



Building Permit Application Guide

Permits Licence and Inspection Services

Commercial, Industrial, Institutional Buildings

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

Phone 604-533-6018

Permits are required for:

- ~ construction of a new commercial, industrial or institutional building;
- ~ construction of a new accessory building or structure;
- ~ additions or alterations to an existing building;
- ~ demolition, relocation or moving a building;
- ~ construction of retaining walls over 1.2 m in height.

Application for a Building Permit:

- ~ The applicant must provide a completed building permit application form, building permit checklist and building code analysis information sheet. Three (3) complete sets of the following drawings signed and sealed by the applicable Registered Professional, accompanied by the standard Letters of Assurance in the form set out by the BC Building Code.

Architectural Drawings:

Site Plan:

- ~ Dimensions of the property, with location and size of any existing buildings with distances to property lines.
- ~ Easements, Rights-of-way, Restrictive Covenants indicating location, size and purpose;
- ~ Parking and loading indicating access location and dimension, access for firefighting, internal road width, turn radius and gradients;
- ~ Grades: existing and proposed geodetic land elevations.

Floor Plans:

- ~ Each floor fully dimensioned including mezzanines.
- ~ Room uses.
- ~ Exits, corridors and stairways.
- ~ Fire walls and fire separations including ratings and assembly details.

Elevations:

- ~ All exterior walls, fully dimensioned with door and window sizes. Include vertical elevations of grade, floor, and roof levels.

Schedules:

- ~ Door & window with sizes, ratings, and hardware.
- ~ Finishes for all floors, walls, and ceilings.
- ~ Exterior and interior walls including details of construction and fire resistance ratings.
- ~ Fire separations and firewalls including details of construction and fire resistance ratings.
- ~ Building construction details and fire resistance ratings.
- ~ Fire stopping details and materials.

Structural:

- ~ Complete drawings, cross-sections and details to construct the building and show conformance with Part 4 B.C. Building Code.

Mechanical:

- ~ Floor plan, cross-sections and details including ducting layout, fire dampers and fire stop flaps.
- ~ Part 6 Heating, Ventilating and Air-Conditioning information to be provided on the drawings.

Plumbing:

- ~ Floor plan, cross-sections, schematic drawings, and details including fixtures and locations. Piping materials and sizes, venting, cleanouts, water meter, pressure reduction and back flow devices' location, and firestopping systems.

Fire Suppression Systems:

- ~ Sprinkler system plans and details to NFPA standards including hydraulic load calculations.

Electrical:

- ~ Reflected ceiling plan and floor plan with electrical fixture layout including fire alarm system, detection devices, exit and emergency lighting including all exterior lighting.
- ~ Confirmation of the Exterior Lighting Impact Policy may also be required.

Civil Drawings:

Storm Water Management:

- ~ Existing grades (not circled) and proposed grades (circled) at property, covenant and building corners;
- ~ Proposed building envelope with first floor elevations and Minimum Building Elevations;
- ~ Direction and slope of surface runoff; and
- ~ Show and label all pipes, CB's, LB's, MH's etc.
- ~ Refer to the Township of Langley's Subdivision and Development Servicing Bylaw for additional requirements.
- ~ As a result of detailed review, on-site detention and off-site works may be required.

Site Servicing:

- ~ Existing and proposed services and structures including, water, sanitary and storm sewers, fire hydrants, street lighting, driveways, hydro, telephone, cable and gas;
- ~ Proposed service connection plan and profile (if applicable). A Servicing Agreement may be required;

- ~ Size, grade, length, inverts, type of materials, off-sets and accumulated flows per section.

All civil design drawings are to be submitted on Township of Langley's standard drawing sheets, in metric only.

Landscaping:

- ~ Submission of landscape drawings in accordance with the Zoning Bylaw or Development Permit including a cost estimate.

Drawings:

All plans and information submitted must be of an appropriate scale with sufficient detail to establish compliance with the building code and the bylaws of the Township. The plans are to be **legible and of suitable quality** for microfilming

Drawings may be submitted in metric or imperial scale. The following are the minimum scales:

site plan	1:100	or	1/8" = 1'.0"
foundation, and floor plans	1:50	or	1/4" = 1'.0"
cross sections	1:50	or	1/4" = 1'.0"
elevations	1:50	or	1/4" = 1'.0"
construction details	1:20	or	1/2" = 1'.0"

Process of Building Permit Application:

The time required to conduct a plan review to ensure compliance with the B.C. Building Code and Township of Langley's bylaws will vary depending on:

- ~ the accuracy of the application;
- ~ the complexity of the project;
- ~ the compliance of the plans with the applicable building codes and bylaws;
- ~ approvals from other departments and outside agencies.

Health Dept. Approval:

- ~ a set of plans are to be submitted to the signed by the Health Inspector for installation of food facilities, personal service facilities and recreational facilities.

Issuance of a Building Permit:

- ~ A Building Permit may be issued following the acceptance of plans showing compliance with the current B.C. Building Code, Municipal Bylaw and other applicable enactments and the payment of the appropriate permit fees and bonds.
- ~ Upon the issuance of a building permit the building contractor is to arrange for a preconstruction meeting with the area building official to establish required inspections and documentations.
- ~ Prior to the issuance of the building permit, business license is required of the contractor for the project. All trades / subcontractors are required to have a current Township of Langley Business License.

NOTE: No excavation, erection, alteration, enlargement, repair, removal or demolition of any building or structure, or part thereof, shall be commenced prior to first obtaining a valid building permit.

Inspections:

- ~ Seventy two hours prior to final inspection the Coordinating Registered Professional must submit to the Building Official a package of all the required documentation, standard Letters of Assurance in the forms set out by the British Columbia Building Code from all the registered professionals. Failure to do so will result in a delay in the required inspection as well as receiving an accepted final.
- ~ Inspections must be requested by the owner or the agent;
- ~ All work being inspected must be complete and ready prior to inspection;
- ~ Work must not proceed past any of the stages listed without prior approvals;
- ~ The street address and permit card must be posted in a visible location on the site;
- ~ The approved permit drawings and prior inspection notices are to be available on site for all inspections.

Required Inspections:

- ~ Inspections to be established in part by a pre-construction meeting with the area inspector.
- ~ **Forms Inspection** - on completion of concrete form work prior to placing concrete for footings or foundations. (please submit the survey certificate with the MBE elevations at the time of inspection).
- ~ **Service Connection Inspection** - provide the Township of Langley Municipal Services Tie-in Certification of Field Review and Approval Forms 1 and 2.
- ~ **Final Building Inspection** - before occupancy and when all construction is completed including final lot grading, landscaping and all required documentation has been submitted.

No person shall use or occupy or cause or permit to be caused or occupied any building or part thereof until he has received an Accepted FINAL Building Inspection from the Building Inspector.

24 Hr. Inspection Request Service
Telephone: 604-533-6114

The information needed when requesting an inspection is: a building permit number, a contact name and phone number, the type of inspection, the address of the building site, and the contractor's or trade's business licence number.

(Any information that has not been provided will result in the inspection not being scheduled)

Please note: This is not an exhaustive listing of all building code or bylaw requirements. Additional information may be requested during the processing of the building permit application.