



Building Permit Application Checklist

Permits Licence and Inspection Services

Tenant Improvements for Commercial, Industrial, Institutional Buildings

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

Phone 604.533.6018

The following checklist is required to be completed by the applicant and included with the tenant improvement building permit application package:

Applicable Not Applicable Provided

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Building Permit application & checklist, completed & signed by the applicant. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Agent Authorization Form (if applicable), signed by owner and applicant. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Three sets of key plans indicating the building and adjacent tenant uses. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Three sets of floor plans for the tenant improvement scope of work. |
| - | - | - | Three sets of construction drawings (as applicable based on scale of work): |
| <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"/> | - Fire Suppression System - (additional sprinkler permit will be required) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Completed applicable schedules A and B, signed and sealed (w/legal info) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Schedule B for walls >25' in length and /or >12' in height. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Schedule B for seismic restraint for "T" bar ceilings & other equipment. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Plans and Schedule B for racking systems greater than 8' in height. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Plans and Schedule B for mezzanines. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Equivalency Reports including schedules. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Contractor's Business Licence (Plumber's Business Licence and TQ#) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Health Department approval (facilities for food, personal services, recreation) |
| <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_____. |

Please note that it is the sole responsibility of the applicant to ensure that they have reviewed the 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, re submissions made, and approvals granted as quickly as possible.