

2-Day Building Permit Checklist

Project Address: _____

All required documents must be included in the submitted application package to qualify for the two-day program. The 2-day permit process commences once other department approvals have been received.

The City of Langford will make every effort to process and issue the permit in two working days.

The following checklist will assist you in submitting a complete one- or two-family residential building permit application.

DOCUMENTS REQUIRED FOR SUBMISSION

Yes N/A

- Completed Building Permit Application form
- Construction Drawings - two complete sets with Engineer's stamp affixed (if applicable)
- The Construction Drawings must provide the necessary information and details to demonstrate compliance with the current BC Building Code and relevant bylaws.
- Step Code Documentation (effective May 1, 2023)
- HPO - Homeowner Protection Office approval (Approval form or 6-digit number _____)
- Sewer Authorization from Corix Utilities or Show Home Declaration (if applicable)
- Owner's Authorization of Agent
- Driveway Plan – separate one-page site plan (11" x 17") which indicates:
 - location and dimensions of driveway (as per Building Bylaw 1160)
 - suite parking if applicable (as per Bylaw 300)
 - retaining walls for driveway (no encroachments onto road right-of-way will be
- Schedule B Structural - Professional Engineer retained for engineering component, seismic requirements, and sealed construction drawings
- Schedule B Geotechnical or sealed current Geotechnical Review
- All City of Langford department approvals have been received

**** See over for additional information and signature line ****

SPECIFIC INFORMATION REQUIRED ON PLANS

Yes N/A

- Site Plan – indicating boundaries, setbacks and streets
- NAFS calculations (performance grade rating and water test pressure/energy design specifications and calculations)
- Lot coverage
- Intended use of all floor areas
- Floor Areas - separate calculations for:
 - each floor level
 - garage
 - decks
 - suite
- Building Height
- Method of heating: _____
- Suite - construction details, fire resistance rating of suite separation, smoke alarm designation as per 9.37/9.10, engineer certification on plans for engineered components (see Requirements for Engineering) (Plans Sealed)
- If yard setbacks are less than 3m provide area of exposed building face and total area of unprotected openings (windows and doors)
- Residential sprinklers to NFPA 13D (requires separate plumbing permit) with calculations and sealed design drawings

Signature for 2-Day Building Permit Checklist

I hereby certify that the above noted information is included in the submitted building permit application. I understand that the City of Langford will make every effort to process and issue the permit in two working days. The City of Langford reserves the right to modify this document at any time.

Applicant Name

Applicant Signature

Date