



# Guide for Accessory Building Construction

Permits Licence and Inspection Services

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For Buildings Greater than 500sqft Not for Agricultural Use

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

Phone 604-533-6018

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The following guide provides a “checklist” of information necessary when a building permit application is made for accessory buildings or structures. The purpose of this information is to provide consistent and adequate details for applications so that building permits may be efficiently processed.

All buildings or structures are to conform with the permitted use for the property’s specific zoning requirements.

## Permits are required when you wish to:

- ~ Construct a new accessory building, work shop, residential storage building;
- ~ repair, renovate or add to an existing building.

## A Registered Waste Water Practitioner will be required to provide a Building Referral Form for the following, (regardless of whether plumbing is involved in the work or not):

- ~ Installation or alteration of sewage disposal systems;
- ~ alteration or addition to a building on an existing septic system;
- ~ new construction of any type of building on a property serviced by a private septic system.

## Information to be completed by the Registered Practitioner:

- ~ 2 of the 3 sets of site and floor plans submitted to the Building Dept. are to be signed by the Registered Waste Water Practitioner for properties serviced by a private septic system.
- ~ A completed copy of the Building Referral Form where no work on the system is required.

## Application for a Building Permit

Applications for a Building Permit are to be made at the Permit, Licence and Inspection Services Department. The applicant must provide:

- ~ The name, address and phone number of the owner, builder and designer (if applicable);
- ~ legal description and/ or civic address;
- ~ disclosure of whether or not there are any right-of-ways, water courses or easements on the property;
- ~ 3 sets of site and building plans, drawn to scale;
- ~ A Structural P.Eng. will be required for buildings that are greater than 40’ in width or incorporate a storage loft or second floor in the building.

- ~ 2 of the 3 sets of building plans are to be sealed and signed by the Structural P.Eng. with the standard Letters of Assurance Schedules in the forms set out by the British Columbia Building Code (Permanent Geotechnical bearing capacity of soil to be included). The 3<sup>rd</sup> set of drawings to be clear of all stamps or seals.

## Process of Building Permit Application:

A site inspection and review of plans for compliance with the bylaws of the Township will be undertaken. The issuing of the permit may be delayed depending on:

- Volume of applications;
- the complexity of the project;
- the accuracy of the application;
- if Board of Variance is required;
- the compliance of the plans with the applicable zoning and other bylaws including the current edition of the BC Building Code.

*An accepted driveway application and permit are required from engineering prior to issuance of the Building Permit.*

## Engineering Dept. fees to be paid for:

- ~ Water connection if available;
- ~ installation of culverts, bulkheads;
- ~ installation or removal of driveway crossings, or upgrading the crossing.

## Issuance of a Building Permit:

A Building Permit will be issued following the acceptance of the plans showing compliance with Municipal Bylaw and other applicable enactments and the payment of the appropriate permit fees and damage bond.

**NOTE:** No deposit of fill, excavation, erection, alteration, enlargement, repair, removal or demolition of any building or structure, or part thereof, shall be commenced or undertaken without a permit being first obtained from the Building Department.

### 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. If you are unable to draw appropriate plans, then you must obtain the services of a qualified person.**

The drawings are to be sealed and signed by the structural engineer.

~ Single line drawings are acceptable for site plans. ~ 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"

### Site Plan:

- ~ Lot shape and size with setbacks of the building to the property lines;
- ~ any easements, rights of ways or water courses;
- ~ over-all building dimensions of the building and addition and any accessory buildings;
- ~ driveway location, existing and/ or proposed;
- ~ septic system and well locations.
- ~ Rural properties in the ALR shall conform to the requirements of the Flood Control Bylaw in relation to watercourses or bodies of water on a property.

~ A Storm Water Management Plan may be required for any proposed fill being brought on to the property.

A Civil Engineer will be required to develop the Storm Water Management Plan and supply sealed and signed drawings and accompanying Letters of Assurance to the Building Department. The information will be forwarded to the Engineering Department for review.

~ ***The area to be filled is to facilitate the construction of the building only and not for the re-grading of the property. The Engineering Department will determine whether the requested fill is excessive and require a Fill Permit Application Request to the ALR.***

### Foundation and floor plans:

- ~ Show foundations with the dimensions of the building / addition; indicate foundation wall thickness, size of footings including all pad footings;
- ~ show all structural elements, beams, lintels, floor joist size and direction, wall and roof structures;
- ~ the structural elements are to be sealed by the Structural P.Eng.;
- ~ show all rooms and their use and sizes;
- ~ windows/ doors, including sizes and door swings;
- ~ stair dimensions and required handrails and/ or guardrails;
- ~ plumbing fixtures, if permitted.

### Typical Cross Sections and Construction Details:

- ~ All construction materials;
- ~ floor to ceiling height;
- ~ floor, ceiling, roof and wall assemblies (including exterior cladding);
- ~ footings and foundation walls;
- ~ window and door sizes;
- ~ roof slope.

(This is not an exhaustive listing of all the bylaw and building code requirements. Additional information may be requested during the processing of the building permit application).

### Inspections

- ~ 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 clearance;
- ~ 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:**

1. **Forms Inspection** - on completion of the concrete formwork but prior to placing concrete for footings, foundations or in the postholes for a pole building. (Please submit the survey certificate (if required) in addition to the field report from the engineer. At this time).
2. **Rough Plumbing Inspection** – (if applicable) is required when all drains, waste pipes, vents and water piping has been completed and with the appropriate test applied.  
**NOTE:** Any plumbing to be covered by concrete must first be inspected and accepted.
3. **Frame Inspection** - to be called when all frame work, sheathing, and electrical wiring has been completed and before the application of insulation or exterior cladding. The field report from the structural engineer to be collected at this time.
4. **Insulation Inspectiton** – to be called when all insulation work has been completed.
5. **Final Building Inspection** - when all construction is completed and before occupancy. (All work includes but is not limited to; final lot grading, exterior stairs, guards, caulking, etc.)

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**

**Requests received prior to 12:00 pm will be scheduled for inspections the following business day**

**Inspection requests may also be made on-line prior to 3:30 pm for inspection the following business day on the Township of Langley website:**

**www.tol.bc.ca**

The following information is required when requesting an inspection: Permit Number, Contact Name and Phone Number, Type of Inspection, Address of the Building Site, and the Contractor's or Trade's Business Licence Number.

**NOTE: All information must be provided in order for the inspection to be scheduled**

**RELATED SERVICES**

Listing of Registered Onsite Wastewater Practitioners

Please refer to the web site at:  
owrp.asttbc.org

Natural Gas & Electrical Inspections

104 - 9525 201 Street  
Langley, BC V1M 4A5  
1.866.566.7233  
Fax: 604.539.3570

Ministry of Environment

10470 152<sup>nd</sup> St.  
Surrey, BC V3R 0Y3  
604.582.5200 (main line)  
For: Agricultural Impact Officer  
604.582.5211  
For: Conservation concerns (streams, wildlife, trees, etc)  
1.800.663.9453  
For: Fisheries concerns (damage to fish habitat, fish kills, etc)  
1.800.465.4336

Ministry of Agriculture

1767 Angus Campbell Rd.  
Abbotsford BC  
1.604.556.3001  
Toll Free 1.888.221.7141  
(The Ministry has a database of hundreds of building designs for agricultural buildings and barns)

Land Registrations, Easements, Rights-of-Way

Land Registry Office  
88 - 6th Street  
New Westminster, BC V3L 5B3  
604.660.8141