



Permits are required when you wish to:

- ~ construct a new home;
- ~ construct a new accessory building or structure;
- ~ repair, renovate or add to an existing building;
- ~ remove, relocate, alter or construct interior walls;
- ~ complete a previously unfinished area in existing building;
- ~ construct, cover or enclose a porch or sundeck;
- ~ construct a swimming pool, hot tub or spa pool;
- ~ demolish, relocate or move a building;
- ~ place mobile or manufactured homes;
- ~ construct chimneys or install wood stoves or inserts;
- ~ construct retaining walls over 1.2m in height;
- ~ install new plumbing fixtures.

Permits are NOT required for non-structural minor modifications such as:

- ~ cupboards;
- ~ painting;
- ~ roofing repairs or re-roofing (third party inspection by a recognized independent roofing inspector is recommended);
- ~ exterior finish repair or replacement;
- ~ landscaping, sidewalks, fences.

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 or driveway crossings, or upgrading the crossing;
- ~ review of storm water management plan for areas of fill in order to facilitate construction of the building on rural properties.

A Registered On Site 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 or dwelling serviced by 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:

- ~ **3** sets of site and floor plans submitted to the Building Dept. are to be signed by the ROWP for properties serviced by a private septic system;
- ~ the pink copy of the septic permit filing form to construct or alter a septic system or;
- ~ a 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 & Inspection Services Department. The applicant must provide:

- ~ the name, address and phone number of the owner, builder and designer (if applicable);
- ~ **a current Title Search or a Freehold Transfer is to be provided with each single family dwelling building permit application (title search is to be no older than 30 days prior to permit application);**
- ~ 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 – 1 set of full size drawings, and 2 reduced on 11" x 17";
- ~ **3** complete sets of building plans are to be sealed and signed by a structural engineer complete with Schedule B (with permanent Geotechnical bearing capacity of soil to be included);
- ~ for dwellings serviced by private wells, a well water potability certificate and test results (certificate is to be current or not older than 6 months);
- ~ **the completed exempt or non-exempt BC Housing warranty form must be provided in order for the permit to be issued.**

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;
- ~ whether or not the 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.

A Hazardous Material Survey and Notice of Project may be required for Homes constructed pre 1990. For additional information on asbestos removal please go to www.worksafebc.com.

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 Permit, Licence & Inspection Services 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 digitizing. **If you are unable to draw appropriate plans, then you must obtain the services of a qualified person.** Any changes or additions to stock plans are to be made in other than red ink and deletions are to be whited out from the drawing.

3 sets of drawings submitted are to be sealed and signed by the structural engineer.

- ~ single line drawings are acceptable for site plans only;
- ~ 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"

Note: Two of the three sets of plans are to be submitted on 11"x17" paper.

Site Plan:

- ~ lot shape and size with setbacks of the building to the property lines;
- ~ any easements, rights-of-way or water courses;
- ~ over-all building dimensions of both the principal building and addition and any accessory buildings;
- ~ show decks, projections and/or cantilevers;
- ~ driveway location, existing and/or proposed;
- ~ septic system and well locations;
- ~ perimeter drainage sump and discharge locations;
- ~ MBE elevation as established by a surveyor.

The "Minimum Building Elevation" is the lowest permitted floor level for habitation or the storage of goods damageable by flood water. The MBE refers to the underside of the floor joist for crawl spaces 1.2 m (4') or less in height or the top of the skim coat for crawl spaces greater than 1.2 m (4') in height, or the top of the slab for basement homes;
- ~ **rural properties in the ALR shall conform to the requirements of the Flood Control Bylaw in relation to water courses or bodies of water on a property.**
- ~ **rural properties not in the ALR shall conform to the Stream Side Protection Bylaw in relation to water courses or bodies of water on a property;**
- ~ **RU-4 and RU-5 properties are to be 0.6m above the extreme flood level of 6.97m = 7.57m;**

- ~ finished grades and top of foundation elevations at each corner of the building and finished grades for the side property lines;
- ~ **a Storm Water Management Plan will be required for proposed fill being brought on to the property for the construction of the dwelling. 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 establish the construction site of the dwelling 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 principal 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 engineer;
- ~ show all partitions and bearing walls. Indicate finished / unfinished areas;
- ~ room use and sizes, as well as adjacent rooms to the addition / alteration;
- ~ windows/doors, including sizes and door swings;
- ~ stairs showing direction of travel, stair dimensions and required handrails and/or guardrails;
- ~ plumbing fixtures, appliances, hot water tank, fireplaces, and heating system.

Typical Cross Sections and Construction Details:

- ~ all construction materials;
- ~ floor to ceiling height of all rooms including crawl/roof spaces;
- ~ floor, ceiling, roof and wall assemblies;
- ~ sloped / vaulted ceilings and roof decks indicating ventilation and insulation requirements;
- ~ footings and foundation walls;
- ~ building envelope details for the exterior cladding;
- ~ finished grade, top of foundation and MBE elevations.

Elevations (the four building face views):
- ~ exterior finish;
- ~ window and door sizes. If windows or doors are being added on any external wall adjacent to a lot line, show the elevation of that building face for the entire building;
- ~ finished grade (drawn in) and top of foundation elevations shown at each corner of the building;
- ~ 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 concrete form work prior to placing concrete for footings or foundations. (Please submit the survey certificate with pour strip and MBE elevations at the time of inspection in addition to the field reports from the Engineers.)
2. **Service Connection Inspection** - required when all piping for the water service, storm and sanitary sewer has been placed but prior to backfilling.
3. **Prior to Backfill Inspection** - required when the drain tile is in place and covered with the min. 6" of drain rock. The foundation damp-proofing will be inspected as well at this time.
4. **Rough Plumbing Inspection** – 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.
5. **Floor Slab Inspection** - when radiant heating is in the floor slab, an inspection of the insulation is required prior to pouring the concrete. A Compaction Certificate is required from a P.Eng. for all sub-slab fill material.
6. **Frame Inspection** - to be called when all frame work, sheathing, duct work, chimney construction and electrical wiring are complete and before the application of insulation or exterior cladding. The field report from the P.Eng. to be collected at this time.
7. **Insulation and Vapour Barrier Inspection** - when thermal insulation and vapour barrier are completed, and prior to application of wallboard or paneling. **(The building paper must be applied to the exterior sheathing prior to the installation of the insulation in order to protect it from weather damage.)**
8. **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 may occupy or permit occupancy of any Building or Structure until an accepted final inspection has been undertaken by the Building Inspector and occupancy has been authorized by the Building Inspector in writing.

24 Hr. Inspection Request Service Telephone: 604.533.6114

Requests received prior to 10:00am will be scheduled for inspections the following business day

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

www.tol.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 website at:
owrp.asttbc.org

Technical Safety BC

(Gas & Electrical)
104 - 9525 201 Street
Langley, BC V1M 4A5
1.866.566.7233
Fax: 604.539.3570

BC Housing

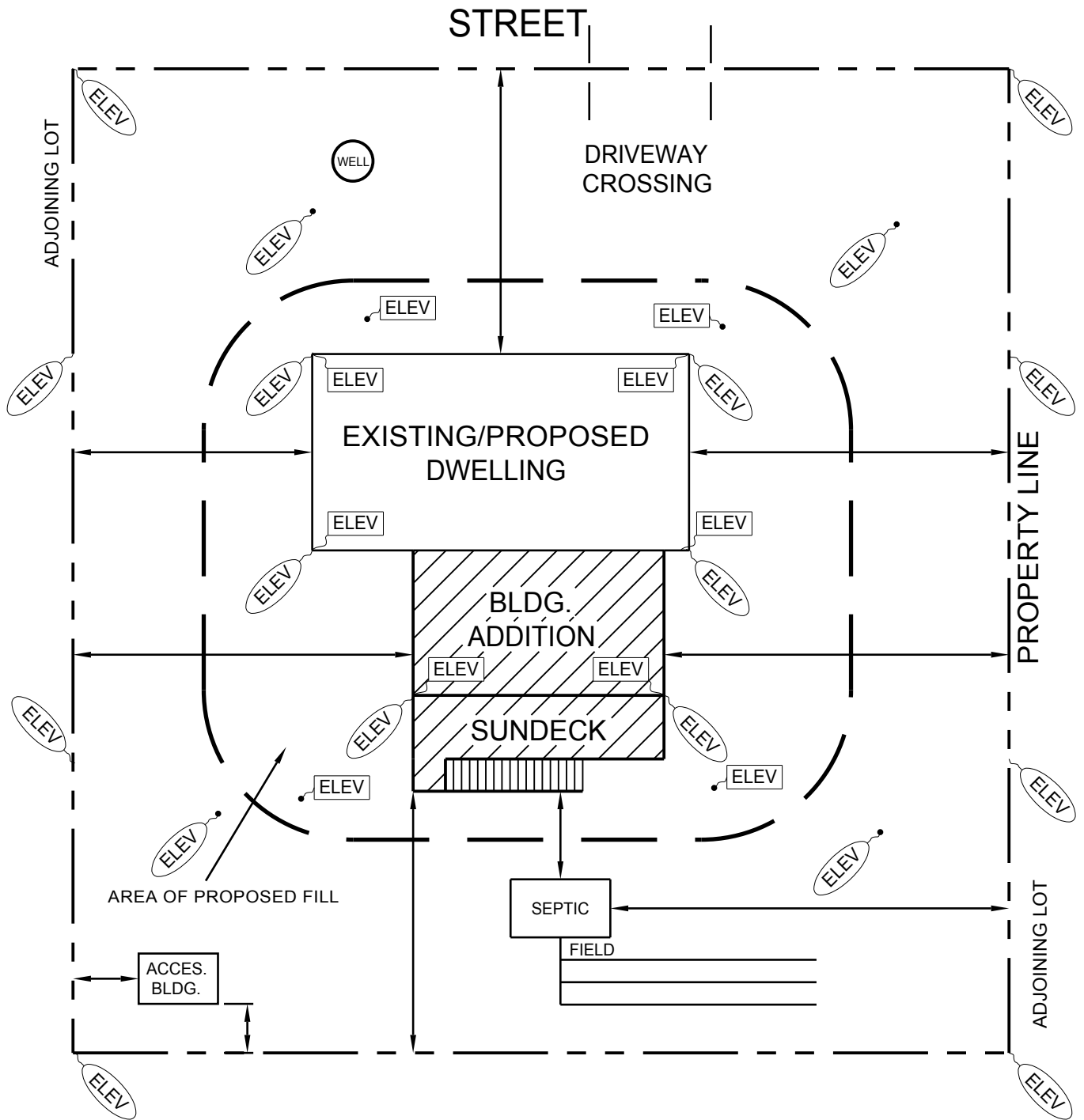
203 - 4555 Kingsway
Burnaby, BC V5H 4T8
604.646.7050 (Fax) 604.646.7051
www.hpo.bc.ca

Ministry of Environment

10470 152 Street
Surrey, BC V3R 0R3
604.582.5200 (main line)
For: Agricultural Impact Officer
604.582.5211
For: Conservation concerns (streams, wildlife, tress, etc)
1.800.663.9453
For: Fisheries concerns (damage to fish habitat, fish kills, etc)
1.800.465.4336

Land Title and Survey Authority of British Columbia

New Westminster Land Title Office
Anvil Centre Office Tower
Suite 500-11 Eighth Street
New Westminster, BC V3M 3N7
604.630.9630 Toll Free: 1.877.577.5872





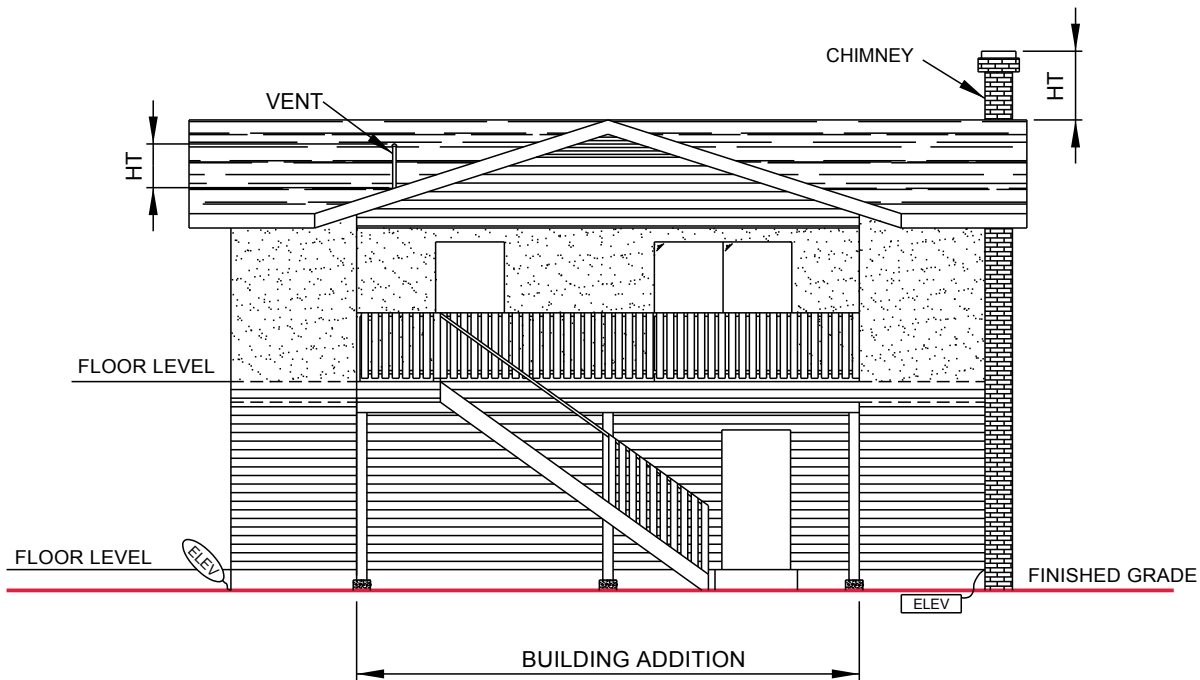
SITE PLAN

SCALE:

ADDRESS:

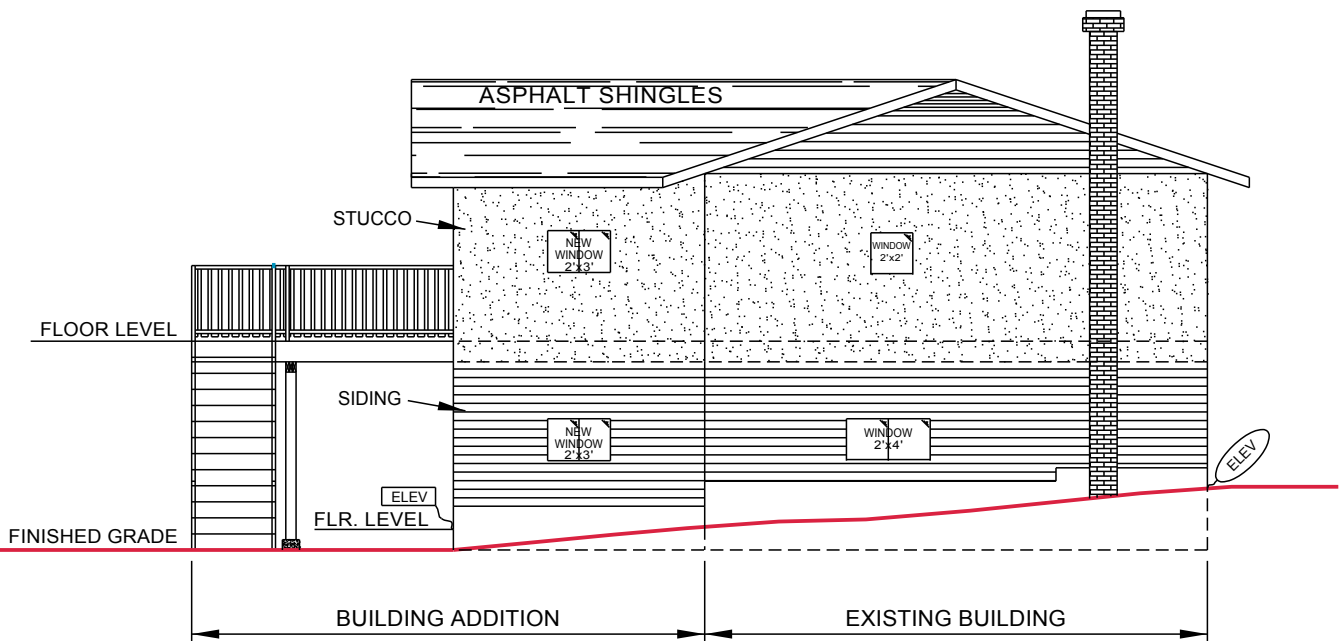


-  PROPOSED ELEVATION
-  EXISTING ELEVATION



SOUTH ELEVATION

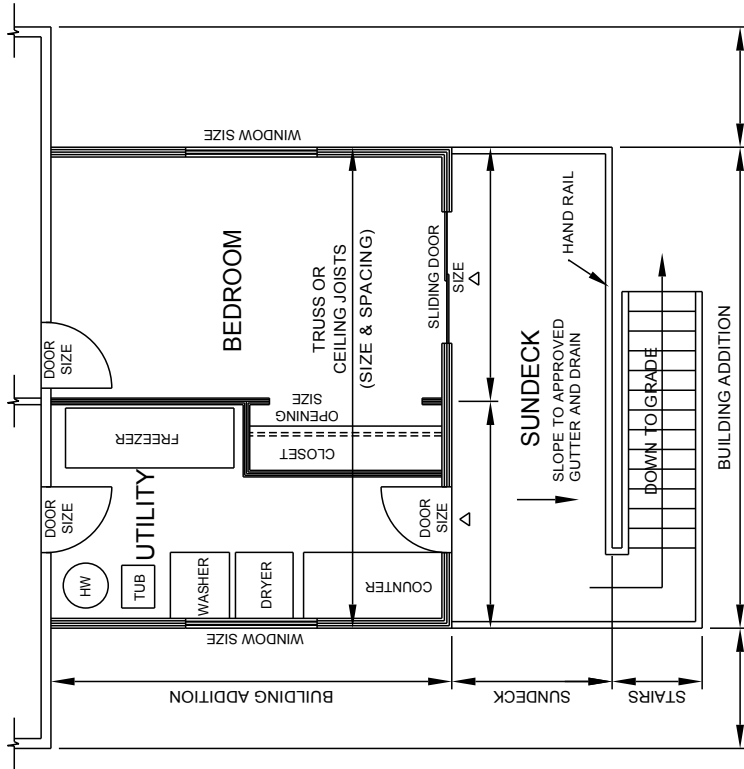
SCALE:



EAST ELEVATION

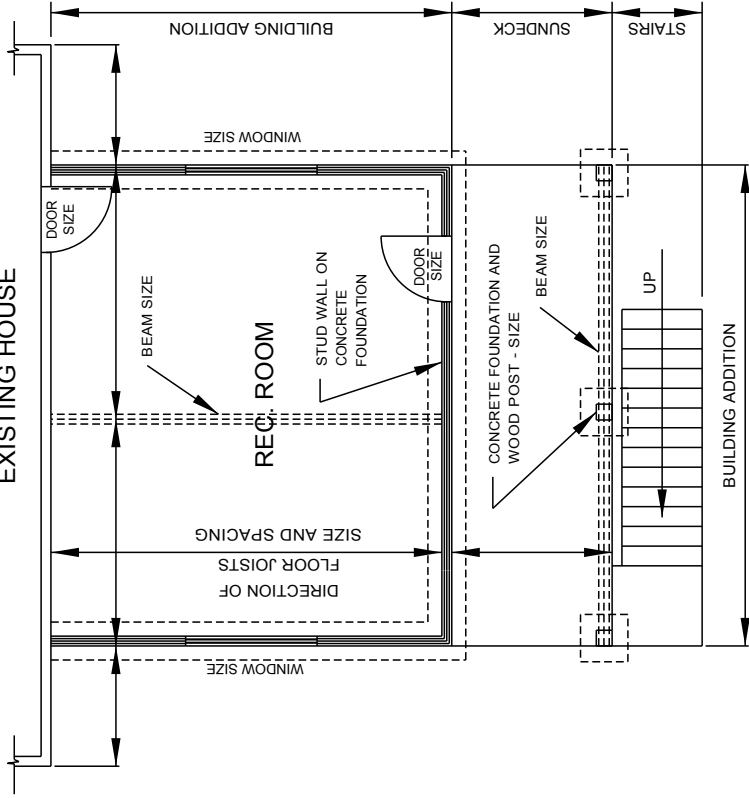
SCALE:

**EXISTING HOUSE
SHOW ADJOINING ROOMS**

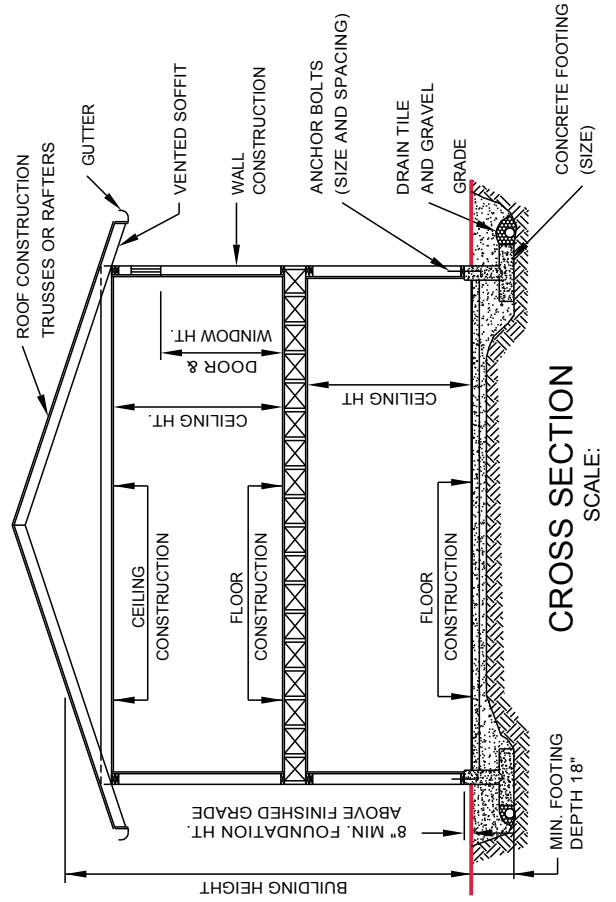


**FLOOR PLAN
SCALE:**

EXISTING HOUSE



**FOUNDATION &
FLOOR PLAN
SCALE:**



**CROSS SECTION
SCALE:**