

## CARPORT TO GARAGE CONVERSION

*This guide has been prepared to provide information only and is neither a bylaw nor legal document. Should there be any discrepancy between this guide and the relevant City Bylaws and/or applicable Codes, the text of the Bylaws and Codes shall be the legal authority.*

### **BACKGROUND:**

The purpose of this guide is to assist the homeowner / builder or contractor with the Building Permit Application process for redevelopment of an existing carport to a garage. This guide will provide the public with information on the City of Langley's requirements for permits and inspections.

### **BUILDING PERMIT APPLICATION SUBMISSION**

Applications are to include the following documentation:

- ~ A completed building permit application form;
- ~ A completed Form 1 – Owner's acknowledgement;
- ~ Title Search, (no older than 48 hours prior to the permit application);
- ~ Agent's Authorization form (if a building contractor is involved);
- ~ Letter of Assurance, Schedule B (required when a Professional Engineer is involved);
- ~ Form 2 – and copy of insurance (provided by the Professional Engineer if involved in the project);
- ~ 2 sets of building plans.

### **REQUIRED DRAWINGS:**

The minimum size paper accepted is 11"x17".

*(Note: Lined or graph-paper will not be accepted, nor will plans drawn in pencil)*

For this type of permit, the necessary drawings and minimum scale to be drawn in are as follows:

- ~ Site Plan: 1:100 or 1/8" = 1'0"  
*(The site plan is not survey; however, a survey may be used to create a site plan. A survey by a BC Land Surveyor may be required to confirm the required setbacks to the property line)*
- ~ Foundation / floor plan: 1:50 or 1/4" = 1'0"
- ~ Elevation views: 1:50 or 1/4" = 1'0"  
*(when a new window or door is added to the exterior wall, a spatial separation calculation will be required to determine whether the size of the opening(s) would be permitted)*
- ~ Cross Section view: 1:50 or 1/4" = 1'0"

### **TECHNICAL REQUIREMENTS FOR THE CONVERSION OF A CARPORT TO A GARAGE:**

- ~ When exterior walls are constructed to create an interior space, they are to be supported by a concrete foundation, whether the new walls will be load bearing or non-load bearing.
- ~ The concrete foundation is to be a minimum 200mm (8") wide and extend a minimum of 450mm (18") below grade for frost protection. The foundation is to extend a minimum 150mm (6") above grade or adjacent pavement / sidewalk.
- ~ Framing materials must be protected from contact with the concrete foundation by an approved sill gasket material or be of pressure treated material.
- ~ Provide a minimum 150mm (6") clearance between cladding and finished grade. 200mm (8") from grade for wood or other cladding susceptible to deterioration from moisture.
- ~ Electrical boxes (*switches, plugs, light fixtures*) in all walls and ceilings adjacent the new enclosed garage are to be of the "gasket sealed" type.
- ~ Door(s) leading from the new enclosed garage to the dwelling must be exterior grade, complete with a threshold, weather stripping, and a self-closing device.
- ~ If a window is added to the new exterior wall and faces an adjacent property, the window size will need to be confirmed through the calculation of "spatial separation" to ensure it complies with the BC Building Code.
- ~ Windows are not permitted between the dwelling and the new enclosed garage.

- ~ The wall between the new garage and dwelling is to be gas sealed.
- ~ A minimum 2.0m (6'7") clear height is required throughout the garage floor space measured to the underside of the door tracks or any other fixture suspended from the ceiling.

### **Required Inspections:**

The inspections to be requested will depend on the scope of work taking place.

- ~ Inspections must be requested by the owner of the property or their authorized agent;
  - ~ All work for the inspection being requested must be completed and ready;
  - ~ Work must not proceed past any of the stages listed without first being approved;
  - ~ The street address and permit card must be posted in a visible location on the site;
  - ~ The approved permit drawings and prior inspections notices are to be available on site for all inspections.
- 1) **Forms Inspection:** on completion of the concrete form work, prior to placing concrete.
  - 2) **Framing:** when all frame work, sheathing, and electrical wiring have been completed. Exterior cladding or insulation not to have been installed at this time.
  - 3) **Insulation/vapour barrier** (where applicable), when the thermal insulation and vapour barrier are completed and prior to drywall being applied.  
**Note: Building paper or house wrap must be applied prior to the insulation being installed to protect it from weather damage.**
  - 4) **Final:** once all construction is complete and before the space is occupied.

### **Additional Information:**

- ~ Any existing bathroom or kitchen exhaust fans or dryer ducts that vent into the existing carport, are to be re-routed or located to exhaust to the exterior.
- ~ Any fresh air intakes located in this renovated space are also to be relocated.
- ~ Separate electrical and gas permits are required for new or modification to the existing systems and are to be obtained through the Technical Safety BC.

Email: [contact@technicalsafetymc.ca](mailto:contact@technicalsafetymc.ca)

Toll free phone number: 1-866-566-7233

## RESIDENTIAL APPLICATION

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

### LOCATION & PROPERTY INFORMATION

Construction Address: \_\_\_\_\_

Legal Description: Lot \_\_\_\_\_ DL \_\_\_\_\_ SEC \_\_\_\_\_ TWN \_\_\_\_\_ Plan \_\_\_\_\_

### TYPE OF WORK PROPOSED

New House ☐ House c/w Suite ☐ Addition ☐ Renovations ☐ Secondary Suite ☐ Accessory ☐

Construction Value: \$ \_\_\_\_\_

Except for the construction of a new dwelling, please describe the scope of work proposed: \_\_\_\_\_

### 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: \_\_\_\_\_ Province: \_\_\_\_\_ Postal: \_\_\_\_\_

### Plumbing Contractor

Company Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal: \_\_\_\_\_

Phone: \_\_\_\_\_ email: \_\_\_\_\_ T.Q # \_\_\_\_\_ Business Licence #: \_\_\_\_\_

### New or Relocated Plumbing Fixtures:

Toilets \_\_\_\_\_ Basins \_\_\_\_\_ Bath Tubs \_\_\_\_\_ Showers \_\_\_\_\_ Sinks \_\_\_\_\_ Dishwasher \_\_\_\_\_ Refrigerator \_\_\_\_\_

Clothes Washer \_\_\_\_\_ Laundry Tubs \_\_\_\_\_ HWT \_\_\_\_\_ FD \_\_\_\_\_ BFP \_\_\_\_\_ Hose Bib \_\_\_\_\_

Other \_\_\_\_\_

**OTHER SIDE MUST BE COMPLETED PRIOR TO APPLICATION**  
**COMPLETE APPLICATIONS WILL ENSURE A TIMELY REVIEW AND ISSUANCE.**  
**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**



## BUILDING DESCRIPTION

No. of floors \_\_\_\_ Main Floor: \_\_\_\_\_sqft Second Floor: \_\_\_\_\_sqft Finished Basement: \_\_\_\_\_sqft  
 Total Finished Area: \_\_\_\_\_sqft Unfinished Floor Area: \_\_\_\_\_sqft Secondary Suite Area: \_\_\_\_\_sqft  
 Attached Garage Area: \_\_\_\_\_sqft Sundeck Area: \_\_\_\_\_sqft Sundeck with Roof Area: \_\_\_\_\_sqft  
**Heating:** Forced Air ☐ Electric-Baseboard: ☐ Hot Water Radiant ☐ HW-Baseboard: ☐ Other ☐

## RESIDENTIAL APPLICATION CHECKLIST

The purpose of this checklist is to describe typical information and documentation which may be necessary when applying for a new Single Family Dwelling or addition application. The following list is not exhaustive and additional items not listed may be required at a later date.

| Req'd                    | NA                       | Rec'd                    |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Completed Building Permit Application Form  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Application Fee   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Two complete sets of Building Permit and Structural Drawings. (Refer to Single Family Dwelling Guide).  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | HPO form (available from BC Housing) (if applicable)  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Owner's Acknowledgement Form (Form 1)   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Agent Authorization Form (if Applicant is not the Owner)  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Title Search – (No older than 48hrs prior to the permit application)  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Engineered Truss layout (if applicable)   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Sealed TJI layout (if applicable)   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Topographical Survey - (For the purpose of site grading for infill lots. Must be original; no older than 30 days). To show main floor elevation(s) of neighbouring homes & grade elevations of adjacent lots. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Schedule "B" from Registered Professional(s)  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Registered Professional's Proof of Insurance (Form 2)   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Certificate of Insurance from Registered Professional(s)  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Integrated Rainwater Management Plan, and soil report sealed by a Registered Professional. (if applicable)  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Flood Hazard Assessment Study   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Provide a reduced copy of the accepted Site Servicing, MBE, Flood Construction Level, Lot Grading. (for subdivisions only)  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Covenants (as applicable)   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Contractor's business license number  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Apply to Engineering Department for estimate to upgrade services. (applicable to projects with a construction value of \$200,000.00 or greater)   |
|                          |                          | <input type="checkbox"/> | Application fee to be paid at time of application.  |

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 permit will be issued.

Name of Applicant:

Signature:

Date:

*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)*

## OWNER'S ACKNOWLEDGEMENT

BUILDING DIVISION [inspections@langleycity.ca](mailto:inspections@langleycity.ca) 604-514-2804

**Civic Address of the Project:** \_\_\_\_\_

**Legal Description:** \_\_\_\_\_

**Project Name and Description:** \_\_\_\_\_

I acknowledge that the owner of the land in respect of which this permit application is made is solely responsible for carrying out the work in accordance with the Building Code and other applicable laws respecting safety.

I acknowledge that the owner of the land is solely responsible for determining whether the work contravenes any covenant, easement, right of way, building scheme or other restriction affecting the building site, and whether the work requires the involvement of an architect under the Architect's Act or an engineer or geoscientist under the Engineers and Geoscientists Act.

I acknowledge that the City of Langley provides a limited monitoring service in relation to the building construction and does not, by accepting or reviewing plans, inspecting construction, monitoring the inspection of construction by others or issuing building or occupancy permits, make any representation or give any Assurance that the construction authorized by the permit for which application is made complies in every or any respect with the Building Code or any other applicable laws respecting safety.

If the City of Langley so indicates on any permit issued pursuant to this application, I acknowledge that the City has issued the permit in reliance on the certification of a registered professional, engaged by me to provide such a certification, that the plans for the work authorized by the permit comply with the Building Code and other applicable enactments, and that the fee for the permit has been accordingly reduced. I acknowledge that the City of Langley, by issuing this permit or any occupancy permit, makes no representations to me or any other person as to any such compliance.

### ALL REGISTERED OWNERS MUST PRINT AND SIGN NAME(S):

Name of Registered Owner(s)

Print

Signature

Date

Print

Signature

Date

- ☐ if more than two (2) owners, please submit a separate letter
- ☐ If the registered owner of the property is a company or not-for-profit corporation, then an authorized signatory as identified by the solicitor must submit a separate letter **OR** all persons on the Company Title Certificate / Society Summary must sign the Letter of Authorization. A copy of the Company Title Certificate / Society Summary must also be provided.
- ☐ All signatures must be original. Photocopies, scans, or digital copies are not accepted.

*Any personal information collected on this form will be managed in accordance with the Freedom of Information and Protection of Privacy Act. Direct enquiries, questions, or concerns regarding the collection, use, disclosure, or safeguarding of personal information associated with this form to: Head of Freedom of Information, City of Langley, 20399 Douglas Crescent, Langley, BC V3A 4B3, [info@langleycity.ca](mailto:info@langleycity.ca) or 604.514-4591*



## AGENT AUTHORIZATION

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

I/We, \_\_\_\_\_ (List of ALL Owners)

Contact Phone No: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Own the land described below and confirm the appointment of:

Agent's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No: \_\_\_\_\_ Email: \_\_\_\_\_

**As agent with respect to the \_\_\_\_\_ (permit application type)  
regarding the property described as:**

Civic Address: \_\_\_\_\_ PID: \_\_\_\_\_ Folio: \_\_\_\_\_

Legal Description: Lot: \_\_\_\_\_, Dist. Lot: \_\_\_\_\_, Plan: \_\_\_\_\_

It is understood that:

1. the City of Langley shall deal exclusively with the above noted agent with respect to all matters pertaining to the application mentioned above and is under no obligation to communicate with the owner(s) or any other person;
2. the above-noted agent has authority to make all necessary arrangements with the City of Langley to perform all matters and to take all necessary proceedings with respect to the application mentioned above; and
3. A written letter is required from the Owner to cancel this appointment.

Further, I/We hereby agree that all information, including personal information, contained on this document and on the application mentioned above may be made available to the public.

**ALL REGISTERED OWNERS MUST PRINT AND SIGN NAME(S):**

Name of Registered Owner(s)

Print

Signature

Date

Print

Signature

Date

- ☐ if more than two (2) owners, please submit a separate letter
- ☐ If the registered owner of the property is a company or not-for-profit corporation, then an authorized signatory as identified by the solicitor must submit a separate letter **OR** all persons on the Company Title Certificate / Society Summary must sign the Letter of Authorization. A copy of the Company Title Certificate / Society Summary must also be provided.
- ☐ All signatures must be original. Photocopies, scans, or digital copies are not accepted.

**FOR STRATA TITLE PROPERTIES PLEASE COMPLETE Page 2 AS WELL**



**STRATA TITLE PROPERTIES**  
Strata Corporation Authorization

Consent of a Strata Corporation is required for work that will involve or affect Common Property and Limited Common Property. In accordance with the Strata Property Act:

“Common Property” means

- (a) that part of the land and buildings shown on a strata plan that is not part of a strata lot, and
- (b) pipes, wires, cables, chutes, ducts and other facilities for the passage or provision of water, sewage, drainage, gas, oil, electricity, telephone, radio, television, garbage, heating and cooling systems, or other similar services, if they are located
  - (i) within a floor, wall or ceiling that forms a boundary
    - (A) between a strata lot and another strata lot,
    - (B) between a strata lot and the common property, or
    - (C) between a strata lot or common property and another parcel of land, or
  - (ii) wholly or partially within a strata lot, if they are capable of being and intended to be used in connection with the enjoyment of another strata lot or the common property.

“Limited Common Property” means common property designated for the exclusive use of the owners of one or more strata lots.

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I am a member of the Strata Council for the Strata Corporation of the above-noted property and hereby confirm on behalf of the Strata Council that the Strata Corporation consents to:

- ☐ Release of archived copies of building plans related to the Property.
- ☐ Work that will alter Limited Common Property adjacent to Unit Number \_\_\_\_\_
- ☐ Work in Unit Number \_\_\_\_\_ that will affect Common Property, Limited Common Property or both owned by the Strata Corporation

The work permitted is as follows (provide description of building, plumbing, electrical work):

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Strata Council Member

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

*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)*



**REGISTERED PROFESSIONAL'S  
PROOF OF INSURANCE  
(FORM 2)****BUILDING DIVISION inspections@langleycity.ca 604-514-2804**

City of Langley  
20399 Douglas Crescent  
Langley, BC V3A 4B3

Attention: Chief Building Inspector:

**RE : (address of project)**

The undersigned hereby gives Assurance that:

- I have fulfilled my obligation to obtain a policy of professional liability insurance as outlined in section 15.3 of the Building and Plumbing Bylaw, 2003, No. 2498;
- I have enclosed a copy of my certificate of insurance indicating the particular of such coverage;
- I am a registered professional as defined in the current edition of the British Columbia Building Code;
- I will notify the Building Official immediately if this insurance coverage is reduced or terminated at any time during construction.

[affix seal]

\_\_\_\_\_  
Name of Registered Professional (please print)

\_\_\_\_\_  
Signature of Registered Professional

\_\_\_\_\_  
Date

Email address: \_\_\_\_\_

\_\_\_\_\_  
Name of Firm

Permit to Practice # \_\_\_\_\_



### GENERAL CONTACT INFORMATION

|   |                                |  |   |                              |
|---|--------------------------------|--|---|------------------------------|
| <b>LANGLEY CITY HALL</b>                                    | 604-514-2804                   | <a href="mailto:inspections@langleycity.ca">inspections@langleycity.ca</a>           | 20399 Douglas Cr., Langley BC V3A 4B3               | Mon-Fri:<br>8:30 to 4:30pm   |
| <b>LANGLEY CITY FIREHALL</b>                                | 604-514-2880                   | <a href="mailto:fireinfo@langleycity.ca">fireinfo@langleycity.ca</a>                 | 5785 203 St., Langley BC V3A 9L9                    | Mon-Fri:<br>8:30 – 4:30pm    |
| <b>RCMP NON-EMERGENCY</b>                                   | 604-532-3200                   | <a href="mailto:langleyrcmp@rcmp-grc.gc.ca">langleyrcmp@rcmp-grc.gc.ca</a>           | 22180 48A Ave., Langley, BC V3A 8B7                 | Various hours                |
| <b>LANGLEY PUBLIC HEALTH UNIT / HEALTH PROTECTION</b>       | 604-514-6121                   | <a href="mailto:LangleyHP@fraserhealth.ca">LangleyHP@fraserhealth.ca</a>             | Suite 110, 6470 201 Street, Langley, BC V2Y 2X4     | Mon-Fri:<br>8:30am – 4:30pm  |
| <b>GAS &amp; ELECTRICAL TECHNICAL SAFETY BC</b>             | 1-866-566-7233                 | <a href="mailto:contact@technicalsaftybc.ca">contact@technicalsaftybc.ca</a>         | 104-9525 201 St., Langley BC V1M 4A5                | Mon-Fri:<br>8:30am – 12:30pm |
| <b>BC HYDRO</b>   | 1-800-224-9376                 | <a href="http://bc1c.ca">bc1c.ca</a><br><a href="http://Bchydro.com">Bchydro.com</a> | 6911 Southpoint Dr., Burnaby BC                     | Mon-Fri:<br>8am – 4pm        |
| <b>FORTIS BC</b>  | 1888-224-2710                  | <a href="http://Fortisbc.com">Fortisbc.com</a>                                       | 16705 Fraser Hwy., Surrey, BC V4N 0E8               | Mon-Fri: 7am – 8pm           |
| <b>BC ONE CALL</b>  | 1-800-474-6886                 | <a href="mailto:info@bc1c.call">info@bc1c.call</a>                                   | 130-4299 Canada Way, Burnaby BC V5G 1H3             | Mon-Fri:<br>7am – 5pm        |
| <b>WORKSAFE BC (SURREY)<br/>Prevention Information Line</b> | 604-276-3100<br>1-888-621-7233 | <a href="http://contactus.online.worksafebc.com">contactus.online.worksafebc.com</a> | 100-5500 152 <sup>nd</sup> St., Surrey BC V3S 5J9   | 24hrs                        |
| <b>LANGLEY REGIONAL AIRPORT</b>                             | 604-534-7330                   | <a href="mailto:ynjoperations@tol.ca">ynjoperations@tol.ca</a>                       | 5385 216 St., Langley BC V2Y 2N3                    | 8am – 4pm                    |
| <b>BC ASSESSMENT AUTHORITY</b>                              | 1-866-825-8322                 | <a href="http://bcassessment.ca">bcassessment.ca</a>                                 | 240-31935 South Fraser Way, Abbotsford BC V2T 5N7   |                              |
| <b>HOMEOWNER PROTECTION OFFICE</b>                          | 604-646-7050<br>1800-407-7757  | <a href="http://bchousing.org">bchousing.org</a>                                     | 203-4555 Kingsway, Burnaby BC V5H 4T8               | Mon-Fri:<br>8:30am – 4:30pm  |
| <b>LAND REGISTRY OFFICE</b>                                 | 604-630-9630                   | <a href="mailto:customerservice@ltsa.ca">customerservice@ltsa.ca</a>                 | 500-11 Eighth St., New Westminster BC V3M 3N7       | Mon-Fri:<br>8am – 4:30pm     |
| <b>BC GOVERNMENT AGENTS OFFICE</b>                          | 604-466-7470                   |  | 175-22470 Dewdney Trunk Rd Maple Ridge, BC V2X 5Z6  | Mon – Fri:<br>9am – 4:30pm   |
| <b>DEPARTMENT OF FISHERIES &amp; OCEANS</b>                 |                                | <a href="http://www.dfo-mpo.gc.ca">www.dfo-mpo.gc.ca</a>                             |   |                              |
| <b>MINISTRY OF ENVIRONMENT</b>                              | 604-582-5200                   | <a href="mailto:servicebc@gov.bc.ca">servicebc@gov.bc.ca</a>                         | 200-10470 152 <sup>nd</sup> St., Surrey, BC V3R 0Y3 |                              |