

# Building Permit Application Checklist

## Tenant Improvement

Township of Langley | Permits and Inspections

External Checklist

Project address: \_\_\_\_\_

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

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

**Applicable**   **N/A**   **Provided**

- |                                     |                          |   |
|-------------------------------------|--------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Building Permit Application form and checklist, completed and signed  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Agent Authorization Form (if applicable)  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Building Analysis Information Sheet or Building Code Compliance Report  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Floor plan, site plan and key plan (clearly indicate the building and adjacent uses)  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Construction drawings – as applicable, based on the scope of work:<br><input type="checkbox"/> architectural <input type="checkbox"/> structural <input type="checkbox"/> mechanical<br><input type="checkbox"/> plumbing <input type="checkbox"/> electrical<br><input type="checkbox"/> fire suppression system (additional fire suppression sprinkler permit required)   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Letters of Assurance (Schedule B) for each registered professional where applicable<br><input type="checkbox"/> architectural <input type="checkbox"/> structural <input type="checkbox"/> mechanical<br><input type="checkbox"/> plumbing <input type="checkbox"/> electrical<br><i>Note: a registered professional is required to submit a Schedule B for walls &gt; 25' in length and/or &gt; 12' in height; and for seismic restraint for "T" bar ceilings and other equipment.</i> |
| <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> Schedule A provided by the Coordinating Registered Professional  |
| <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> Fraser Health approved drawings (food, personal services, daycares, recreational, etc.)  |
| <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> Alternative Solution Application (if applicable)   |
| <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> Other agency approvals _____   |
| <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> Contractor's business licence number _____   |

Refer to the Tenant Improvement Application Guide for more information.

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 expedite the building permit issuance process.

**Apply for your tenant improvement building permit application online ([tol.ca/buildingpermits](http://tol.ca/buildingpermits)). If you require assistance with submitting your application digitally, contact Permits, Licences and Inspections.**

Last updated: January 2025