



# Building Permit Application Checklist

Permit, Licence and Inspection Services  
Single Family Dwellings

## 1 Information

Project address	Description of work
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The following items must be included when submitting a building permit application for a single family dwelling:

### A

Applicable	Not Applicable	Provided	
<input checked="" type="checkbox"/>		<input type="checkbox"/>	Building Permit Application form and checklist, completed and signed
<input checked="" type="checkbox"/>		<input type="checkbox"/>	Title search (current, being not more than 30 days old)
<input checked="" type="checkbox"/>		<input type="checkbox"/>	Three complete sets of drawings and site plans - one full size and two 11"x17" <input type="checkbox"/> Stamped and signed if design control or Land Use Contract approval required
<input checked="" type="checkbox"/>		<input type="checkbox"/>	Schedule B - signed/sealed from Professional Engineer as below:
<input checked="" type="checkbox"/>		<input type="checkbox"/>	• Structural
<input checked="" type="checkbox"/>		<input type="checkbox"/>	• Geotechnical
<input checked="" type="checkbox"/>		<input type="checkbox"/>	• Lot grading / Stormwater management
<input checked="" 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 checked="" type="checkbox"/>		<input type="checkbox"/>	Energy documentation: <input type="checkbox"/> Preconstruction form <input type="checkbox"/> EnerGuide report (Step Code) <input type="checkbox"/> Energy modelling report (Hot 2000)
<input checked="" type="checkbox"/>		<input type="checkbox"/>	Solar hot water ready regulation requirements
<input checked="" type="checkbox"/>		<input type="checkbox"/>	Soil declaration form – completed and signed
<input checked="" type="checkbox"/>		<input type="checkbox"/>	Erosion and Sediment Control form – signed and dated
<input checked="" 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"/>	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"/>	Indicate trees on site plan to be retained and removed (properties not in the ALR)
<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"/>	Contractor's business licence

The following checklist must be completed by the owner or agent and included with the building permit application package if applicable:

### B

Applicable	Not Applicable	Provided	
<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"/>	Letters of Assurance and drawings for fire suppression
<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"/>	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"/>	Adaptable housing requirement provisions
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Show home permit with letter provided
1	<input type="checkbox"/>	<input type="checkbox"/>	Other _____

SEE NEXT

## 1 Information continued

### C

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

Yes  No

Height requirements

Yes  No

Lot coverage

Yes  No

### D

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 owner or agent certifies the site plan includes full details of all buildings and structures, restrictive covenants, easements, right-of-ways, watercourses, wells, septic tanks and fields on the property.

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](mailto:foi@tol.ca) 604.532.7396