

Restoration Permit Application Guide

Fire/water damage

If the Building Inspector determines the building is damaged or destroyed to the extent of 75% or more of its value above its foundation, a restoration permit cannot not be issued. In such cases, the building may require demolition, subject to obtaining a demolition permit. For further details, please refer to Section 7.4 of the [Langley Building Bylaw 2008, No. 4642](#).

A building permit is required when you wish to:

- undertake remedial work relating to fire or water damage
- refer to tol.ca/building for information on other projects requiring a permit

Application

Restoration permit applications 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 submit:

- a Building Permit Application form and checklist, completed and signed
- an Agent Authorization form signed by the owner (if applicable)
- a detailed Scope of Work provided by a restoration company (to include estimated valuation of works)
- building plans, signed and sealed by a Structural Engineer or Architect (where applicable)
- Letters of Assurance (Schedule B) signed and sealed by the registered professional (if applicable)
- strata council approval (if applicable)

Drawings

Should plans be requested by a Building Official, all plans and information submitted must be of an appropriate scale with sufficient detail to establish compliance with the BC Building Code and Township Bylaws.

Architects and Engineers

An Architect is required for restoration work in multi-family or commercial buildings when the scope of work involves fire separations or exterior walls. In such cases, the Architect must provide a Letter of Assurance (Schedule B). Where structural damage has occurred, the services of a Structural Engineer are typically required.

Restoration permit application process

Once compliance with Municipal Bylaws and other applicable enactments has been demonstrated, a building permit can be issued following receipt of payment of the appropriate permit fees. 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 Bylaws and other bylaws and the current edition of the BC Plumbing Code

Prior to issuance

No work shall commence or be undertaken without first obtaining a permit from the Permits and Inspections Department.

Inspections

The following activities must occur during the construction period:

- 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 clearance.
- All approved permit drawings and prior inspection notices must be available on-site for all inspections.

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