



Building Inspection Request



Township of
Langley
Est. 1873

I want to request a building inspection.

A **MyTownship** account is **required** to schedule a building inspection. When you submitted your building permit application, you provided a 4 – 6 digit access code on the application form. This access code is **required** to link the building permit to your **MyTownship** account.

A MyTownship Account is required to schedule a building inspection

Step 1 • Register with MyTownship

- Navigate to MyTownship at www.tol.ca/MyTownship.
- Click on 'Sign up or Sign in to MyTownship'.
- Click on 'Sign up now' to create an account.
- If you don't have a MyTownship account follow the instructions under 'Don't have a MyTownship account'.
- You will receive an email regarding your registration. Confirm the email to finalize and complete your MyTownship registration.
- Login to MyTownship at www.tol.ca/MyTownship once your registration is complete.

Step 2 • Register your building permit(s) with MyTownship

You will require the 4 – 6 digit access code provided at the time your building permit application was submitted (the access code is provided by the owner/builder/applicant on building permit application form). Only one access code is issued per building permit, and it is up to the owner/builder/applicant to distribute to the trades as required. Find more information at www.tol.ca/inspections.

- From the MyTownship Dashboard choose 'Permits' under 'Property Accounts'
- The first time you add a permit, you will be asked to create a profile
- Click on 'Edit Accounts'
- Click on 'Link Account'
- Click on 'Link a Permit'
- In the folder number field, enter the building permit number – BPXXXXXX
- Enter the 4 – 6 digit access code
- Click on the 'Link' button

Q. What do I need to know and do?

- A. Schedule your building inspection using your MyTownship account choosing an available inspection date and provide the **required information**.

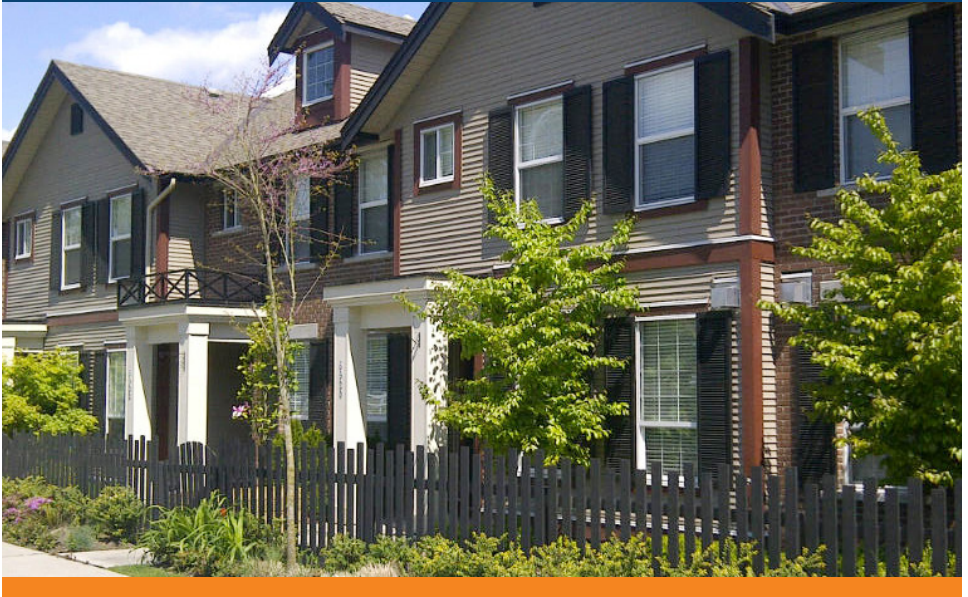
How to Request a Township of Langley Building Inspection

- From your MyTownship account, choose 'Permits' under 'Property Accounts'
- Click on the permit you want to schedule an inspection for – all building permits have a hard hat icon beside them. If you have multiple permits, you can type in the permit number, address or the street in the filter accounts field.
- Scroll down to the inspections (tasks)
- Beside the specific inspection, click on 'Schedule'
- In the Notes field, enter the business licence number of the trade doing the work (**required information**). If you are a homeowner and have not hired a contractor or subtrade to do the work, please enter homeowner in the notes field.
- Select a date

Cancel or Reschedule an Inspection

- Click on the 'Cancel' or 'Reschedule' button
 - » To reschedule, you will be prompted to choose a new inspection date. Confirm the business licence number of the trade doing the work and click on 'Reschedule'.
 - » To cancel an inspection, you will be prompted with a confirmation screen of the inspection you are about to cancel. To cancel the inspection, click on 'Cancel Inspection'.
- Inspection requests can be cancelled online using your MyTownship account before 3:30pm on the day prior to the inspection. Inspection cancellations after that time must be confirmed by phone at 604.533.6018.

Building inspection requests must be submitted by 3:30pm on the business day prior to the day of inspection and is based on availability due to limited inspections per day. If the building inspector is unable to attend the site on the requested day due to a high volume of requests, it will be rescheduled for the following business day.



Next Steps

Change to Inspections are scheduled as follows:

- Inspection requests must be received **before 3:30pm** to be scheduled on the next business day (subject to availability).
- When scheduling your inspections, please note we are unable to guarantee next day inspections.

Township inspectors make every effort to attend your site as scheduled. However, in the event of a delay, the inspection is rescheduled for the following business day.

Find more information on building inspection requests at www.tol.ca/inspections

Questions?

Permit, Licence & Inspection Services | 20338 – 65 Avenue, Langley, BC V2Y 3J1

Monday - Friday 8:30am - 4:30pm excluding statutory holidays

† 604.533.6018 | f 604.533.6182 | e buildinginfo@tol.ca

tol.ca   