



# Building Permit Application Checklist

Permits Licence and Inspection Services

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Commercial, Industrial, Institutional Buildings / Includes Additions

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

Phone 604-533-6018

**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.**

| <u>Provided</u>          | <u>Required</u>          | <u>N/A</u>               |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 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"/> | Two sets of signed and sealed excavation and shoring plans                       |
| <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                             |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Electrical P. Eng.'s conformation regarding Exterior Lighting Impact Policy      |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Energy compliance form and reports for ASHRAE / NECB requirements                |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | For mixed use residential, Energy Step Code forms, completed and signed          |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Separate sign permits (freestanding) for complex signage                         |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Contractor's Business Licence  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Health Department's approval   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Ministry of Environment's approval   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Ministry of Transport's approval   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Department of Fisheries and Ocean's approval                                     |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Provincial Liquor Control Board's approval.                                      |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Other agency approvals _____   |

**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.**