

# TENANT IMPROVEMENT APPLICATION

## COMMERCIAL, INDUSTRIAL, INSTITUTIONAL

BUILDING DIVISION [inspections@langleycity.ca](mailto:inspections@langleycity.ca) 604-514-2804

### LOCATION & PROPERTY INFORMATION

Construction Address: \_\_\_\_\_ Unit #: \_\_\_\_\_

Legal Description: Lot \_\_\_\_\_ DL \_\_\_\_\_ SEC \_\_\_\_\_ TWN \_\_\_\_\_ Plan: \_\_\_\_\_

### TYPE OF BUILDING

Commercial  Industrial  Institutional

### PEOPLE 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: \_\_\_\_\_

**Contractor** Company Name: \_\_\_\_\_ Contact Person : \_\_\_\_\_

Business Licence #: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_, email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_, Province: \_\_\_\_\_, Postal: \_\_\_\_\_

**Tenant Business Name:** \_\_\_\_\_ Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

### BUILDING DESCRIPTION

**Building Information:** No. of Storeys: \_\_\_\_\_ Total Building Floor Area: \_\_\_\_\_ sq. ft, Unit Floor Area: \_\_\_\_\_

Is there an existing Fire Sprinkler Yes  No  Is there a fire alarms system: Yes  No

#### Adjacent Tenants

Location	Suite #	Tenant name	Type of business
Left			
Right			
Rear			
Above			
Below			

**New or Relocated Plumbing Fixtures:** Toilets \_\_\_\_\_ Basins \_\_\_\_\_ Sinks \_\_\_\_\_ Dishwasher \_\_\_\_\_ Clothes Washer \_\_\_\_\_  
Bath Tubs \_\_\_\_\_ Showers \_\_\_\_\_ HWT \_\_\_\_\_ FD \_\_\_\_\_ BFP \_\_\_\_\_ Hose Bib \_\_\_\_\_ Laundry Tubs \_\_\_\_\_ Other \_\_\_\_\_

Please explain in detail what you are doing: \_\_\_\_\_

Construction Value: \_\_\_\_\_

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: \_\_\_\_\_

## FOR OFFICE USE ONLY

Application Fee: \$ \_\_\_\_\_  
Deposit: \$ \_\_\_\_\_

Application Reviewed By _____	Date: _____	Application No: _____
Zone: _____ DP: _____ Land Use Contract: _____ Folio No.: _____	<b>Turn over for checklist</b> ⇨	

**APPLICATION CHECKLIST FOR TENANT IMPROVEMENTS  
RECONSTRUCTION/RENOVATION/REPAIR**

**THE FOLLOWING ITEMS MAY BE REQUIRED.**

**BP NO.:** \_\_\_\_\_,

*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 (PDF copy may be required for Fire Dept)*

	Required	Provided	N/A
<b>Site Plan</b> (Full site plan showing location of all buildings and your tenant space)			
<b>Architectural</b>			
Floor Plan, e.g. 1/4" = 1'-0" include all dimensions <ul style="list-style-type: none"> <li>• Existing layout with room uses identified</li> <li>• Proposed demolition work</li> <li>• Proposed layout with room uses identified (fully dimensioned)               <ul style="list-style-type: none"> <li>○ <i>Include door sizes, window locations, fixture layouts, location of electrical panel &amp; smoke detectors</i></li> </ul> </li> </ul>			
X-section including all construction details <ul style="list-style-type: none"> <li>• Fire Resistance Rated Walls</li> <li>• Interior partition walls</li> <li>• Floor/Ceiling details</li> <li>• Firestopping Details</li> <li>• Materials Specification Sheet (<i>listed firestopping product</i>)</li> </ul>			
<b>Structural (or Comfort Letter)</b>			
<b>Mechanical</b>			
<b>Plumbing</b> (To be sealed & signed by P. Eng. Or schematic drawings by TQ plumber)			
<b>Fire Suppression</b> (Performance Specification or Full Design Drawings)			
<b>Electrical</b>			
Exit lighting			
Emergency Lighting			
Pull station and tie in to annunciator			
Reflected Ceiling Plan			

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

Schedule A			
Schedule B & City of Langley Form 2 & Proof of Insurance			
Architectural			
Structural (or Comfort Letter)			
Mechanical			
Plumbing			
Fire Suppression (Performance Specification or Full Design Drawings)			
Electrical			

**OTHER DOCUMENTS:**

Title Search (within 48 hours of permit application – obtain from BCLTSA office)			
Letter of Authorization (if applicant is not title owner)			
Form 1 completed by the Owner			
Building Code analysis			
Energy Efficiency compliance			
Construction Fire Safety Plan			
Health Protection approval			

**Note:** Any plumbing and/or electrical work must be completed by a trades qualified professional. Appropriate permits are required.

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