

Building Permit Application Checklist

Commercial, Industrial, Institutional – Includes Additions

Township of Langley | Permits and Inspections

External Checklist

Project address: _____

A pre-permit application meeting is required for all complex buildings before a building permit application can be submitted. Email pliapplication@tol.ca to request a pre-application meeting.

The following checklist must be completed by the applicant and included with the 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"/>	Agent Authorization Form signed by all parties (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Title Search (current, no older than 30 days prior to permit application)
			Provide three sets of signed and sealed drawings:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- site plan indicating right of ways, easements, restrictive covenants, etc.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- architectural
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- structural
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- mechanical
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- plumbing
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- electrical
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- civil (storm water management, on site services, Erosion & Sediment Control)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- landscape (complete with cost estimate)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- fire suppression system (permitted to be a separate application)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Excavation and shoring plans - two sets of signed and sealed
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Letter of Assurances (Schedules A and B), for each registered professional
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Building Analysis Information Sheet or Building Code Compliance Report
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Geotechnical Report
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Construction and fire site safety plans
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Building Amplification System – Commitment to Design
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Electrical P. Eng confirmation regarding Exterior Lighting Impact Policy
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BC Energy Design Intent Letter completed and signed by a P.Eng for Part 3 group A, B, C, D and E occupancies, Part 3 Design Checklist, and Energy Modelling Report
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Alternative Solution Application and reports (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Separate sign permit application for freestanding complex signage (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contractor's Business Licence

<u>Applicable</u>	<u>N/A</u>	<u>Provided</u>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fraser Health Department approval
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ministry of Environment and Climate Change approval
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ministry of Transport approval
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provincial Liquor and Cannabis Control Regulation Branch (LCRB) approval
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Archaeology Branch approval (for properties identified with significant archaeological potential)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other agency approvals _____

Your application for Building Permit will be processed and distributed to various Township Departments for review. It is the sole responsibility of the owner/agent/applicant to review all the project requirements before submitting the building permit application. A complete application package will facilitate expedient building permit issuance.

Refer to the Commercial Application Guide for more information.

Last updated: February 2025