

Building Permit Application Checklist

Tenant Improvement X-Press Service

Township of Langley | Permits and Inspections

External Checklist

Project address: _____

The following checklist must be completed by the applicant and included with the Tenant Improvement X-Press building permit application package.

Note: This may not be a complete list of requirements and other documentation may be required.

Applicable	N/A	Provided	
<input checked="" type="checkbox"/>		<input type="checkbox"/>	Building Permit Application form and checklist, completed and signed
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Agent Authorization Form (if applicable)
<input checked="" type="checkbox"/>		<input type="checkbox"/>	Building Analysis Information Sheet or Building Code Compliance Report
<input checked="" type="checkbox"/>		<input type="checkbox"/>	Architectural drawings, signed and sealed by the architect including: <input type="checkbox"/> floor plan <input type="checkbox"/> site plan <input type="checkbox"/> key plan (clearly indicate building and adjacent uses)
<input checked="" type="checkbox"/>		<input type="checkbox"/>	Construction drawings – as applicable, based on the scope of work: <input type="checkbox"/> architectural <input type="checkbox"/> structural <input type="checkbox"/> mechanical <input type="checkbox"/> plumbing <input type="checkbox"/> electrical <i>Note: if applicable, a separate fire suppression sprinkler permit is required</i>
<input checked="" type="checkbox"/>		<input type="checkbox"/>	Letters of Assurance (Schedule B) for each registered professional where applicable <input type="checkbox"/> architectural <input type="checkbox"/> electrical <input type="checkbox"/> mechanical <input type="checkbox"/> plumbing <input type="checkbox"/> structural <i>Note: a registered professional is required to submit a Schedule B for walls > 25' in length and/or > 12' in height; and for seismic restraint for "T" bar ceilings and other equipment.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Schedule A provided by the Coordinating Registered Professional
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fraser Health approved drawings (food, personal services, daycares, recreational, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Alternative Solution Application (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other agency approvals _____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contractor's business licence number _____

Apply for your building permit application online (tol.ca/buildingpermits). If you require assistance with submitting your application digitally, contact Permits, Licences and Inspections.

Refer to the Tenant Improvement X-Press Application Guide for more information.

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 expedite the building permit issuance process.

Last updated: January 2025