



Building Permit Application Checklist

Permit, Licence & Inspection Services

Residential / Accessory Buildings

1 Information

Project Address	Description of work
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The following checklist is required to be completed by the owner or agent and included with the building permit application package:

A

Applicable	Not Applicable	Provided	Letters of Assurance from Professional Engineer (Schedule B - signed/sealed):
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	• Structural
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	• Geotechnical
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	• Lot Grading / Stormwater management
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	• Fire Suppression
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Building Permit application form & checklist, completed & signed
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Agent authorization form, signed by owner(s) and agent
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Title search (current, being not more than 30 days old)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Three complete sets of drawings & site plans - one full size and two 11" x 17"
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other engineering <input type="checkbox"/> truss layout <input type="checkbox"/> truss joist floor layout <input type="checkbox"/> beam schedules
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Building guideline scheme or land use contract approval, stamped and signed
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Energy Documentation (Step Code):
			<input type="checkbox"/> Preconstruction Form <input type="checkbox"/> EnerGuide Report <input type="checkbox"/> Energy Modelling Report (Hot 2000)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Well water potability certificate (for dwellings serviced by a private well)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Septic approval – form and plans sealed by Onsite Waste Water Practitioner
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Soil declaration form – completed and signed
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contractor's Business Licence (Provide copy if Intermunicipal Licence)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BC Housing Warranty form (required for permit issuance of new dwellings).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Restrictive covenant: <input type="checkbox"/> building below MBE <input type="checkbox"/> sanitary lift pump <input type="checkbox"/> other
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Watercourse locations shown in conjunction with Streamside Protection Bylaw
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Riparian Area Regulation (RAR) report
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Landslide assessment report
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stormwater management plan
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lot grading plan with topographical survey
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Erosion and Sediment Control (ESC) permit
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Solar hot water ready regulation requirements
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	TOL adaptable housing requirement provisions

Applicable	Not Applicable	Provided	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Show home permit with letter provided
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other _____

B

The owner or agent is to initial each item below and confirm the following items conform to the property zoning requirements of Township of Langley Zoning Bylaw 2500:

_____ Applicable zone for parcel of land included as part of subject building permit application

Siting of buildings and structures <input type="checkbox"/> Yes <input type="checkbox"/> No	Height requirements <input type="checkbox"/> Yes <input type="checkbox"/> No	Lot coverage <input type="checkbox"/> Yes <input type="checkbox"/> No
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C

The following information is required to be shown as part of your building permit application. The Owner or Agent is required to initial each item to confirm that all relevant information has been provided. If the item is not applicable please mark as N/A.

_____ Site plan (setbacks, MBE, restrictive covenants, Right of Ways, Easements) _____ Natural and finished grade elevations
 _____ Driveways and parking locations _____ Proposed floor elevations _____ Proposed height elevations
 _____ Retaining wall elevations _____ Spatial separation calculations (soffit protection / exposing building face construction)

The undersigned hereby gives assurance that the design of the proposed building or structure and supporting documentation prepared in support of the building permit application comply with the Township of Langley Zoning Bylaw, British Columbia Building Code, and all other applicable enactments.

2 Owner

Name	Company	
Address	Phone	

Owner's signature Date (mm/dd/yyyy)

3 Agent

Name	Company	
Address	Phone	

Agent's signature Date (mm/dd/yyyy)

This section of the form must be completed by either the owner or the agent.

Please note that it is the sole responsibility of the owner/agent to ensure that they have reviewed the property zoning and project requirements prior to submitting the building permit application and have therefore submitted all applicable related documentation as noted in the above referenced checklist as it relates to their application.

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

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, Township of Langley, 20338 – 65 Avenue, Langley, BC V2Y 3J1 foi@tol.ca 604.532.7396