

Building Permit Application Checklist

Single-family Additions and Alterations

Township of Langley | Permits and Inspections

External Checklist

Project address: _____

A

The following checklist must be completed by the applicant and included with the building permit application package for an addition or alteration to a single-family dwelling.

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 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, no older than 30 days prior to permit application)
<input checked="" type="checkbox"/>		<input type="checkbox"/>	construction drawings and site plans (refer to guide for additions and alterations) <input type="checkbox"/> Stamped and signed if design control is required
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Schedule B - signed and sealed by Professional Engineer (if required): <input type="checkbox"/> structural <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 checked="" type="checkbox"/>		<input type="checkbox"/>	Soil Removal and Deposit Declaration form – completed and signed
<input checked="" type="checkbox"/>		<input type="checkbox"/>	Erosion and Sediment Control Form – signed and dated (or permit if required)
<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"/>	septic approval <input type="checkbox"/> Fraser Health Record of Filing <input type="checkbox"/> Building Permit Referral Form
<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 number _____

B

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

<u>Applicable</u>	<u>N/A</u>	<u>Provided</u>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	restrictive covenant: <input type="checkbox"/> building below MBE <input type="checkbox"/> sanitary lift pump <input type="checkbox"/> other
<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"/>	well water potability reports (addition of a secondary suite)
<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"/>	Topographical Survey
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Archaeology Branch approval (properties identified with significant archaeological potential)

<u>Applicable</u>	<u>N/A</u>	<u>Provided</u>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tree Removal/Cutting Permit (not applicable for active development permit area or ALR)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other _____

C		
The owner/applicant/agent confirms these items conform to the Township of Langley Zoning Bylaw 2500: Zone: _____		
Siting of buildings and structures: <input type="checkbox"/> yes <input type="checkbox"/> no	Height requirements: <input type="checkbox"/> yes <input type="checkbox"/> no	Lot coverage: <input type="checkbox"/> yes <input type="checkbox"/> no

D		
The owner/applicant/agent confirms the items listed are provided as part of your building permit application:		
Site plan (setbacks, MBE, restrictive covenants, rights-of-way, easements) <input type="checkbox"/> yes <input type="checkbox"/> no		
Spatial separation calculations (soffit protection / exposing building face construction) <input type="checkbox"/> yes <input type="checkbox"/> no		
Driveway and parking locations <input type="checkbox"/> yes <input type="checkbox"/> no	Proposed floor elevations <input type="checkbox"/> yes <input type="checkbox"/> no	Natural and finished grade elevations <input type="checkbox"/> yes <input type="checkbox"/> no
Retaining wall elevations <input type="checkbox"/> yes <input type="checkbox"/> no	Proposed height elevations <input type="checkbox"/> yes <input type="checkbox"/> no	

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

It is the sole responsibility of the owner/applicant/agent to review all the project requirements before submitting the building permit application and all applicable documents from the above-noted checklist. A complete application package will facilitate expedient building permit issuance.

Apply for your single-family addition or alteration building permit application online
tol.ca/buildingpermits). If you are unable to submit your application digitally, visit the Permits and Inspections department and provide three sets of site plans and building plans in addition to the items listed above

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