

City of Langley

Building Permit Application Procedures and Requirements

1. Application for building permits may be obtained from the City Hall.
2. Completed applications along with two copies of plans, specifications and plot plans shall be submitted to the City.

(NOTE: If all information has not been completed by the applicant, the application shall be returned to the applicant. It is of utmost importance that location address, parcel numbers are complete on the application form, review attachment required).

3. At the time of submittal of application, payment of the plan review fees, as determined by the building official, is due.
4. The Building Official will review the submittal for completeness. Incomplete submittals will be returned to the applicant.
5. Upon acceptance of an application as complete the Building Official will review the submittal for compliance to the applicable codes and requirements of the City of Langley. Any plan review comments for correction will be given the applicant for action. The applicant shall respond to all comments in writing and by correction of plans, etc,
6. The Land Use Coordinator will review all permits. After review, any comments will be noted on the original application and the application will be forwarded to the Building Official. The Land Use Coordinator will make copies of any application deemed necessary to retain in the land use files.
7. The City Clerk Treasurer will verify on the Building Permit that all appropriate Utility fees have been paid.
8. The applicant shall obtain and pay for all required public works permits, water and sewer hook ups and inspection fees prior to building permit issuance.
9. The Building Official will calculate Building Permit fees and insure that all procedures have been followed and all fees have been paid prior to permit issuance.

10. CONSTRUCTION CANNOT BEGIN UNTIL NOTICE AND APPROVAL OF PERMIT IS GIVEN TO THE APPLICANT FROM THE CITY BUILDING OFFICIAL.

11. Inspections must be called for through the City Hall at 221-4246 ext 17 — 24 hours in advance of inspection or at least by 4:00 P.M. the day prior to inspection. The City's inspector is available weekly as follows:
 - Monday –Tuesday- Wednesday –Thursday- Friday 1:00 P.M. to 4:00 PM.
 - Inspections will be made from 1:00 to 4:00 PM.
 - *Appointment must be made for inspections.
12. All contractors doing work within the City of Langley shall obtain a City of Langley Contractor's License prior to beginning work. The contractor must file an application along with proof of Bond, Insurance and current State Contractors License together with payment of the \$25.00 license fee.

- 13.** All new single-family residences require approval of occupancy prior to occupying the residence.
- 14.** Completed original Building Permits will be retained and filed by the Building Department for a period of one year following occupancy permit issuance.