

CARPORT OR GARAGE CONVERSION TO HABITABLE SPACE

This guide has been prepared to provide information only and is neither a bylaw nor legal document. Should there be any discrepancy between this guide and the relevant City Bylaws and/or applicable Codes, the text of the Bylaws and Codes shall be the legal authority.

BACKGROUND:

The purpose of this guide is to assist the homeowner / builder or contractor with the Building Permit Application process for the redevelopment of an existing carport or garage to create a habitable living space. This guide will provide the public with information on the City of Langley's requirements for permits and inspections.

BUILDING PERMIT APPLICATION SUBMISSION

Applications are to include the following documentation:

- ~ A completed building permit application form;
- ~ A completed Form 1 – Owner's acknowledgement;
- ~ Title Search, (no older than 48 hours prior to the permit application);
- ~ Agent's Authorization form (if a building contractor is involved);
- ~ Schedule B (required when a Professional Engineer is involved);
- ~ Form 2 – and copy of insurance (provided by the Professional Engineer if involved in the project);
- ~ 2 sets of building plans.

REQUIRED DRAWINGS:

The minimum size paper accepted will be 11"x17".
(Note: Lined or graph-paper will not be accepted, nor will plans drawn in pencil)

For this type of permit, the necessary drawings and the minimum scale to be drawn in are as follows:

Site Plan: 1:100 or 1/8" = 1'0"
(The site plan is not survey; however, a survey may be used to create a site plan. A survey by a BC Land Surveyor may be required to confirm the required setbacks to the property line)

The site plan is to show:

- ~ Lot shape and size; with the setbacks (distances) from the dwelling to the property lines;
- ~ North arrow;
- ~ Any easements, rights-of way, or water courses;
- ~ Any / all existing structures on the property;

Foundation / floor plan: 1:50 or 1/4" = 1'0"

- ~ Foundations, curb walls to support the new "in-fill" exterior walls;
- ~ Method and construction information for the new floor; (plywood over sleepers, insulation, etc.)

- ~ The new floor layout. Identifying the new rooms;(provide the dimensions, doors and direction of swing, windows, smoke alarms etc.)

Cross Section view: 1:50 or 1/4" = 1'0"

- ~ Show all construction components and details; (including, but not limited to: sub-floor framing, exterior wall framing/cladding/insulation, attic insulation, etc.)

Elevation views: 1:50 or 1/4" = 1'0"

- ~ Show the building faces that will be impacted by the enclosure of the carport or garage.
- ~ When a new window or door is added to the exterior wall, a "spatial separation" calculation will be required to determine whether the size of the opening(s) would be permitted.

BC BUILDING CODE REQUIREMENTS FOR CONVERSION OF CARPORT or GARAGE TO HABITABLE SPACE:

When exterior walls are constructed to create an interior space, they are to be supported by a concrete foundation, whether the new walls will be load bearing or non-load bearing.

Foundation / Slab:

- ~ The concrete foundation is to be a minimum 200mm (8") wide, and extend a minimum of 450mm (18") below ground for frost protection.
- ~ The foundation is to extend a minimum 150mm (6") above exterior grade.
- ~ The new floor must be level. This may be done either with a wood floor, constructed of plywood and tapered pressure treated sleepers or a second concrete slab, poured over the existing slab.

- ~ A damp-proofing membrane is required over the existing slab prior to the placement of either type of floor described above.

Framing:

- ~ Framing materials must be protected from contact with concrete by either an approved membrane or be of pressure treated material.
- ~ Provide minimum 150mm (6") clearance between cladding and finished grade. 200mm (8") if the cladding is adversely affected by moisture.
- ~ Depending on the cladding material, it is to be protected by a rain screen detail.
- ~ A minimum of 2.0m (6' 7") clear height is required throughout the new floor space measured to the underside any suspended fixture.
- ~ Door(s) to the new interior space from the exterior, must be exterior grade and weather stripped, complete with a threshold.
- ~ If a window is added to the new exterior wall and faces an adjacent property, the window size will need to be confirmed through the calculation of "spatial separation" to ensure it complies with the BC Building Code.
- ~ If a bedroom is planned for the new interior space, it will require a window for emergency egress. The minimum openable portion of this window is to have 3.75sqft (0.35m²) in area, with no dimension less than 15" (380mm).
- ~ Electrical & gas meters are required to be relocated to an exterior wall (if applicable).

Insulation:

- ~ New or existing exterior walls encompassing the newly created interior space shall be insulated to a minimum effective thermal resistance of R15 (2.78 RSI).
- ~ Electrical boxes in all exterior walls and ceilings adjacent to an attic space are to be the "gasket sealed" type.
- ~ Unheated floors that are above the frost line and have no embedded heating pipes, cables or ducts shall be insulated to a minimum effective thermal resistance of R12 (1.96 RSI).
 - This insulation is to be applied either beneath the newly leveled slab or within the pressure treated sleepers, a distance of not less than 4' (1.2m) horizontally along the perimeter of the floor.
 - In addition, if a new slab is poured, a thermal break between the edge of the slab and the foundation wall is required. This thermal break must have an RSI value at least 50% of the required insulation.
- ~ The roof space over the newly created interior shall be insulated to a minimum effective thermal resistance of R40 (6.91 RSI). The attic space is to vented; a minimum of 1/300.

- ~ For low pitched or flat roofs, the minimum insulation value is R 28 (4.67 RSI) and be provided with ventilation; a minimum of 1/150
- ~ Ventilation is to be arranged so that at least 25% of the ventilation is at the top and 25% at the bottom (soffit/ridge vents) of the roof space.

Required Inspections:

The inspections to be requested will depend on the scope of work taking place.

- ~ Inspections must be requested by the owner of the property or their authorized agent;
- ~ All work for the inspection being requested must be completed and ready;
- ~ Work must not proceed past any of the stages listed without first being approved;
- ~ The street address and permit card must be posted in a visible location on the site;
- ~ The approved permit drawings and prior inspections notices are to be available on site for all inspections.

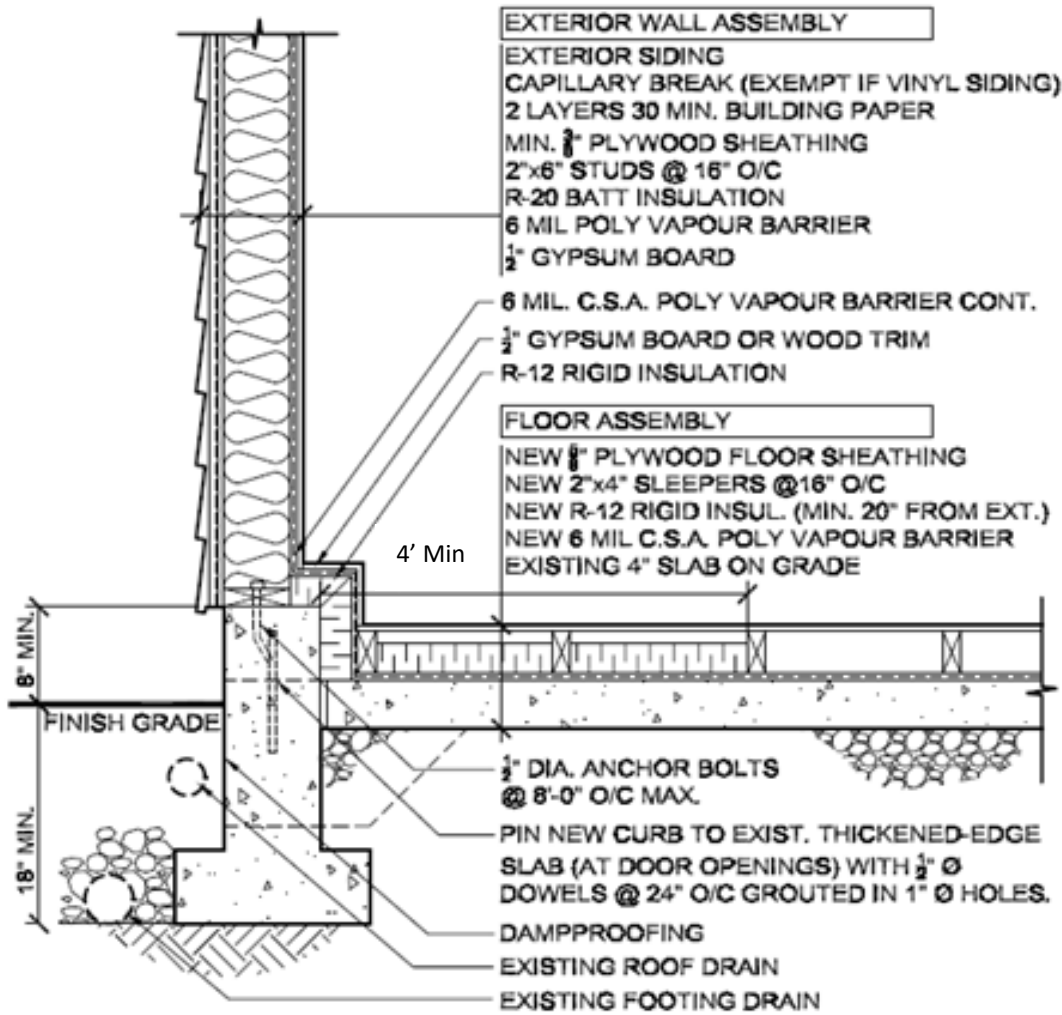
- 1) Forms Inspection:** on completion of the concrete form work, prior to placing concrete.
- 2) Rough Plumbing:** when all drains, waste pipes, vents and water piping have been completed and have the appropriate test applied.
Note: Any plumbing to be covered by concrete must first be inspected and accepted.
- 3) Framing:** when all frame work, sheathing, electrical wiring and plumbing rough-ins have been completed. Exterior cladding or insulation not to have been installed at this time.
- 4) Insulation/vapour barrier:** when the thermal insulation and vapour barrier are completed and prior to drywall being applied. **Note: Building paper or house wrap must be applied prior to the insulation being installed to protect it from weather damage.**
- 5) Final:** once all construction is complete and before the space is occupied.

Additional Information:

- ~ Any existing bathroom or kitchen exhaust fans or dryer ducts that vent into the existing carport, are to be re-routed or located to exhaust to the exterior.
- ~ Any fresh air intakes located in this renovated space are also to be relocated.
- ~ Separate electrical and gas permits are required for new or modification to the existing systems and are to be obtained through the Technical Safety BC.
Email: contact@technicalsaferbc.ca
Toll free phone number: 1-866-566-7233.

SUGGESTED SLAB & CURB DETAIL FOR GARAGE CONVERSIONS TO LIVING AREA FOR SINGLE FAMILY DWELLING UNITS

This detail is an example only. Approval of this application may not be possible in certain circumstances.



RESIDENTIAL APPLICATION

BUILDING DIVISION inspections@langleycity.ca 604-514-2804

LOCATION & PROPERTY INFORMATION

Construction Address: _____

Legal Description: Lot _____ DL _____ SEC _____ TWN _____ Plan _____

TYPE OF WORK PROPOSED

New House House c/w Suite Addition Renovations Secondary Suite Accessory

Construction Value: \$ _____

Except for the construction of a new dwelling, please describe the scope of work proposed: _____

CONTACT INFORMATION

INSPECTION CONTACT EMAIL: _____

Applicant Company Name: _____ Contact Person: _____

Phone: _____ Cell: _____ email: _____

Address: _____ City: _____ Province: _____ Postal: _____

Owner Name: _____ Contact Person Name: _____

Phone: _____ Cell: _____ email: _____

Address: _____ City: _____, Province: _____, Postal: _____

Building Contractor Company Name: _____,

Contact Person : _____ Business Licence #: _____

Phone: _____ Cell: _____ email: _____

Address: _____ City: _____ Postal: _____ Postal: _____

Plumbing Contractor

Company Name: _____ Contact Person: _____

Address: _____ City: _____ Phone: _____

email: _____ T.Q # _____ Business Licence #: _____

New or Relocated Plumbing Fixtures:

Toilets _____ Basins _____ Bath Tubs _____ Showers _____ Sinks _____ Dishwasher _____ Refrigerator _____

Clothes Washer _____ Laundry Tubs _____ HWT _____ FD _____ BFP _____ Hose Bib _____

Other _____

OTHER SIDE MUST BE COMPLETED PRIOR TO APPLICATION



BUILDING DESCRIPTION

No. of floors ____ Main Floor: _____sqft Second Floor: _____sqft Finished Basement: _____sqft

Total Finished Area: _____sqft Unfinished Floor Area: _____sqft Secondary Suite Area: _____sqft

Attached Garage Area: _____sqft Sundeck Area: _____sqft Sundeck with Roof Area: _____sqft

Heating: Forced Air Electric-Baseboard: Hot Water Radiant HW-Baseboard: Other

BC Energy Code Step Level (proposed): Step (circle one): 1 2 3 4 5

RESIDENTIAL APPLICATION CHECKLIST

The purpose of this checklist is to describe typical information and documentation which may be necessary when applying for a new Single Family Dwelling or addition application. The following list is not exhaustive and additional items not listed may be required at a later date.

Req'd	NA	Rec'd	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Completed Building Permit Application Form
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Two complete sets of Building Permit and Structural Drawings. (Refer to Single Family Dwelling Guide).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	HPO form (available from BC Housing) (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Owner's Acknowledgement Form (Form 1)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Agent Authorization Form (if Applicant is not the Owner)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Title Search – (No older than 48hrs prior to the permit application)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Building Scheme Design Approval (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Engineered Truss layout (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sealed TJI layout (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Topographical Survey - (For the purpose of site grading for infill lots. Must be original; no older than 30 days). To show main floor elevation(s) of neighbouring homes & grade elevations of adjacent lots.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Schedule "B" from Registered Professional(s)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Registered Professional's Proof of Insurance (Form 2)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Certificate of Insurance from Registered Professional(s)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Integrated Rainwater Management Plan, and soil report sealed by a Registered Professional. (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide a reduced copy of the accepted Site Servicing, MBE, Flood Construction Level, Lot Grading. (for subdivisions only)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contractor's business license number
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Apply to Engineering Department for estimate to upgrade services. (applicable to projects with a construction value of \$100,000.00 or greater)
x		<input type="checkbox"/>	Application fee to be paid at time of application.

I hereby make an application for a Building Permit in accordance with the information stated above and declare that the information provided is complete. In consideration of the granting of the permission applied for, I/we hereby agree to indemnify and keep harmless the City of Langley against all claims, liabilities, judgments, costs and expenses of whatsoever kind, which may in any way accrue against the said City in consequence of, and incidental to, the granting of this permit, and I/we agree to pay the cost of repairing any damage to the sidewalk and/or curb by reason of the building operations in respect of which this permit is applied for, and I/we further agree to conform to all requirements of the building by-law and all other statutes and bylaws in force in the City of Langley, and I/we further acknowledge that the City accepts no responsibility for the accuracy of the information contained herein. I understand that payment of fees or acceptance of application does not guarantee that a building permit will be issued.

Name of Applicant:	Signature:	Date:
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COMPLETE APPLICATIONS WILL ENSURE A MORE TIMELY REVIEW AND ISSUANCE.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

Building and Plumbing By-law
Bylaw No. 2498

AGENT AUTHORIZATION

BUILDING DIVISION inspections@langleycity.ca 604-514-2804

To: Director, Development Services and Economic Development

I/We, _____ (List of ALL Owners)

Address (owner): _____

Phone No: _____ Email: _____

Own the land described below and confirm the appointment of:

Agent's Name: _____

Address: _____

Phone No: _____ Email: _____

**As agent with respect to the _____ (permit application type)
regarding the described as:**

Civic Address: _____ PID: _____ Folio: _____

Legal Description: Lot: _____, Dist. Lot: _____, Plan: _____

It is understood that:

1. the City of Langley shall deal exclusively with the above noted agent with respect to all matters pertaining to the application mentioned above and is under no obligation to communicate with the owner(s) or any other person;
2. the above-noted agent has authority to make all necessary arrangements with the City of Langley to perform all matters and to take all necessary proceedings with respect to the application mentioned above; and
3. a written letter is required from the Owner to cancel this appointment.

Further, I hereby agree that all information, including personal information, contained on this document and on the application mention above may be made available to the public.

Signature of Owner

Signature of Witness

Print Name of Owner

Print Name of Witness

Date: _____

FOR STRATA TITLE PROPERTIES PLEASE COMPLETE Page 2 AS WELL

OWNER'S ACKNOWLEDGEMENT

BUILDING DIVISION inspections@langleycity.ca 604-514-2804

Civic Address of the Project: _____

Legal Description: _____

Project Name and Description: _____

I acknowledge that the owner of the land in respect of which this permit application is made is solely responsible for carrying out the work in accordance with the Building Code and other applicable laws respecting safety.

I acknowledge that the owner of the land is solely responsible for determining whether the work contravenes any covenant, easement, right of way, building scheme or other restriction affecting the building site, and whether the work requires the involvement of an architect under the Architect's Act or an engineer or geoscientist under the Engineers and Geoscientists Act.

I acknowledge that the City of Langley provides a limited monitoring service in relation to the building construction and does not, by accepting or reviewing plans, inspecting construction, monitoring the inspection of construction by others or issuing building or occupancy permits, make any representation or give any Assurance that the construction authorized by the permit for which application is made complies in every or any respect with the Building Code or any other applicable laws respecting safety.

If the City of Langley so indicates on any permit issued pursuant to this application, I acknowledge that the City has issued the permit in reliance on the certification of a registered professional, engaged by me to provide such a certification, that the plans for the work authorized by the permit comply with the Building Code and other applicable enactments, and that the fee for the permit has been accordingly reduced. I acknowledge that the City of Langley, by issuing this permit or any occupancy permit, makes no representations to me or any other person as to any such compliance.

ALL REGISTERED OWNERS MUST PRINT AND SIGN NAME(S):

Name of Registered Owner(s)

Print

Signature

Date

Print

Signature

Date

- if more than two (2) owners, please submit a separate letter
- If the registered owner of the property is a company or not-for-profit corporation, then an authorized signatory as identified by the solicitor must submit a separate letter **OR** all persons on the Company Title Certificate / Society Summary must sign the Letter of Authorization. A copy of the Company Title Certificate / Society Summary must also be provided.
- All signatures must be original. Photocopies, scans, or digital copies are not accepted.

Any personal information collected on this form will be managed in accordance with the Freedom of Information and Protection of Privacy Act. Direct enquiries, questions, or concerns regarding the collection, use, disclosure, or safeguarding of personal information associated with this form to: Head of Freedom of Information, City of Langley, 20399 Douglas Crescent, Langley, BC V3A 4B3, info@langleycity.ca or 604.514-4591

GENERAL CONTACT INFORMATION

LANGLEY CITY HALL	604-514-2804	inspections@langleycity.ca	20399 Douglas Cr., Langley BC V3A 4B3	Mon-Fri: 8:30 to 4:30pm
LANGLEY CITY FIREHALL	604-514-2880	fireinfo@langleycity.ca	5785 203 St., Langley BC V3A 9L9	Mon-Fri: 8:30 – 4:30pm
RCMP NON-EMERGENCY	604-532-3200	langleyrcmp@rcmp-grc.gc.ca	22180 48A Ave., Langley, BC V3A 8B7	Various hours
SOUTH FRASER HEALTH REGION HEALTH PROTECTION SERVICES	604-514-6121	LangleyHP@fraserhealth.ca	22051 Fraser Hwy., Langley BC V3A 4H4	Mon-Fri: 8:30am – 4:30pm
GAS & ELECTRICAL TECHNICAL SAFETY BC	1-866-566-7233	contact@technicalsaftybc.ca	104-9525 201 St., Langley BC V1M 4A5	Mon-Fri: 8:30am – 12:30pm
BC HYDRO	1-800-224-9376	bc1c.ca Bchydro.com	6911 Southpoint Dr., Burnaby BC	Mon-Fri: 8am – 4pm
FORTIS BC	1888-224-2710	Fortisbc.com	16705 Fraser Hwy., Surrey, BC V4N 0E8	Mon-Fri: 7am – 8pm
BC ONE CALL	1-800-474-6886	info@bc1c.call	130-4299 Canada Way, Burnaby BC V5G 1H3	Mon-Fri: 7am – 5pm
WORKSAFE BC (SURREY) Prevention Information Line	604-276-3100 1-888-621-7233	contactus.online.worksafebc.com	100-5500 152 nd St., Surrey BC V3S 5J9	24hrs
LANGLEY REGIONAL AIRPORT	604-534-7330	ynjairport@tol.ca	5385 216 St., Langley BC V2Y 2N3	7am – 10pm
BC ASSESSMENT AUTHORITY	1-866-825-8322	bcassessment.ca	240-31935 South Fraser Way, Abbotsford BC V2T 5N7	
HOMEOWNER PROTECTION OFFICE	604-646-7050 1800-407-7757	bchousing.org	203-4555 Kingsway, Burnaby BC V5H 4T8	Mon-Fri: 8:30am – 4:30pm
LAND REGISTRY OFFICE	604-630-9630	customerservice@ltsa.ca	500-11 Eighth St., New Westminster BC V3M 3N7	Mon-Fri: 8am – 4:30pm
BC GOVERNMENT AGENTS OFFICE	604-466-7470		175-22470 Dewdney Trunk Rd Maple Ridge, BC V2X 5Z6	Mon – Fri: 9am – 4:30pm
DEPARTMENT OF FISHERIES & OCEANS		www.dfo-mpo.gc.ca		
MINISTRY OF ENVIRONMENT	604-582-5200	servicebc@gov.bc.ca	200-10470 152 nd St., Surrey, BC V3R 0Y3	