

**City of Langley
Building Department
Permit Submittal Requirements Checklist**

- ❖ Submit a copy of the permit drawings in pdf format to bldgoff@langleywa.org
- Building Permit Application
 - Owner's Name, Address, and Phone Number
 - Architects or Engineers Name, Address, and Phone Number
 - Contractor's Name, Address, Phone Number, State License Number
 - City of Langley Contractor's License Application
 - Copy of State License, Bond, and Insurance
 - \$50.00 Registration Fee
 - Assessor's Parcel Number
 - Description of scope of work
 - Signature of Applicant
- Plot Plan, Site Plan
 - Minimum scale 1" = 100'-0"
 - Property Line and corners, Length of each property line
 - North Arrow
 - Street Name, (Plan should extend to centerline of street if possible)
 - Driveway Access
 - Access Permit Application
 - Access Permit Fee
 - Show all existing structures and impervious surfaces (walks, drives, decks, and building overhangs).
 - Show all proposed new structures, site improvements, etc.
 - Indicate dimensions of all proposed new structures, additions or other improvements. Provide setback dimensions from structures to all property lines.
 - Show and dimension all roof overhangs
 - Denote proposed materials for walks, driveways, parking areas, etc.
 - Show general topography and drainage pattern (Not required if Grading Plan is submitted)
- Foundation Plan
 - Scale 1/8" = 1'-0" minimum
- Floor Framing Plan/s
 - Scale 1/8" = 1'-0" minimum
- Roof Framing Plan/s
 - Scale 1/8" = 1'-0" minimum
- Floor Plan/s
 - Scale 1/8"=1'-0" minimum
- Elevations
 - Scale 1/8" = 1'-0" minimum

- Show height of building
 - Show Roof Slopes
 - Dimension architectural features

- Building Section
 - Minimum Scale 1/4 " = 1'-0"

- Wall Sections
 - Minimum Scale 1/2" = 1'-0"

- Details
 - Minimum Scale 1" = 1'-0"

- Architectural Drawings prepared by Washington State Registered Architect or Engineer must bear the stamp, signature and expiration date of the architect or engineer.

- Structural Drawings and Calculations (if required)
 - Stamped and signed by Washington State Licensed Engineer
 - Stamp must show expiration of registration

- Washington State Energy Code and Ventilation Compliance Forms

- Plan Review Fee
 - Contact the Building Official for amount
 - Must be paid at time of submittal

- Application for Water Service

- Application for Side Sewer Permit

- Application for Access Permit

- Application for Right of Way Use Permit

- Septic System Permit and Approval from Island County Health Department

- Plumbing and Mechanical Permit Application

COMMERCIAL PROJECTS (Additional Submittal Requirements)

- Grading Plan
 - Grading Permit Required

- Erosion Control Plan
- Site Utilities Plan/s
 - Storm Water Drainage
 - Water
 - Sewer
- Storm Water Analysis
- Landscaping Plan
- Site Plan shall show all frontage improvements required by City of Langley. All improvements shall be in accordance with Langley Development Construction Standards, LMC 15.01.
- Site and Utility Details
- NREC (Nonresidential Energy Code) Compliance Sheets

Consult the City of Langley Building, Land Use and Planning, and Public Works Departments early in the planning stages to determine the requirements for your project. This checklist outlines the general submittal requirements for most projects and is not intended to cover all possible scenarios.