

Township of Langley

Job Title:	Plan Reviewer (up to 2)
Competition Number:	25-U120
Employment Type:	Regular Full-Time
Pay Rate:	\$40.70 – \$48.09 per hour (2024 rates) plus benefits
Hours of Work:	35 hours per week; 8:30am – 4:30pm, Monday to Friday
Competition Opening Date:	September 9, 2025
Competition Internal Closing Date:	September 17, 2025
Competition External Closing Date:	September 23, 2025

Job Overview

The Township of Langley is currently recruiting for up to two regular full-time **Plan Reviewers** to join our team of professionals in the Permits, Licences and Inspections Division, Permits and Inspections Department. Reporting to the Manager, Permits and Inspections, in this unionized position you will coordinate and process building permit applications, review building plans and specifications and perform building inspections of minor structures.

Responsibilities

- Review plans, drawings and specifications connected to residential, multi-family and commercial building permit applications to ensure conformance with the building code and applicable Municipal regulations/bylaws
- Process the building permit application through applicable Municipal departments, ensure that all necessary approvals, recommendations are obtained and issue building permits for approved applications
- Calculate stress and loading factors on beams, footings and other structural components to ensure that they are within allowable limits
- Carry out field inspections of single-family dwellings, secondary suites, ancillary structures and small commercial buildings during the course of construction, alteration and repair to ensure conformance to the reviewed plans and established codes and regulations and assist in more complex building inspections as required
- Prepare reports and correspondence and maintain various records, files and maps
- Perform clerical tasks and related work as required

Qualifications

- Graduation from a technical institute in Building Technology, or a related subject; or completion of a recognized trades apprenticeship, plus completion of code related courses; supplemented by certification as a Building Official 1 (BOABC) and sound related experience in municipal plan checking and/or the building construction industry or an equivalent combination of training and experience
- Considerable knowledge of the applicable sections of the Building Code, building and zoning bylaws, policies and procedures governing the role of the section
- Considerable knowledge of building construction practices, methods and materials
- Ability to read plans and drawings, understand related technical data and suggest changes as required
- Ability to carry out stress and loading calculations on beams, footings and other structural components
- Certification as a Building Official Level 3 is considered an asset

Required Certifications/Licenses

Candidates **must** have the following valid and **current** certifications/licenses (must be valid at the time the posting closes) and these **must** be attached with your application.

- BC Class 5 (full privilege) Driver's License. You must include with your application a current **Personal Driving Record (select the 5-year option if obtaining online)** that has been obtained within 6 months of the closing date. To obtain a copy of your **Personal Driving Record**, please contact ICBC directly or the driving authority where you reside. Please note that a copy of your Driver's License and the Driver Factor Report **will not** be accepted.
- BOABC Level 1 and/or Level 2 certification
- Registration as a Building Official

Applications without the attached required documents above will be deemed incomplete and may not be considered. Please title your attachments with the number of this competition and have these documents ready to upload when you apply.

Apply Now

Visit tol.ca/careers to apply for this exciting career opportunity in a growing community. The Township of Langley is an equal opportunity employer.

We appreciate all applications; however, only short-listed candidates will be contacted for an interview.