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 NEW & ADDITIONS

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 applicant with the Building Permit Application process for new construction or additions to multi-family residential buildings. All proposed construction shall comply with the current edition of the BC Building Code, City of Langley Building and Zoning Bylaws and other applicable enactments.

Building Permits are Required for:

The construction of a new building or additions to an existing building.

Information:

Confirm that the location of the proposed multi-family project is in the City of Langley not the Township of Langley.

It is important to review the following documents, as they may impact the size or design of the proposed building;

- The City of Langley Building and Plumbing Bylaw;
- The City of Langley Zoning Bylaw;
- The Floodplain Elevation Bylaw;
- Official Community Plan Bylaw;
- Subdivision and Development Services Bylaw (which includes water meter specifications)

Contact the Planning Department for additional zoning and development requirements before proceeding with the building design.

Contact the Engineering Department before proceeding with the building design to confirm whether there are requirements that may impact the proposed building.

It is recommended that potential applicants plan to meet with the Building Division if the proposed building will be a “complex” Part 3 building.

Application for a Building Permit:

Applications are to include the following documentation:

- A completed Building Permit Application form;
- Owner’s acknowledgement (Form 1), *(this form is to be completed by the owner of the building)*;
- Agent’s Authorization Form, *(completed by the contractor acting on behalf of the owner);*
- A Title Search, no older than 48 hours;
- Survey by a BC Land Surveyor;
- Letters of Assurance, Schedule B *(to be provided by each registered professional involved with the project)*;
- Professional Proof of Insurance (Form 2) and copy of insurance, *(to be provided by each registered professional*);
- HPO warranty documentation;
- Preliminary Strata Plan c/w strata lot and unit numbering;
- Building drawings from each discipline for the proposed project, (list to follow);
- Alternative Solution application and report (if applicable);
- Geotechnical report *(c/w Schedule B and Proof of Insurance);*
- Fraser Health approval *(If applicable);*
- Current City of Langley Business Licence or a Fraser Valley Inter-Municipal Licence for trades involved with the proposed work.

Architectural Drawings: (2 Sets)

Cover Sheet:

- To include a Building Code Analysis;
- A City of Langley zoning analysis;
- Applicable aspect of Section 3.8 of the current edition of the BC Building Code with respect to persons with disabilities.

Site Plan: 1:100 or 1/8” = 1’.0”

- Dimensions of the property, with location and size of any existing buildings with distance to property lines;
- Easements, Rights-of-way, Restrictive Covenants, indicating location, size, and purpose;
- Parking and loading, indicating access location and dimension, access for firefighting, internal road width, turn radius and gradients;
- Grades: existing and proposed geodetic elevations.

Foundation and Floor Plans: 1:50 or 1/4" = 1’.0”

- Each floor fully dimensioned;
- Room uses;
- Exits, corridors and stairways;
- Fire wall and fire separations, including ratings and assembly details.

Elevations: 1:50 or 1/4" = 1'.0"

- ~ All exterior walls fully dimensioned with door and window sizes. Include vertical elevations of grade, floor, and roof levels;
- ~ Provide spatial separations calculations for each elevation.

Construction Details, Cross Section:
1:20 or 1/2" = 1'.0"

- ~ Door & window sizes, ratings, and hardware;
- ~ Finishes for all floors, walls, and ceilings;
- ~ Exterior and interior walls, including details of construction and fire resistance ratings;
- ~ Fire separations and firewalls, including details of construction and fire resistance ratings;
- ~ Building construction details and fire resistance ratings, including fire stopping details and materials;
- ~ Energy compliance details, indicate method, ASHRAE / NECB or BC Step Code.

Structural Drawings: (2 sets)

- ~ Complete drawings, cross-sections, and details to construct the building. Confirm seismic considerations and conformance with Part 4 of the BC Building Code.

Plumbing Drawings: (2 sets)

- ~ Floor plan, cross-sections, schematic drawings, and details, including fixture and locations. Piping materials and sizes, venting, cleanouts, water meter, PRV and back flow devices' location;
- ~ Fire department connection and hose reel locations;
- ~ Firestopping systems for fire separation penetrations.

Electrical Drawings: (2 sets)

- ~ Reflected ceiling plan and floor plans with electrical fixtures layout, including fire alarm systems, detection devices, exit and emergency lighting, including all exterior lighting.

Fire Suppression Systems:

- ~ Fire suppression systems require a separate permit.
- ~ The sprinkler system plan and details to comply with the appropriate NFPA standard for the level of protection required.

Civil Drawings: (2 sets)

Storm Water Management:

- ~ Existing grades (not circled) and proposed grades (circled) at property, covenant and building corners;
- ~ Proposed building envelope with first floor elevations and Minimum Building Elevations;
- ~ Show and label all piping, CB's, LB's, MH's etc.;
- ~ Refer to the City of Langley Subdivision and Development Servicing Bylaw for additional requirements;

Note: because of the detailed review, on-site detention and off-site works may be required.

Site Servicing:

- ~ Existing and proposed services and structures, including water, sanitary and storm sewers;
- ~ Water meter and back flow preventor chamber;
- ~ fire hydrants, street lighting, driveways, hydro telephone cable and gas;
- ~ Proposed service connection plan and profile (if applicable). A servicing agreement may be required;
- ~ Size, grade, material and length of piping, inverts, off-sets, and accumulated flows per section

Fraser Health Authority Review:

- ~ Approval from the Fraser Health Authority is required for projects that include a pool, hot tub, or sauna;
- ~ One set of plans for the proposed work is to be reviewed and signed by the Fraser Health Inspector and to be submitted to the Building Division, before the building permit application will be approved for issuance.

Issuance of the Building Permit:

- ~ A Building Permit may be issued following the acceptance of plans showing compliance with the current BC Building Code, City of Langley Bylaws and other applicable enactments and the payment of the appropriate fees and bonds.
- ~ Upon issuance of the building permit, the building contractor (authorized agent) is to arrange for a pre-construction meeting with the Building Division to establish the required inspections and documentation.

Inspections:

- ~ Unless otherwise arranged with the inspector, inspections shall be in the following order: **Forms; Prior to Back-fill; Under-slab plumbing; Rough plumbing; Framing; Insulation; Final.**
- ~ All work being inspected must be complete and ready prior to the inspection, including the appropriate tests;
- ~ 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;
- ~ Surveys or inspection reports by Professional Consultants are to be submitted to the Building Department 24hrs prior to the requested inspection;
- ~ For Final Inspection, the Coordinating Registered Professional is to submit a documentation folder to the Building Department, 48hrs prior to requesting the inspection, containing all the Schedule C's and certification certificates for the work undertaken. Failure to do so, or if there are missing documents will result in a delay in the inspection and receiving an accepted final.

BC Safety Authority:

- ~ Electrical and Gas permit are obtained through BC Safety Authority.

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APPLICATION SUBMISSION MEETING FOR COMPLEX BUILDINGS

NO BUILDING PERMIT APPLICATION WILL BE ACCEPTED PRIOR TO THE DEVELOPMENT PERMIT BEING ISSUED BY CITY COUNCIL.

The purpose of this bulletin is to advise developers, contractors, consultants and builders that the City of Langley requires an Application Submission Meeting for all complex building permit applications. This includes all Part 3 buildings as defined by the building code including commercial, industrial, institutional, multi-family, and mixed-use buildings, as well as any townhouse projects.

The Architect and/or Coordinating Registered Professional will need to arrange an application submission appointment with the Plan Review Supervisor before the formal building permit application is accepted for review. To request a meeting email inspections@langleycity.ca or call 604-514-2804 to request a meeting.

The email must include the following information:

- Contact information (name, company, phone and email)
- Site address
- Development Permit Application status
- General description of the proposal, including whether the proposal is for a:
  - o New building use (commercial, industrial, institutional, etc)
  - o For multi-family residential use, include the type (apartment, townhouse, mixed use, etc)
  - o Renovation/Addition
- If any Alternate Solutions are proposed.

After receiving this information, you will be contacted to schedule an appointment.

Refer to the appropriate Permit Application Package for your project and ensure all required forms have been completed prior to scheduling the application submission meeting. (Note: The package includes the minimum requirements only. Please note that additional documentation may be requested.)

Bring your completed application along with all required drawings and documents to the meeting. After a preliminary review of your submission, provided it is acceptable, you will be able to file your application and pay your application fee. (Note: Phased applications will not be accepted. The application must be for the full project and must be complete.)

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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.

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FORM
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BUILDING CODE ANALYSIS (BCBC 2024)

Project Name: _____ Date: _____

Project Address: _____ BP #: _____

Architect / Engineer: _____ Phone: _____

Applicant: _____ Phone: _____

Scope of Work

☐ New Construction ☐ Addition to Existing Structure ☐ Alteration ☐ Tenant Improvement

Building originally constructed in: _____

Proposed Building Area: _____ m^2 Existing Building Area: _____ m^2 Area of Addition: _____ m^2 Total Building Area: _____ m^2		**Floor Areas:** Main / 1st Floor: _____ m^2 2nd Floor: _____ m^2 3rd Floor: _____ m^2 4th Floor: _____ m^2 Parking Garage: _____ m^2 Mezzanine: _____ m^2 Gross Floor Area: _____ m^2
Building Height: _____m Number of Stories: _____		
Major Occupancy:	Group _____	
Classification:	☐ Part 3.2.2._____ ☐ Part 9	**Occupant Load:**
Construction:	☐ Combustible ☐ Non-Combustible	Plumbing Facilities: Male / Female Required: _____ Proposed: _____ Universal WC: _____ Number of Fixtures: _____
Parking Garage:	☐ Non-Combustible ☐ Part 3.2.2._____	
Streets Facing:	☐ 1 ☐ 2 ☐ 3	
Sprinklered:	☐ Yes ☐ No	**Importance Category: (4.1.2.1)** ☐ Low ☐ Normal ☐ High
Standpipes:	☐ Yes ☐ No	**Part 10 Compliance Method**:
Fire Alarm:	☐ Yes ☐ No	☐ ASHRAE/IES 90.1 ☐ NECB ☐ Subsect. 10.2.3.
Fire Connection:	☐ Yes ☐ No	**Adaptable Units Req'd**: ☐ Yes ☐ No Units: _____
		Accessible Parking Req'd: ☐ Yes ☐ No Stalls ____

FLOOR AREA BREAKDOWN

Major Occupancy	Floor Level	Area M2

FIRE SEPARATIONS

Between Occupancies		Rating

Floor Rating:	
Mezzanine Rating:	
Wall Rating:	
Roof Rating:	

SPATIAL SEPARATION

Wall Face Elevation	**Wall Area M2**	**Ratio L/H**	**L D Metres**	**Prop. UPO**		**AAUPO**		**Wall Rating Hr Wall Const. Com /Non-Com**	**Wall Cladding Com/ Non-Com**
				%	**M2**	**%**	**M2**		
North:									
South:									
West:									
East:									

Additional project notes/ explanations:

Building Code Alternative Solution Required? ☐ No ☐ Yes

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ENERGY DESIGN VERIFICATION REPORT

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

For BCBC Part 10 Requirement Verification of Part 3 Buildings.

To: Chief Building Official, Development Services & Economic Development Department, City of Langley.

I, _____, am the Coordinating Registered Professional for the below mentioned project and have coordinated the design to substantially comply with the requirements of Part 10 of the 2018 British Columbia Building Code, based on pursuing the Energy Regulation indicated below.

Project Address: _____

Building Permit: _____

Energy Standard: ☐ NECB – 2015

☐ ASHRAE 90.1 – 2016

☐ BC Energy Step Code (Steps: _____). *Provide Certification*

Signature: _____

Name: _____

Date: _____

Company: _____

Langley City Hall, 20399 Douglas Crescent, Langley, BC Canada V3A 4B3
T 604.514.2800 F 604.530.4371 langleycity.ca

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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HAZARDOUS MATERIALS CLEARANCE REQUIREMENT

This form is to be completed and submitted in association with an application for a Building Permit where the proposed works include **demolition**, **alterations or renovations within an existing structure** constructed prior to 1990.

A Clearance Letter must be posted, signifying the building is safe to enter once the hazardous materials are removed. The Hazardous Materials Assessment Report must be available and produced upon request for inspection purposes.

If a Clearance Letter prepared by a qualified person (as per WorkSafeBC Guidelines Part 20) cannot be produced, the Building Official may stop the inspection to ensure their safety.

Building Permit No.: _____

Project Address: _____

Was the existing building constructed prior to 1990?

Yes ☐ No ☐ Year of Construction _____

Has a Hazardous Material Assessment Report as per WorkSafeBC Guidelines Part 20 been completed for this structure?

Yes ☐ No ☐

_____
Applicant (Print)

_____ _____
Applicant Signature *Date*

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CONSTRUCTION ACTIVITY SIGN

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.

The City of Langley Noise Bylaw No. 3273 provides information as it relates to sound from construction activity or equipment. Sound from construction activity or from construction equipment may occur only between the hours of:

- Monday to Friday 7:00am to 8:00pm
- Saturday 7:00am to 6:00pm

Sound from construction activity or sound from construction equipment is **NOT PERMITTED at any time on Sundays and Statutory Holidays.**

Construction activity includes, but is not limited to; erecting, altering, repairing, relocating, dismantling, adding, installing, demolishing, structural maintenance, moving, land clearing, earth moving, grading, excavating, shoring, laying of pipe or conduit (whether above or below ground level), street and highway building, concreting, equipment installation, concrete clean up, structural installation of construction components and material in any form, or for any purpose, and includes any work being done in connection therewith and warming up of equipment either on arrival or departure of the contractor or trades person.

Contractors are to install a Construction Activity Sign prior to the building permit being issued for projects where the construction value exceeds $500,000.00. The location and a sample of the construction activity sign is to be incorporated in the permit application drawings, installed at the site, and accepted by the City prior to the building permit being issued.

If work cannot be completed within the hours of the Bylaw, (large concrete pours for example), an application for an exemption must be submitted to the Engineering Department, to work outside the permitted hours. The application is to be submitted 7 days before the commencement of the work. If the application is found acceptable, the neighbouring property owners are to be notified in writing, 3 days before work starts.

For an exemption application or a sample construction notification letter please contact the Engineering Department at 604-514-2997.

For other sound-related complaints, please contact the Community Safety (Bylaw Enforcement Department) at 604-514-2851.

Construction Activity Sign

The Construction Activity Sign must:

- Be posted in a prominent location on the parcel of land that is clearly visible from at least one adjacent street;
- Have a height of no more than 3.0m above grade;
- Be a minimum of 1.5m X 1.5m in size;
- Contain lettering that is at least 5.0cm high with 2.5cm spacing and a colour that contrasts with the background of the sign
- Set out the hours permitted for construction under the Noise Bylaw and exemptions to the construction hours which may have been granted;
- State the name of the general contractor for the construction, the name and telephone number of an individual representative of the general contractor;
- Give a monitored 24 hour telephone contact number for complaints and concerns, and the City of Langley telephone number.

Sample Sign (not to scale)



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T 604.514.2800 **F** 604.530.4371 **langleycity.ca**

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.

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T 604.514.2800 F 604.530.4371 langleycity.ca

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

Langley City
THE PLACE TO BE
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GUIDE
BUILDING DIVISION
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SPRINKLER & ALARM ALTERNATIVE SOLUTIONS FOR TOWNHOUSES & ROWHOUSES

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.

Purpose:

To outline acceptable solutions for the hybrid use of NFPA 13D and 13R in Townhouses and Rowhouses, where NFPA 13R is required.

Sprinkler Requirement:

All Multi-Family projects, including Townhouses and Rowhouses, are required to be sprinklered in compliance with City of Langley Building and Plumbing Bylaw No. 2498.

Design & Installation:

Construction of this type is required to comply with the requirements of NFPA 13R. Where individual access is provided to each unit and there is no stacking of units (units overtop of other units), we will consider an alternative solution* for the sprinkler system to be hydraulically designed to NFPA 13R, but installed to NFPA 13D. Each unit shall be independently supplied with a combined domestic/sprinkler system water supply.

Policy:

Where Residential Projects with individual exterior exits do not have a Fire Alarm system the following are required:

- Each unit is provided with an individual combined water supply through a dual check backflow device
- Individual sprinkler flow switches must be provided for each unit and flow through to the most remote water closet complete with pressure reducing valve at the water closet
- Sprinkler flow shall activate the smoke alarms
- Strobe lights shall be activated by the smoke alarms and must be provided outside the main entry to each unit and on roof-top decks
- The building must be sprinklered in compliance with NFPA including the following areas:
  - All habitable spaces under the roof assembly, including bathrooms and closets (3.2.5.12 (6);
  - garages;

Rationale:

To have the fire suppression engineer apply the hydraulic design requirements of NFPA 13R (ie. water densities, 4 head design) to the project while allowing exceptions for fire department connections, fire alarms and zoning through an alternative solution.

**an alternative solution must be proposed by a Professional in compliance with BCBC Division A – Clause 1.2.1.1.(1)(b) and Division C – Section 2.3.*

Other proposals of alternative solutions will also be considered.

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CONSTRUCTION FIRE SAFETY

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.

- The fire hydrants for the project must be installed and operational prior to commencement of wood frame construction
- Install fire doors, on fusible links, as early as possible. These doors must be closed when there is no construction activity.
- Activated (charged) standpipe installed progressively with building construction
- Activated (charged) sprinkler system upon installation of ceiling membrane
- **Wood Frame Construction**
  - Inspection by Fire Department prior to start of wood frame construction
  - Implementation of a 24/7 Fire Watch – once wood frame construction commences.
- If a **crane** of any type is going to be erected, proof of inspection must be provided within the CFSP

This bulletin is provided to assist owners, contractors, and workers on the requirements of a Construction Fire Safety Plan (CFSP). The document is intended to provide a brief overview of existing information that has previously been developed. Each site and construction project will have site specific issues that will need to be addressed in the CFSP.

During the construction phase, a building is at its most vulnerable state. A CFSP is part of a system that is intended to protect the building during this vulnerable stage. Once a building is completed, there are a number of life safety systems in place to protect the building and its occupants. These include fire alarm systems, sprinklers, and fire compartmentalization. During construction these fire safety measures may or may not be installed or fully operational. Therefore, the CFSP must address hazards that could be present during construction.

The leading causes of fire in buildings under construction or demolition are:

- Incendiary/suspicious events
- Smoking on site
- Open flames/embers
- Heating equipment

While minimizing the fire hazards at a construction site, the CFSP must also consider the impact a fire would have on the neighboring building(s).

It is the owner's responsibility to develop a Construction Fire Safety Plan that meets the requirements of the B.C. Building and Fire Codes and the referenced standards and publications listed within this bulletin. It may be beneficial for owners or contractors to obtain the services of a Fire Safety Planning specialist to assist in ensuring an adequate plan is developed for their site.

In order to reduce hazards and the spread of fire, the following minimum requirements need to be reviewed and incorporated in your construction fire safety plan.

Fire Safety Plan Minimum Requirements

Section 5.6, Division B of the B.C. Fire Code requires that for any building or parts of buildings undergoing construction, renovation, or demolition operation, a fire safety plan be prepared for the site prior to any work commencing. Part 8, Division B of the B.C. Building Code provides requirements for safety measures at construction and demolition sites. The fire safety plan shall be prepared by the owner or owner's authorized agent in cooperation with the City of Langley Fire Rescue Service and shall be reviewed after any significant changes to the project. The minimum requirements for a fire safety plan shall include the following (BCFC, Div B, 5.6.1.3/2.8.2.1):

1. The designation and organization of site personnel to carry out fire safety duties.
2. The emergency procedures to be followed in the event of a fire, including:
   a) Sounding the alarm
   b) Notifying the Fire Department
   c) Instructing site personnel on the procedures to be followed when the alarm sounds,
   d) Firefighting procedures
3. Measures for controlling fire hazards in and around the building
4. A maintenance procedure for firefighting facilities
5. Documents, including diagrams, showing the type, location and operation of the building fire emergency systems
6. List of all emergency response numbers and list of names, addresses, and telephone numbers of persons to be contacted during and after normal operating hours in the event of an emergency.

Summary of Part 8, Division B, B.C. Building Code – Safety Measures at Construction and Demolition Sites

Part 8, Division B of the B.C. Building Code provides details for protection of the public and adjacent properties. Prescriptive requirements related to construction sites are addressed in the following Subsections:

- 8.2.1. Fencing and Barricades
- 8.2.2. Excavation
- 8.2.3. Use of Streets or Public Property
- 8.2.4. Direction of Vehicular Traffic
- 8.2.5. Waste Material

Unique Details for Construction Fire Safety Plans

Since projects vary in size and complexity, it is unreasonable to expect that a single template can serve to develop a CFSP for all projects. A more detailed CFSP may be necessary to meet the minimum fire safety requirements. A project specific CFSP will address items such as phases of construction (excavation, structure, etc.) or phased occupancies. The degree to which additional mitigating risk reduction measures are applicable will depend on the project size, scope, proximity to other buildings and unique site conditions.

Fire Safety Training

The assignment of a WorkSafe BC qualified coordinator as required by the WorkSafe General Conditions Occupational Health & Safety (OHS) regulation should be complete prior to construction. The qualified coordinator should also address construction fire safety concerns and maintain a site copy of the accepted CFSP. Workers should be kept up to date with emergency procedures as per WorkSafe General Conditions OHS Part 4: 4.16 Training:

1. All workers must be given adequate instruction in the fire prevention and emergency evacuation procedures applicable to their workplace.
2. Workers assigned to firefighting duties in their workplace must be given adequate training, by a qualified instructor, in fire suppression methods, fire prevention, emergency procedures, organization and chain of command, firefighting crew safety and communications applicable to their workplace.
3. Retraining for firefighting duties must be provided periodically, but not less than once a year.
4. A worker not covered by Part 31 (Firefighting), who is assigned to firefighting duties, must be physically capable of performing the assigned duties safely and effectively before being permitted to do them.

Enforcement

Construction fire safety falls under numerous jurisdictions. Therefore, violations may result in enforcement from a number of different regulatory bodies or authorities, including insurance providers. Enforcement for violations may include:

- Issuance of an order by the City of Langley Fire Rescue Service under the Fire Code
- Issuance of a Stop Work Order or removal of Building Permit by the Building Division under the Building Bylaw
- Removal of Business License,
- Action by WorkSafe BC

Features for Coordination

A. Passive Protection:

1. Provision at each floor level of an unobstructed stair discharging to grade level.
2. Coordination during construction of fire compartments and fire walls. Fire doors, on fusible links, must be installed as early as possible and be in a closed position when active construction is not taking place.
3. Management of fuel fired equipment
4. Management of temporary heating equipment. All temporary heating equipment shall be listed and used in accordance with manufacturer's instructions.
5. Management of roofing operation involving heat sources and hot processes. These operations must be conducted by a qualified agency.
6. Maintaining a high standard of Housekeeping on site.
7. Providing and maintaining a Fire Department access to site complying with B.C. Building Code Division B subsection 3.2.5 (B.C. Fire Code Division B, Article 5.6.1.4)
8. Providing minimum 1-hour fire separation between occupied areas and areas under construction (B.C. Fire Code Division B, Article 5.6.1.14)

B. **Fire Protection:**

1. Coordination such that the municipal water supply is available onsite when grade level construction begins (required by NFPA 1, Article 16.4.3.1.1 upon accumulation of combustible material). Fire Hydrants for the project, complying with B.C. Building Code Division B subsection 3.2.5, must be installed and operational prior to the commencement of wood frame construction.
2. Activated (charged) standpipe installed progressively with building construction.
3. Activated (charged) sprinkler system upon installation of ceiling membrane. Where practical, the system should be activated when construction is not taking place but may be turned off during operating hours.
4. Onsite fire protection stations that may include portable fire extinguishers possibly supplemented by garden hose for ease of use by all personnel.
5. Early installation of fire pumps where required for fire protection water supply.
6. Fire alert warning system (B.C. Fire Code, Division B, Article 5.6.1.9)
7. Temporary heating equipment to comply with B.C. Fire Code, Division B Articles 5.6.1.11 and 12

C. **Fire Watch:** (requirements will be reviewed on an individual project basis)

1. Implement a Fire Watch 24 hours per day, 7 days per week once wood frame construction commences. These operations must be conducted by qualified personnel. This Fire Watch shall remain in effect until the fire safety systems for the building are functional and
2. Implement a Fire Watch during demolition or construction with partially occupied buildings (B.C. Fire Code Article 5.6.1.15).
3. Fire watch during hot works operations and for a period not less than 60 minutes after, and a final watch 4 hours after completion (B.C. fire Code Division B, Articles 5.2.3.1 and 5.2.3.3.

D. **Additional Items:**

1. Provide temporary water flow alarms on sprinklers
2. Timing for issuance of sprinkler permit (sprinkler drawings must be reviewed by numerous consultants and accepted by Municipal Authorities prior to issuance of permit and commencement of installation of sprinklers.)
3. Exposure protection sprinkler systems
4. Development of a fire risk assessment for more complex sites. This will identify time frames and processes where risk may be greater and extra measures may be required. (in accordance with the Society of Fire Protection Engineers' guidelines).

Referenced Standards and additional North American Standards/Guides which relate to construction fire protection are listed below:

Existing Referenced Standards/Bulletins

- Section 2.8, 5.2 and 5.6, Division B of the 2018 BC Fire Code
- Part 8, Division B of the 2018 BC Building Code
- Office of the Fire Commissioner (OFC) of BC, OFC Bulletin- April 17, 2009
- Standata Fire Code Interpretation FCI-09-03 (AFC)

Further Resources and Additional Recognized North American Standards

- NFPA 1, Fire Code.
- NFPA 101, Life Safety Code
- NFPA 5000, Building Construction and Safety Code
- NFPA 241, Standard for Safeguarding Construction, Alteration, and Demolition Operations
- SFPE Engineering Guide to Fire Risk Assessment

For complex sites where a more robust fire safety plan is required, review of further additional standards is recommended; see relevant items from NFPA 241 below.

Summary of NFPA 241, Standard for Safeguarding Construction, Alteration and Demolition Operations

NFPA 241 provides a comprehensive guide for construction, alteration, and demolition operations. This standard provides guidance on the construction of temporary offices and storage areas, typical processes and hazards such as temporary heating equipment, flammable and combustible liquids and flammable gas storage and handling, temporary electrical work and lighting, and requirements for fire protection. Some significant items to note from NFPA 241, Chapter 7:

- As noted in Article 7.5.6.1, in all buildings over one storey in height, at least one stairway shall be provided that is in usable condition at all times. This stairway is required to be extended upward as each floor is installed for new construction, and must be maintained for each floor remaining during demolition.
- As noted in Article 7.6, in all new buildings in which standpipes are required or where standpipes are existing in a building to be altered or demolished, such standpipes shall be maintained in conformity with the progress of the building construction in such a manner that they are ready for use.
- As noted in Article 7.7.4, at least one approved fire extinguisher shall be provided in plain sight on each floor at each usable stairway, as soon as combustible material accumulates.

Chapter 8 of NFPA 241 provides details on safeguarding construction and alteration operations, and provides comments on scaffolding, shoring and forms, construction material and equipment storage, building separation walls such as fire cut-offs and temporary separation walls. Some significant items to note from NFPA 241, Chapter 8:

- As noted in Section 8.2.5, portable fire extinguishers or charged hose lines are required during forming/stripping operations using combustible forming material.
- As noted in Section 8.6.1, firewalls and exit stairways where required for the completed building, shall be given construction priority for installation. Fire doors with approved closing devices and hardware shall be installed as soon as practical, and preferably before combustible material is introduced. Fire doors shall not be obstructed from closing.
- As noted in Article 8.7.2.1/.2, a water supply for fire protection, either temporary or permanent, shall be made available as soon as combustible material accumulates on the site, and there shall be no delay in the installation of fire protection equipment.
- As noted by Article 8.7.2.3, where underground water mains and hydrants are to be provided, they shall be installed, completed, and in service prior to construction work.
- As noted by Article 8.7.3.1, if automatic sprinkler protection is to be provided, the installation shall be placed in service as soon as practicable.
- Section 8.7.4 discusses the standpipe requirements.

Conclusion

The protection of a construction site from fire is paramount to the owners, contractors, the community and the City of Langley. The implementation of this bulletin can assist in reducing the inherent risks associated with construction sites.

The CFSP should consider any potential hazards that may be present during the building's construction period. The CFSP should have the potential to be developed into the final Fire Safety Plan for the building and the occupants of the building upon completion.

It is the owner's responsibility to ensure the construction fire safety plan is developed for each project. When important components of the approved construction fire safety plan need to be altered, the owner or owner's authorized agent must consult with the City of Langley Fire Rescue Service.

Please review the information within this bulletin when developing a fire safety plan.

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FIREFIGHTING ACCESS REQUIREMENTS

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EMERGENCY VEHICLE ACCESS DESIGN REQUIREMENTS FOR:

- PART 3 BUILDING
- PART 9 BUILDING

BUILDING REQUIRED TO FACE

- 1 STREET
  Not less than 10% of the building perimeter is located within 15m of a street or streets
- 2 STREETS
  Not less than 50% of the building perimeter is located within 15m of a street or streets
- 3 STREETS
  Not less than 75% of the building perimeter is located within 15m of a street or streets

ACCESS ROUTE DESIGN

- Minimum width 8.0m (26ft 3in)
- Principal entrance shall be not less than 3m (9ft 10in) and not more than 15m (49ft 3in) from the closest portion of the access route.
- Be connected with a public thoroughfare.
- Have a centre line radius not less than 13.8m (45ft 3in).
- Have an overhead clearance not less than 5m (16ft 4in).
- Have a change of gradient not more than 1 in 12.5 over a minimum distance of 15m.
- Be designed to support 48,773 kg (107,526 lbs.) GVW, surfaced with concrete, asphalt or other material designed to permit accessibility under all climatic conditions and be maintained snow and ice free and perimeter defined.
- Have turnaround facilities for any dead-end portion of the access route more than 90m (295ft 3in) long.
- Signage – Fire Truck Access Lanes to be posted and outline marked if required
  "Fire Lane – No Parking"

HYDRANT LOCATION

- Maximum unobstructed distance from the fire department connection to a hydrant – 45m (148ft)
- Where there is no fire department connection, maximum unobstructed distance from the hydrant through the fire truck to the building – 90m (295ft 3in)

Ladder deployment requires a maximum 70^{o} climbing angle for ladders. Consider obstructions around the perimeter of the building that may obstruct fire access:

Example: terracing; landscaping; trees; telephone poles and lamp standards; overhead wires; roof overhangs.

Fire Department Tower 1 Specifications

GVW (kg) Disp. (cc)		48,773 kg
Net Weight		32,515
Overall vehicle length		15.02 m
Axle weights		Rear 23,587 kg
		Front 11,340 kg
Axle to axle	front to first tandem	5.56 m
Axle to axle	front to second tandem	6.86 m
Maximum outrigger force		
	Without pads	257 PSI
	With 24” x 24” pads	75 PSI
Min road width for turning		8.5 m
Centre line-turning radius		13.8 m
Departure angle		8º
Out to out outriggers		6.2 m
Min width for working room		8.2 m

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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	