

# eApply Getting Started Guide

## How to apply online for building permits

### Apply and pay for select building permit applications online

It has never been simpler or more convenient to apply for a building permit. If an 'apply online' button is available under the permit type, you can submit your application digitally.

Here is a quick summary of the e-apply process. For more detailed information, follow the instructions under the 'Getting Started' section.

**STEP 1:** Sign in to our MyTownship Account or create an account at [MyTownship.tol.ca](https://MyTownship.tol.ca):

- use an email you check regularly
- supply your mailing address
- set a secure password
- allow up to an hour to receive a verification email

**STEP 2:** Complete an application online and upload the required documents.

Building permit applications must be complete. The application will be considered incomplete if the required documents are not uploaded.

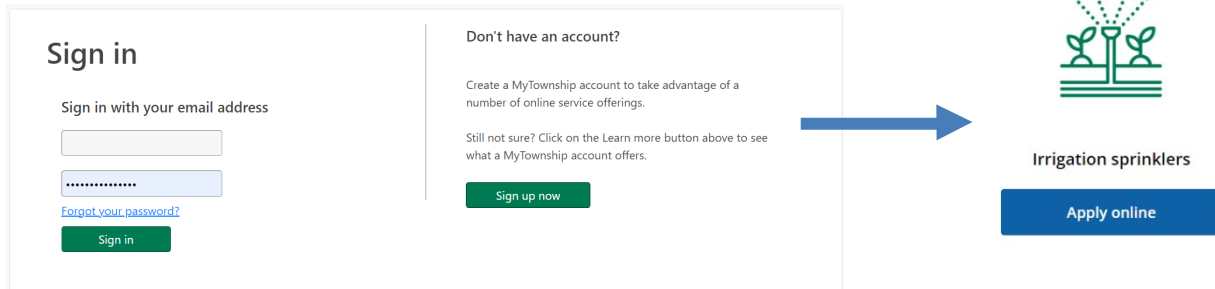
If you need more details, follow these instructions:

### Getting started:

- Visit [tol.ca](https://tol.ca) to find out information about your property.
- Review the appropriate bylaws and any applicable enactments that pertain to your project.
- Determine whether property zoning allows for the proposed construction.
- A title search for the property may help provide information regarding the disclosure of any restrictive covenants, rights-of-way, and easements.
- The Township of Langley [GeoSource](#) mapping system may offer helpful information like watercourse and property zoning. GeoSource can be accessed from [tol.ca](https://tol.ca) under Services; Online Services; Data and Maps.
- Review [Building Permit Applications and Guides](#) to obtain building permit application requirements. Use the appropriate checklist for your proposed construction to ensure the application requirements are met and the necessary drawings and documentation have been submitted.
- Submit your online application. Instructions are provided in this guide.

## Step 1: Sign in or Sign up for MyTownship

- Visit [tol.ca/MyTownship](http://tol.ca/MyTownship) and 'Sign in' if you already have a MyTownship account – or select 'Sign up now' to create one.
- Follow the instructions under 'Don't have an account?' Visit your email inbox to confirm the registration and complete the MyTownship registration.



## Step 2: Complete an Online Application

1. Go to [tol.ca/buildingpermits](http://tol.ca/buildingpermits).
2. Select 'Apply online' under the application type.
3. Review the information and click 'Continue'.
4. Sign in to your MyTownship account.
5. Complete the online application and upload the required documents
6. Confirm the information you have entered and accept the acknowledgments and press 'continue'.
7. You will receive a confirmation receipt acknowledging that your submitted application has been received. Please make note of the application number in the blue band or print out your application receipt.
8. Your building permit application will be reviewed.
9. Following submission of the building permit application, but prior to issuance, more items or inspections may be required.
10. You will be notified when the permit is ready for issuance. A building permit is then issued following payment of the appropriate fees and bonds.

**Note:** All notifications about the status of the application review and approval of your e-application will be sent to the email address linked to your MyTownship account.

## Helpful Tips

- You must provide an access code when you submit your e-application. This code allows you to link the permit application to your MyTownship account and request building inspections once the permit is issued. It is up to the builder/owner/applicant to distribute the access code to any trades calling for inspections.
- Construction value means the estimated total costs to the owner/builder for the proposed construction to be completed.

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