

Tenant Improvement Application Guide

Commercial, Industrial and Institutional Buildings

A building permit is required for:

- alterations to a tenant space; alterations to a space within a building
- any changes to the façade of a building
- plumbing and/or mechanical installations or alterations
- removal, relocation, alteration, or construction of interior walls
- the completion of a previously unfinished area
- refer to tol.ca/building for information on other projects requiring a permit

Application

Tenant improvement building permit application are now accepted online at tol.ca/buildingpermits. Submitting your application digitally is convenient and allows for a faster application process. If you require assistance with submitting your online application, please contact, Permits, Licences and Inspections.

The applicant must provide:

- Building Permit Application form and checklist, completed and signed
- Building Analysis Information Sheet or Building Code Compliance Report
- disclosure of any rights-of-way, watercourses, or easements on the property
- key plans/site plans
- building plans, signed and sealed by the applicable registered professional
- Letters of Assurance (Schedule B) signed and sealed by each registered professional
- Fraser Health approval – plans to be signed by the Health Inspector for food and personal service applications, daycares, recreational facilities, and other facilities as required by Fraser Health
- Alternative Solution Application (if applicable)

Drawings

All plans and information submitted must be of an appropriate scale with sufficient detail to establish compliance with the building code and the bylaws of the Township of Langley. The plans may be submitted in metric or imperial scale. The plans are to be **legible and of suitable quality** for digitizing. If you are unable to draw appropriate plans, then you must obtain the services of a qualified person.

Site plan	1:100 or 1/8" = 1'-0"	Elevations	1:50 or 1/4" = 1'-0"
Floor plans	1:50 or 1/4" = 1'-0"	Construction details	1:20 or 1/2" = 1'-0"
Cross sections	1:50 or 1/4" = 1'-0"		

Key Plan/Site Plan

- Overall building of both the principal building and tenant improvements
- Indicate tenant use on either side of improvements
- Dimensions of the property with location and size of existing buildings, with distances to property lines
- Easements, rights-of-way, restrictive covenants indicating location, size, and purpose

Floor Plans

- Floor plans and components with all dimensions
- Ceiling plans and components with all dimensions
- All partitions and bearing walls
- All fire separations
- Room use and size, as well as suites/units adjacent to the alteration
- Equipment layout
- Windows/doors, including sizes and door swings
- Stairs – showing direction of travel, stair dimensions, and required handrails and/or guardrails
- Drawing for plumbing fixtures, appliances, hot water tank, fireplaces, heating system and equipment
- Exits, corridors and stairways

Elevations

- Exterior finish (if applicable)
- Window and door sizes
- When doors and windows are added on an external wall facing an adjoining lot line, show the elevation of that building face for the entire building
- Spatial calculations

Cross Sections and Construction Details

- All construction materials
- Floor-to-ceiling height of all areas
- Floor, ceiling and wall assemblies
- All fire separations
- Schedules for doors, windows, assemblies, and fire stopping (complete with ratings)

This is not an exhaustive listing of all the bylaws and BC Building Code requirements. Additional information may be requested during the processing of the Building Permit application.

Architects and Engineers

Architects and Engineers are required for:

- building uses such as restaurants, dental offices, supermarkets, hospitals, and tenant improvement within a complex building, or other as deemed necessary by the Building Official
- the first tenant improvement within a new base building
- walls constructed that are greater than 12 feet in height and 25 feet in length
- T-Bar ceilings greater than 144 square feet for seismic restraint, including any additional fixtures that may be suspended or elevated
- racking systems greater than 8 feet in height
- mezzanines

Building Permit Application Process

Once compliance with municipal bylaws and other enactments has been demonstrated, a building permit can be issued following receipt of payment of the appropriate fees and bonds. The issuance of the permit may be delayed depending on:

- volume of applications
- the complexity of the project
- completeness of the application, including compliance with the applicable zoning and other bylaws and the current edition of the BC Building Code
- approvals from other departments and outside agencies

Prior to Issuance

Following the submission of the building permit application, but prior to issuance, additional items or inspections may be required, including but not limited to:

- general contractor must obtain a valid business licence to work in the Township of Langley, and all trades and subcontractors are required to have a valid business licence
- no deposit of fill; excavation, erection, alteration, enlargement, repair, removal, or demolition of any building or structure, or part thereof, shall be commenced or undertaken without a permit first being obtained from the Permits and Inspections Department

Inspections

The following activities must occur during the duration of construction.

- Inspections must be requested by owner, builder or agent.
- All work being inspected must be complete and ready prior to inspection.
- Work must not proceed past any of the stages listed without prior approvals.
- Street address and permit card must be posted in a visible location on the site.
- Approved permit drawings to be available on-site for all inspections.
- Final documentation must be submitted a minimum of 48 hours prior to final inspection.

No person may occupy or permit occupancy of any building or structure until an accepted final inspection has been undertaken by the Building Inspector and occupancy has been authorized by the Building Inspector in writing.

Last updated: January 2025