



City of Langford

www.cityoflangford.ca

APPLICATION CHECKLIST Tenant Improvement

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/Key Plan : scale not less than 1/8" = 1'- 0 include project data
 - : Floor plans : all floors affected by renovation
 - : Cross section
 - : Structural Plans as required
 - : Civil engineering plans as applicable to placement within foundation
 - : Traffic management plan during construction
 - : Signed sealed excavation and shoring plans if applicable
 - : Site servicing plan for engineering review
- **All plans by professionals to be signed and sealed

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 – Schedules A and B - from certified professionals - if applicable
- : VIHA health approval – stamped floor plan where applicable