



# Building Permit Application Checklist

Permits Licence and Inspection Services

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Multi-Family Residential

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20338 65 Ave., Langley B.C. V2Y 3J1

Phone 604-533-6018

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**A pre-permit application meeting is required for all complex buildings before a building permit application can be submitted. Email [pliapplication@tol.ca](mailto:pliapplication@tol.ca) to request a pre-application meeting.**

**The following checklist is required to be completed by the applicant and be included with the building permit application package. Please note this may not be a complete list of requirements and other documentation may be required.**

*Provided*   *Required*   *N/A*

- |                          |                          |                          |   |
|--------------------------|--------------------------|--------------------------|---|
|                          |                          |                          | Three sets of signed and sealed drawings:   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Site plan indicating right of ways, easements, restrictive covenants, etc.                      |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Architectural   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Structural  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Mechanical  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Plumbing  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Electrical  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Civil (storm water management, on site services, Erosion & Sediment Control)                    |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Landscape (complete with cost estimate)   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Fire Suppression System (permitted to be a separate application)                                |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Three sets of signed and sealed excavation and shoring plans (may be required)                    |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Building Permit Application and Checklist, completed and signed by the applicant                  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Owner's Agent Authorization Form signed by all parties (where applicable)                         |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Current Title Search  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Completed applicable Letter of Assurance (Schedules A and B), signed and sealed                   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Completed Building Code Analysis Sheet (c/w Zoning, Parking, Landscape, etc)                      |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Geotechnical Report   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Alternative Solution Reports and application form   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Construction and Fire Site Safety Plans   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Building Amplification System – Commitment to Design (may be required)                            |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Preliminary Strata Plan with strata lot numbers and unit numbers                                  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | BC Housing Warranty forms (required prior to permit issuance)                                     |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Contractor's Business Licence   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Archaeology Branch approval (for properties identified with significant archaeological potential) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Other agency approvals _____  |

## Documents for Energy Compliance

### For Part 9 Multi-Family Residential

- |                          |                          |                          |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Energy Statement on drawings indicating compliance requirement, climate zone, specific Step pursued and targeted and achieved Step Code metrics (TEDI, MEUI and Air tightness) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Completed BC Energy Compliance Report for Part 9 Buildings (Pre-Construction)  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Energy modeling report (For ERS compliance path: EnerGuide report and accompanying Hot 2000 report)  |

⇒ Part 3 Multi-Family Residential

**For Part 3 Multi-Family Residential**

- Energy Statement on drawings as per AIBC/EGBC Whole Building Energy Modelling Services Guideline
- Energy modeling report as per AIBC/EGBC Whole Building Energy Modelling Services Guideline
- Completed Step Code Part 3 Energy Design Report & TOL Part 3 Step Code Energy Intensity Report signed by P.Eng
- Thermal bridging calculations as per CoV Energy Modelling guidelines.
- For mixed use residential, TOL Energy Design Intent Letter for non-residential portion (for non-Step Code applicable portion only).

**A completed application submission will enable an expedient issuance of a building permit. Your application for Building Permit will be processed and distributed to various Township Departments for review. Responses and requirements will be relayed to you as they are available so revisions can be undertaken, re submissions made, and approvals granted as quickly as possible.**