Langley City
THE PLACE TO BE
20399 Douglas Crescent, **Langley** BC V3A 4B3
604.514.2800 **langleycity.ca**

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

MULTI-FAMILY RESIDENTIAL ALTERATIONS

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.

INFORMATION:

The following guide provides information about building permit application submission requirements for alterations or repairs to Multi-Family buildings. All proposed new construction shall comply with the current BC Building Code, City of Langley building bylaw, zoning bylaw and other applicable bylaws.

WHEN IS A BUILDING PERMIT REQUIRED?

Building Permits are required when you wish to:

- remove, relocate, alter or construct interior walls (structural and non-structural)
- disrupt an existing fire separation (wall, ceiling or floor)
- complete a previously unfinished area in an existing building
- cover or enclose a porch or sun deck
- building envelope and/or balcony repairs/upgrades

Building Permits are NOT required for non-structural minor modifications such as:

- cupboards
- painting
- finished flooring

Plumbing Permits are required when you wish to:

- install new or relocate plumbing fixtures
- alter piping (ie. tub to shower)
- replace existing bathtub or shower
- replace existing plumbing fixtures with new plumbing fixtures where vertical and/or horizontal fire/smoke separations are impacted
- install, replace or alter water, drain, waste and/or vent lines
- install fire sprinkler

Plumbing Permits are NOT required for:

- repair minor leaks in water pipes
- replace plumbing fixtures (C.S.A). approved only) – no alteration to water and/or sanitary lines
- remove soil or waste pipe blockage (via system clean outs only)
- regular scheduled maintenance

Strata Buildings and/or Units

Proposed upgrades to strata-titled unit:

- Applicant to provide:
  - Consent from Stata Corporation
  - Key plan showing location of unit in building
  - Floor plans of unit – existing & proposed
  - Fire-stopping details (Hilti, 3M or equivalent listing)

Rental Buildings and/or Units

- Applicant to provide:
  - Full floor plans of existing building
  - Plans of proposed work – signed/sealed by Architect
  - Fire-stopping details
  - Schedule B (Arch & P.Eng) & Schedule A (Coordinating Professional) (2 or more units)
  - Plumbing plans (signed/sealed by P.Eng)

Full Building Re-Pipe

- Applicant to provide:
  - Full floor plans of existing building showing areas where re-pipe to occur
  - Plumbing drawings (can be overlaid on floor plans) signed/sealed by P.Eng.
  - Fire-stopping details
  - Schedule B (P.Eng.)

For further information, visit the City of Langley's website at www.langleycity.ca.

Drawings:

All plans and information submitted must be of an appropriate scale, with sufficient detail to establish compliance with the BC Building Code and City of Langley Bylaws. The plans are to be legible and of suitable quality for digitization. If you are unable to draw appropriate plans, then you must obtain the services of a qualified person. (Designer or Architect)

- ~ Single line drawings are acceptable for site or key plans only.
- ~ Drawings may be submitted in metric or imperial scale. Below are the minimum scales:

Key plan:	1:100 or 1/8" = 1'.0"
Foundation and floor plans	1:50 or 1/4" = 1'.0"
Cross sections	1:50 or 1/4" = 1'.0"
Elevations	1:50 or 1/4" = 1'.0"
Construction details	1:20 or 1/2" = 1'.0"

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

Site / Key Plan:

- ~ Is to show the location of the subject building on the property, complete with the over-all building dimensions of both the principal building and tenant space;
- ~ Indicate the tenant use on either side of the subject space;
- ~ Show the north arrow, the property lines, label the streets, and show the parking spaces;

Floor Plans:

(*The following information, as it is applicable, is to be shown on the floor plan of the proposed work*)

- ~ a "before" or "existing" floor plan and the proposed floor plan with all dimensions;
- ~ all partitions and bearing walls;
- ~ all fire separations (*including the existing separation between the subject space and adjacent occupancies*);
- ~ room / space use and dimensions;
- ~ show existing washrooms and fixtures as well as proposed,
- ~ windows, doors, including sizes and door swings;
- ~ stairs, showing direction of travel, stair dimensions and required hand and guardrails;
- ~ separate drawings for plumbing, including fixtures or appliances are to be provided. **(Depending on the scope and complexity of the proposed work, a Professional Engineer may be required to provide sealed and signed drawings, complete with Schedule B.)**

FEES

- ~ An application fee of $140.00 is to be paid upon application of the permit. The remaining permit fees and the refundable damage deposit will be collected upon pick up the permit. Permit fees are based on the value of construction.

Architects and Engineers:

Under the Architects Act building with 5 or more units is required to have the services of an architect. We will require Professionals (architectural and/or P.Eng depending on proposed work) where 2 or more units are being renovated at the same time.

Based on B.C. Building Code intent, the original systems within the building where designed by Professionals Engineers and therefore alterations to the system are required to also be designed and installed under the supervision of a Professional Engineer.

Where the proposal is to add an automatic washer where there was not one previously, a letter of indemnification from the Building Owner/Strata Council is required. If the Building Owner/Strata Council will not provide a letter, then the applicant will need to engage a Professional Engineer to verify the system.

Strata Approval:

Consent of a Strata Corporation is required for work that will involve or affect Common Property and Limited Common Property. In accordance with the Strata Property Act:

"Common Property" means

a. that part of the land and buildings shown on a strata plan that is not part of a strata lot, and
b. pipes, wires, cables, chutes, ducts and other facilities for the passage or provision of water, sewage, drainage, gas, oil, electricity, telephone, radio, television, garbage, heating and cooling systems, or other similar services, if they are located
   i. within a floor, wall or ceiling that forms a boundary
      (A) between a strata lot and another strata lot,
      (B) between a strata lot and the common property, or
      (C) between a strata lot or common property and another parcel of land, or
   ii. wholly or partially within a strata lot, if they are capable of being and intended to be used in connection with the enjoyment of another strata lot or the common property;

"Limited Common Property" means common property designated for the exclusive use of the owners of one or more strata lots

Issuance of a Building or Plumbing Permits:

A Permit will be issued following the acceptance of plans showing compliance with City Bylaws and other applicable enactments and the payment of the appropriate permit fees. Please note that contractors are required to have valid trade qualification identification for sub-trade permits and a current Business License with the City.

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Langley City Hall, 20399 Douglas Crescent, **Langley**, BC Canada V3A 4B3
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MULTI-FAMILY BUILDING APPLICATION

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

LOCATION & PROPERTY INFORMATION

Construction Address:_____ Unit #:_____
Legal Description: Lot_____DL_____SEC_____TWN _____Plan: _____

TYPE OF WORK PROPOSED

New Bldg. □ Addition □ Alterations □ Construction Value: $_____
Please describe the scope of work proposed: _____

ADDITION / ALTERATION: Is there an existing Fire Sprinkler Yes □ No □ Is there a fire alarm system: Yes □ No □

FOR NEW MULTI FAMILY DWELLINGS ONLY:

No. of floors _____ # Total Units: _____ # Adaptable Units: _____ # Accessible Units: _____
Strata □ Rental □
Heating: Forced Air □ Hot Water Radiant □ Hot Water Bsbd □ Fuel: Gas□ Electrical□
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: _____
Tenant Business Name: _____Contact Person:_____ Phone:_____
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 _____ _____ _____ _____ _____

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

PLEASE ENSURE YOU COMPLETE THE CHECKLIST OVER

NOTE: An appointment is required for submittal of New Construction

BUILDING PERMIT APPLICATION CHECKLIST

*All plans and information submitted must be of an appropriate scale with sufficient detail to establish compliance with the building code and the bylaws of the city. The plans are to be **legible** and of **suitable quality** for archival storage. **If you are unable to draw appropriate plans, then you must obtain the services of a qualified person**. Drawings will be accepted in either metric or imperial, but all documentation must be consistent throughout in one standard only.*

DRAWINGS

Provide 2 sets of the following drawings (collated in order per list below)	Required	Provided	N/A
Architectural			
Structural			
Mechanical			
Plumbing			
Fire Suppression (Detailed Design Drawings and Hydraulic Calculations)			
Electrical			
Site Service/Civil			
Landscaping			
Geotechnical (for any under pining, shoring or deep excavations)			

LETTERS OF ASSURANCE, BC Building Code Schedules A & B's

Schedule A			
Schedule B & Professional Proof of Insurance (Form 2)			
Architectural			
Structural (Designated Structural Engineer if applicable)			
Mechanical			
Plumbing			
Fire Suppression			
Electrical			
Civil			
Geotechnical			
Landscaping Schedule L			

OTHER:

Application Fee			
Title Search (within 48 hours of permit application – obtain from BCLTSA office)			
Agent Authorization Form			
Owner's Acknowledgement (Form 1)			
Approach to Code Compliance and Building Code analysis			
Alternative Solution Proposals (if applicable) c/w Application Form & Fee			
Soils Report (Two Copies)			
Energy Design Verification Report			
Construction Fire Safety Plan (PDF for Fire Dept)			
Site Disclosure Statement (SDS)			
Fraser Health Authority approval (if applicable)			
Langley Regional Airport Approval (re building height and/or cranes) (if applicable)			
New Home Registration Form from BC Housing			
Apply to Engineering Department for estimate to upgrade services (applicable to projects with a construction value of $200,000.00 or greater)			
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 will be issued.

Name of Applicant:	Signature:	Date:

COMPLETE APPLICATIONS WILL ENSURE A MORE TIMELY REVIEW AND ISSUANCE.
INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

Langley City Hall, 20399 Douglas Crescent, Langley, BC Canada V3A 4B3
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Building and Plumbing By-law
Bylaw No. 2498

AGENT AUTHORIZATION

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

I/We, _____ (List of ALL Owners)

Contact Phone No: _____ Contact 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 property 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/We hereby agree that all information, including personal information, contained on this document and on the application mentioned above may be made available to the public.

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.

FOR STRATA TITLE PROPERTIES PLEASE COMPLETE Page 2 AS WELL

STRATA TITLE PROPERTIES

Strata Corporation Authorization

Consent of a Strata Corporation is required for work that will involve or affect Common Property and Limited Common Property. In accordance with the Strata Property Act:

"Common Property" means

(a) that part of the land and buildings shown on a strata plan that is not part of a strata lot, and

(b) pipes, wires, cables, chutes, ducts and other facilities for the passage or provision of water, sewage, drainage, gas, oil, electricity, telephone, radio, television, garbage, heating and cooling systems, or other similar services, if they are located

(i) within a floor, wall or ceiling that forms a boundary

(A) between a strata lot and another strata lot,

(B) between a strata lot and the common property, or

(C) between a strata lot or common property and another parcel of land, or

(ii) wholly or partially within a strata lot, if they are capable of being and intended to be used in connection with the enjoyment of another strata lot or the common property.

"Limited Common Property" means common property designated for the exclusive use of the owners of one or more strata lots.

I am a member of the Strata Council for the Strata Corporation of the above-noted property and hereby confirm on behalf of the Strata Council that the Strata Corporation consents to:

- ☐ Release of archived copies of building plans related to the Property.
- ☐ Work that will alter Limited Common Property adjacent to Unit Number _____
- ☐ Work in Unit Number _____ that will affect Common Property, Limited Common Property or both owned by the Strata Corporation

The work permitted is as follows (provide description of building, plumbing, electrical work):

_____

_____

_____

Strata Council Member

Name: _____ Address:_____

Phone: _____ Email: _____

Date: _____ Signature: _____

Personal Information collected on this form as per the Freedom of Information and Protection of Privacy Act, Sec 26 (c), is for the sole purpose of processing the access to records request and will be managed in accordance with the Act. Questions regarding the collection and use of your Personal Information may be directed to the Corporate Officer at kkenney@langleycity.ca

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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.
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REGISTERED PROFESSIONAL'S PROOF OF INSURANCE (FORM 2)

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

City of Langley
20399 Douglas Crescent
Langley, BC V3A 4B3

Attention: Chief Building Inspector:

RE : (address of project)

The undersigned hereby gives Assurance that:

- I have fulfilled my obligation to obtain a policy of professional liability insurance as outlined in section 15.3 of the Building and Plumbing Bylaw, 2003, No. 2498;
- I have enclosed a copy of my certificate of insurance indicating the particular of such coverage;
- I am a registered professional as defined in the current edition of the British Columbia Building Code;
- I will notify the Building Official immediately if this insurance coverage is reduced or terminated at any time during construction.

_____ [affix seal]

Name of Registered Professional (please print)

_____ _____

Signature of Registered Professional Date

Email address:_____

_____

Name of Firm

Permit to Practice # _____

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BUILDING DIVISION

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604-514-2804

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
LANGLEY PUBLIC HEALTH UNIT / HEALTH PROTECTION	604-514-6121	LangleyHP@fraserhealth.ca	Suite 110, 6470 201 Street, Langley, BC V2Y 2X4	Mon-Fri: 8:30am – 4:30pm
GAS & ELECTRICAL TECHNICAL SAFETY BC	1-866-566-7233	contact@technicalsafetybc.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 152nd St., Surrey BC V3S 5J9	24hrs
LANGLEY REGIONAL AIRPORT	604-534-7330	ynjoperations@tol.ca	5385 216 St., Langley BC V2Y 2N3	8am – 4pm
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 152nd St.,Surrey, BC V3R 0Y3	