

# Township of Langley

Job Title:	Plan Checker I
Competition Number:	25-U137
Employment Type:	Regular Full-Time
Pay Rate:	\$34.63 - \$40.74 per hour (five steps, 2024 rates), plus benefits
Hours of Work:	35 hour per week; Monday to Friday, 8:30am – 4:30pm
Competition Opening Date:	October 6, 2025
Competition Internal Closing Date:	October 15, 2025
Competition External Closing Date:	October 20, 2025

### Job Overview

The Township of Langley is currently recruiting for a regular full-Plan Checker I 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 position you will be reviewing plans and permit applications and ensuring compliance with relevant codes, standards and regulations. This position will appeal to individuals who are detail-oriented, able to manage multiple priorities effectively and committed to providing excellent customer service.

### Responsibilities

- Check building applications and plans to ensure compliance with bylaws, building codes and regulations
- Answer enquiries on application processes and procedures, building codes and relevant regulations
- Liaise with other departments and regulatory agencies to ensure requisite approvals have been obtained
- Calculate construction costs and permit fees based on approved schedule of fees
- Prepare correspondence related to applications, municipal requirements and regulations
- Check building sites and assist in processing building applications as required
- Perform related work as required

### Qualifications

- Completion of Grade 12, including courses in industrial arts and some related experience or equivalent combination of training and experience
- Considerable knowledge of applicable sections of the Building Code, Farm Building Code and other statutory and municipal regulations, procedures, permits and bylaws related to permits, licences and inspections
- Ability to read and decipher complex building plans and calculate construction costs and permit fees
- Ability to communicate effectively with applicants, contractors and the public
- Certification as a Building Official Level 2 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 or equivalent driver's license for where you reside. 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 or Driver Factor Report **will not** be accepted.
- BOABC Level 1 Qualification
- 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](https://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.*