

## TENANT IMPROVEMENT GUIDE

*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 information regarding the Building Permit Application submission requirements for tenant improvements to commercial, industrial and Institutional buildings. All proposed construction shall comply with the current edition of the BC Building Code, City of Langley Building and Zoning Bylaws and other applicable enactments.

### **Building Permits are Required for:**

Any interior or exterior alterations or change of use to an existing commercial, industrial or institutional building, including, but not limited to the following examples:

- ~ an addition to increase the floor area of an existing building;
- ~ addition of a mezzanine or storey within an existing floor space;
- ~ alterations to an existing or creation of a new tenant space;
- ~ change of use or business within an existing building;
- ~ alterations to the façade of a building;
- ~ alteration to plumbing or mechanical systems, including commercial kitchen exhaust systems;
- ~ installation of vertical storage or racking systems greater than 8 feet in height.

### **Application for a Building Permit:**

Applications are to include the following documentation:

- ~ A completed Building Permit Application form;
- ~ Owner's Acknowledgement (Form 1), (this form is to be completed by the owner of the building);
- ~ Agent's Authorization Form, (the tenant, is considered as the agent for the purposes of the building permit);
- ~ Letter of Assurance, Schedule B (when a Professional Engineer is involved with the proposed work);
- ~ Professional Proof of Insurance (Form 2) – and copy of insurance, (to be provided by the Professional Engineer involved with the project);
- ~ Two (2) sets of key and building plans, drawn to scale (description of required drawings to follow);
- ~ Fraser Health approval (description of applicable businesses to follow);
- ~ Current City of Langley Business Licence or a Fraser Valley Inter-Municipal Licence for trades involved with the proposed work.
- ~ **Additional items** not listed may be required depending on the individual situation.

### **Fees:**

An application fee is to be paid upon application of the permit. The remaining permit fees and the refundable damage deposit will be collected upon pick up the permit. Permit fees are based on the value of construction.

### **Drawings:**

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)

- ~ Single line drawings are acceptable for site or key plans only.
- ~ Drawings may be submitted in metric or imperial scale. Below are the minimum scales:

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

### **Site / Key Plan:**

- ~ Is to show the location of the subject building on the property, complete with the over-all building dimensions of both the principal building and tenant space;
- ~ Indicate the tenant use on either side of the subject space;
- ~ Show the north arrow, the property lines, label the streets, and show the parking spaces;

**Floor Plans:**

(The following information, as it is applicable, is to be shown on the floor plan of the proposed work)

- ~ a “before” or “existing” floor plan and the proposed floor plan with all dimensions;
- ~ a reflected ceiling plan and components
- ~ all partitions and bearing walls;
- ~ all fire separations (including the existing separation between the subject space and adjacent occupancies);
- ~ room / space use and dimensions;
- ~ show the travel distance from all floor areas to an exit door or exit stair;
- ~ show existing washrooms and fixtures as well as proposed, additional or required washroom facilities; (i.e. accessible washrooms)
- ~ equipment and fixtures layout (i.e. in the case of salons, dentist office or food service);
- ~ windows, doors, including sizes and door swings;
- ~ stairs, showing direction of travel, stair dimensions and required hand and guardrails;
- ~ separate drawings for plumbing, including fixtures or appliances are to be provided. **(Depending on the scope and complexity of the proposed work, a Professional Engineer may be required to provide sealed and signed drawings, complete with Schedule B.)**

**Cross Section:**

- ~ floor, ceiling and wall assemblies separating the proposed tenant space from the adjacent floor areas;
- ~ floor to ceiling height of all areas;
- ~ show the mezzanine or additional floors, and indicate the construction materials;
- ~ show the height above and below the mezzanine or additional floors;
- ~ show the stairs to the mezzanine or additional floors and indicate the rise and run, headroom height and handrail or guard heights and design.

**Persons with Disabilities:**

- ~ The drawings for the proposed work are to include the applicable aspects of Section 3.8 of the current edition of the BC Building Code with respect to persons with disabilities for all existing, proposed and upgrading of the facilities.

**Architects and Engineers:**

- ~ Be advised; if the proposed work includes an assembly occupancy, the existing building will require an assessment by a Registered Professional to determine whether the entire building would require up-grading.
- ~ Additional engineering is required for commercial cooking ventilation, dust collection systems and spray booths.

Architects and / or Professional Engineers are required when the proposed work involves the following:

- ~ occupancy uses such as, restaurants, bars, dental offices, supermarkets, hospitals, care facilities, daycare, education centres and complex industrial buildings.
- ~ for walls to be constructed that will be greater than 12’ in height and/or 25’ in length;
- ~ “T” bar ceilings greater than 144sqft in area, for the purposes of seismic restraint, including any additional fixtures to be located within or supported by the suspended ceiling;
- ~ vertical storage or racking systems, greater than 8’ in height; (a geotechnical assessment may be required for bearing capacity)
- ~ mezzanines

**Fraser Health Authority Review:**

Approval from the Fraser Health Authority is required for projects that involve food handling (or products to be consumed by the public) and personal services. (a list of examples is provided below)

One set of plans for the proposed work is to be reviewed and signed by the Fraser Health Inspector and to be submitted to the Building Division, before the building permit application will be approved for issuance.

The Health Protection Office is located at 22051 Fraser Hwy, Langley. Telephone: 604-514-6121

**Food & Tobacco**

Restaurants	Takeout Food Services
Delicatessens	Bakeries
Mobile Food Vending	Food Stores
Butcher Shops	Seafood Stores
Banquet/Catering Halls	Liquor Lounges/Pubs
	Tobacco Retailers

**Recreational**

Public Swimming Pools	Commercial Swimming Pools
Wading / Spray Pools	(Hotel / Motel / Strata)
Hot Tubs	
(Hotel / Motel / Strata)	

**Personal Services**

Hair Salons	Manicure/Pedicure Salons
Tanning Salons	Electrolysis / Laser Clinics
Acupuncture/Acupressure	Massage Therapy
Tattoo Parlours	Body Piercing / Branding

**Additional Information:**

- ~ A separate sign permit will be required for new occupancies.
- ~ A separate sprinkler permit will be required for buildings with an existing fire suppression system

**Food & Liquor Service Establishments**

Before applying for a building permit for a food and liquor service establishment, first check with the Planning Department to determine:

1. if the business is a permitted use in the proposed location;
2. if seating or an increase in seating in an existing restaurant is permitted; and
3. if an application for Preliminary Plan Approval (PPA) is required.
4. For Liquor Primary Licenses a City Council resolution is required for alterations resulting in an increase in occupant load or for the addition of a patio

For additional information, please contact the Planning Department at 604-514-2804.

### **Building Code Classifications and Washroom Requirements**

A restaurant with an occupant load of thirty (30) persons or less can be classified as Business or Personal Service Occupancy (Group D).

A restaurant having an occupant load of more than 30 is classified as an Assembly Occupancy (Group A2).

### **Upgrading of Existing Building**

When a new restaurant is moving into an existing building or an existing restaurant is expanding its seating capacity, the building may have to be re-classified to the occupancy of the restaurant and upgraded to meet the current code requirements. The extent of the upgrade may include but is not limited to the following:

- non-combustible construction
- sprinklers (where occupant load is over 60 persons)
- fire alarm
- fire-resistance rating of the floor, roof and/or demising walls (See attached suggested tenant separation upgrade details sheet)
- structural capacity of the floor assembly
- washrooms
- exits
- accessibility for persons with disability

It is highly recommended that you engage an architect or engineer to review the feasibility of the existing building to accommodate a restaurant **before signing a lease agreement**.

### **Determining Occupant Load**

For all new and renovated establishments serving liquor, the British Columbia liquor licensing regulations requires an occupant load calculation determined by the Building Division. The Building Division will review the occupant load

based on the establishment meeting the requirements of the Zoning Bylaw and the BC Building Code for health and life-safety. Items 1 – 7 below must all be considered in determining allowable occupant load.

#### **1. Net floor area:**

- An occupant load of 1.2 m<sup>2</sup> net floor area per person for licensed restaurants.
- Areas such as stairs, entries or vestibules, shafts, partitions, permanent fixtures, kitchens, storage, staff-only areas and washrooms are not included.

**2. Patios & decks** are included as they are assumed to be an additional load.

#### **3. Number of water closets: [BCBC 3.7.2.2 (6)]**

**Note:** access to public washrooms must not be through the kitchen.

One universal (accessible to person with a disability) toilet room must be provided for a restaurant with an occupant load (includes staff) of 10 or fewer.

A minimum of two universal toilet rooms must be provided for an occupant load 11 to 30. One universal toilet room, one male and one female washroom is also acceptable.

Male and female washrooms with the minimum number of water closets (toilets) per Table 3.7.2.2.A. of the 2012 BC Building Code must be provided.

#### **4. Exit capacity: (BCBC 3.4.3.2)**

6.1 mm of exit width required per person (i.e., a 36-inch door will accommodate 150 persons but any single door is not permitted to accommodate more than half the occupant load).

### **Other Requirements**

#### **• Fire alarm: (BCBC 3.2.4.1(4)(g))**

Fire alarm is required where the occupant load exceeds 150 persons.

#### **• Exit signs: (BCBC 3.4.5.1(7))**

Exit signs are required where the occupant load exceeds 60 persons.

#### **• Panic Hardware: (BCBC 3.4.6.16.(2))**

Panic hardware is required on exit doors from floor areas containing more than 100 persons.

#### **• Sprinklers:**

Sprinklers are required where the occupant load exceeds 60 persons.

• **Additional items** not listed may be required depending on the individual situation.



# TENANT IMPROVEMENT APPLICATION

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

## LOCATION & PROPERTY INFORMATION

Construction Address: \_\_\_\_\_ Unit #: \_\_\_\_\_

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

## TYPE OF BUILDING & WORK PROPOSED

Assembly  Commercial  Industrial  Institutional  Construction Value: \$ \_\_\_\_\_

Please describe the scope of work proposed: \_\_\_\_\_

**Building Information:** No. of Storeys: \_\_\_\_\_ Total Building Floor Area: \_\_\_\_\_ sq. ft, Unit Floor Area: \_\_\_\_\_

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

### Adjacent Tenants

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

## CONTACT INFORMATION

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

**Applicant** Company Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ email: \_\_\_\_\_

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

**Owner** Name: \_\_\_\_\_ Contact Person Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ email: \_\_\_\_\_

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

**Building Contractor** Company Name: \_\_\_\_\_,

Contact Person : \_\_\_\_\_ Business Licence #: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ email: \_\_\_\_\_

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

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

### Plumbing Contractor

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ Phone: \_\_\_\_\_

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

### New or Relocated Plumbing Fixtures:

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

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

Other \_\_\_\_\_

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

Name of Applicant: \_\_\_\_\_

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

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

**OTHER SIDE MUST BE COMPLETED PRIOR TO APPLICATION →**

All plans and information submitted must be of an appropriate scale with sufficient detail to establish compliance with the building code and the bylaws of the city. The plans are to be **legible** and of **suitable quality** for archival storage. **If you are unable to draw appropriate plans, then you must obtain the services of a qualified person.** Drawings will be accepted in either metric or imperial, but all documentation must be consistent throughout in one standard only.

**DRAWINGS**

Provide 2 sets of the following drawings (hard copies, wet sealed & signed)

	Required	Provided	N/A
<b>Site Plan</b> (Full site plan showing location of all buildings and your tenant space)			
<b>Architectural</b>			
Floor Plan, e.g. 1/4" = 1'-0" include all dimensions <ul style="list-style-type: none"> <li>• Existing layout with room uses identified</li> <li>• Proposed demolition work</li> <li>• Proposed layout with room uses identified (fully dimensioned)               <ul style="list-style-type: none"> <li>○ Include door sizes, window locations, fixture layouts, location of electrical panel &amp; smoke detectors</li> </ul> </li> </ul>			
X-section including all construction details <ul style="list-style-type: none"> <li>• Fire Resistance Rated Walls</li> <li>• Interior partition walls</li> <li>• Floor/Ceiling details</li> <li>• Firestopping Details</li> <li>• Materials Specification Sheet (listed firestopping product)</li> </ul>			
<b>Structural (or Comfort Letter)</b> including: walls >25' in length and /or >12' in height; seismic restraint for "T" bar ceilings & other equipment; racking systems greater than 8' in height			
<b>Mechanical</b>			
<b>Plumbing</b> (To be sealed & signed by P. Eng. Or schematic drawings by TQ plumber)			
<b>Electrical</b>			
Exit lighting			
Emergency Lighting			
Pull station and tie in to annunciator			
Reflected Ceiling Plan			

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

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

**OTHER:**

Application Fee			
Title Search (within 48 hours of permit application – obtain from BCLTSA office)			
Agent Authorization (if applicant is not title owner)			
Owner's Acknowledgement (Form 1)			
Building Code analysis			
Energy Efficiency compliance			
Fraser Health Authority approval (if applicable)			
CPTED (Crime Prevention through Environmental Design) Report – Child Care (as required)			

**Note:** Any plumbing and/or electrical work must be completed by a trades qualified professional. Appropriate permits are required.

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

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

## CHILD CARE FACILITIES

*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.*

### **Purpose:**

This bulletin has been prepared to assist the public to understand the regulations of the BC Building Code as it applies to Child Care Facilities. Please note: This bulletin is a guideline only; all child care facilities must be in compliance with the current edition of the BC Building Code.

### **Background:**

Licensed child care facilities must meet the requirements of the Community Care and Assisted Living Act (Act) and the Child Care Licensing Regulation. The buildings in which they are located must be in compliance with the B.C. Building Code for use as a child care facility. An application for a daycare license generates a referral to the Building and Fire Departments, and the issuance of a license is contingent on health and safety issues being satisfactorily addressed. Single family homes with care for no more than 8 children generally only require minor upgrades in order to meet the minimum life safety standards. Larger facilities (more than 8 children) should anticipate that significant life safety upgrades will be required to meet these standards. These upgrades, in turn, will normally initiate the requirement for building permits. In some cases, permits for plumbing, gas, and electrical work will also be required. A CPTED (Crime Prevention through Environmental Design) report may be required. Regardless of permits, Inspections of every child care facility will be required.

### **Building Permit Requirements:**

The following documentation must be submitted at the time a building permit application is made:

1. Letters of Assurance from the Coordinating Registered Professional (Schedule B)
2. Code report or analysis indicating the existing classification and construction of the building and the required renovations/upgrades to bring the building into compliance with Part 3 of the Building Code. (note – the original building may not comply to the stricter construction and safety requirements required by the Code, thereby requiring major modifications to the building)
3. Plans:

A double line plan, drawn to scale, distinguishing new from existing construction, is required (in triplicate) including:

- Site plan of entire building on lot, streets & north arrow
- Location of child care facility within the building
- Detailed floor plans of the child care area showing all dimensions, doors, windows, etc.
- Locations of required exits and fire separations
- Location of washrooms and other plumbing fixtures
- Details of new construction – list materials and finishes. Walls, floor, ceiling, etc.
- Indicate all structural changes

Note – a structural engineer may be required

### **Child Care for more than 8 children in care:**

Child Care facilities fall under the requirements of Part 3 of the Code, which addresses regulations for fire protection, occupant safety and accessibility. The facility will be classified as an Assembly Use (Group A2) under the BC Building Code. In most cases, a building permit will be required for the conversion of the space to a child care facility. Building permit applications must provide sufficient information to demonstrate that the facility will be safe for its intended purpose. Compliance with the requirements of the current edition of the British Columbia Building Code is required for this purpose. The Code specifies that a building or project falling

under Part 3 of the code must retain the services of a coordinating registered professional (Under the B.C. Architect's Act an architect is required for this type of building).

**Child Care in Single Family Dwellings (3 – 8 children in care):**

Section 20 of the Community Care and Assisted Living Act supersedes requirements of the Building Code other than those for fire and health safety respecting a single-family dwelling house. Unless physical modifications to the building are contemplated no building permit is required. The basic requirements are:

- Compliance with Division B, Part 9 of the BC Building Code
- Maximum 8 children total (including the license holder's own children)
- Smoke alarms and CO2 detectors (hard-wired and interconnected) required in compliance with the Building Code.

These buildings are reviewed as dwelling units and provided there are no outstanding issues (incomplete permits, work without permits, life safety issues), a child care facility will be permitted.

**Where Children Under 30 months Are Accommodated:**

- the facility shall be located in a building that is not more than 1 storey above or below a storey with an exit that opens directly to the exterior of the building at ground level, or the building is sprinklered.
- A fire alarm system shall be installed if the building contains one or more other suites.

**Inspections:**

An inspection of the facility is required as part of the licensing process. Prior to requesting an inspection please provide the following minimum information:

- Building Drawings:
  - Site plan showing location of daycare, entry/exit, outdoor play areas, fences
  - Floor plans showing all areas of the daycare and the room uses (note: plans to be approved by Fraser Health prior to submittal to the City)
- Fire Safety Plan including: (please check with the Fire Department for further requirements)
  - floor plan indicating exits, location of fire extinguishers, smoke alarms
  - emergency fire drill procedures
  - contact & medical information for the children

In the course of inspection, you may be required to:

- Obtain permits for the removal or legalization of any unauthorized construction that has taken place on the property (building, plumbing, gas and/or electrical as appropriate)
- Correct any obvious hazards (handrails, guards, furnaces in the bedrooms, bedroom egress, clearance to combustibles in the furnace room, open wire circuits, and any other obvious fire safety or health concerns)
- Remove all two-sided key locks from principle exits from the child care facility and install locking devices that are readily openable from the inside.
- Correct unsafe installation of stairs, landscape or grading issues for pedestrian traffic to the entrance/exit of the facility
- Upgrade the life and fire safety devices in the building. This may include fire separations (walls, floors/ceilings), smoke alarms/detectors, heat detectors, fire extinguishers, exit lighting, emergency lighting. You may also be required to install a fire alarm system and/or sprinkler the building.

**Note:**

Inspections of Child Care in Single Family Dwellings (3 – 8 children in care) will be conducted by the City of Langley Fire Department. Inspections of all other Child Care businesses will be conducted by both the City of Langley Building Department and Fire Department.



## HAZARDOUS MATERIALS CLEARANCE REQUIREMENT

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This form is to be completed and submitted in association with an application for a Building Permit where the proposed works include **demolition, alterations or renovations within an existing structure** constructed prior to 1990.

A Clearance Letter must be posted, signifying the building is safe to enter once the hazardous materials are removed. The Hazardous Materials Assessment Report must be available and produced upon request for inspection purposes.

If a Clearance Letter prepared by a qualified person (as per WorkSafeBC Guidelines Part 20) cannot be produced, the Building Official may stop the inspection to ensure their safety.

**Building Permit No.:** \_\_\_\_\_

**Project Address:** \_\_\_\_\_

Was the existing building constructed prior to 1990?

Yes  No  Year of Construction \_\_\_\_\_

Has a Hazardous Material Assessment Report as per WorkSafeBC Guidelines Part 20 been completed for this structure?

Yes  No

\_\_\_\_\_  
*Applicant (Print)*

\_\_\_\_\_  
*Applicant Signature*

\_\_\_\_\_  
*Date*

*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*



# 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*



Building and Plumbing By-law  
Bylaw No. 2498

## AGENT AUTHORIZATION

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

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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.

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

[affix seal]

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

\_\_\_\_\_  
Date

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

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

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





### GENERAL CONTACT INFORMATION

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