

# Building Permit Application Checklist

## Basement Finish

Township of Langley | Community Development

External Checklist

The following checklist must be completed by the applicant and included with the basement finish building permit application package.

**Note:** This may not be a complete list of requirements and other documentation may be required.

<u>Applicable</u>	<u>N/A</u>	<u>Provided</u>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Building Permit Application form and checklist completed and signed
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Title Search (current, no older than 30 days prior to permit application)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	basement floor plan is drawn to scale (refer to Basement Finish Residential Construction Guide for details)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	septic approval – form/plans sealed by Registered Onsite Wastewater Practitioner (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Owner’s Agent Authorization signed by the owner (if applicable)

If your basement finish includes a secondary suite, please apply for a secondary suite building permit.

It is the sole responsibility of the owner/agent to review all the project requirements before submitting the building permit application and the applicable documents from the above-noted checklist. A complete application package will enable expedient building permit issuance.

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