

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 ASTC 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.

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: _____ Postal: _____ Postal: _____

Plumbing Contractor

Company Name: _____ Contact Person: _____

Address: _____ City: _____ 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



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
 BC Energy Code Step Level (proposed): Step (circle one): 1 2 3 4 5

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"/>	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"/>	Building Scheme Design Approval (if applicable)
<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"/>	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"/>	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 \$100,000.00 or greater)
x	<input type="checkbox"/>	<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: _____

COMPLETE APPLICATIONS WILL ENSURE A MORE TIMELY REVIEW AND ISSUANCE.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

OWNER'S ACKNOWLEDGEMENT (FORM 1)

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.

Name of Registered Owner (please print)_____
Date of Acknowledgement_____
Signature of Registered Owner or Authorized Signatory of Corporate Owner



Building and Plumbing By-law
Bylaw No. 2498

AGENT AUTHORIZATION

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

To: Director, Development Services and Economic Development

I/We, _____ (List of ALL Owners)

Address (owner): _____

Phone No: _____ 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 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 hereby agree that all information, including personal information, contained on this document and on the application mention above may be made available to the public.

Signature of Owner

Signature of Witness

Print Name of Owner

Print Name of Witness

Date: _____

FOR STRATA TITLE PROPERTIES PLEASE COMPLETE Page 2 AS WELL



20399 Douglas Crescent, Langley BC V3A 4B3
604.514.2800 langleycity.ca

BUILDING DIVISION
inspections@langleycity.ca
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
SOUTH FRASER HEALTH REGION HEALTH PROTECTION SERVICES	604-514-6121	LangleyHP@fraserhealth.ca	22051 Fraser Hwy., Langley BC V3A 4H4	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 Bhydro.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.ca		
WORKSAFE BC (SURREY) Prevention Information Line	604-276-3100 1-888-621-7233	contactus.online.worksafebc.com	130-4299 Canada Way, Burnaby BC V5G 1H3 100-5500 152 nd St., Surrey BC V3S 5J9	Mon-Fri: 7am – 5pm 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	

