

Application Checklist: 1 & 2 Residential Building Permit Application Checklist

Project Address: _____

DRAWINGS REQUIRED (Please check off all items being submitted)

Example plans on website

- Construction Drawings – with Engineer’s stamp affixed (if applicable)
- Site plan (scale not less than 1/8" = 1'- 0 include project data)
- Driveway plan (engineering requirement scale not less than ¼" = 1'- 0)
- Floor plans (include all floors, clearly show a distinction between existing and new)
- Cross-section (include all construction assembly information)
- Exterior elevations (each side of the building)
- Structural plans (as required)
- Thermal co-efficients (9.36) and ventilation (9.32) compliance chart for major assemblies
- Typical envelope penetration and construction details
- Landscape plans as required

DOCUMENTS REQUIRED

- Application Form
- Owner’s Authorization of Agent Form (if applicable)
- Proof of Ownership (if acquired within the last 3 months)
- Letters of Assurance - Schedule B's from certified professionals (if applicable)
- Geotechnical Report - Verifying soil / substrate bearing capacity (if applicable)
- New Home Registration Form - HPO Verification Form
- Current topographic survey, from BC Land Surveyor, if building within 6" of any setback
- Arbourist Report (if applicable when protecting large or specimen trees)
- Truss layout (include engineered beams and point loads, submit prior to framing)
- BC Step Code Compliance Checklist Pre-Construction
- All City of Langford department approvals have been received
- VIHA approval (for private septic fields only)

Langford

where it all happens.

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