



City of Langford

www.cityoflangford.ca

APPLICATION CHECKLIST

1 & 2 Family Homes & Renovations/Additions

Project Address: _____

(Please check off all items being submitted)

Drawings Required : 2 sets of plans – 24" x 36" Standard Size – graph or lined paper not accepted.
: All plans drawn at 1/4" = 1'- 0" unless noted otherwise.

- : Site Plan : scale not less than 1/8" = 1'- 0 include project data
- : Driveway Plan : Engineering requirement scale not less than 1/4" = 1'- 0
- : Floor Plans : all floors - clearly show a distinction between existing and new
- : Cross-Section : include all construction assembly information
- : Exterior Elevations : of each side of the building
- : Structural Plans as required
- : Thermal co-efficients (9.36) & ventilation (9.32) compliance chart for major assemblies
- : Typical envelope penetration and construction details
- : Landscape plans as required
- : Site servicing plan for engineering review

Documents Required

- : Completed Application Checklist
- : Completed Application Form
- : Owner's Authorization of Agent Form – if applicable
- : Proof of Ownership – if acquired within the last 3 months
- : Hazardous Materials Testing and Abatement Form – for removal of existing conditions
- : Letters of Assurance - Schedule B's - from certified professionals - if applicable
- : Geo-technical report - if applicable verifying soil / substrate bearing capacity
- : Completed '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
- : Strata Council Letter – indicating Strata's knowledge/acceptance of proposed project
- : Hydraulic Load Calculation Form – if applicable
- : Sewer Authorization – obtain from Corix

Example Drawings

Click on link to drawings

: Single Family Residence - New