

# Multi-family Application Guide

## New Multi-family Buildings

### A building permit is required when you wish to:

- construct a new multi-family building
- construct a new accessory building or structure
- additions or alterations to an existing building
- demolish, relocate or move a building
- construct retaining walls over 1.2 m in height
- refer to [tol.ca/building](https://tol.ca/building) for guidelines on other projects requiring a permit

## Application

Submit Building Permit applications to the Permits and Inspections department.

### The applicant must provide:

- a Building Permit Application form and Checklist, completed and signed
- a Building Analysis Information Sheet or Building Code Compliance Report
- Agent Authorization (if applicable)
- a current title search (title search is to be no older than 30 days prior to permit application)
- disclosure of any restrictive covenants, rights-of-way, watercourses, or easements on the property
- three complete sets of key plans/site plans
- three complete sets of building plans signed and sealed by the applicable registered professional
- Letters of Assurance (Schedule B) signed and sealed for each registered professional
- landscape drawings, including cost estimate and Schedules L1 and L2
- Geotechnical Soils Report for the site
- excavation drawings (if applicable – may require highway use permit)
- Letters of Assurance (Schedule B) for Fire Suppression (separate permit required for sprinklers)
- calculations determining heating/cooling system capacity in accordance with CSA F280 (Part 9 Buildings)
- energy documentation – refer to [tol.ca/greenbuildings](https://tol.ca/greenbuildings)
- Radio Building Amplification Commitment to Design Form (if applicable)
- a completed and signed Soil Declaration
- Alternative Solution application form (if applicable)

### Required prior to the issuance of the permit

- Lighting Impact Policy Letter
- Construction/Fire Site Safety Plans
- BC Housing Warranty form

## Drawings

All submitted plans and information must be of an appropriate scale with sufficient detail to establish compliance with the BC 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.

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"			

**Note:** Three sets of drawings including the following disciplines are required for new construction:

- Architectural
- Structural
- Plumbing
- Mechanical
- Electrical
- Landscape
- Civil

### Architectural

#### Site Plan

- 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
- parking and loading – indicating access location and dimension, access for firefighting, internal road width, turn radius and gradients
- grades – existing and proposed geodetic land elevations

#### Floor Plans

- each floor fully dimensioned, including mezzanines and foundations
- room uses
- exits, corridors and stairways
- fire walls and fire separations, including ratings and assembly details

#### Elevations

- all exterior walls, fully dimensioned with door and window sizes; include vertical elevations of grade, floor, and roof levels.
- spatial separation 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)

#### Schedules

- door and window – sizes, ratings, and hardware
- finishes for all floors, walls, and ceilings
- exterior and interior walls, including details of construction and fire resistance ratings
- fire separations and firewalls, including details of construction and fire resistance ratings
- building construction details and fire resistance ratings
- fire stopping details and materials

## Structural

- complete drawings, cross-sections and details to construct the building and show conformance with Part 4 BC Building Code

## Plumbing

- floor plan, cross sections, schematic drawings, and details, including fixtures and locations
- piping materials and sizes, venting, cleanouts, water meter, pressure reduction and backflow device location, and fire stopping systems

## Mechanical

- floor plan, cross sections and details including ducting layout, fire dampers and firestop flaps
- Part 6 heating, ventilating and air-conditioning information to be provided on the drawings

## Electrical

- reflected ceiling plan and floor plan with electrical fixture layout, including fire alarm system, detection devices, exit and emergency lighting, including all exterior lighting
- confirmation of the Exterior Lighting Impact Policy may be required

## Landscape

- submission of landscape drawings in accordance with the Zoning Bylaw or Development Permit, including a cost estimate

## Civil

### Stormwater Management

- existing grades (not circled) and proposed grades (circled) at property, covenant and building corners
- proposed building envelope with first-floor elevations and minimum building elevations
- direction and slope of surface runoff
- show and label all pipes, CBs, LBs, MHs, etc.
- refer to the Township of Langley Subdivision and Development Servicing Bylaw for additional requirements
- as a result of a detailed review, on-site detention and off-site works may be required

### Site Servicing

- existing and proposed services and structures, including, water, sanitary and storm sewers, fire hydrants, street lighting, driveways, hydro, telephone, cable, and gas
- proposed service connection plan and profile (if applicable)
- a site servicing agreement may be required
- size, grade, length, inverts, type of materials, off-sets and accumulated flows per section
- all civil design drawings are to be submitted on Township of Langley's standard drawing sheets **in metric only**

## 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.

- construction sound sign to be installed as per Construction Sound bulletin
- 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 first obtaining a permit from the Permits and Inspections department

## Inspections

The following activities must occur during the course of construction:

- upon issuance of the building permit, the contractor is to arrange a pre-construction meeting with the area Building Official to establish required inspection, documentation and expectations for the project
- inspections to be established in part by a pre-construction meeting with the Building Official
- provide the Township of Langley Municipal Services Tie-in Certification of Field Review and Approval Forms 1 and 2 in reference to water service connection inspection
- inspections must be requested by the owner, builder or the 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
- the street address and permit card must be posted in a visible location on the site
- the approved permit drawings are 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.

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