

Building Permit Application Checklist

Permit, Licence and Inspection Services

Residential Accessory Buildings

1 Information	
Project address	Description of work

The following items must be included when submitting a building permit application:

A			
Applicable	Not Applicable	Provided	
<input checked="" type="checkbox"/>		<input type="checkbox"/>	Building Permit Application form and checklist, completed and signed
<input checked="" type="checkbox"/>		<input type="checkbox"/>	Title search (current, being not more than 30 days old)
<input checked="" type="checkbox"/>		<input type="checkbox"/>	Three complete sets of drawings and site plans - one full size and two 11"x17" <input type="checkbox"/> Stamped and signed if design control or Land Use Contract approval required
<input checked="" type="checkbox"/>		<input type="checkbox"/>	Soil declaration form – completed and signed
<input checked="" type="checkbox"/>		<input type="checkbox"/>	Erosion and Sediment Control form – signed and dated
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Septic approval – form and plans sealed by Onsite Waste Water Practitioner
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tree Cutting / Removal Declaration form (properties not in the ALR)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Indicate trees on site plan to be retained and removed (properties not in the ALR)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Agent authorization form, signed by owner(s) and agent
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contractor's business licence

The following checklist must be completed by the owner or agent and included with the building permit application package if applicable:

B			
Applicable	Not Applicable	Provided	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Schedule B - signed/sealed from Professional Engineer as below:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	• Structural
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	• Geotechnical
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other engineering <input type="checkbox"/> truss layout <input type="checkbox"/> truss joist floor layout <input type="checkbox"/> beam schedules
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Watercourse locations shown in conjunction with Streamside Protection Bylaw
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Riparian Area Regulation (RAR) report
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Landslide assessment report
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stormwater management plan
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lot grading plan with topographical survey
<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"/>	Tree removal / cutting permit (if removing trees – for properties not in the ALR) tol.ca/treeremoval
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other _____

1 Information continued

C

The owner or agent is to initial each item below and confirm the following items conform to the property zoning requirements of Township of Langley Zoning Bylaw 2500:

_____ Applicable zone for parcel of land included as part of subject building permit application

Siting of buildings and structures

Yes No

Height requirements

Yes No

Lot coverage

Yes No

D

The following information is required to be shown as part of your building permit application. The Owner or Agent is required to initial each item to confirm that all relevant information has been provided. If the item is not applicable please mark as N/A.

_____ Site plan (setbacks, MBE, restrictive covenants, right-of-ways, easements) _____ Natural and finished grade elevations

_____ Driveways and parking locations _____ Proposed floor elevations _____ Proposed height elevations

_____ Retaining wall elevations _____ Spatial separation calculations (soffit protection / exposing building face construction)

The owner or agent certifies the site plan includes full details of all buildings and structures, restrictive covenants, easements, right-of-ways, watercourses, wells, septic tanks and fields on the property.

The undersigned hereby gives assurance that the design of the proposed building or structure and supporting documentation prepared in support of the building permit application comply with the Township of Langley Zoning Bylaw, British Columbia Building Code, and all other applicable enactments.

2 Owner

Name

Company

Address

Phone

Owner's signature

Date (mm/dd/yyyy)

3 Agent

Name

Company

Address

Phone

Agent's signature

Date (mm/dd/yyyy)

This section of the form must be completed by either the owner or the agent.

Please note that it is the sole responsibility of the owner/agent to ensure that they have reviewed the property zoning and project requirements prior to submitting the building permit application and have therefore submitted all applicable related documentation as noted in the above referenced checklist as it relates to their application.

A completed application submission will enable an expedient issuance of a building permit. Your application for Building Permit will be processed and may be distributed to various Township Departments for review. Responses and requirements will be relayed to you as they are available so revisions can be undertaken, resubmissions made, and approvals granted as quickly as possible.