

## COMMERCIAL, INDUSTRIAL, INSTITUTIONAL APPLICATION

BUILDING DIVISION inspections@langleycity.ca 604-514-2804

### LOCATION & PROPERTY INFORMATION

Construction Address: \_\_\_\_\_ Unit #: \_\_\_\_\_  
 Legal Description: Lot \_\_\_\_\_ DL \_\_\_\_\_ SEC \_\_\_\_\_ TWN \_\_\_\_\_ Plan: \_\_\_\_\_

### TYPE OF WORK PROPOSED

Commercial  Industrial  Institutional  New Bldg.  Addition  Alterations   
 Construction Value: \$ \_\_\_\_\_ Please describe the scope of work proposed: \_\_\_\_\_

**ADDITION / ALTERATION:** Is there an existing Fire Sprinkler Yes  No  Is there a fire alarm system: Yes  No

### FOR NEW BUILDINGS ONLY:

No. of floors \_\_\_\_\_ Area U/G Parking: \_\_\_\_\_ No. of Parking Spaces: \_\_\_\_\_ Area 1<sup>st</sup> Floor: \_\_\_\_\_  
 Area 2<sup>nd</sup> Floor: \_\_\_\_\_ Area 3<sup>rd</sup> Floor: \_\_\_\_\_ Area 4<sup>th</sup> Floor: \_\_\_\_\_ Area 5<sup>th</sup> floor & up \_\_\_\_\_

**Heating:** Forced Air  Electric-Baseboard:  Hot Water Radiant  HW-Baseboard:  Other   
 BC Energy Code Step Level (proposed): Step (circle one): 1 2 3 4 5

### CONTACT INFORMATION

**INSPECTION CONTACT EMAIL:** \_\_\_\_\_

**Applicant** Company Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ email: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal: \_\_\_\_\_

**Owner** Name: \_\_\_\_\_ Contact Person Name: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ email: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_, Province: \_\_\_\_\_, Postal: \_\_\_\_\_

**Building Contractor** Company Name: \_\_\_\_\_,  
 Contact Person : \_\_\_\_\_ Business Licence #: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ email: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ Postal: \_\_\_\_\_ Postal: \_\_\_\_\_

**Tenant Business Name:** \_\_\_\_\_ Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

**Plumbing Contractor**  
 Company Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ Phone: \_\_\_\_\_  
 email: \_\_\_\_\_ T.Q # \_\_\_\_\_ Business Licence #: \_\_\_\_\_

I hereby make an application for a Building Permit in accordance with the information stated above and declare that the information provided is complete. In consideration of the granting of the permission applied for, I/we hereby agree to indemnify and keep harmless the City of Langley against all claims, liabilities, judgments, costs and expenses of whatsoever kind, which may in any way accrue against the said City in consequence of, and incidental to, the granting of this permit, and I/we agree to pay the cost of repairing any damage to the sidewalk and/or curb by reason of the building operations in respect of which this permit is applied for, and I/we further agree to conform to all requirements of the building by-law and all other statutes and bylaws in force in the City of Langley, and I/we further acknowledge that the City accepts no responsibility for the accuracy of the information contained herein. I understand that payment of fees or acceptance of application does not guarantee that a building will be issued.

Name of Applicant: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE ENSURE YOU COMPLETE THE CHECKLIST OVER** ⇒

**NOTE: An appointment is required for submittal**

## BUILDING DESCRIPTION

### New or Relocated Plumbing Fixtures:

Toilets \_\_\_ Basins \_\_\_ Bath Tubs \_\_\_ Showers \_\_\_ Sinks \_\_\_ Dishwasher \_\_\_ Refrigerator \_\_\_  
 Clothes Washer \_\_\_ Laundry Tubs \_\_\_ HWT \_\_\_ FD \_\_\_ BFP \_\_\_ Hose Bib \_\_\_ Other \_\_\_\_\_  
 Other \_\_\_\_\_

## BUILDING PERMIT APPLICATION CHECKLIST

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 city. The plans are to be **legible** and of **suitable quality** for archival storage. **If you are unable to draw appropriate plans, then you must obtain the services of a qualified person.** Drawings will be accepted in either metric or imperial, but all documentation must be consistent throughout in one standard only.

### **DRAWINGS**

Provide 2 sets of the following drawings (collated in order per list below)

	Required	Provided	N/A
Architectural			
Structural			
Mechanical			
Plumbing			
Fire Suppression (Performance Specification or Full Design Drawings)			
Electrical			
Site Service/Civil			
Landscaping			
Geotechnical (for any under pinning, shoring or deep excavations)			

### **LETTERS OF ASSURANCE, BC Building Code Schedules A & B's**

Schedule A			
Schedule B & Professional Proof of Insurance (Form 2)			
Architectural			
Structural (Designated Structural Engineer if Applicable)			
Mechanical			
Plumbing			
Electrical			
Civil			
Geotechnical			
Landscaping Schedule L 1 & L 2			

### **OTHER:**

Application fee			
Title Search (within 48 hours of permit application – obtain from BCLTSA office)			
Agent Authorization Form			
Owner's Acknowledgement (Form 1)			
Site Disclosure Statement (SDS)			
Approach to Code Compliance and Building Code analysis			
Alternative Solution Proposals (if applicable) (2 copies and 1 PDF) c/w Application Form & Fee			
Soils Report (Two Copies)			
Energy Design Verification Report			
Construction Fire Safety Plan (PDF copy for Fire Dept)			
Fraser Health Authority approval (if applicable)			
Langley Regional Airport Approval (re building height and/or cranes) (if applicable)			
Apply to Engineering Department for estimate to upgrade services (applicable to projects with a construction value of \$200,000.00 or greater)			
Application fee to be paid at time of application			

Personal Information collected on this form as per the Freedom of Information and Protection of Privacy Act, Sec 26 (c), is for the sole purpose of processing the access to records request and will be managed in accordance with the Act. Questions regarding the collection and use of your Personal Information may be directed to the Corporate Officer at [kkenney@langleycity.ca](mailto:kkenney@langleycity.ca)

**COMPLETE APPLICATIONS WILL ENSURE ATIMELY REVIEW AND ISSUANCE.**  
**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**