

TENANT IMPROVEMENT APPLICATION

COMMERCIAL, INDUSTRIAL, MULTIFAMILY, INSTITUTIONAL

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

TYPE OF BUILDING

Commercial ☐ Industrial ☐ Multi-Family ☐ Institutional ☐

LOCATION & PROPERTY INFORMATION

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

PEOPLE INFORMATION

Applicant (choose one): Owner ☐ Agent ☐ Tenant ☐ Designer Contractor ☐ Business License # _____**Applicant** Company Name: _____ Contact Person : _____

Phone: _____ Cell: _____ email: _____

Address: _____ City: _____ Province: _____ Postal: _____

Owner Name: _____ Contact Person Name: _____

Phone: _____ Cell: _____ email: _____

Address: _____ City: _____ Province: _____ Postal: _____

Contractor Company Name: _____ Contact Person : _____

Phone: _____ Cell: _____, email: _____

Address: _____ City: _____, Province: _____, Postal: _____

Tenant Business Name: _____ Contact Person: _____ Phone: _____

BUILDING DESCRIPTION

Building Information: No. of Storeys: _____ Total Building Floor Area: _____ sq. ft, Unit Floor Area: _____

Is there an existing Fire Sprinkler Yes ☐ No ☐ Is there a fire alarms system: Yes ☐ No ☐

Adjacent Tenants

Location	Suite #	Tenant name	Type of business
Left			
Right			
Rear			
Above			
Below			

New or Relocated Plumbing Fixtures: Toilets _____ Basins _____ Sinks _____ Dishwasher _____ Clothes Washer _____

Bath Tubs _____ Showers _____ HWT _____ FD _____ BFP _____ Hose Bib _____ Laundry Tubs _____ Other _____

Please explain in detail what you are doing: _____

_____ Construction Value: _____

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: _____

FOR OFFICE USE ONLY

Application Fee: \$ _____

Deposit: \$ _____

Application Reviewed By _____ Date: _____ Application No: _____

Zone: _____ DP: _____ Land Use Contract: _____ Folio No.: _____

Turn over for checklist ⇨

**BUILDING PERMIT CHECKLIST FOR TENANT IMPROVEMENTS
RECONSTRUCTION/RENOVATION/REPAIR**

THE FOLLOWING ITEMS MAY BE REQUIRED.

BP NO.: _____,

Office Use Only

Provide 2 sets of the following drawings (Additional drawing sets may be required for distribution to Planning & Fire Dept)

Please provide items checked.

DRAWINGS

	Required	Provided	N/A
Architectural			
Site Plan, I.D. your suite & identify suites adjacent			
Floor Plan, e.g. 1/4" = 1'-0" include all dimensions			
X-section including all construction details			
Structural (or Comfort Letter)			
Mechanical			
Plumbing (To be sealed & signed by P. Eng. Or schematic drawings by TQ plumber)			
Fire Suppression (Performance Specification or Full Design Drawings)			
Electrical			
Exit lighting			
Emergency Lighting			
Pull station and tie in to annunciator			
Reflected Ceiling Plan			

LETTERS OF ASSURANCE, BC Building Code Schedule A & B's

Schedule A			
Schedule B & City of Langley Form 2 & Proof of Insurance			
Architectural			
Structural (or Comfort Letter)			
Mechanical			
Plumbing			
Fire Suppression (Performance Specification or Full Design Drawings)			
Electrical			

OTHER DOCUMENTS:

Construction Value			
Building Code analysis			
Alternative Solution Proposals			
Health Protection approval			
Form 1 completed by the Owner			
Energy Efficiency compliance			
Construction Fire Safety Plan			

COMPLETE APPLICATIONS WILL ENSURE A MORE TIMELY REVIEW AND ISSUANCE.
INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.