



**WHISTLER**

**THE RESORT MUNICIPALITY OF WHISTLER**

4325 Blackcomb Way  
Whistler, BC Canada V0N 1B4  
www.whistler.ca

TEL 604 932 5535  
TF 1 866 932 5535  
FAX 604 935 8109

# TEMPORARY USE PERMIT APPLICATION HOME-BASED ARTIST STUDIO

**Application Number**

**TUP**

Received by \_\_\_\_\_

(OFFICE USE ONLY)

Resort Experience, Planning Department  
Tel 604-935-8170 (direct) Fax 604-935-8188  
Email: [planning@whistler.ca](mailto:planning@whistler.ca)

**Studio Name:** \_\_\_\_\_ **Business License #:** \_\_\_\_\_  
(if applicable)

**Subject Property Street Address:** \_\_\_\_\_

Legal Description P.I.D. \_\_\_\_\_ Lot \_\_\_\_\_ D.L. \_\_\_\_\_  
Plan \_\_\_\_\_ Block \_\_\_\_\_ Zoning \_\_\_\_\_

**Name of Registered Owner:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_ Fax: \_\_\_\_\_

**Name of Applicant/Agent:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_ Fax: \_\_\_\_\_

**Application Fee: \$600.00**

**Title Search: \$21.00 (per P.I.D.)**  Y  N

**Paying Fees in Installments**  Y  N

**The first installment is \$200 and must be submitted with this application. Remaining installments are \$200 and payable on the anniversary date of permit issuance.**

**AUTHORIZATIONS**

I \_\_\_\_\_ authorize \_\_\_\_\_  
 (PRINT NAME of registered owner) (PRINT NAME of agent/person authorized to sign the application)  
 to act as agent and sign the application form to the Resort Municipality of Whistler on my/our behalf for the property known as

\_\_\_\_\_  
 (Civic address of property)

\_\_\_\_\_  
 Signature(s) of registered owner(s)

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature(s) of Signing Officer(s) of Corporation

\_\_\_\_\_  
 Corporate Seal(s), if applicable

\_\_\_\_\_  
 Date

**PROPERTY OWNER'S AGREEMENT**

As of the date of this application, I am the registered owner of the lands described in the application. I have examined the contents of the application, certify that the information submitted with it is correct insofar as I have knowledge of these facts, and concur with the submission of the application. I acknowledge that the lands described in the application may be subject to applicable laws, regulations, and guidelines including, but not limited to, the Resort Municipality of Whistler Zoning and Parking Bylaw No. 303, 2015, the BC Building Code, the BC Fire Code, the Community Charter and the *Local Government Act*. I agree to comply with all provisions of the Resort Municipality of Whistler Zoning and Parking Bylaw No. 303, 2015 and any other applicable legislation, if this application is approved. I understand that approval of a Temporary Use Permit does not constitute any other municipal approval that may be required including a building permit, sign permit or business license.

\_\_\_\_\_  
 Signature of property owner

\_\_\_\_\_  
 Date

**PAYMENT OF FEES**

Enclosed is the fee for this application. I agree to pay any further fee installments. I understand that my Temporary Use Permit may be revoked if I fail to pay any future installments of the application fee.

***Your signature below will stand as your commitment to pay all applicable fees.***

\_\_\_\_\_  
 Signature of owner or applicant

\_\_\_\_\_  
 Date

**DECLARATION**

I \_\_\_\_\_, **solemnly declare that the statements made**  
 (PRINT NAME)

**by me upon this application are to the best of my belief and knowledge a true and complete representation of the purpose and intent of this application.**

\_\_\_\_\_  
 Signature of applicant or agent

\_\_\_\_\_  
 Date

Personal information is being collected under the authority of the *Local Government Act* for the purpose of processing this application. This information is protected under the privacy provisions of the *Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection of this information, contact the Director of Planning at 604-935-8170, Resort Municipality of Whistler, 4325 Blackcomb Way, Whistler, BC V0N 1B4.

## SUBMITTAL REQUIREMENTS

The following is a list of submittal requirements. Please discuss with staff beforehand what is required for your particular application.

### Attach the Following to the Application:

- Application fee: Either \$600.00 or first installment of \$200.00
- Title Search (issued not more than 30 days from the date application is received) **OR** \$21.00 Title Search Fee in lieu (per PID)
- Copies of any title restrictions e.g. restrictive covenants, easements, rights-of-way
- Strata approval (as may be required)

### Description of Studio and Works

- Schedule: Describe the studio including regular operating hours and planned events or classes that fall outside regular operating hours.

### Arts Whistler Endorsement

- Contact Arts Whistler and have a representative sign and date the endorsement letter included with this application package. For more information visit: [artswhistler.com/studios](http://artswhistler.com/studios).

**NOTE: Applicants are strongly encouraged to review [Zoning Bylaw](#) and [Sign Bylaw](#) regulations pertaining for home-based studios prior to submitting an application.**

**Incomplete applications will not be accepted.**

**More detailed information may be requested during review of the application.**

**PDF files not to exceed 500 KB (total).**

### STUDIO INFORMATION

Will the studio employ additional employees who do not live on the property (limit of one). <input type="checkbox"/> Yes <input type="checkbox"/> No																	
Will you be installing any of the following (please note, signs must be located on the same lot as the home-based studio and a separate sign permit may be required): <input type="checkbox"/> Yes <input type="checkbox"/> No   Sandwich Board sign <input type="checkbox"/> Yes <input type="checkbox"/> No   Hanging sign <input type="checkbox"/> Yes <input type="checkbox"/> No   Outdoor display																	
Does/will your studio have: <input type="checkbox"/> Yes <input type="checkbox"/> No   Smoke detectors.   Number and Locations: _____ <input type="checkbox"/> Yes <input type="checkbox"/> No   Fire Extinguishers   Number and Locations: _____ <input type="checkbox"/> Yes <input type="checkbox"/> No   Posted Address visible from the street.																	
Will you be using or storing any flammable/or hazardous materials in quantities greater than 208 liters (55 Gallons)? If yes please describe types and quantities.	<input type="checkbox"/> Yes <input type="checkbox"/> No																
Are you proposing to construct, renovate or add to an existing building to support your studio ?	<input type="checkbox"/> Yes <input type="checkbox"/> No																
Will/does your studio use any flammable or compressed gases (e.g. acetylene, oxygen, propane,)? If yes please describe types and quantities.	<input type="checkbox"/> Yes <input type="checkbox"/> No																
Type of studio (Check all the apply)	<table style="width: 100%; border: none;"> <tr> <td style="width: 33%;"><input type="checkbox"/> Pottery</td> <td style="width: 33%;"><input type="checkbox"/> Conceptual Art</td> </tr> <tr> <td><input type="checkbox"/> Sculpture</td> <td><input type="checkbox"/> Writing</td> </tr> <tr> <td><input type="checkbox"/> Painting</td> <td><input type="checkbox"/> Printing or printmaking</td> </tr> <tr> <td><input type="checkbox"/> Artisan</td> <td><input type="checkbox"/> Glasswork</td> </tr> <tr> <td><input type="checkbox"/> Carving</td> <td><input type="checkbox"/> Culinary Arts</td> </tr> <tr> <td><input type="checkbox"/> Photography</td> <td><input type="checkbox"/> Leatherwork (working with hides, or furs)</td> </tr> <tr> <td><input type="checkbox"/> Fashion, textiles and apparel</td> <td><input type="checkbox"/> Instruction</td> </tr> <tr> <td><input type="checkbox"/> Jewelry</td> <td><input type="checkbox"/> Other: _____</td> </tr> </table>	<input type="checkbox"/> Pottery	<input type="checkbox"/> Conceptual Art	<input type="checkbox"/> Sculpture	<input type="checkbox"/> Writing	<input type="checkbox"/> Painting	<input type="checkbox"/> Printing or printmaking	<input type="checkbox"/> Artisan	<input type="checkbox"/> Glasswork	<input type="checkbox"/> Carving	<input type="checkbox"/> Culinary Arts	<input type="checkbox"/> Photography	<input type="checkbox"/> Leatherwork (working with hides, or furs)	<input type="checkbox"/> Fashion, textiles and apparel	<input type="checkbox"/> Instruction	<input type="checkbox"/> Jewelry	<input type="checkbox"/> Other: _____
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Types of tools and processes (Check all that apply)	<table style="width: 100%; border: none;"> <tr> <td style="width: 33%;"><input type="checkbox"/> Hand tools</td> <td style="width: 33%;"><input type="checkbox"/> Milling equipment (e.g. lathes, milling machines etc.)</td> </tr> <tr> <td><input type="checkbox"/> Handheld power tools (e.g. handheld drill, angle grinder)</td> <td><input type="checkbox"/> Welding equipment</td> </tr> <tr> <td><input type="checkbox"/> Printers, including 3D printers</td> <td><input type="checkbox"/> Kilns, forges or casting equipment</td> </tr> <tr> <td><input type="checkbox"/> Chainsaw</td> <td><input type="checkbox"/> Powered paint spraying or spray booth</td> </tr> <tr> <td><input type="checkbox"/> Air tools</td> <td><input type="checkbox"/> Other: _____</td> </tr> </table>	<input type="checkbox"/> Hand tools	<input type="checkbox"/> Milling equipment (e.g. lathes, milling machines etc.)	<input type="checkbox"/> Handheld power tools (e.g. handheld drill, angle grinder)	<input type="checkbox"/> Welding equipment	<input type="checkbox"/> Printers, including 3D printers	<input type="checkbox"/> Kilns, forges or casting equipment	<input type="checkbox"/> Chainsaw	<input type="checkbox"/> Powered paint spraying or spray booth	<input type="checkbox"/> Air tools	<input type="checkbox"/> Other: _____						
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Arts Whistler has reviewed the following proposal for a Home-Based Artist Studio.

Address of Studio: \_\_\_\_\_

Name of applicant: \_\_\_\_\_

Arts Whistler has confirmed that;

1. the works proposed to be sold from the studio constitute “eligible works” as described in s. 31 of Part 5 of Zoning and Parking Bylaw 303 2015, and
2. the Studio was in existence prior to November 17, 2015

\_\_\_\_\_  
Signature of Arts Whistler Representative

\_\_\_\_\_  
Date

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