

# RMOW Building and Development Permits

## PLANNING TO MAKE CHANGES TO YOUR PROPERTY?

What you need to know about building and development permits.



**Building a deck, constructing an addition, converting an existing space or designing a renovation?**

Most building projects require a permit before the work can begin. Permits are required for safety – the permit process helps to ensure projects are safe for occupancy and meet safety standards such as the BC Building Code and Fire Code.

This brochure provides a general overview of the development and building permit process in the Resort Municipality of Whistler. Additional details application forms can be downloaded online at [whistler.ca/building](http://whistler.ca/building) or picked up in person at the customer service counter, located at the lower level of municipal hall.



The prime building season in Whistler is short, so plan early and contact municipal hall before creating project designs. Initiate the permit process as soon as possible to ensure the project stays on track.



# Building Permit



**You need a permit for that?**

**A Building Permit is required to construct a new building or structure or to demolish, relocate, repair, alter or make additions to an existing one. In cases where the project includes the exterior of the building (i.e.: not solely the interior), a Development Permit may be required prior to starting the Building Permit process.**

**Building Permits are also required for:**

- Basement developments
- Secondary suites
- Detached garages and carports
- Retaining walls that exceed 1.5 metres in height
- Decks that are more than 600 mm above grade at any point
- Wood burning fireplaces and stoves
- Swimming pools or hot tubs with a depth greater than .75 meters.

Contact the Building Department or review the Builder's Information Package and application packages for: New Buildings, Renovations, Complex Buildings, Commercial Tenant Improvements, and Multi-Family Buildings at [whistler.ca/building-permits](http://whistler.ca/building-permits) before starting a construction or renovation project.



# The Process



- 1.** Review the scope of the project. Some properties are designated as Development Permit Areas (DPA), which determine projects that require a Development Permit [whistler.ca/development-permits](https://whistler.ca/development-permits).
- 2.** If not in a DPA, determine the type of Building Permit required for your project [whistler.ca/building-permits](https://whistler.ca/building-permits).
- 3.** Review zoning regulations that may affect your project including size and location. [whistler.ca/development](https://whistler.ca/development)
- 4.** Submit a complete permit application including all supporting documents, approvals, information, building plans, signatures and application fees [whistler.ca/application-forms](https://whistler.ca/application-forms).
- 5.** Application reviewed for compliance with BC Building Code and other applicable regulations including zoning.
- 6.** Comments may be provided to the applicant with additional requirements to complete the application.
- 7.** A decision is made to approve or refuse the application. If the permit is issued, the owner or authorized agent pay the remainder of the permit fee, sign and pick up the permit.
- 8.** Call for inspections throughout major phases of construction:
  - If problems are found, the deficiencies must be corrected
  - If no problems are found, the inspection passes.
- 9.** Final inspections approved and a file review is undertaken. This will result in either an Occupancy Permit or further action required on your part.
- 10.** Occupancy Permit issued at the project completion.

Allow approximately 3 weeks for the initial review process and avoid delays by following the checklists provided for each type of permit application. Budget for the related application fees, which will depend on the scope of the application. The RMOW Building Department reviews and approves Building Permit applications.



# Development Permit



You need a permit for that?

**Most commercial, industrial and multi-family residential development in Whistler requires a Development Permit, as will any development on ecologically sensitive lands.**

## **Development is defined as:**

- Alteration of land, including landscaping or removal of vegetation or trees
- Construction of, addition to, or alteration of any building or structure (not including interior renovations)
- Subdivision of land

In some cases, developments are not permitted due to land use regulations (zoning), municipal bylaws, property covenants, and strata bylaws for common or limited property. A Development Permit is not required for interior renovations (see Building Permit on the reverse). Once the Development Permit is issued, most projects also require a Building Permit before the work can begin.

**Visit [whistler.ca/development-permits](https://whistler.ca/development-permits) for more information.**

# The Process



1. Use the RMOW mapping tool to determine if the property falls within a Development Permit Area (DPA) covered in Whistler's Official Community Plan [whistler.ca/ocp](https://www.whistler.ca/ocp).
2. If in a DPA, assess the OCP Guidelines and exemptions for the applicable permit area [whistler.ca/development-permits](https://www.whistler.ca/development-permits). If not in a DPA, or project is exempt, see [whistler.ca/building-permits](https://www.whistler.ca/building-permits) for next steps.
3. Schedule a pre-application meeting with the Planning Department to discuss your proposal and review application requirements: call **604-935-8170**.
4. Submit a completed permit application form with required documentation and fees. Checklist and forms are found at: [whistler.ca/application-forms](https://www.whistler.ca/application-forms).
5. Post a Development Permit sign, including required information, on the property.
6. Application is reviewed for compliance with regulations and policies. A review by the Advisory Design Panel may be required. Additional information may be requested. Further review and approval by Provincial agencies may also be required.
7. Approval and issuance of the Development Permit once conditions are met and any outstanding fees are paid in full. Prior to development, Building Permits may be required.
8. Municipal staff may conduct site visits during construction to ensure compliance with permit conditions.

Allow approximately 12 weeks from start to completion for the permit process and budget for the related application fees, legal fees and hourly charges outlined in the application. Timing, fees and charges will depend on the scope of the application. The RMOW Planning Department oversees the processing of Development Permit applications.



Before you begin a building, construction, renovation, development or landscaping project in Whistler, contact municipal hall.

**Start the permit processes as soon as possible and allow ample time to obtain the required approvals.**

Development Permits may require up to 12 weeks for approvals, depending on the scope of the project.

Submitting incomplete permit applications adds time to the approvals process.

For more information and to submit application documents, visit the building and planning department customer service counters, located on the lower level of RMOW Municipal Hall at 4325 Blackcomb Way.

**Hours of Operation:**

**Monday to Friday, 8 a.m. to 4:30 p.m.**

**Building Department**

**Tel: 604-935-8150**

**[buildingdept@whistler.ca](mailto:buildingdept@whistler.ca)**

**[whistler.ca/building-permits](http://whistler.ca/building-permits)**

**Planning Department**

**Tel: 604-935-8170**

**[planning@whistler.ca](mailto:planning@whistler.ca)**

**[whistler.ca/development-permits](http://whistler.ca/development-permits)**

This brochure provides an overview of the Resort Municipality of Whistler's building and development permit process applicable to common home renovation projects. Brochures are updated periodically. Contact the department to ensure this is the most recent edition (produced April 2014). Review **[whistler.ca/building](http://whistler.ca/building)** for more information and supporting documentation.