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## **SECONDARY SUITE BUILDING PERMIT APPLICATION GUIDE**

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On 04 December 2006 Langley City Council Adopted amendments to Zoning Bylaw No. 2100 to permit secondary suites in the City's single family residential zones, subject to an owner meeting the prescribed conditions. Information concerning the City's Secondary Suite Program was sent to all residential households within the December 2006 City Newsletter.

*Unless authorized by a building permit, secondary suites are not considered to be legal in the City of Langley.*

This guide outlines the steps involved in making application for a building permit to construct a new, or legalize an existing secondary suite.

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### **BUILDING PERMIT APPLICATION REQUIREMENTS FOR A SECONDARY SUITE**

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A building permit is required for all secondary suites, whether they already exist, are be considered in a an existing dwelling, or are to be part of a new dwelling under construction.

The following are required as part of the building permit application:

- 1) A current copy of the property title;
- 2) A survey certificate or site plan of the property;
- 3) Two (2) sets of dimensioned floor plans, and a cross-section, of the principal dwelling and the *secondary suite*; *the plans must indicate the suite entrance(s) /exit(s) in relation to those of the principal dwelling.*
- 4) Completed Building Permit Application form and
- 5) Payment, at the time of application, of the calculated building permit fee (which is based on the estimated construction cost).

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### **BUILDING PERMIT APPLICATION PROCESS**

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After payment of the appropriate permit fees, a building inspection and review of the plans will be conducted, to determine compliance with the 2012 BC Building Code. The building permit will be issued following acceptance of the plans by the Building Official.

*No construction shall be commenced or undertaken without a permit first being obtained from the City of Langley Building Division.*

It is your responsibility to obtain any Electrical or gas Permits. The electrical and gas works must be performed by the a Trade Qualified Electrician or Gas Fitter.

Issuance of a building permit may be delayed due to:

- The accuracy and completeness of the application;
- Non-compliance of the plans with the 2012 BC Building Code and applicable City bylaws; and/or
- The volume of building permit applications.

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## **REQUIRED INSPECTIONS**

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Building and plumbing inspections are conducted by the City of Langley. Additional inspections may be required for natural gas and/or electrical installations and alternations. Gas and electrical inspection are conducted by the Province of British Columbia Safety Authority.

The following are required City of Langley building and plumbing inspections:

- 1) **PRELIMINARY INSPECTION**, the building inspector will conduct a preliminary site inspection before the issuance of a building permit in order to provide you a list of all the deficiencies. Please note that the deficiency list may change due to further works performed, which may not be as per BC Building Code
- 2) **ROUGH PLUMBING INSPECTION**, to be called when all drains, waste pipes vents and water piping has been completed and with the appropriate test applied: Any plumbing to be covered with concrete first must be inspected and accepted.
- 3) **FRAMING INSPECTION**, to be called when all framing of the interior walls is complete and all electrical wiring, plumbing and heating has been roughed in. All fire stops must have been completed in the furred foundation walls and dropped ceilings. It is recommended that the secondary suite be serviced by its own electrical panel.
- 4) **INSULATION AND VAPOUR BARRIER INSPECTION**, to be called when the installations of the thermal insulation and vapour barrier are completed and prior to the installation of drywall.
- 5) **FINAL BUILDING INSPECTION**, to be called when all construction has been completed and prior to occupancy.