



# City of Langford

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## APPLICATION CHECKLIST Secondary Suite

**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
  - : Floor plans : all floors – refer to BCBC 2018 9.37 for inclusions also show compliance to 9.36 (energy efficiency) & 9.32 (ventilation)
  - : Cross-section : include all construction assembly information
  - : Exterior elevations : of each side of the building
  - : Structural Plans as required
  - : Typical construction details of floor/ceiling and wall fire separations referencing BCBC 2018 – Part 9 – Division B – Fire and Sound Resistance Tables for Specific assembly numbers ie: W1a or F8c

\*\*maximum floor area is the lesser of 40% of gross floor area or 90 sq m or 969 sq ft of building area

### 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
- : Hydraulic Load Calculation form – if applicable