

Multi-Family, Commercial, Industrial Projects Procedural Information

Apply for Demolition Permit (if applicable)

- If lands are being consolidated, a separate demo permit is required for each civic address.

Prior to Applying for a Building Permit

- Communicate with City of Langford GIS Department to establish the new civic addressing of the project. **GIS Department:** 250-478-7882 or mapping@langford.ca
- Under the new civic address, register the project with BC Housing - Home Protection Office and obtain either a HPO registration number (condos) or HPO exemption (rentals). This document must be submitted as part of the application package. The building permit **will not** be issued unless the HPO has been registered.
- Arrange for issuance of a sewer authorization through Corix Utilities and submit a copy with the building application package. The sewer authorization is a mandatory requirement to issue the plumbing permit. **Corix Utilities:** 250-478-2187 or info.westshore@corix.com
- Establish whether a Site Servicing permit is required by contacting the City of Langford Building Department 250-474-6692 or building@langford.ca.

Making Application

- For general building permit information, forms, code requirements, etc. refer to the City of Langford website [Building - City of Langford](#).
- For commercial, institutional, or industrial projects, go to the City of Langford website and obtain the [Checklist-Commercial-Institutional-Industrial.pdf \(langford.ca\)](#). For Multi-family projects obtain the [Checklist-Multi-Family-3-or-more-Units.pdf \(langford.ca\)](#).
- The Applicant should be noted as the company applying for the permit with an authorized signatory signing the form on behalf of the company [BuildingApplication.pdf \(langford.ca\)](#). If the applicant is an entity other than the registered owner, an Owner's Authorization form must be obtained [Owners-Authorization.pdf \(langford.ca\)](#).
- Ensure all documentation/correspondence references only the new civic addressing.

- Ensure all Engineer Professional Letters of Assurance reflect the Permit to Practice number and are initialed by the coordinating registered professional (CRP).
- When the application package is ready for submission go to the City of Langford website and click on the link to the on-line submission portal <https://filerequestpro.com/up/digital-submission>.

Please Note: Applications for permits such as site servicing, fire suppression, and plumbing must be submitted as individual applications with their own application form and supporting documents. The Applicant must be noted as the company under which the work is being done and signed by the person who holds the “Trade Qualification” number.

During the Construction Process

- Submit all field reviews and reports throughout the duration of the project. Submit documents via the electronic portal for subsequent submissions: <https://filerequestpro.com/up/subsequent-submission>.

Obtain Occupancy

- To allow sufficient time for review, please submit all required documentation a minimum of three days prior to the date of a final occupancy inspection.
- Refer to “Final or Occupancy Inspection Requirements” [Final-or-Occupancy-Inspection-Requirements.pdf \(langford.ca\)](#)