



# Building Permit Application Guide

Permits Licence and Inspection Services

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## Tenant Improvements for Commercial, Industrial, Institutional Buildings

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20338 65 Ave., Langley B.C. V2Y 3J1

Phone 604-533-6018

### Permits are required for:

- ~ alterations to a tenant space;
- ~ alteration to a space within a building;
- ~ any changes to the façade of the building;
- ~ plumbing and/or mechanical installations or alterations ;
- ~ the removal, relocation, alteration or construction of interior walls;
- ~ the completion of a previously unfinished area;

### Application for a Building Permit

Applications for a Building Permit are to be made at the Permits and Licenses Department. The applicant must provide:

- ~ completed Building Permit Application Form for tenant improvements.
- ~ completed Building Permit Application Checklist for tenant improvements.
- ~ two sets of key plans and building plans, drawn to scale;
- ~ Health Department's approval for food & personal services applications. A set of plans submitted to the Building Department to be signed by the Health Inspector.

### Process of Building Permit Application

The site inspection and review of plans for compliance with the bylaws of the Township will take approximately **2 weeks** or longer depending on:

- ~ volume of applications;
- ~ the complexity of the project;
- ~ the accuracy of the application;
- ~ the compliance of the plans with the applicable bylaws;

### Issuance of a Building Permit:

A Building Permit will be issued following the acceptance of plans showing compliance with Municipal Bylaw and other applicable enactments and the payment of the appropriate permit fees.

**NOTE:** No excavation, erection, alteration, enlargement, repair, removal or demolition of any building or structure, or part thereof, shall be commenced or undertaken without a permit being first obtained from the Building Department.

### Drawings:

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 Township. The plans are to be **legible and of suitable quality** for microfilming. **If you are unable to draw appropriate plans, then you must obtain the services of a qualified person.**

~ Drawings may be submitted in metric or imperial scale. The following are the minimum scales:

key plan	1:100	or	1/8" = 1'.0"
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"

### Key Plan:

- ~ over all building dimensions of both the principle building and tenant improvements;
- ~ Indicate tenant use on either side of improvements.

### Floor plans:

- ~ floor plans and components with all dimensions;
- ~ ceiling plans and components with all dimensions;
- ~ all partitions and bearing walls;
- ~ all fire separations;
- ~ room use and sizes, as well as adjacent rooms to the alteration;
- ~ equipment layout;
- ~ windows/doors, including sizes and door swings;
- ~ stairs showing direction of travel, stair dimensions and required handrails and/or guardrails;
- ~ drawings for plumbing fixtures, appliances, hot water tank, fireplaces, heating system and equipment;

### Typical Cross Sections and Construction Details:

- ~ all construction materials;
- ~ floor to ceiling height of all areas;
- ~ floor, ceiling and wall assemblies;
- ~ all fire separations.

### **Elevations: (the four building face views, if required)**

- ~ exterior finish, if applicable.
- ~ window and door sizes. If windows or doors are being added on any external wall facing an adjoining lot line, then show the elevation of that building face for the entire building. The addition of openings is limited to the percentage permitted between the exposed building face and the property line (spatial separations);

(This is not an exhaustive listing of all the bylaw and building code requirements. Additional information may be requested during the processing of the building permit application).

### **Architects and Engineers:**

Architects and Engineers are required for the following:

- ~ assembly use occupancies such as restaurants, bars, etc., including renovations and additions.
- ~ for walls constructed greater than 12' in height and 25' in length;
- ~ "T" bar ceilings greater than 144 sq. ft. for seismic restraint, including any additional fixtures that may be suspended or elevated;
- ~ racking systems greater than 8' in height;
- ~ mezzanines.
- ~ for such uses as restaurants, dental offices, supermarkets, hospitals and complex industrial building.

### **Persons with Disabilities:**

- ~ drawings to indicate the applicable aspects of section 3.8. of the current B.C. Building Code with respect to persons with disabilities for all existing, proposed and upgrading of the facilities.

### **Inspections:**

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

### **Required Inspections:**

1. **Rough Plumbing Inspection** – is required when all drains, waste pipes, vents and water piping has been completed and with the appropriate test applied. NOTE: Any plumbing to be covered by concrete must first be inspected and accepted.

2. **Frame Inspection** - to be called when all frame work, sheathing, duct work and electrical wiring are complete and before the application of insulation or exterior cladding.
3. **Insulation and Vapour Barrier Inspection** - when thermal insulation and vapour barrier are completed, and prior to application of wallboard or paneling.
4. **Final Inspection** - when all construction is completed and before occupancy. (All work includes, but is not limited to; stairs, guards, caulking, finished, plumbing, etc.)

**No person shall use or occupy or cause or permit to be caused or occupied any building or part thereof until he has received an Accepted FINAL Building Inspection from the Building Inspector.**

### **24 Hr. Inspection Request Service**

**Telephone: 604-533-6114**

**Requests received prior to 3:30 p.m. will be scheduled for inspections the following business day**

The information needed when requesting an inspection is: Your Permit Number, A Contact Name and Phone Number, The Type of Inspection, The Address of the Building Site, and the Contractor's or Trade's Business Licence Number. (Any information that has not been provided will result in the inspection not being scheduled)

### **RELATED SERVICES**

#### **Health Department**

c/o Langley Memorial Hospital  
22051 Fraser Hwy  
Langley BC V3A 4H4  
Phone: 604-514-6121 or 604-514-6123

#### **Natural Gas & Electrical Inspections**

20635 Fraser Highway  
Langley, BC V3A 4B4  
604-532-3642

*Hours: 8:00 - 12:00 noon*

*1:00 - 2:30 / 3:00 - 4:00*

*Hours: 8:00 - 9:30*

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