

# Building Permit Application Checklist

## Retaining Walls

Township of Langley | Permits and Inspections

External Checklist

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

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

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"/>	<input type="checkbox"/>	Building Permit Application form and checklist, completed and signed
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Title Search (current, no older than 30 days prior to permit application)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Site and building plans drawn to scale (refer to Retaining Wall Application Guide)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Schedule B - signed and sealed by Professional Engineer (Structural and Geotechnical)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Owner's Agent Authorization signed by the owner (if applicable)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Soil Declaration Form
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Erosion and Sediment Control form
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Septic approval – form/plans sealed by Onsite Wastewater Practitioner (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tree Cutting and Removal Declaration (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contractor's business licence number _____

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 enable expedient building permit issuance.

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

Last updated: January 2025