)<br>Application received by: (Initials) _____ |

- Secondary suite address** \_\_\_\_\_  
 Secondary suite total square footage \_\_\_\_\_ (maximum allowable: 90 sq m/968.8 sq ft)
- Property legal description** \_\_\_\_\_  
 Folio # \_\_\_\_\_
- Registered owner** \_\_\_\_\_  
 Address \_\_\_\_\_ Phone \_\_\_\_\_

I acknowledge additional utility fees (if applicable) will be charged to the property and included on the annual Property Tax Statement.

\_\_\_\_\_

Owner signature \_\_\_\_\_ Print name \_\_\_\_\_ Date \_\_\_\_\_

I hereby apply for a Secondary Suite Licence and certify the information provided is correct and agree to comply with all relevant bylaws and regulations of the Township of Langley.

\_\_\_\_\_

\_\_\_\_\_

Any personal information collected on this form will be managed in accordance with the *Freedom of Information and Protection of Privacy Act*. Direct enquiries, questions, or concerns regarding the collection, use, disclosure, or safeguarding of personal information associated with this form to: Supervisor, Information, Privacy and Records Management, 20338 – 65 Avenue, Langley, BC V2Y 3J1 604.533.6101

| OFFICE USE ONLY                               |   |                    |           |      |                   |  |  |                    |  |  |                  |  |  |  |
|---|---|--------------------|-----------|------|-------------------|--|--|--------------------|--|--|------------------|--|--|--|
| Zoning _____                                  | LUC _____   | Licence fee: _____ |           |      |                   |  |  |                    |  |  |                  |  |  |  |
| Building Permit # _____ (for existing suites) | Category _____  |                    |           |      |                   |  |  |                    |  |  |                  |  |  |  |
| COMMENTS:<br>_____<br>_____<br>_____<br>_____ | <table border="1"> <thead> <tr> <th>APPROVAL</th> <th>SIGNATURE</th> <th>DATE</th> </tr> </thead> <tbody> <tr> <td>Licence Inspector</td> <td></td> <td></td> </tr> <tr> <td>Building Inspector</td> <td></td> <td></td> </tr> <tr> <td>Final Acceptance</td> <td></td> <td></td> </tr> </tbody> </table> | APPROVAL           | SIGNATURE | DATE | Licence Inspector |  |  | Building Inspector |  |  | Final Acceptance |  |  |  |
| APPROVAL                                      | SIGNATURE   | DATE               |           |      |                   |  |  |                    |  |  |                  |  |  |  |
| Licence Inspector                             |   |                    |           |      |                   |  |  |                    |  |  |                  |  |  |  |
| Building Inspector                            |   |                    |           |      |                   |  |  |                    |  |  |                  |  |  |  |
| Final Acceptance                              |   |                    |           |      |                   |  |  |                    |  |  |                  |  |  |  |