



PERMIT APPLICATION (TENANT IMPROVEMENTS)
INDUSTRIAL, COMMERCIAL MULTIFAMILY INSTITUTIONAL
 City of Langley, 20399 Douglas Cr, Langley BC V3A 4B3

TYPE OF WORK PROPOSED

Commercial , Industrial , Multi-Family , Institutional ,
 Retail: , Office: , Restaurant: , Warehouse: , Repairs: , Manufacturing: , Personal Service: ,

LOCATION & PROPERTY INFORMATION

Construction Address: _____ Unit #: _____ Folio No.: _____
 Zone: _____ DP: _____ Land Use Contract: _____

PEOPLE INFORMATION

Applicant (choose one): Owner: , Agent: , Tenant: , Designer: , Contractor: , Business License # _____

Applicant Name: _____, Contact Person Name: _____

Phone: _____, Fax: _____, Cell: _____, email: _____,

Address: _____, City: _____, Province: _____, Postal: _____,

Owner Name: _____, Contact Person Name: _____

Phone: _____, Fax: _____, Cell: _____, email: _____,

Address: _____, City: _____, Province: _____, Postal: _____,

Contractor Name: _____, Contact Person Name: _____

Phone: _____, Fax: _____, Cell: _____, email: _____,

Address: _____, City: _____, Province: _____, Postal: _____,

Tenant Business Name: _____ Contact Person: _____ Phone: _____

WORK DESCRIPTION

Building Information: No. of Storys: _____, 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			

Plumbing Fixtures: Toilets _____, Basins _____, Sinks _____, Dishwasher _____, Clothes Washer _____,
 Bath Tubs _____, Showers _____, HWT _____, FD _____, BFP _____, Hose Bib _____ Laundry Tubs _____, Other _____

Other than constructing a new building, please explain in details 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:
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**BUILDING PERMIT CHECKLIST FOR TENANT IMPROVEMENTS
RECONSTRUCTION/RENOVATION/REPAIR**

****Please note this is a pre-application review only and NOT a Building Permit Review or Approval. Purpose of this review is to ensure the completeness of the application. Acceptance of the application DOES NOT warrant that a building permit will be issued.**

Applicant Name: _____, Contact Person Name: _____
 Project Address: _____
 Project Description: _____

Office Use Only

Provide 2 sets of the following drawings (Additional drawing sets may be required for distribution to Planning & Fire Dept)

Please provide items checked.

DRAWINGS

	Required	Provided	N/A
Architectural			
Site Plan, I.D. your suite & identify suites adjacent			
Floor Plan, e.g. 1/4" = 1'-0" include all dimensions			
X-section including all construction details			
Structural (or Comfort Letter)			
Mechanical			
Plumbing (To be sealed & signed by P. Eng. Or schematic drawings by TQ plumber)			
Fire Suppression (Performance Specification or Full Design Drawings)			
Electrical			
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			
Architectural			
Structural (or Comfort Letter)			
Mechanical			
Plumbing			
Fire Suppression (Performance Specification or Full Design Drawings)			
Electrical			

OTHER DOCUMENTS:

Construction Value			
Building Code analysis			
Alternative Solution Proposals			
Health Protection approval			
Form 1 completed by the Owner			

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Application Fee: \$ _____
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Application Reviewed By	Date:	Application No:
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