

Tenant Improvement X-Press Application

Commercial, Industrial and Institutional

The following projects qualify for Tenant Improvement X-Press Service:

- Interior alterations to assembly, business, industrial, office and retail uses for:
 - up to 300 m² in area
 - up to 600 m² in area for office, retail use, and restaurants with less than 30 seats (Group D and E)
 - no change of use
 - no change in patron area for restaurants
 - no exterior alterations
- Minor fire damage repair

Application

X-Press 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
- key plans/site plans
- building plans, signed and sealed by the applicable registered professional engineer (if required):
 - architectural
 - structural
 - plumbing
 - electrical
 - mechanical
 - fire suppression
- architectural drawings, signed and sealed by an architect, including the key plan
- Schedule A provided by the Coordinating Registered Professional
- Letters of Assurance (Schedule B) signed and sealed by each registered professional for structural, plumbing, electrical, mechanical and fire suppression (if required)
- Fraser Health Department approval – signed by Health Inspector for food and personal service applications, daycares, recreational facilities, and other facilities as required by the health authority
- Alternative Solution Application (if applicable)

Drawings

All plans and information for submission 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. If further clarity or information is required following the technical review of the application, the examiner will schedule a consultation with the applicant to review the outstanding issues.

Architects and Engineers

- *X-Press* Tenant Improvement building permit applications require an Architect, applicable registered Professional Engineers, and a Coordinating Registered Professional.

Building Permit Application Process

Once compliance with municipal bylaws and other enactments has been demonstrated, a building permit may 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
- 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

Our goal is to review and issue any applications eligible for *X-Press* service within 10 business days.

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