

Tenant Improvement Building Permits

X-Press Building Permit Service

The Tenant Improvement X-Press Building Permit Service is an enhanced service to help expedite building permit applications for certain types of projects. Our goal is to review and issue eligible building permit applications within 10 business days.

The following projects qualify for Tenant Improvement X-Press Service:

- Interior alterations to assembly, business, industrial, office and retail uses for:
 - up to 300 m² in area
 - up to 600 m² in area for office and retail uses and restaurants with less than 30 seats (Group D and E)
 - no change of use
 - no change in patron area for restaurants
 - no exterior alterations
 - no active permits for the building shell
- Minor fire damage repair

What must be included in your building permit application package:

- Building Permit Application form
- construction drawings and documents outlined in the X-Press Application - Tenant Improvement Guide
- architectural drawings, signed and sealed by an architect, including a key plan
- plumbing, electrical, mechanical, fire suppression and structural drawings (if required), signed and sealed by a Professional Engineer
- Schedule A provided by the Coordinating Registered Professional
- Schedule B required for the plumbing, electrical, mechanical, fire suppression, and structural (if required) engineers
- architectural drawings to be stamped by the Health Department for food and personal service applications, daycares, recreational facilities, and other facilities as required by the Health Authority
- Alternative Solution Application (if applicable)

Application forms and guides can be found under [Tenant Improvement X-Press Applications](#).

Once the application is deemed complete and accepted (including compliance with the Township of Langley Zoning Bylaw), staff will review the application for compliance with the Building Code and all applicable bylaws.

If further clarity or information is required following the technical review of the application, the examiner will schedule a consultation (telephone, virtual or in-person) with the applicant to review the outstanding issues. Following the consultation and where possible, staff will mark up the drawings to issue the building permit. Once the permit is issued, applicants can request an inspection online.