

Building Permit Application Checklist

Multi-family Dwellings

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 multi-family building permit application package.

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

Applicable N/A Provided

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"/> | three sets of signed and sealed excavation and shoring plans (may be required) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Building Permit Application and checklist, completed and signed by the applicant |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Owner's Agent Authorization form signed by all parties (where applicable) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | current Title Search |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | completed applicable Letter of Assurance (Schedules A and B), signed and sealed |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | completed Building Code Analysis Sheet (c/w Zoning, Parking, Landscape, etc) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | calculations determining heating/cooling system capacity in accordance with CSA F280 (Part 9 Residential buildings) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | geotechnical report |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Alternative Solution reports and application form |
| <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 (may be required) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | preliminary Strata Plan with strata lot numbers and unit numbers |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | BC Housing Warranty forms (required prior to permit issuance) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | contractor's business licence |
| <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 _____ |

Documents for Energy Compliance

For Part 9 Multi-Family Residential

Applicable N/A Provided

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | energy statement on drawings indicating compliance requirement, climate zone, specific Step pursued and targeted and achieved Step Code metrics (TEDI, MEUI and Air tightness) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | completed BC Energy Compliance Report for Part 9 Buildings (Pre-Construction) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | applicable energy modeling report(s) - example: EnerGuide report, Hot 2000 report, Passive House, etc.) |

For Part 3 Multi-Family Residential

Applicable N/A Provided

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | energy statement on drawings as per AIBC/EGBC Whole Building Energy Modelling Services Guideline |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | energy modeling report as per AIBC/EGBC Whole Building Energy Modelling Services Guideline |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Part 3 Building Energy Design Checklist |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | thermal bridging calculations as per CoV Energy Modelling guidelines |

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 to review all the project requirements before submitting the building permit application. A complete application package will facilitate expedient building permit issuance.

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