

SINGLE-FAMILY DWELLING PERMIT APPLICATION

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:

This guide has been developed to assist the public in providing the necessary documentation and information to make a building permit application for the construction of a single-family dwelling. This guide will provide the public with information on the City of Langley's requirements for permits and inspections.

BUILDING PERMIT APPLICATION SUBMISSION

Building permits are required when you wish to:

- ~ Construct a new home;
- ~ Construct a new accessory building or structure greater than 10m² in size;
- ~ Repair, renovate or add to an existing building;
- ~ Remove, relocate, alter or construct interior walls;
- ~ Complete a previously unfinished area in an existing building;
- ~ Construction or removal of a secondary suite;
- ~ Construct, cover or enclose a porch or sundeck;
- ~ Convert an existing carport to a garage or living space;
- ~ Demolish a building;
- ~ Construct chimneys or install a wood stove or inserts;
- ~ Construct retaining walls over 1m in height;
- ~ Install new plumbing fixtures;
- ~ Installation of backflow prevention device;
- ~ Installation or modification of a fire suppression system;
- ~ Construction of a swimming pool.

Building permits are NOT required for non-structural, minor modifications such as:

- ~ Replacing cupboards;
- ~ Painting;
- ~ Roofing repairs or re-roofing (however, a third party inspection by a recognized independent roofing inspection company is recommended);
- ~ Exterior finish repair or replacement;
- ~ Landscaping, sidewalks.

Important Notice:

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 Division of the City of Langley.

A Notice of Project is required by WorkSafe BC for all new building projects and renovations having a capital expenditure of \$100,000 or greater. For additional information please go to:
www.worksafebc.com/builders

Application for a Building Permit:

The applicant must provide the following Information:

- ~ A completed building permit application form;
- ~ A completed Owner's acknowledgments (Form 1);
- ~ A title search, (no older than 48hrs. prior to the permit application);
- ~ Agent's Authorization Form, (if a building contractor is involved);
- ~ Completed exempt or non-exempt BC Housing warranty form from HPO;
- ~ Schedule B - (when a Professional Engineer(s) is involved with the project);
- ~ Professional Proof of Insurance (Form 2) and copy of insurance (provided by the Professional Engineer);
- ~ 2 sets of site and building plans drawn to scale. Drawings are to be sealed by the Professional Engineer.
- ~ Construction on existing properties requires a topographical survey (BCLS) of the property including the elevations of adjacent properties to 3 meters from adjoining property line.

REQUIRED DRAWINGS:

Lined or graph-paper will not be accepted, nor will plans drawn in pencil.

Single line drawings are acceptable for site plans only. All plans and information submitted must be of an appropriate scale, with sufficient detail to establish compliance with the building code and City of Langley bylaws. The plans are to be legible and of suitable quality for digitization. If you are unable to draw appropriate plans, then you must obtain the services of a qualified person.

Drawings may be submitted in metric or imperial scale.
Below 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"

The Cover Sheet:

This page will have specific information, such as:

- ~ A building code analysis;
- ~ A City Zoning Bylaw analysis;
- ~ A site plan of the property. (a site plan is not a survey; however, a survey could be used. A survey will be required later at the forms inspection).

Site Plan: (the site plan is to include the following information)

- ~ Lot shape and size, with the distances (setbacks) from the building to the property lines;
- ~ A north arrow;
- ~ Any easements, rights-of-way or water courses;
- ~ Driveway location, existing and /or proposed;
- ~ Show deck, projections and/or cantilevers;
- ~ Perimeter drainage sump location;
- ~ Service connections: Sanitary, storm and water. Provide the invert elevation of the sanitary and storm connection;
- ~ Storm Water Management Plan (swales and lawn basin locations)
- ~ Minimum Building Elevation (MBE);
- ~ Finished grade and top of foundation elevations at each corner of the building and finished grades along the side property lines.

Foundation and Floor Plans:

- ~ Show the foundation, with dimensions. Provide the foundation wall thickness, size of footings, including pad footings for columns;
- ~ Show all partition and bearing walls. Label finished / unfinished areas;
- ~ Provide room uses and sizes;
- ~ Include all windows and doors, their sizes and the door swings;
- ~ Stairs, showing direction of travel, stair dimensions, landings and required handrails/guardrails;
- ~ All plumbing fixtures, hot water tank, appliances, fireplaces and the heating system;
- ~ Provide the layout (direction) of all floor, ceiling and roof systems. Include the spacing and sizing of the framing members. Provide the size of all beams and lintels;
- ~ Indicate brace or sheer wall assemblies;
- ~ Provide a roof truss and / or floor truss layout (complete with point loads) signed and sealed by the structural engineer.

Typical Cross Sections and Construction Details:

- ~ All construction materials;
- ~ Floor to ceiling height of all rooms, including crawl or roof spaces;
- ~ Floor, ceiling, roof and wall assemblies;
- ~ Footings and foundation walls;
- ~ Building envelope details for the exterior cladding;
- ~ Finished grades and top of foundation;
- ~ Construction assembly for thermal resistance compliance.

Elevations: (the four views of the building face)

- ~ Exterior finish;
- ~ Window and door sizes. (*Window openings are limited to the percentage permitted for spatial separation in the current edition of the BC Building Code*);
- ~ Finished grades and top of foundation elevations shown at each corner of the building;
- ~ Roof slope.

INSPECTIONS:

- ~ Inspections must be requested by the owner or 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 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 form work, prior to placing concrete for footings or foundations. (Survey and engineer's inspection report are required on site for the inspection.)
- 2) **Service Connection:** to be requested when all piping for the water service, storm and sanitary sewer has been placed, but prior to backfilling.
- 3) **Prior to Backfill:** required when the drain tile is in place and covered with the min. 6" of drain rock after the plan review has been completed.
The foundation damp-proofing will be inspected at the same time.
- 4) **Rough Plumbing:** 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 being used in the floor slab, an inspection of the insulation and poly is required prior to pouring the concrete. A compaction certificate is required from a professional engineer for all sub-slab fill material.

6) Frame Inspection: to be called when all frame work, sheathing, duct work, electrical wiring and plumbing rough-ins have been completed and before the application of exterior cladding or installation of insulation. The field report for the professional engineer is to be on site for this inspection.

7) Insulation and Vapour Barrier Inspection: to be requested when the thermal insulation and vapour barrier are completed and prior to the application of wallboard or paneling. **(Building paper or house wrap must be applied to the exterior sheathing prior to the insulation installation to protect it from weather damage.)**

8) Final Building Inspection: when all construction is completed and before occupancy. ("All construction" includes, but is not limited to: final lot grading, exterior stairs, guardrails, caulking; and where applicable, Fire Department approval of the fire suppression system.)

No person may occupy or permit occupancy of any Building or Structure until a Final Inspection has been undertaken by the Building Inspector and occupancy has been authorized in writing.

ADDITIONAL INFORMATION:

All contractors / trades people undertaking work in the City of Langley are to have a valid business licence with the City.

HOMEOWNER PROTECTION OFFICE (HPO)

For complete information and documents, please contact: BC Housing, Licensing and Consumer Services at: 604-646-7050. Web site: www.bchousing.org.

BUILDING PERMIT FEES:

The Building Permit fees are based on the value of construction. A non-refundable application fee will be collected at the time of application. The remainder of the total building and plumbing permit fees will be calculated after the plan review has been completed. A refundable damage deposit is required prior to the issuance of the Building Permit.

TECHNICAL INFORMATION:

The owner of the property and their designer are responsible to review all applicable City of Langley Bylaws and Engineering Department requirements.

~ Although seismic design may be drawn from Part 9 of the BC Building Code, if the designer has no expertise in this area, the drawings will required to be reviewed and sealed by a Professional Engineer. (The addition of a storey to a dwelling will automatically require the involvement of a Professional Engineer).

~ Be aware, the BC Building and Plumbing Codes experience revisions throughout their code cycle. Designers are to be current on the updates.

~ Any windows serving a bedroom must conform to the emergency egress opening requirements. Minimum area of 0.35m² (3.77sqft) with no dimension less than 380mm (15").

~ Additions to existing dwellings will required to meet the current energy and ventilation requirements of the BC Building Code.

~ Storm sewer lift pumps are not permitted in the single-family residential areas.

~ Required storm drainage is to be connected to the city storm sewer system. If there is no existing connection, an engineered storm water facility (infiltration gallery) may be permitted.

A geotechnical engineer is to prepare a report on the suitability of the soil and the groundwater table depth of the property. The report and infiltration gallery design are to be submitted for review. The submission of the documents does not mean acceptance of the proposed storm water facility.

If the report and design are found acceptable, the owner will be required to register a restrictive covenant on the property.

~ Secondary Suites are covered under a separate information guide.

~ Required electrical permits are to be obtained through Technical Safety BC. Please contact their office at: 1-866-566-7233. Email: contact@technicalsaftybc.ca.

ZONING:

Setback requirements:

RS-1

Building Type	Front	Rear	Interior	Exterior
<i>Principal Building</i>	7.5m (24.61ft)	7.5m (24.61ft)	1.5m (4.92ft)	4.5m (14.76ft)
<i>Accessory Buildings and Structures</i>	7.5m	1.5m	1.5m	4.5m
	(24.61ft)	(4.92ft)	(4.92ft)	14.76ft)

RS-2

Building Type	Front	Rear	Interior	Exterior
<i>Principal Building</i>	7.5m (24.61ft)	7.5m (24.61ft)	3.0m (9.84ft)	4.5m (14.76ft)
<i>Accessory Buildings and Structures</i>	7.5m	1.5m	3.0m	4.5m
	(24.61ft)	(4.92ft)	(9.84ft)	14.76ft)

Lot Coverage:

The maximum permitted lot coverage for both RS-1 and RS-2 Zoned properties is thirty-three percent (33%). **Lot Coverage** means the horizontal area covered by all buildings and enclosed structures and is expressed as a percentage of the *lot* area.

Height requirements:

RS-1 and RS-2

Building Type	Height
<i>Principal Building</i>	9.0m (29.53ft)
<i>Accessory Buildings and Structures</i>	4.6m
	(15.09ft)

Please note: building height, is measured from the “lowest finished grade” to the highest point on a flat roof, or the average level between the eaves and ridge of a gable, hip or gambrel roofed building or the deck line of a mansard roof. Where there is more than one type of roof, the greater of these measurements shall apply.

SOUTH LANGLEY INTEGRATED RAINWATER MANAGEMENT FOR UNSERVICED PROPERTIES

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BACKGROUND:

The purpose of this guide is to provide basic information on the requirements for integrated rainwater management in South Langley on properties **NOT** serviced by City storm sewer. For detailed design information, please see **Section 5.0, Integrated Rainwater Management in the City of Langley Design Criteria Manual** of the new Subdivision and Development Servicing Bylaw 2020 No.3126.

Requirements:

Where a City drainage system is **NOT** available to a single-family dwelling lot in South Langley for which a building permit application for new construction, or an addition to a single family dwelling or accessory building an Integrated Rainwater Management plan will be required.

The requirement for an infiltration gallery is **exempt** if an additional roof area of 25m² (269sqft.) or less is proposed for a single family dwelling or if the **total** roof area of an accessory building is less than 25m² (269sqft.).

South Langley is located roughly south of Grade Crescent and 50 Ave between 196 Street and 210 Street. For the exact location and properties included in the South Langley area see the City of Langley Design Criteria Manual Dwg SS-SLO1

The following is a list of Integrated Rainwater Management requirements:

- Submission of a design for the Integrated Stormwater Management system by a Professional Geotechnical Engineer (to include a soils report, infiltration gallery design, downspout discharge, pervious pavement, lot grading and amended soils).
- The property must have existing soil conditions that are permeable or porous
- The infiltration gallery shall be located a minimum 5m away from the foundation of the nearest building and minimum 1m separation from the property line.
- A minimum **8.5m** front yard setback for the proposed construction will be required where the infiltration gallery is located in the front yard. The infiltration gallery will only be permitted in the rear yard when the property is on the north side of east-west streets in South Langley that are generally sloped north toward their backyard.
- Downspouts must discharge to splash pads.
- Impervious surfaces are not permitted.
- Amended soils must be placed on the property unless it can be shown by a Professional Geotechnical Engineer that the infiltration rate of the native soil is greater than 50mm/hour and as such amended soils are not required.
- Minimum building elevation of 0.30m above the crown of the road.

Requirement for Professional Geotechnical Engineer

The owner of the property is to obtain the services of a Professional Geotechnical Engineer, who is to provide:

- a report on the suitability of the soil and groundwater table depth of the subject property.
- provide an Integrated Rainwater Management and Lot Grading Plan. (Refer to Section 5.0 of the Design Criteria Manual for requirements).
- Schedule B and sealed design drawings
- Sealed copy of the on-site infiltration design template.

Covenant Requirements

Once the report and design drawings have been accepted by the City of Langley Engineering Department, a rough draft of the restrictive covenant and the engineer's report is to be submitted electronically to the City of Langley Building Department at inspections@langleycity.ca for review. The property owner will be notified if the draft document will require corrections or amendments. Once the draft restrictive covenant has been accepted, the owner is to provide 2 original signed documents, title search and letter of undertaking from the lawyer or notary to the City of Langley for final signatures. The report from the Geotechnical Engineer will be attached to a restrictive covenant that is to be registered against the property with the Land Title Office for the on-site infiltration gallery.

See over for Checklist of Design Plan Requirements

SOUTH LANGLEY

INTEGRATED RAINWATER MANAGEMENT PLAN

CHECKLIST

Address: _____ BP#: _____

SOUTH LANGLEY INTEGRATED RAINWATER MANAGEMENT PLANS ARE REQUIRED FOR THE FOLLOWING:

- Single family dwellings: new, reconstruction of, additions, and
- Accessory Buildings

GENERAL REQUIREMENTS

Req'd	Rec'd	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sealed soils report from a Professional Geotechnical Engineer complete with Schedule B
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2-sets of Professional Geotechnical Engineer sealed plans conforming to the specifications and standards of the City's Subdivision and Development Servicing on an A1 size, 22"x34" sheet
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dimension all lot lines
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Benchmark Information
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Integrated Rainwater management legend
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lot area, building, and driveway area(s)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed building footprint, driveway, parking, storage & other impermeable surfaces
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location and specifications of amended soils
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location and specifications of infiltration gallery (5.0m from building foundation and 1.0m minimum from property lines). Engineering design calculations showing the infiltration gallery size required to contain a 100-year, 24-hour rainfall event.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proposed location of swales and lawn basins.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Rainwater leader splash pad locations (not to flow over walking surfaces)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Show adjacent properties surface flow direction
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Show pre-development & post-development contours at maximum 0.25m intervals extending 30m outside the development site/property
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proposed location of the sediment trap
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed elevations at all lot corners
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Note minimum building elevation (0.30 above crown of road)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cross section of property complete with proposed building and elevations.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Final infiltration rate in mm/hr for infiltration gallery design

Please note that it is the sole responsibility of the owner/agent to ensure that they have reviewed the project requirements and provided all applicable information on the integrated stormwater management plans. Additional information may be requested during the plan review process.

INTEGRATED RAINWATER MANAGEMENT FOR SERVICED PROPERTIES

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 provide basic information on the requirements for integrated rainwater management in Langley on properties serviced by City storm sewer. For detailed design information, please see **Section 5.0, Integrated Rainwater Management in the City of Langley Design Criteria Manual** of the Subdivision and Development Servicing Bylaw 2020 No.3126.

Requirements:

Where a City drainage system is available to a single-family dwelling lot in Langley for which a building permit application for new construction, or an addition to a single family dwelling or accessory building an Integrated Rainwater Management plan will be required.

The requirement for a Rainwater Management is **exempt** if an additional roof area of 25m² (269sqft.) or less is proposed for a single family dwelling or if the **total** roof area of an accessory building is less than 25m² (269sqft.).

The following is a list of Integrated Rainwater Management requirements:

- Submission of a design for the Integrated Rainwater Management system by a Professional Geotechnical Engineer (to include a soils report, downspout discharge, pervious pavement, lot grading, sediment trap, storage manhole and amended soils).
- The property must have existing soil conditions that are permeable or porous
- Downspouts must discharge to splash pads.
- Impervious surfaces are not permitted.
- Amended soils must be placed on the property unless it can be shown by a Professional Geotechnical Engineer that the infiltration rate of the native soil is greater than 50mm/hour and as such amended soils are not required.
- The minimum building elevation (MBE) is to be 0.60m above the storm sewer service connection invert and 0.30m above the Major drainage System Hydraulic Grade Line (HGL), whichever governs.

Requirement for Professional Geotechnical Engineer

The owner of the property is to obtain the services of a Professional Geotechnical Engineer, who is to provide:

- a report on the suitability of the soil and groundwater table depth of the subject property.
- provide an Integrated Rainwater Management and Lot Grading Plan. (Refer to Section 5.0 of the Design Criteria Manual for requirements).
- Schedule B and sealed design drawings

Covenant Requirements

Once the report and design drawings have been accepted by the City of Langley Engineering Department, a rough draft of the restrictive covenant and the engineer's report is to be submitted electronically to the City of Langley Building Department at inspections@langleycity.ca for review. The property owner will be notified if the draft document will require corrections or amendments. Once the draft restrictive covenant has been accepted, the owner is to provide 2 original signed documents, title search and letter of undertaking from the lawyer or notary to the City of Langley for final signatures. The report from the Geotechnical Engineer will be attached to a restrictive covenant that is to be registered against the property with the Land Title Office for the Integrated Rainwater Management System.

See over for Checklist of Design Plan Requirements

INTEGRATED RAINWATER MANAGEMENT FOR SERVICED PROPERTIES CHECKLIST

Address: _____ **BP#:** _____

RAINWATER MANAGEMENT PLANS ARE REQUIRED FOR THE FOLLOWING:

- Single family dwellings: new, reconstruction of, additions, and
- Accessory Buildings

GENERAL REQUIREMENTS

Req'd	Rec'd	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sealed soils report from a Professional Geotechnical Engineer complete with Schedule B
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2-sets of Professional Geotechnical Engineer sealed plans conforming to the specifications and standards of the City's Subdivision and Development Servicing on an A1 size, 22"x34" sheet
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dimension all lot lines
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Benchmark Information
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lot area, building, and driveway area(s)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed building footprint, driveway, parking, storage & other impermeable surfaces
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location and specifications of amended soils
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proposed location of swales, lawn basins and storage manhole etc.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Rainwater leader splash pad locations (not to flow over walking surfaces)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Show adjacent properties surface flow direction
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Show pre-development & post-development contours at maximum 0.25m intervals extending 30m outside the development site/property
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proposed location of the sediment trap
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed elevations at all lot corners
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The minimum building elevation (MBE) is to be 0.60m above the storm sewer service connection invert and 0.30m above the Major drainage System Hydraulic Grade Line (HGL), whichever governs.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cross section of property complete with proposed building and elevations.

Please note that it is the sole responsibility of the owner/agent to ensure that they have reviewed the project requirements and provided all applicable information on the integrated stormwater management plans. Additional information may be requested during the plan review process.

SECONDARY SUITE APPLICATION AND TECHNICAL REQUIREMENTS

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 to establish a Secondary Suite in a single-family dwelling. This guide provides information on the BC Building Code and City of Langley's requirements for permit applications, construction and inspections of.

Zoning Bylaw Requirements

Before a Secondary Suite may be considered, the owner of the property is to ensure the following conditions are met:

- ~ The registered owner of the lot on which the secondary suite is situated, must reside in either the principal dwelling or the secondary suite;
- ~ Only one (1) secondary suite is permitted in a single-family residential building;
- ~ The secondary suite is in, and part of a building which is a single real estate entity. The secondary suite cannot be subdivided from the building under the Strata Property Act. (This means, both dwelling units are registered under the same title);
- ~ The secondary suite will not be permitted in a townhouse, multi-family unit building, or row-house.
- ~ The secondary suite shall not exceed 90m² (968sqft) of finished living area. (This does not include areas used for common storage, laundry facilities or egress);
- ~ The secondary suite shall not exceed 40% of the gross floor area of the building in which the principal dwelling and secondary suite are located;
- ~ The secondary suite shall be provided at least one (1) off-street parking space, in addition to the two (2) spaces required for a single-family dwelling as set out in Part I E. 4 of the City of Langley Zoning Bylaw;
- ~ The secondary suite shall be provided with a "hard surfaced" walkway/sidewalk to the entrance of the suite.
- ~ The secondary suite shall be inspected and approved for compliance with all the requirements by way a Building Permit.

Technical Requirements for New and Existing Secondary Suites

All suites are required to have the following:

- ~ a kitchen sink, lavatory, bathtub (or shower), and water closet;
- ~ a heating system capable of maintaining a minimum temperature of 22°C during the heating season (e.g. electric baseboard heaters or isolated forced air);
- ~ a minimum ceiling height 2.0m (6'6").

Where an existing dwelling is over 30 years of age or the extent of the renovations are more than \$100,000.00; the Engineering Department of the City of Langley will determine whether the existing utilities need to be up graded.

Application for a Building Permit

The applicant must provide the following Information:

- ~ A completed building permit application form;
- ~ Owner's Acknowledgment (Form 1);
- ~ A title search, (no older than 48 hours prior to the permit application);
- ~ Agent's Authorization Form, (when a building contractor is involved in the project);
- ~ Letter of Assurance Schedule B - (when a Professional Engineer is involved with the project);
- ~ Professional Proof of Insurance (Form 2) and copy of insurance (provided by the Professional Engineer involved with the project);
- ~ 2 sets of site and building plans drawn to scale.

Required Drawings:

The minimum size paper accepted is 11"x17". (Lined or graph-paper will not be accepted, nor will plans drawn in pencil.)

All plans and information submitted must be of an appropriate scale, with sufficient detail to establish compliance with the BC Building Code and City of

Langley Bylaws. The plans are to be legible and of suitable quality for digitization. If you are unable to draw appropriate plans, then you must obtain the services of a qualified person. (Designer or Architect)

Site Plan:

The site plan is to be drawn in 1/8" = 1'0" scale and include the following:

- ~ address;
- ~ the dwelling sited on the property;
- ~ north arrow;
- ~ fronting and adjacent streets;
- ~ driveway and proposed off-street parking spot;
- ~ hard surfaced walkway to suite entry.

Floor Plan:

The floor plans are to be drawn in 1/4" = 1'0" scale and include the following information:

- ~ both floors of the principal dwelling and the secondary suite;
- ~ all rooms clearly labeled and their sizes;
- ~ all door and window locations, with sizes shown;
- ~ locations of smoke and CO detectors;
- ~ locations of exiting or proposed sprinkler heads to be relocated or installed (only if a fire suppression is existing);
- ~ the method of heating the secondary suite. (e.g. electric base boards or isolated forced air,);
- ~ a detail of the construction for the fire separation between the dwelling and secondary suite ceilings and walls; complete with the fire resistance and sound ratings;

Cross Section:

The cross-section view is to be drawn in 1/4" = 1'0" scale and include the following information:

- ~ All construction materials for the walls, ceilings, and floors;
- ~ Wall and floor assemblies with required fire resistance and sound ratings;
- ~ Floor to ceiling height of all rooms;

BC Building Code Safety Requirements:

- ~ All work is to comply fully with the current edition of the BC Building Code;
- ~ Dwelling units that contain a secondary suite shall be separated from each other by a fire separation having a fire-resistance rating of not less than 30 min.
- ~ Smoke alarms shall be installed in each sleeping room and hallway of the suite. The smoke alarms shall be wired so that the activation of one smoke alarm will cause the others to sound.
- ~ An additional, interconnected, photo-electric smoke alarm shall be installed in both the principal dwelling and the suite.

- ~ Carbon Monoxide (CO) alarms are required to be installed and interconnected between the dwelling and suite where a fuel fire appliance (natural gas furnace or hot water tank) is in the building or where a storage garage is present;

- ~ An exit must be provided directly to the exterior from the suite. A second exit may be required dependant on egress from the suite. A window is acceptable as a second exit provided it has an unobstructed opening of not less than 0.50m² (5.38sqft) with a maximum sill height of 1m;

- ~ Exiting through a garage or service room is not permitted;

- ~ **All** bedrooms shall have a window that provides emergency egress to the exterior. The window shall have an unobstructed opening of not less than 0.35m² (3.77sqft) with no dimension less than 380mm (15");

- ~ Stair width shall be a minimum 860mm (34") with a rise and run compliant to the BC Building Code;

- ~ For dwellings equipped with a fire suppression system, modifications to the system will require a separate permit application.

Secondary Suite Heating and Ventilation:

- ~ For existing dwellings, with an interconnected forced air heating and ventilation system between the principal dwelling and the secondary suite, one of the following three options may be used to bring the system into compliance:

- i) the heat registers and cold air returns are to be disconnected from the main air plenum and covered and sealed; the secondary suite is then supplied with electric base board heaters.

- ii) where the heating or ventilation system will serve both the secondary suite and the principal dwelling, the system shall be designed to prevent the circulation of smoke upon the signal from a duct type smoke detector. Ducts penetrating fire separations shall be equipped with fire dampers.

- iii) an independent furnace and duct system may be installed to heat the secondary suite.

- ~ A secondary suite, new or existing, is to have its own principal fan, sized and controlled in conformance with the ventilation requirements of the current edition of the BC Building Code.

- ~ New Dwellings are to be designed so that the furnace room for the principal dwelling is not located in the secondary suite

- ~ A furnace room in an existing dwelling shall be separated from the secondary suite with a minimum 30 min. fire separation and have doors of a hinged type, complete with weather stripping and a self-closing device.

Separation between the Principal Dwelling and the Secondary Suite

- ~ Secondary suites and the principal dwelling shall be separated by a fire separation having a minimum 30-minute fire resistant rating;

30 minute FRR with a Sound Transmission Class Rating (STC) of 43:

- ~ Joist spaces of floor/ceiling assemblies, are to be filled with preformed insulation of rock or slag fibres conforming to CAN/ULC S702. **(REGULAR THERMAL INSULATION IS NOT ACCEPTABLE, MINERAL FIBRE INSULATION REQUIRED);**
- ~ Load bearing wall stud spaces (including the exterior walls of the suite) are to be filled with preformed insulation of rock or slag fibres conforming to

CAN/ULC S702. **(REGULAR THERMAL INSULATION IS NOT ACCEPTABLE, MINERAL FIBRE INSULATION REQUIRED);**
- ~ Resilient channel, spaced at either 16" or 24" O.C. is required on at least one side of the walls separating the suite and dwelling as well as on the ceiling;
- ~ Minimum 1/2" type X drywall is required on both sides of the walls and on the ceiling or construction providing an STC rating of not less than 43, or a separating assembly and adjoining construction, which together provide an STC rating of not less than 40;
- ~ Combustible drain, waste, and vent piping must be enclosed by a minimum of 1/2" drywall. Penetrations of a horizontal fire separation (the ceiling of the suite) are not permitted. Openings in the drywall around drain, waste, or vent piping are to be sealed.

45 minute FRR with a Sound Transmission Class Rating (STC) of 48:

- ~ Floor/ceiling assemblies, joist spaces are to be filled with a minimum 6" of fibreglass insulation;
- ~ Stud spaces of load bearing walls, (including the exterior walls of the suite) to be filled with fibreglass insulation;
- ~ Non-load bearing suite separation walls to be filled with fibreglass insulation;
- ~ Resilient channel is required on ceilings and 1 side of the suite separation wall.
- ~ 5/8" type X drywall is required on both sides of the walls and ceilings;

Required Inspections:

(As they are applicable to the scope of work being performed)

- ~ Preliminary inspection of an existing building;
- ~ Under-slab plumbing;
- ~ Rough plumbing;
- ~ Waterlines and P-trap;
- ~ Framing;
- ~ Vapour barrier and insulation;
- ~ Drywall inspection – to confirm installation of the resilient channel and the thickness of drywall on the separation walls and ceiling;
- ~ Final.

No person may occupy or permit occupancy of any Building or Structure until a Final Inspection has been undertaken by the Building Inspector and occupancy has been authorized in writing.

BUILDING PERMIT FEES:

- ~ The Building Permit fees are based on the value of construction. A non-refundable application fee will be collected at the time of application. The remainder of the total building and plumbing permit fees will be calculated after the plan review has been completed. A refundable damage deposit is required prior to the issuance of the Building Permit.

ADDITIONAL INFORMATION:

- ~ Storm sewer lift pumps are not permitted in the single-family residential areas.
- ~ Required storm drainage is to be connected to the city storm sewer system. If there is no existing connection, an engineered infiltration gallery may be permitted.
- ~ 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.
- ~ Required electrical permits are to be obtained through Technical Safety BC. Please contact their office at: 1-866-566-7233.
Email: contact@technicalsaftybc.ca.

CONSTRUCTION ACTIVITY SIGN

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.

The City of Langley Noise Bylaw No. 3273 provides information as it relates to sound from construction activity or equipment. Sound from construction activity or from construction equipment may occur only between the hours of:

- Monday to Friday 7:00am to 8:00pm
- Saturday 7:00am to 6:00pm

Sound from construction activity or sound from construction equipment is **NOT PERMITTED at any time on Sundays and Statutory Holidays.**

Construction activity includes, but is not limited to; erecting, altering, repairing, relocating, dismantling, adding, installing, demolishing, structural maintenance, moving, land clearing, earth moving, grading, excavating, shoring, laying of pipe or conduit (whether above or below ground level), street and highway building, concreting, equipment installation, concrete clean up, structural installation of construction components and material in any form, or for any purpose, and includes any work being done in connection therewith and warming up of equipment either on arrival or departure of the contractor or trades person.

Contractors are to install a Construction Activity Sign prior to the building permit being issued for projects where the construction value exceeds \$500,000.00. The location and a sample of the construction activity sign is to be incorporated in the permit application drawings, installed at the site, and accepted by the City prior to the building permit being issued.

If work cannot be completed within the hours of the Bylaw, (large concrete pours for example), an application for an exemption must be submitted to the Engineering Department, to work outside the permitted hours. The application is to be submitted 7 days before the commencement of the work. If the application is found acceptable, the neighbouring property owners are to be notified in writing, 3 days before work starts.

For an exemption application or a sample construction notification letter please contact the Engineering Department at 604-514-2997.

For other sound-related complaints, please contact the Community Safety (Bylaw Enforcement Department) at 604-514-2851.

Construction Activity Sign

The Construction Activity Sign must:

- Be posted in a prominent location on the parcel of land that is clearly visible from at least one adjacent street;
- Have a height of no more than 3.0m above grade;
- Be a minimum of 1.5m X 1.5m in size;
- Contain lettering that is at least 5.0cm high with 2.5cm spacing and a colour that contrasts with the background of the sign
- Set out the hours permitted for construction under the Noise Bylaw and exemptions to the construction hours which may have been granted;
- State the name of the general contractor for the construction, the name and telephone number of an individual representative of the general contractor;
- Give a monitored 24 hour telephone contact number for complaints and concerns, and the City of Langley telephone number.

Sample Sign (not to scale)

Permitted Construction Activity Hours

Mon. – Fri.	7am – 8pm
Sat.	7am – 6pm
Sunday & Holidays**	PROHIBITED

Project name / Description

Name of the General Contractor of the Construction

24Hr Contact Number
604-555-5555 - M. Jones

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

TOPOGRAPHICAL SURVEY PLAN REQUIREMENTS

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.

A legal survey is required to establish compliance with zoning, building and environmental requirements as well as to identify charges against property that may impact the permit process.

All survey plans:

- Must be sealed, signed and dated by a BC Land Surveyor (BCLS)
- Must use the Geodetic Datum
- All survey units of measurement must be consistent with permit drawings. (Metric with Metric, Imperial with Imperial)
- Must include legal description and civic address of the property
- The originating benchmark must be referenced on the topographical survey

TOPOGRAPHICAL SURVEY PLAN

The topographical survey plan shall not be more than 6 months old and shall use the existing original grades.

Manipulation of grades by filling or excavating is not acceptable.

The following information shall be shown and located on the topographical survey plan:	Included
Encroachments (e.g. retaining walls), easements, rights-of way, watercourses (including top of bank information), ditches, ravines, and other similar fixed objects on or adjacent to property.	
Indicate existing grades at the top and bottom of all retaining walls at 3 metre (10'0") intervals	
Lot dimensions and lot area as determined by field survey, posts or monuments, defining all angle points of subject lot or lots.	
Corner elevations of property. If a retaining wall is located on property corner, please indicate both top and bottom of wall elevations.	
Indicate all setbacks (based on Zoning Bylaw Requirements)	
Show footprint of all existing structures on property.	
Locations and grades of existing and proposed driveway and/or culvert crossing	
Topographical elevations of adjacent properties to 3 meters from adjoining property line.	
Show spot elevations along both sides of driveways (proposed or existing) at property lines, curb, ditch or swale and road centreline	
Show spot elevations around the perimeter of the site and at a minimum of 3 metre (10'0") onto adjacent property. <ul style="list-style-type: none"> • Show spot elevations for significant elevation changes on site greater than 30 cm (1'0") • If elevation changes of more than 3 metres (10'0") over total length of property, contour lines at 30 cm (1'0") intervals to be shown. 	

OWNER'S ACKNOWLEDGEMENT

BUILDING DIVISION 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 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.

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):

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

**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 # _____

INSTALLATION OF SOLAR HOT WATER SYSTEMS

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

Solar Hot Water System (SHWS) is a system to heat water using solar energy. The system usually consists of:

- Solar collectors mounted on the roof that absorb solar energy to heat the transfer fluid (antifreeze);
- A heat exchanger, pump and pipes that transfer the heat from the transfer fluid from the collectors to storage tank(s);
- Storage tank(s) acting as a pre-heat tank for the existing hot water tank.

As the system may not supply 100% of the daily demand, a conventional hot water heating system is required as a back-up to ensure hot water can be supplied at all times.

The standards governing the domestic **SHWS** are:

- CSA F378-87 (R2004) – Solar Collectors
- CSA F379-09 – Packaged Solar Domestic Hot Water Systems (liquid to liquid heat transfer)
- CSA F379.1-88, Solar Domestic Hot Water Systems (liquid to liquid heat transfer) – Equipment for solar heating of potable water shall conform to this standard
- CSA F383-87, “Installation Code for Solar Domestic Hot Water Systems”

BUILDING PERMIT APPLICATION SUBMISSION

Applications must include the following:

- Building permit application form
- Owner’s acknowledgement (Form 1)
- Owner Authorization form (if applicable)
- Schedule B from the registered professional(s).
- Professional Proof of Insurance (Form 2) – and copy of insurance.
- Two sets of plans and specifications showing the scope and installation of the system including:
 - Site plan;
 - System components and specifications;
 - Attachment details of the solar collectors to the roof;
 - Roof plan and building elevation showing the location of the solar collectors.

- Details of solar panel installation with structural loading and attachment shall be signed and sealed by a structural engineer with Letters of Assurance, Schedule B.
- If connected to the potable water system, plumbing schematics will be required and shall be signed and sealed by a mechanical engineer with Letters of Assurance, Schedule B

Although the CSA F379.1-88 allows the use of both single and double wall heat exchangers, the Building Department only accepts double wall heat exchangers with leak detection to protect the potable water system from being contaminated by the heat transfer fluid.

Inspection Requirements

- Framing Inspection:

Prior to calling for framing inspection; field reports, signed and sealed by the Structural and Mechanical Engineers are required, confirming that the rough in of the system and solar panels have been installed according to the submitted engineered design.

- Final Inspection:

Prior to calling for final inspection, the electrical work shall be inspected and accepted by Technical Safety BC. 1-866-566-7233

Schedule C from the Structural and Mechanical Engineers shall be submitted to the Building Department prior to the final inspection.

For more information, please visit the Solar BC or Canadian Industries Association websites.

SITING OF AIR CONDITIONING & HEAT PUMP EQUIPMENT IN RESIDENTIAL ZONES

Due to an increase in the use of heat pumps and air conditioning equipment, the following siting restrictions are required to be met to prevent excessive noise to neighbouring properties:

- No heat pump or air conditioning equipment shall be located within the side yard setback of all Residential Zones.
- The equipment is to be sited in either the front or rear yards, toward the middle of the building or dwelling it serves, such that noise or sound emanating from the equipment will not disturb the quiet, peace, rest, enjoyment, comfort, or convenience of any individuals or the public.

For further information and inquiries, contact the Building Division at 604-514-2804.

GENERAL CONTACT INFORMATION

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