



RMOW BUILDER'S INFORMATION PACKAGE

A Guide To Building In Whistler

Residential Part 9 Projects

Revised: February 2018

Introduction

The following information has been compiled for your convenience to assist in the preparation of a building permit application. It is intended to be used in conjunction with RMOW Building and Plumbing Regulation Bylaw No. 1617, 2002, and other applicable regulations and enactments.

The municipality does not guarantee that it is accurate and comprehensive and this document should not be exclusively relied upon by the applicant. It is the responsibility of the applicant to review applicable regulations during the design process, and to ensure that the information submitted in the application is accurate and complete, and proposed works comply with applicable regulations.

The information provided in this handout is specific to Part 9 buildings regulated by the 2012 BC Building Code. See Division C, Part 2, Section 2.2 of the 2012 BC Building Code, specifically Sentence 2.2.2.1(1).

“Sufficient information shall be provided to show that the proposed work will conform to this Code and whether or not it may affect adjacent property.”

All application packages, as well as current information bulletins, refer to our website, www.whistler.ca/building.



Building Department
buildingdept@whistler.ca
604-935-8150

Contents

1. Conditions of the RMOW Building and Plumbing Regulation Bylaw No. 1617, 2002	5
2. Residential Permit Applications.....	5
2.1. Site Alteration.....	5
2.2. New Single Family House or Duplex	5
2.3. Excavation.....	6
2.4. Foundation	6
2.5. Renovation.....	6
2.6. Addition	7
2.7. Demolition	7
2.8. Fire Place	7
2.9. Revisions	7
3. Application Forms Explained	8
3.1. Building Permit Application	8
3.2. Plumbing Permit Application.....	8
3.3. Acknowledgement of Owner or Owners Agent	9
3.4. Owners Authorization of Agent.....	9
3.5. Recent Title Search and Corporate Summary (if applicable)	10
3.6. Land Use Contracts and Applicable Covenants (upon request)	10
3.7. Hazardous Material Report Form	11
4. Plan Requirements for Residential Permit Applications	12
4.1. Site Alteration Permit Plan Requirements	12
4.2. New Single Family House or Duplex Permit Plan Requirements.....	12
4.2.1. General Information	13
4.2.2. Area Calculation Overlays.....	13
4.2.3. Site Plan	13
4.2.4. Site Services	14
4.2.5. Foundation Plan.....	14
4.2.6. Floor Plans	14
4.2.7. Roof Plan.....	15
4.2.8. Elevations	15
4.2.9. Cross Sections	16
4.2.10. Retaining Walls	16
4.2.11. Exterior Cladding	16
4.2.12. Detail Drawings.....	17
4.2.13. Structural Drawings	17
4.3. Excavation Permit Plan Requirements	17
4.4. Foundation Permit Plan Requirements	18
4.5. Renovation Permit Plan Requirements	18
4.6. Addition Permit Plan Requirements.....	18
4.7. Demolition Permit Plan Requirements.....	19
4.8. Revision Plan Requirements	19
5. Supporting Documentation Requirements for Residential Permit Applications	19
5.1. Engineering.....	19

5.1.1.	Letters of Assurance: 2012 BC Building Code Schedules B, and C-B	19
5.1.2.	Certification of Plans	20
5.1.3.	Climatic Data.....	20
5.1.3.1.	Ground Snow Load	20
5.1.3.2.	Seismic Data	20
5.1.4.	Field Reviews by the Engineer	20
5.1.5.	Notice to all Structural Engineers – Welding.....	21
5.2.	Building Permit Fees.....	21
5.2.1.	Building Permit Fees.....	21
5.2.2.	Building Permit Application Fee for New Construction.....	22
5.2.3.	Building Permit Application Fee for Other than New Construction.....	22
5.2.4.	Works and Service Charges	22
5.3.	Home Warranty Insurance for New Homes or Substantial Reconstruction	23
5.4.	Hazardous Materials WorkSafe BC Notice of Project.....	24
6.	Additional Information/Requirements for Residential Permit Applications.....	24
6.1.	Planning Approvals	24
6.1.1.	Development Permits.....	24
6.1.2.	Development in Riparian Areas.....	24
6.1.3.	Development Variance Permits.....	25
6.1.4.	Rezoning	25
6.2.	Removal and Deposit of Soil Permit.....	26
6.3.	Tree Cutting Permit and Tree Preservation Areas.....	26
6.4.	Restrictions on High-Risk Construction Activity during “High” and “Extreme” Fire Ratings.....	26
6.5.	Fire Smart	27
6.6.	Bear Safety.....	27
7.	Interpretations and Explanations	29
7.1.	Gross Floor Area Calculations.....	29
7.1.1.	Crawl Space and Void Space.....	29
7.1.2.	Gross Floor Area Exclusions.....	29
7.2.	Roof Height Calculations	30
7.3.	Determining Grade	31
7.4.	Driveways and Parking Spaces	33
7.5.	Legitimizing Illegally Constructed Basement Area (In Existence Prior To May 12, 2012)	33
7.6.	In Ground Basement Floor Area Exclusions	35
7.7.	Auxiliary Residential Dwelling Units (Secondary Suites)	37
7.7.1.	2012 BC Building Code Requirements.....	37
7.7.2.	RMOW Zoning and Parking Bylaw No 303, 2015 Requirements.....	37
7.7.3.	Plumbing Requirements	37
7.7.4.	Electrical Panelboard requirements.....	37
7.8.	Riparian Area Requirements	38
7.8.1.	Required Assessment	38
7.9.	Energy Efficiency Requirements.....	39
7.9.1.	2012 BC Building Code Energy Efficiency Requirements.....	39
7.10.	Requirements for Roofs, Decks and Garages above Living Space.....	40
7.11.	Solar Hot Water Ready Regulation.....	40

8.	Plumbing Requirements	41
8.1.	General Requirements.....	41
8.2.	Notice to Owners Contractors Designers and Plumbers.....	41
9.	Connections to Municipal Services.....	43
9.1.	Water Service Connections	43
9.2.	Water Meters	44
9.3.	Sanitary and Storm Service Connections.....	45
9.4.	Sanitary and Storm Inspection Chambers	46
9.5.	Storm Sumps.....	47
9.6.	Culvert Construction Requirements	48
10.	Bylaws Pertaining To Construction.....	49
10.1.	Licensing of Trades	49
10.2.	Noise Control.....	49
10.3.	Water Supply	49
10.4.	Parking Regulations	50
10.4.1.	Commercial Parking Decals	50
11.	Inspection Procedures	50
11.1.	What Inspections are Needed and When	50
11.2.	Documents on Site	51
11.3.	Booking Inspections.....	51
12.	Supporting Documentation during Construction	52
12.1.	Surveyors Certificates for New Construction	52
12.2.	Surveyors Certificates for Additions	52
12.3.	Mechanical Ventilation Checklists.....	53
13.	Occupancy Requirements.....	53
13.1.	General Requirements.....	53
13.2.	Highway Use and Clearing Fee	55
14.	Frequently Asked Questions.....	56
14.1.	Do I need a building permit to build a shed?	56
14.1.1.	RMOW Zoning and Parking Bylaw No. 303, 2015 Requirements.....	56
14.1.2.	BC Building Code Requirements.....	56

1. Conditions of the RMOW Building and Plumbing Regulation Bylaw No. 1617, 2002

RMOW Building and Plumbing Regulation Bylaw No. 1617, 2002 states:

“No person shall commence or continue any construction, alteration, reconstruction, demolition, removal, relocation or change the occupancy of any building, structure or plumbing system including excavation or other work related to construction unless a building official has issued a valid and existing permit for the work”

2. Residential Permit Applications

2.1. Site Alteration

The owner wants to: Do site alterations to grub the site, construct retaining walls and/or construct a driveway.

The owner has a bare lot and wants to grub the site, construct retaining walls and/or a driveway. Site alteration work is limited to:



- Exploratory site grubbing works: This typically means that the owner plans to clear the site within the building envelope to understand the geotechnical conditions of the site to determine how they will build on the site.
- Construction of retaining walls: This typically means that the owner plans to build retaining walls to establish suitable site conditions to build on the site.
- Establishment of a driveway: This typically means that the owner has a challenging site and needs to create access in order to build on the site.

Please note that the scope of works allowed under this type of application are limited and Structural works are specifically not permitted.

Type of permit:

Site Alteration Application

2.2. New Single Family House or Duplex



The owner wants to: Construct a new single family house or a duplex.

The owner has a bare lot and wants to build a new single family house or a duplex.

Type of permit:

New Single Family House or Duplex Application

2.3. Excavation

The owner wants to: Excavate in advance of constructing a new single family house or a duplex.

The owner has a bare lot and wants to excavate in advance of the issuance of a building permit. Excavation work is limited to:



- excavation for foundations,
- geotechnical works,
- rough-in for vehicular access and off street parking, and/or
- site servicing works only, with the understanding that the owner is proceeding entirely at their own risk as the building permit has not yet been approved.

Type of permit: At time of applying for a building permit, notify the Building Department that the owner would like an excavation permit.

NOTE: This is not an expedited process, the plan checker will review the permit for excavation upon first review of the building permit.

2.4. Foundation

The owner wants to: Construct a foundation in advance of constructing a new single family house or a duplex.

The owner has a bare lot and wants to construct a foundation in advance of the issuance of a building permit. Foundation work is limited to:



- pouring foundation, with the understanding that the owner is proceeding entirely at their own risk as the building permit has not yet been approved.

Type of permit: At time of applying for a building permit, notify the Building Department that the owner would like a foundation permit.

NOTE: This is not an expedited process, the plan checker will review the permit for foundation upon first review of the building permit.

2.5. Renovation

The owner wants to: Construct an interior or exterior renovation

The owner has an existing single family house or duplex and wants to do an interior renovation or exterior renovation without adding any area to the footprint of the house.



Type of permit:

Renovation Application

2.6. Addition



The owner wants to: Construct an addition

The owner has an existing single family house or duplex and wants to build an addition.

Type of permit: **Addition Application**

2.7. Demolition



The owner wants to: Demolish a portion or an entire house

The owner has an existing house and wants to:

- demolish the entire building, or
- demolish parts of the interior or exterior,

in advance of a building permit.

Type of permit: **Demolition Application**

2.8. Fire Place



The owner wants to: Install OR replace a fireplace/wood burning appliance only

The owner has an existing house and wants to:

- install a fireplace/wood burning appliance, or
- wants to replace an existing fireplace/wood burning appliance.

Type of permit: **Fireplace, Chimney or Wood Burning Appliance Application**

2.9. Revisions



The owner wants to: Revise their active building permit

The owner has an active building permit and wants to revise their permit plans to reflect changes in the work during the course of construction.

Form to use: **Revision Submittal Form**



3. Application Forms Explained

All permit application forms are available from the Building Department front counter or on our website www.whistler.ca/building.

Please refer to the RMOW GIS map <https://www.whistler.ca/gis> for property information including legal descriptions, PID, and zoning regulations.

3.1. Building Permit Application

This form must be completed and signed by the owner or the owner's authorized agent. Information to be provided includes:

- ☐ Current mailing address and contact information, including email address, for the registered owner;
- ☐ Current mailing address and contact information, including email address, for the authorized agent (if applicable);
- ☐ Current business name, mailing address and contact information, including email address for the Designer or Architect (if applicable);
- ☐ Current business name and contact information, including email address, for each Registered Professional Engineer of Record (for each applicable discipline);
- ☐ Current mailing address and contact information, including email address, for the contractor;
- ☐ Contractor's RMOW business licence number – contractors working within municipality boundaries are required to have a current RMOW business licence. A business licence may be applied for through the Bylaw Services Dept. Contact 604-935-8249 or businesslicences@whistler.ca, or go to <https://www.whistler.ca/business/business-licences>.



3.2. Plumbing Permit Application

A plumbing permit must be obtained before constructing a new plumbing system or altering an existing one.

All plumbing permit applications must be accompanied by a fixture unit load count when new fixtures are proposed.

The plumbing contractor must have a current RMOW business licence and a valid Canadian tradesman qualification number. A business licence may be applied for through the Bylaw Services Dept. Contact 604-935-8249 or businesslicences@whistler.ca, or go to <https://www.whistler.ca/business/business-licences>.

Note that Article 1.2.3.1.(C) of the 2012 BC Plumbing Code allows the personnel performing the plumbing work to be the registered owner and occupant of the Single

Family Dwelling in which the plumbing work will occur. This means that a registered owner may declare themselves the “plumbing contractor” provided they meet the following criteria:

- They are the registered owner and occupant or intended occupant of the single family dwelling in which plumbing work will occur. Note that this does not allow an owner to do plumbing work within a secondary suite that they do not occupy.
- They can provide evidence that they can satisfactorily complete the work.

3.3. Acknowledgement of Owner or Owners Agent

This form must be completed and signed by all registered owners on title (or signing officers if the owner is a company) or by the owner’s authorized agent if an agent is supervising the project (see “Owner’s Authorization of Agent” below).

3.4. Owners Authorization of Agent

This form is required only if the owner wishes to give the contractor, designer or other person authorization to act on his/her behalf. For example, if the owner wishes the designer to submit the application on his/her behalf and the contractor to pick up the building permit upon issuance, he/she must complete two ‘Owner’s Authorization of Agent’ forms (one each for the designer and contractor).

The form must be completed and signed by ALL registered owners on title (or signing officers if the owner is a company)



3.5. Recent Title Search and Corporate Summary (if applicable)

A recent title search (within the last 30 days) must be provided with all applications. Using the legal description of the property, title searches can be obtained in person at the nearest Land Title and Survey Authority of BC (LTSA).

- New Westminster Office
telephone number: 604 630-9630
- BC Government Agent's office
(Squamish) telephone number:
604-892-3221
www.ltsa.ca/contact-us

If no title search is provided, a \$21.00 surcharge will be added to the building permit fee, payable at the time of permit issuance.

If the property is owned by a corporation, a Corporate Summary is also required. This is an official document that lists the directors for the corporation.

If a Corporate Summary is required but not provided, a \$21.00 surcharge will be added to the building permit fee, payable at the time of permit issuance. Please note that if the company is registered outside of British Columbia, the summary must be provided by the applicant. See *Figure 3.5 – Sample Corporate Summary*, right.

The image shows a sample 'BC Company Summary' form for 'CONSTRUCTION LTD.'. The form is divided into several sections: 'Date and Time of Search' (August 21, 2007 10:20 AM Pacific Time), 'Currency Date' (July 30, 2007), 'ACTIVE' status, 'Incorporation Number' (BC0288), 'Name of Company' (CONSTRUCTION LTD.), 'Recognition Date' (Incorporated on February 26, 1985), 'Last Annual Report Filed' (February 26, 2007), 'Liquidation' (No), and 'Divider' (No). It also includes 'COMPANY NAME INFORMATION' (Previous Company Name: HOLDINGS LTD., Date of Company Name Change: July 1, 1985), 'REGISTERED OFFICE INFORMATION' (Mailing Address: 152ND ST, SURREY BC V3R 0Y3, CANADA; Delivery Address: 152ND ST, SURREY BC V3R 0Y3, CANADA), 'RECORDING OFFICE INFORMATION' (Mailing Address: 152ND ST, SURREY BC V3R 0Y3, CANADA; Delivery Address: 152ND ST, SURREY BC V3R 0Y3, CANADA), and 'DIRECTOR INFORMATION' (Last Name, First Name, Middle Name: Viack, John; Mailing Address: EU ROAD, ABBOTSFORD, B.C. V4X1C6; Delivery Address: EU ROAD, ABBOTSFORD, B.C. V4X1C6). The form is marked with a large 'Sample' watermark. The footer indicates 'BC0288973 Page: 1 of 2'.

Figure 3.5 – Sample Corporate Summary

3.6. Land Use Contracts and Applicable Covenants (upon request)

If the property is regulated by a Land Use Contract (LUC) that is registered on title, a registered copy of the LUC must be provided with the application.

LUCs, which are similar to zoning regulations, are registered on the title of each property and remain in effect today. LUCs are contracts entered into between a developer of land and a municipality addressing the use and development of a property.

To obtain a registered copy of the LUC, contact the Land Title and Survey Authority of British Columbia (LTSA). The LTSA recommends that a professional lawyer, notary public, land surveyor or independent registry agent to obtain this on behalf of the owner or applicant, as the LTSA cannot assist with this. The LTSA provides links to contact information here: <https://ltsa.ca/contact-us>.

Covenants registered on title may be requested by the building department. If a covenant has been requested, a registered copy of the covenant must be provided.

To obtain a registered copy of a covenant, contact the Land Title and Survey Authority of British Columbia (LTSA). The LTSA recommends that a professional lawyer, notary public, land surveyor or independent registry agent to obtain this on behalf of the owner or applicant, as the LTSA cannot assist with this. The LTSA provides links to contact information here: <https://ltsa.ca/contact-us>.

3.7. Hazardous Material Report Form

Hazardous Material Report forms are required for all demolition and renovation permit applications for structures built prior to 1990.

Hazardous material means a hazardous substance, or material containing a hazardous substance, including asbestos-containing material, lead or any other heavy metal, or toxic, flammable or explosive material.

Determine if the structure in question was built prior to 1990, inspect the site, collect samples and test the material in accordance with WorkSafe BC - OHS Regulations 20.2.1(1) and (2).



4. Plan Requirements for Residential Permit Applications

4.1. Site Alteration Permit Plan Requirements

Two full size and one 11 x 17 professional quality sets of the following plans:

Site plan

The site plan shall refer to a recent survey and contain the following information (if applicable):



- ☐ Civic address and legal description of the property,
- ☐ Location and name of all streets adjacent to the property,
- ☐ Property lines, easements and right of ways,
- ☐ Building envelope with setbacks,
- ☐ Retaining walls,
- ☐ Driveway (rough-in vehicular access OR off street parking),
- ☐ Tree preservation zones,
- ☐ Riparian Area 30m buffer zone and SPEA Zone (if identified by a QEP).

Sealed site servicing drawings and civil letter of assurance (if site servicing is proposed)

4.2. New Single Family House or Duplex Permit Plan Requirements

All applications require two professional quality sets of plans, with clearly legible details and metric dimensions must be shown.

Plan requirements are split up into the following categories:

- | | |
|---------------------------------|----------------------------|
| 4.2.1 General Information | 4.2.8 Elevations |
| 4.2.2 Area Calculation Overlays | 4.2.9 Cross Sections |
| 4.2.3 Site Plan | 4.2.10 Retaining Walls |
| 4.2.4. Site Services | 4.2.11 Exterior Cladding |
| 4.2.5 Foundation Plan | 4.2.12 Detail Drawings |
| 4.2.6 Floor Plans | 4.2.13 Structural Drawings |
| 4.2.7 Roof Plans | |

4.2.1. General Information

The following information shall be provided on all plans:



- ☐ the designer's name, address and telephone number,
- ☐ the plan scale,
- ☐ the edition of the BC Building Code on which the design is based,
- ☐ whether the building is designed under Part 3 or Part 9, and
- ☐ the major occupancy classification of the building as Residential C.

4.2.2. Area Calculation Overlays

Dimensioned area calculation overlays shall be provided with detailed calculations showing gross floor areas (GFA), auxiliary parking areas and GFA exclusions (as per Part 5, "General Regulations", Section 26.(1) of RMOW Zoning and Parking Bylaw No. 303, 2015) and the method by which they were obtained.

4.2.3. Site Plan

Two copies of the Site Plan shall be provided in full size and one copy shall be provided in 11" x 17". The Site Plan shall refer to a recent survey and contain the following information:



- ☐ the civic address and legal description of the property,
- ☐ the location and name of all streets adjacent the property,
- ☐ the direction North,
- ☐ the location of water, sewer and storm drains and the proposed installation,
- ☐ septic field or sewage holding tank (if any),
- ☐ tree preservation zones (if any),
- ☐ riparian assessment area within 30m of any property line (if any),
- ☐ streamside protection and enhancement area as identified by a Qualified Environmental Professional (if any),
- ☐ property lines, easements and right of ways,
- ☐ driveway location with dimensions and grade,
- ☐ parking areas with dimensions and grade,
- ☐ building envelope with setbacks,
- ☐ projections into required setback areas (i.e. decks, roofs, retaining walls),
- ☐ retaining walls,
- ☐ limiting distance complete with calculations (where applicable),
- ☐ dimensions from property lines,
- ☐ the location of the proposed building or buildings,
- ☐ existing and finished ground levels to an established datum at or adjacent to the site, and show how finish grade ties in to existing, and
- ☐ hoarding or fencing in accordance with Part 8 of the 2012 BC Building Code when construction that constitutes a hazard to the public is within 2 m of a public way (i.e. deep excavations, etc.).

4.2.4. Site Services

One copy of the portion of the site plan showing the proposed location of the sanitary, water and storm drain service installations from the municipal connection at the street to the dwelling is required in an 11" x 17" size.

NOTE: The Site Services Plan shall show the location of the service connections at the street end in relation to property lines or monuments such as hydro poles, hydro kiosks and concrete structures. The dimensions from property lines can be obtained from the municipal Public Works Department.

If the owner is not planning to utilize the existing service stubs located at the property line (water, sanitary, storm), the owner will be required to retain the services of a professional civil engineer. Additional information and details can be obtained from engineers@whistler.ca or call 604-935-8192.

Note: All duplex lots shall have two separate sanitary, storm & water connections to the municipal main.

4.2.5. Foundation Plan

The structural foundation plan shall indicate the maximum allowable bearing pressure on the soil or rock.

4.2.6. Floor Plans

Floor plans shall be fully dimensioned and shall indicate:

- ☐ the building envelope on each level,
- ☐ the location and dimension of each door and direction of door swing,
- ☐ the dimension and location of each window,
- ☐ required means of egress,
- ☐ the floor layout,
- ☐ room names,
- ☐ plumbing fixtures, appliances, hot water tanks, heating equipment,
- ☐ fireplace type and location,
- ☐ the location of smoke alarms and carbon monoxide detectors as per BC Building Code requirements,
- ☐ stair location and BC Building Code information including rise/run and handrails/guardrails,
- ☐ bathroom and kitchen exhaust,
- ☐ cross section locations, and
- ☐ dimension & location of conduit run from mechanical area to termination in compliance with BC Solar Hot Water Ready Regulation.



4.2.7. Roof Plan

The roof plan shall show:

- ☐ demonstrate that the roof will effectively shed rain and prevent the entry of water due to ice damming (see Div. B Article 9.26.1.1 2012 BC Building Code),
- ☐ the slope of each roof component,
- ☐ the type of roofing material used (and applicable BC Building Code standard), exposure (where applicable) and the section of the BC Building Code under which the installation is regulated,
- ☐ a section through the roof showing details of the roof system,
- ☐ a plan view of the roof showing the required ventilation area and the distribution of ventilation,
- ☐ chimneys, chases and other features that impact the performance of the roof,
- ☐ large scale drawings showing details of roof ventilation and valley, roof and wall intersection flashings,
- ☐ specifications for ventilation components and other components of the roof (i.e. membranes etc.) to demonstrate compliance with the requirements of the 2012 BC Building Code,
- ☐ slabs above living space, including garage slabs (see section 7.10), and
- ☐ dimension & location of area designated future location of solar hot water collectors in compliance with BC Solar Hot Water Ready Regulation.



4.2.8. Elevations

Elevations shall show:

- ☐ existing and proposed finished grades,
- ☐ lowest average grade for the purpose of BC Building Code and zoning height calculations,
- ☐ flood levels (if applicable),
- ☐ roof slope,
- ☐ building height (provide calculations),
- ☐ building materials,
- ☐ stairs,
- ☐ decks,
- ☐ guardrails,
- ☐ chimney, and
- ☐ windows, doors, and skylights showing how the building will comply with the zone 6 effective insulation requirements, specifically noting the U value of the windows, doors and skylights.



4.2.9. Cross Sections

Cross sections shall show:

- ☐ structural and non-structural details,
- ☐ height of ceilings,
- ☐ construction materials,
- ☐ roof assemblies, showing how the building will comply with the zone 6 effective insulation requirements, specifically noting the R or RSI value of the roof,
- ☐ floor assemblies, showing how the building will comply with the zone 6 effective insulation requirements, specifically noting the R or RSI value of the floor,
- ☐ wall assemblies, showing how the building will comply with the zone 6 effective insulation requirements, specifically noting the R or RSI value of the wall,
- ☐ insulation type, location and R or RSI effective insulation values,
- ☐ stair details,
- ☐ existing and proposed grades,
- ☐ crawl space heights,
- ☐ flood levels (if applicable),
- ☐ perimeter drainage, and
- ☐ roof and crawl space ventilation detail.



4.2.10. Retaining Walls

Provide two sets of engineered plans for all retaining structures higher than 1.5 meters and which are independent of buildings. Include:

- ☐ site plan showing contours and location of walls (as per Part 5 “General Regulations”, Section 7(1)(D) of RMOW Zoning and Parking Bylaw No. 303, 2015),
- ☐ typical section through retaining wall showing construction type, height, drainage and other appropriate detail,
- ☐ section(s) through site showing the relationship of multiple retaining structures to each other, to buildings, to roads and parking areas, and
- ☐ retaining walls 1.5 meters or more in height that support or shelter any use or occupancy may require guards to be installed per Div B Sentence 9.8.8.1(1) of the 2012 BC Building Code.



NOTE: The drawings must be sealed by a professional engineer and be accompanied by a schedule B. Required engineering documentation for retaining structures must be submitted separately from that required for buildings.

4.2.11. Exterior Cladding

Provide sufficient detail to demonstrate that exterior cladding systems including flashing, trim, rainscreens (if proposed), and other special purpose accessory pieces will effectively restrict the entry of precipitation into the wall assembly (refer to Div B Article 9.27.2.1 2012 BC Building Code).

NOTE: Stone facing is considered an exterior cladding.

4.2.12. Detail Drawings

Large-scale detail drawings shall be provided for the following features:

- ☐ construction details of masonry chimneys including required clearances to combustibles,
- ☐ details of interior and exterior stairs and guards,
- ☐ sump pits for perimeter drainage (see 'Storm Sumps' in 'Connections to Municipal Services'), and
- ☐ flashing details for windows, doors and junctions where finishes intersect.



4.2.13. Structural Drawings

Structural drawings shall be sealed with the professional seal of an engineer, be signed by him/her and indicate:

- ☐ the name, address and telephone number of the person responsible for the structural design,
- ☐ the ground snow load for Whistler in accordance BC Building Code and confirm elevation (refer to snow load bulletin at www.whistler.ca/building),
- ☐ the specified snow loads used for structural drawings,
- ☐ the date of issue of the BC Building Code and the standards to which the design conforms,
- ☐ the dimensions, location and size of all structural members in sufficient detail to enable the design to be checked,
- ☐ confirmation that the area for future installation of solar collectors has been factored into the dead load calculation, in compliance with BC Solar Hot Water Ready regulations,
- ☐ Schedule B as contained in the current edition of the BC Building Code, and
- ☐ Proof of liability insurance.



4.3. Excavation Permit Plan Requirements

The RMOW Building Department is able to issue a partial building permit for excavation works only in advance of a main building permit. Excavation work is limited to:

- excavation for foundations,
- geotechnical works,
- rough-in for vehicular access and off street parking,
- site servicing works only,

with the understanding that the owner is proceeding entirely at their own risk as the building permit has not yet been approved. The owner/agent may request an excavation permit once a complete building permit application has been made.



To apply for an excavation permit, the following additional documents must be submitted:

- ☐ Written scope of excavation works

NOTE: There are no additional permit fees payable at time of excavation permit issuance.

4.4. Foundation Permit Plan Requirements

The RMOW Building Department is able to issue a partial building permit for foundation works only in advance of a main building permit. Foundation work is limited to:

- pouring foundation,

with the understanding that the owner is proceeding entirely at their own risk as the building permit has not yet been approved. The owner/agent may request a foundation permit once a complete building permit application has been made.

To apply for a foundation permit, the following additional documents must be submitted:

Two full size professional quality sets of the following plans:



- ☐ Site plan (see “New Single Family House or Duplex Permit Plan Requirements”);
- ☐ Structural foundation plan, including all foundation details and crawlspaces (see “New Single Family House or Duplex Permit Plan Requirements”);
- ☐ Architectural foundation plan, including all foundation details and crawlspaces(see “New Single Family House or Duplex Permit Plan Requirements”);
- ☐ Section plan detailing a typical section through the house;
- ☐ Elevation plan showing all four sides of the house.

NOTE: A non-refundable fee of \$459.96 will be payable at time of foundation permit issuance, which will be credited to the building permit fee upon building permit issuance.

4.5. Renovation Permit Plan Requirements



To apply for a renovation permit, the following plans must be submitted:

- ☐ 2 copies of all applicable drawings (see “New Single Family House or Duplex Permit Plan Requirements” for applicable requirements).

4.6. Addition Permit Plan Requirements



To apply for an addition permit, the following plans must be submitted:

- ☐ 2 copies of all applicable drawings (see “New Single Family House or Duplex Permit Plan Requirements” for applicable requirements).

4.7. Demolition Permit Plan Requirements



To apply for a demolition permit, the following plans must be submitted:

- ☐ If a portion of the building is to be demolished 2 copies of all applicable drawings (see “New Single Family House or Duplex Permit Plan Requirements” for applicable requirements).

4.8. Revision Plan Requirements



To revise an active building permit, the following plans must be submitted:

- ☐ 2 copies of all revised drawings (see “New Single Family House or Duplex Permit Plan Requirements” for applicable requirements).

NOTE: All revised elements must be clearly indicated on the drawings.

5. Supporting Documentation Requirements for Residential Permit Applications

5.1. Engineering

In addition to the requirements set out in previous sections of this information package, the following requirements must be met if the services of a registered professional engineer are required:

5.1.1. Letters of Assurance: 2012 BC Building Code Schedules B, and C-B

Schedule B must be submitted with the application for a building permit and Schedule C-B must be submitted before an Occupancy Permit is issued.

The Letters of Assurance schedules to the BC Building Code include Schedules B, and C-B, which are intended to identify the responsibilities of some key players in a construction project. Their use and application are as follows:

- Schedule B identifies the various registered professionals who acknowledge responsibility for certain portions of the design and that it substantially complies with the BC Building Code and other applicable enactments respecting safety except for construction safety aspects. They also provide a commitment to be responsible for the field review required for the project.

NOTE: Registered professionals must also provide proof of liability insurance.

- Schedule C-B confirms that the necessary field reviews have been completed and the finished project substantially conforms to the registered professional's design and the BC Building Code.

5.1.2. Certification of Plans

A structural engineer registered in British Columbia must seal the drawings to ensure the building will withstand the loads listed below. A schedule B shall accompany certified plans.

5.1.3. Climatic Data

5.1.3.1. Ground Snow Load

Please reference BC Building Code Division B – Appendix C and RMOW Snow Load information below.

NOTE: Professional Engineer is to confirm elevation has been considered

Section 9.4 of the 2012 BC Building Code addresses the specified loads for Part 9 Housing and Small Buildings of traditional light frame wood construction. The simplified snow load calculation in Article 9.4.2.2. anticipates the use of the prescriptive structural requirements outlined in Part 9 and is rarely seen in Whistler construction.

The high ground snow load in Whistler far exceeds the prescriptive requirements of Part 9 of the 2012 BC Building Code. Therefore, structural design of all Part 9 buildings and structures shall be designed to the loads outlined in Part 4 unless approved in writing by the Building Official. Utilize the specified snow load calculation outlined in Article 4.1.6.2.:

$$S = Is [Ss (CbCwCsCa) + Sr]$$

For all buildings at an elevation between 600m and 1000m (above mean sea level), Environment Canada has provided the RMOW with a calculation for Ground Snow Load (GSL) based on Elevation, in meters.

$$Ss \text{ (50-year, kPa)} = 0.0143 * z$$

$$Sr \text{ (50-year, kPa)} = 0.66 + 0.00033 * z$$

$$z = \text{Mean Sea Level Elevation, in meters}$$

For buildings above 1000m, please contact Environment Canada (416-739-4365 or ec.services.climatiques-climate.services.ec@canada.ca) to determine the appropriate ground snow load.

5.1.3.2. Seismic Data

Please reference BC Building Code Division B – Appendix C.

5.1.4. Field Reviews by the Engineer

The building inspector may require copies of the engineer's field reviews. The engineer shall establish and certify, through design and appropriate field review, the adequacy of the soil bearing and structural elements.

The engineer's specifications must be followed in detail, in conjunction with good building practices and the BC Building Code. The engineer of record must approve any changes and forward them in writing to the building inspector. The building inspector may require sealed drawings of the changes.

NOTE: If structural components or material are substituted with different components, the structural engineer must submit approval to the building inspector even if a component of apparently superior strength is being used. Framing may be rejected if written approval by the engineer has not been submitted.

A Schedule C-B must be submitted at the completion of the project.

5.1.5. Notice to all Structural Engineers – Welding

Please be advised that, in accordance with the BC Building Code, all welding of structural steel must be undertaken by firms and welders certified by the Canadian Welding Bureau. Section 24.3 of the CSA S16 "Limit States Design of Steel Structures" states:

"Fabricators and erectors responsible for making welds for structures fabricated or erected under the standard shall be certified by the Canadian Welding Bureau to the requirements of CSA Standard W47.1 (Division 1 or Division 2.1), or CSA Standard W55.2, or both as applicable. Part of the work may be subject to a Division 3 fabricator; however, the Division 1 or 2 fabricator or erector shall retain responsibility for the subject work."

It is the responsibility of the supervising engineer to ensure that all welding is done in conformance with the above. This would include parts of structures - such as connectors - that may be used on a building that is not wholly constructed of steel. As an example; post/beam connectors employed in single-family dwellings must be fabricated by a certified firm or welder. This includes steel stringers and stairs.

For information regarding certification, please contact the Canadian Welding Bureau in Surrey, BC at 604-582-3933.

5.2. Building Permit Fees

The fees that may be charged on a Building Permit are outlined in RMOW Building and Plumbing Regulation Bylaw No. 1617, 2002

5.2.1. Building Permit Fees

Building Permit fees are calculated based on the value of construction declared by the owner or authorized agent on the application checklist.

Table 1 of Schedule B of RMOW Building and Plumbing Regulation Bylaw No. 1617, 2002 can be used to calculate a Building Permit fee based on the value of construction. See *Figure 5.2.1 – Table 1 of Schedule B of RMOW Building and Plumbing Regulation Bylaw No. 1617, 2002*, below.

Up to \$20,000				\$11.70 per \$1000 or part thereof, minimum fee of \$80.90
\$20,001 \$50,000	\$234.00	plus	\$10.48	per \$1000 or part thereof over \$20,000
\$50,001 \$100,000	\$548.40	plus	\$9.78	per \$1000 or part thereof over \$50,000
\$100,001 \$1,000,000	\$1,037.40	plus	\$8.18	per \$1000 or part thereof over \$100,000
\$1,000,001 and up	\$8,399.40	plus	\$7.74	per \$1000 or part thereof over \$1,000,000

Figure 5.2.1. - Table 1 of Schedule B of RMOW Building and Plumbing Regulation Bylaw No. 1617, 2002

Additional fees that apply to Building Permits are also listed within the schedule.

5.2.2. Building Permit Application Fee for New Construction

The plan processing fee is non-refundable and is due in whole or in part upon application for a building permit.

To construct a new one, two or three family dwelling, the plan processing fee is:

- \$459.96 for the first dwelling unit.
- \$230.09 for each additional dwelling unit.

5.2.3. Building Permit Application Fee for Other than New Construction

The plan processing fee is non-refundable and is due in whole or in part upon application for a building permit.

To construct other than a new one, two or three family dwelling, the plan processing fee is:

- 25% of the estimated building permit fee required as calculated according to Schedule B to RMOW Building and Plumbing Regulation Bylaw No. 1617, 2002. For a copy of the building permit fee calculation handout, please contact the Building Department.

The minimum fee payable upon application for a building permit for any construction other than new construction is \$80.90.

5.2.4. Works and Service Charges

In addition to Building Permit fees, Works and Service charges may be payable on the property. These fees are used for improvements to infrastructure, as development leads to an increase in the demand for water, sewer, transportation, recreation and employee housing. To review the amounts of these charges, and when these charges are payable, please refer to the following bylaws:

- RMOW Water Works and Services Charges Bylaw No. 1503
- RMOW Sewer Works and Services Charges Bylaw No. 1504
- RMOW Transportation Works and Services Charges Bylaw No. 1505
- RMOW Recreational Works and Services Charges Bylaw No. 1506

5.3. Home Warranty Insurance for New Homes or Substantial Reconstruction

The Homeowner Protection Act provides for the licensing of residential builders and makes third-party warranties mandatory on new home construction throughout the province. The licensing and warranty systems work together to ensure that builders meet minimum standards and consumers are protected with a strong, third-party warranty should a construction defect occur.

Please provide proof of Home Warranty Insurance registration as a licenced builder or an owner-builder, in the form of a New Home Registration Form. See Figure 5.3 *Sample of New Home Registration Form*, right.

The Homeowner Protection Act requires Home Warranty Insurance for:

- A new single family or duplex home.
- A new auxiliary building with a suite (also known as a detached dwelling unit, carriage home, laneway home, coach home).
- A home or duplex that is or is being substantially reconstructed.

The image shows a sample of a 'New Home Registration Form' from the Homeowner Protection Office, Branch of BC Housing. The form is titled 'New Home Registration Form' and includes a logo for the Homeowner Protection Office. It contains several sections: A. BUILDER INFORMATION (License Number, Expiry Date, Company Name), B. PROPERTY INFORMATION (Civil Address, City/Town, Province, Postal Code, PID, Legal Description, Owner(s)), C. CONSTRUCTION INFORMATION (Number of Dwelling Units, Type of New Home), D. PROOF OF HOME WARRANTY INSURANCE (Warranty Provider, Builder Warranty No., Insurance, Warranty Provider Seal Date), and E. BUILDING INFORMATION (Municipality or Regional District, Date Issued, Permit No.). A large 'Sample' watermark is overlaid diagonally across the form. At the bottom right, it says 'generated Jan/27/2011'.

Figure 5.3 – Sample of New Home Registration Form (<https://www.bchousing.org/licensing-consumer-services/builder-licensing/how-to-register-new-home>)

Renovations do not normally require New Home Registration, however it is required in the case where a project is deemed to be “Substantially reconstructed” as defined by the Homeowner Protection Act. Although each case must be examined on its own merits and the final determination made by BC Housing, a home that has been changed so that 25% or less of the original structure above foundation remains, or 75% or more of the reconstructed home is new, the home is deemed to be “substantially reconstructed” and is a new home for the purposes of the Act.

If assistance is needed to determine whether a project meets the criteria of “substantially reconstructed,” email the Licensing and Consumer Services branch of BC Housing the project information at licensinginfo@bchousing.org or review the [BC Housing Substantially reconstructed homes \(No.6\)](#).

For more information, please call BC Housing Licensing & Consumer Services at 1-800-407-7757 or visit their website at <https://www.bchousing.org/licensing-consumer-services/new-homes/home-warranty-insurance-new-homes>.

5.4. Hazardous Materials WorkSafe BC Notice of Project

Before starting work activity on projects where hazardous materials are present, owners, prime contractors, and/or employers are required by the Occupational Health and Safety Regulation to send WorkSafe BC written notice. This can be done online with a Notice of Project (NOP) form: <https://www.worksafebc.com/en/for-employers/just-for-you/submit-notice-project>.

Type of project: Asbestos, lead or other similar exposure work activity

- Notice of project is required at least at least 48 hours prior to starting work.

Please refer to Work Safe BC OHS regulation 20.2.1(1).

6. Additional Information/Requirements for Residential Permit Applications

6.1. Planning Approvals

6.1.1. Development Permits

Some properties in the RMOW are located in 'Development Permit Areas'. Development in these areas may require additional permits to regulate form and character, protection of the environment, protection from hazardous conditions and other characteristics of the development.

To determine if the project is within a Development Permit Area and what requirements or exemptions may apply please consult the Development Permit Map for Single Family or Duplex Homes.

6.1.2. Development in Riparian Areas

Development in Riparian Areas requires a developer-funded report by a Qualified Environmental Professional before a building permit can be issued. In some cases this will be completed as part of the Development Permit Process. In others circumstances it is part of the building permit review process.

An assessment is required if the development is within:

- 30 meters of a stream, measured from the high water mark, or
- 30 meters from a ravine bank or between a ravine bank and the high water mark for ravines less than 60 metres wide that contain a stream, or
- 10 meters from a ravine bank or between a ravine bank and the high water mark for ravines greater than 60 metres wide that contain a stream.

An assessment is not required for:

- agricultural, institutional or park developments, or
- any repair, renovation, or reconstruction of a permanent structure on its existing foundation.

For more information on the assessment methods and process, please visit the Riparian Areas Regulation website:

www2.gov.bc.ca/gov/content/environment/plants-animals-ecosystems/fish/riparian-areas-regulation.



6.1.3. Development Variance Permits

All development must comply with the provisions of the RMOW Zoning and Parking Bylaw No. 303, 2015 or land use contract. Some provisions of the RMOW Zoning and Parking Bylaw No. 303, 2015, such as height and setbacks can be varied by either a Development Variance Permit or the Board of Variance. Other provisions like use or density, cannot be varied. If a development does not comply with the size or siting rules of the RMOW Zoning and Parking Bylaw No. 303, 2015, it must either be changed to comply or obtain a variance. Variances are subject to further approvals. If a variance is not approved the project cannot proceed as proposed.

For more information on the variance process and to determine which process might be right for the project, please visit the variance page on the RMOW website: www.whistler.ca/planning.

6.1.4. Rezoning

All development must comply with the land use and density rules in the RMOW Zoning and Parking Bylaw No. 303, 2015 or Land Use Contract (LUC). If a development does not comply with the land use or density rules of the RMOW Zoning and Parking Bylaw No. 303, 2015 or LUC, it must either be changed to comply or the property must be rezoned. Rezoning is subject to Council approvals. If a rezoning is not approved the project cannot proceed as proposed.

For more information on the rezoning process please visit the Development and Planning page on the RMOW website: <https://www.whistler.ca/business/land-use-and-development/planning>.

6.2. Removal and Deposit of Soil Permit

If the owner is removing or depositing material in excess of 200 cubic meters, then a Removal and Deposit of Soil Permit is required as per RMOW Soil Removal and Deposit Bylaw No. 1332, 1998. To obtain a Removal and Deposit of Soil Permit Application, please visit the website: <https://www.whistler.ca/business/land-use-and-development/engineering-permits/soil-removal-deposit-permit>

For additional information, please contact engineers@whistler.ca or call 604-935-8192

6.3. Tree Cutting Permit and Tree Preservation Areas

Prior to removing any trees over 15cm in diameter, the owner may need RMOW permission or a Tree Cutting Permit. Cases in which RMOW permission or a Tree Cutting Permit may be required include:

- The property in question is within a Development Permit Area and is not exempt from the requirement to obtain a development permit as per Part 5, “General Regulations”, Section 28 (2) of RMOW Zoning and Parking Bylaw No. 303, 2015,
- The property in question has a Land Use Contract associated with it,
- The property in question is covered by a Tree Preservation Covenant, or
- The tree in question is within 20m of the Highway 99 right-of-way.

For situations where one of the above criteria apply, the owner or their authorized representative will need to contact the RMOW before proceeding. In all cases, if the tree is in a riparian area (within 30m of a stream/waterbody), the owner will need to adhere to the Provincial Riparian Areas Regulation.

If RMOW permission or a Tree Cutting Permit will be required, and any tree in question is within 3 m of a building envelope or setback, please provide a site plan prepared by a surveyor.

Please visit www.whistler.ca/trees to learn more about the particular circumstances of a property, and who to contact at the RMOW.

6.4. Restrictions on High-Risk Construction Activity during “High” and “Extreme” Fire Ratings

In the summer months, there will be restrictions on High-Risk Construction Activity during “High” and “Extreme” fire danger ratings. This is to minimize the risk of construction activity in the wild land urban interface becoming a source of ignition resulting in wildfire. Specifically, High-Risk Construction Activity (eg. blasting, excavating, drilling, grinding, hot works, etc.), in the interface area (within 10 metres of the forest) will be banned during High and Extreme fire danger ratings.

If the owner would like to continue High-Risk Construction Activity during the restrictions, then the owner or their authorized representative must apply for an Exemption. The Exemption process requires a site inspection and the implementation of mitigating measures, such as site wet-down requirements and fire watches. For more information about the fire department's Interface Construction and Maintenance Regulations and Exemptions, please refer to:

<https://www.whistler.ca/services/emergency/fire/construction-regulations>.

6.5. Fire Smart

Application of Fire Smart national standards proves to be the most effective means to reduce wildfires loss by managing the fuels within the home ignition zone (the house and immediate surroundings within 30 to 100 m, and other structures such as garages, decks, porches, or fences that come in contact with the house).

Recommendations:

FireSmart Building Standards:

- Non-combustible roofing materials
- Non-combustible exterior cladding
- Closed eaves
- Screened vents <3mm openings
- Enclosed and non-combustible decks/balconies/porches
- Tempered or double pane windows

FireSmart Landscaping Standards:

- 10m vegetation (fuel) free zone around building (deciduous trees not counted)
- Forest (conifer tree) composition 10m – 30m beyond building: 3m spacing between conifer crowns, removal of smaller trees, prune all stems >2m upwards, remove surface fuels.

For more information about the FireSmart program, visit www.whistler.ca/firesmart.

6.6. Bear Safety

Whistler is a provincially-designated Bear Smart Community and the RMOW is committed to reducing conflict between humans and wildlife.

RMOW Solid Waste Bylaw No. 2139, 2017 outlines what is required for garbage disposal facilities. See *Figure 6.6. - Solid Waste Wildlife-Proof Enclosure Design Guidelines*, below.

https://www.whistler.ca/sites/default/files/2017/Oct/bylaws/pdf/24196/2139_solid_waste_bylaw_no_2139_2017_adopted.pdf

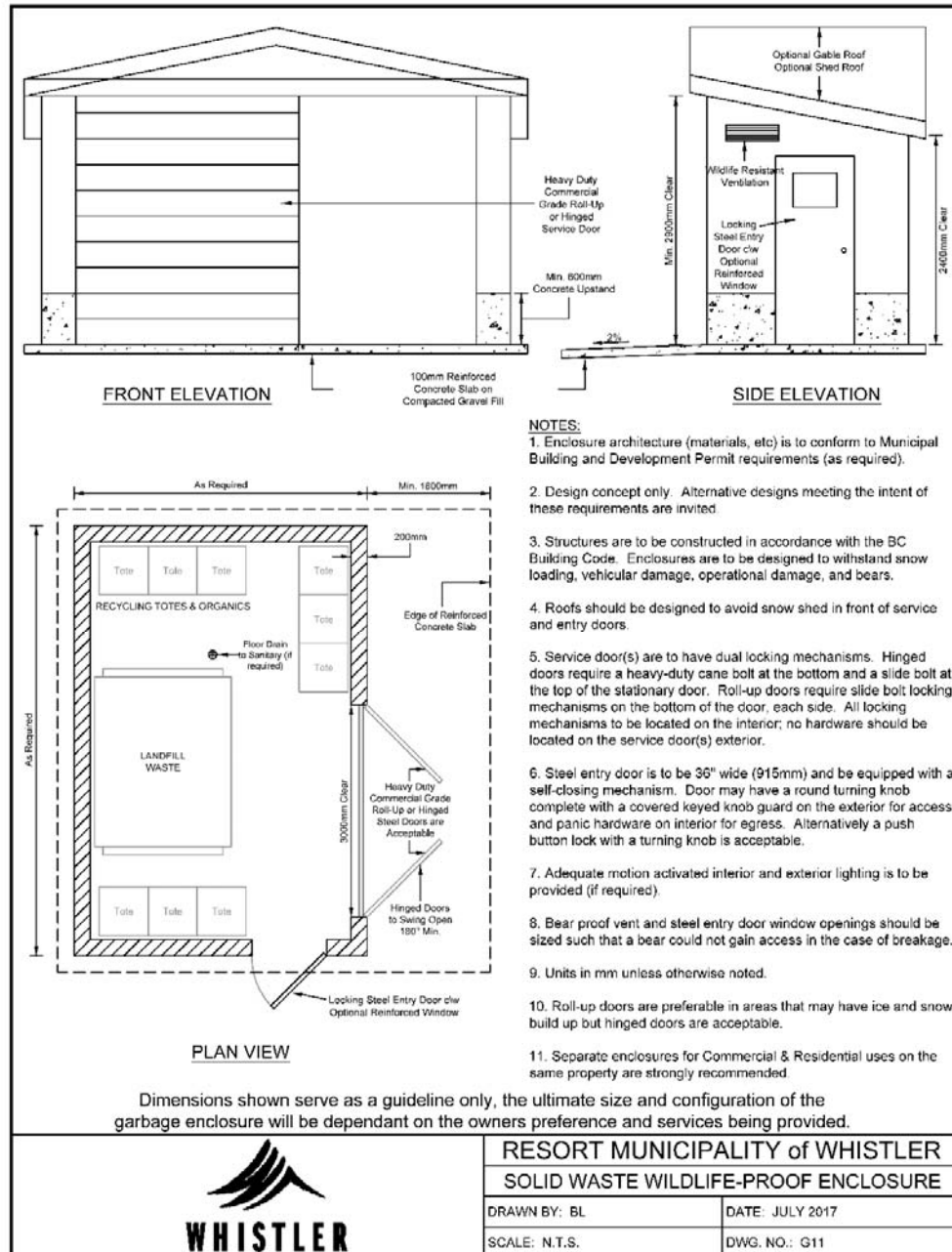


Figure 6.6 – Solid Waste Wildlife-Proof Enclosure Design Guidelines

Specifically relevant to construction sites, the Solid Waste Bylaw sets out requirements to ensure that construction bins are managed appropriately. Wildlife attractants (see bylaw for definition; mostly associated with food and food containers) must not be placed in construction bins. If a construction bin is placed on the site, it is the owner's responsibility to control what is placed in it by workers and by members of the public.

For more information on how to keep the work site safe for people and for wildlife, please go to: <http://www.whistler.ca/services/environmental-stewardship/bears-and-wildlife/bears>.

7. Interpretations and Explanations

7.1. Gross Floor Area Calculations

In Part 2, “Interpretation” of RMOW Zoning and Parking Bylaw No. 303, 2015:

“**gross floor area**” means the total area of all floors in all buildings on a parcel, measured to the outside surface of the exterior walls of the building, including stairwells, basements, and cellars, but excluding areas specified in Section 26 of Part 5 (Bylaw No. 1992).

“**crawl space**” means any floor area having less than 1.5 metres of clearance between the underside of a roof or floor system above and a ground floor slab or ground surface below. (Bylaw No. 1992).

“**void space**” means any floor area having less than 1.5 metres of clearance between the underside of a ceiling, roof, or floor system above and the upper surface of a floor system below. (Bylaw No. 1992).

7.1.1. Crawl Space and Void Space

In no case shall a “void space” be situated over “crawl space”, as per Part 5, “General Regulations”, Section 24.(1) of RMOW Zoning and Parking Bylaw No. 303, 2015.

7.1.2. Gross Floor Area Exclusions

In Part 5, “General Regulations”, Section 26(1)(A)(i) of RMOW Zoning and Parking Bylaw No. 303, 2015,

(1) The following are excluded from the gross floor area calculations:

(A) For detached dwelling and duplex dwelling buildings:

(i) Basement floor area in existence on May 12, 2012 having an elevation at least 1 meter below the average level of finished ground adjoining the exterior walls of the building, to a maximum of 125% of the floor area of the storey immediately above, and for this purpose the Municipality may require a building permit applicant to provide a statutory declaration as to the existence of basement floor area on May 12, 2012

(ii) in-ground basement floor area to a maximum of 125% of the gross floor area of the storey immediately above. (“in-ground basement floor area” means that portion of the lower floor of a building, at least 50% of the exterior wall height of which is below the level of the finished ground adjoining the wall, and for this purpose wall height means the vertical distance from the level of the finished floor to the underside of the floor system above) (Bylaw no. 2132.).

(iii) crawl spaces;

(iv) void spaces;

- (v) parking areas;
- (vi) elevators;
- (vii) areas occupied by fixed machinery or equipment; and
- (viii) exterior wall thickness in excess of 6" (152mm)

7.2. Roof Height Calculations

In Part 2, "Interpretation" of RMOW Zoning and Parking Bylaw No. 303, 2015:

"Height" means the vertical distance from the grade to the highest point of the roof surface of a flat roof, the deck line of a mansard roof and to the mean level between the eaves and the ridge of a gable, hip, gambrel or sloping roof, and in the case of a structure without a roof, to the highest point of the structure (Bylaw no. 614).

"Grade" means the lowest of the average levels of finished ground adjoining each exterior wall of a building, except that the localized depression such as for vehicle and pedestrian entrances need not be considered in the determination of average levels of finished ground.

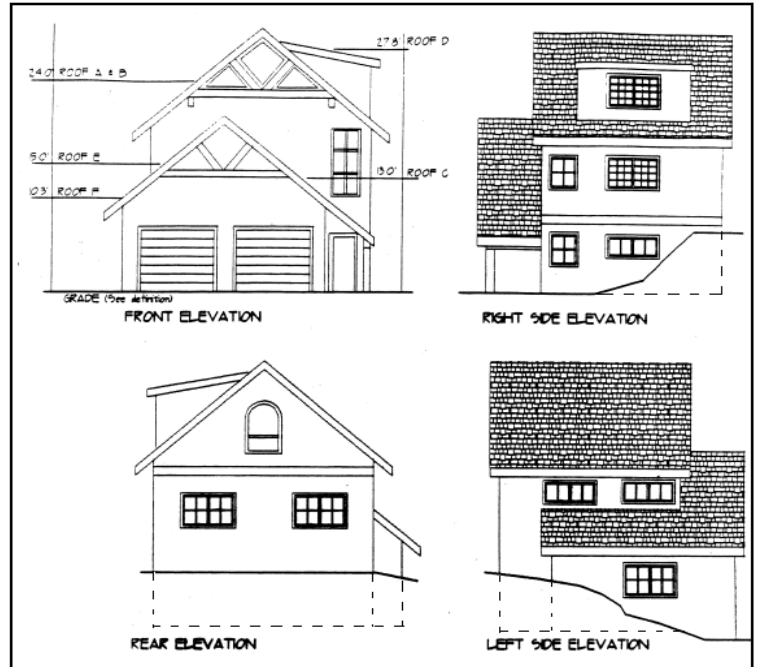


Figure 7.2.1. – Example of Elevations

The overall mean level of a roof shall be established as follows:

1. Multiply the mean height of each plane by its percentage of the overall roof area.
2. Calculate the area of each plane within the roof (plan view) as a percentage of the area of the entire roof.
3. Add together the weighted averages of the heights of the roof planes to establish the overall mean level of the roof.

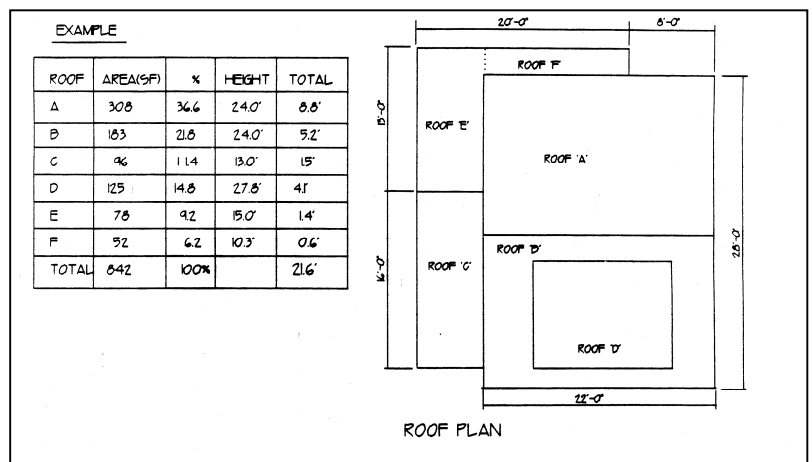


Figure 7.2.2. – Example of Roof Height Calculations

See Figure 7.2.1. – Examples of Elevations and Figure 7.2.2. – Example of Roof Height Calculations, right.

In Part 5, “General Regulations”, Section 5 of RMOW Zoning and Parking Bylaw No. 303, 2015, notwithstanding the definition of height, where the elevation of the highway servicing the parcel is above the average elevation of the finished grade of the subject parcel, the maximum permissible building height may be increased by the difference in ground elevation between the highway and finished grade of that face of the building that fronts onto the highway to a maximum increase of 3 metres. (Bylaw no. 916).

NOTE: Decks are not considered as roofs in these calculations unless they primarily act as roofs over indoor or outdoor living space, or they are over a garage or carport.

7.3. Determining Grade

Reasonable gradients must be maintained around all buildings to ensure conformance with the BC Building Code. The following outlines the BC Building Code definitions with respect to determining grade and building height.

“Grade” (as applying to the determination of building height) means the lowest of the average levels of finished ground adjoining each exterior wall of a building, except that localized depressions such as for vehicle or pedestrian entrances need not be considered in the determination of average levels of finished ground. (See First storey.)

“First storey” means the uppermost storey having its floor level not more than 2 m above grade.

“Building height” (in storeys) means the number of storeys contained between the roof and the floor of the first storey.

“Storey” means that portion of a building which is situated between the top of any floor and the top of the floor next above it, and if there is no floor above it, that portion between the top of such floor and the ceiling above it.

A wood frame building may not exceed 3 storeys in building height. Grade is a significant factor in determining building height and must be reasonably established. The ‘Commentary on Part 3, (Use and Occupancy) of the National Building Code of Canada, 1995’, clarifies the definition of grade with the following comment:

“Reason and judgment must be exercised in establishing grade taking into account things such as exiting and firefighting.”

Considering practical firefighting and safe egress in establishing grade, access is required to the side of the building from which grade is determined (the side from which building height and construction type would also be determined). A firefighter must access that low building side carrying and using equipment such as ladders, hoses and other small tools and equipment. Safe egress is also required for building occupants. Windows must provide egress from all bedrooms and from some upper levels of the building. Refer to Subsections 9.9.9 and 9.9.10 of the 2012 BC Building Code.

In exercising reason and judgment, the RMOW has established a general guide to providing reasonable grade for single-family dwellings and duplexes:

- Provide pedestrian access around the building. No special surfacing is required.
- Maintain at least a 4' wide portion of level grade beyond the furthest structure on the lowest side of the building. See *Figure – Grade Requirements (Cross Section)*, below.

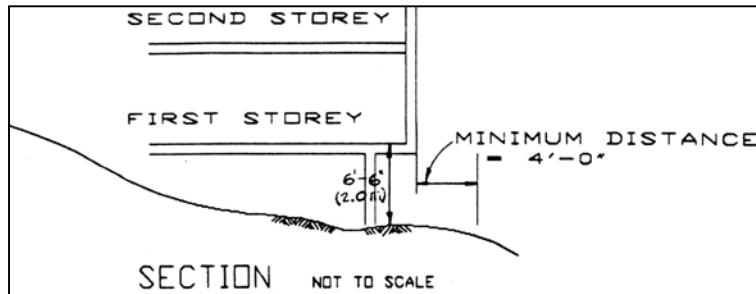


Figure 7.3.1 – Grade Requirements (Cross Section)

Some encroachments of decks into the 4' wide level area may be permitted provided:

- At least 15% of the length of the wall is clear of deck at each end. See *Figure 7.3.2 – Clear Area Requirement (Plan View)*, below.

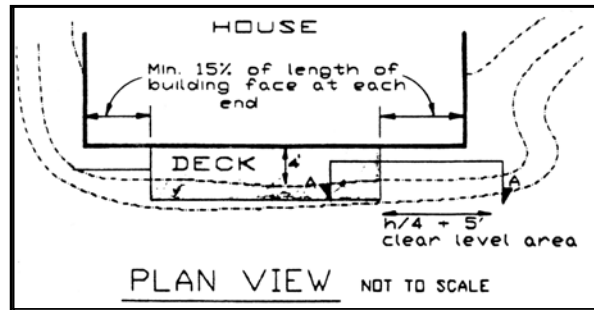


Figure 7.3.2 – Clear Area Requirement (Plan View)

- A clear level area is available at each end of the deck to set up ladders. The clear area must be 4' wide and extend a distance of $h/4 + 5'$ away from the deck. Where h =height of the guardrail above grade. This allows for a safe climbing angle on ladder. See *Figure 7.3.3. – Clear Area Requirement (Section)*, below.

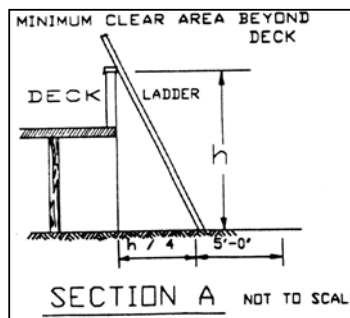


Figure 7.3.1. – Clear Area Requirement (Section)

Grade may be established by cutting a building into the slope or by providing retaining structures.

NOTE: Refer to Part 5, “General Regulations”, Section 7(1)(D) of RMOW Zoning and Parking Bylaw No. 303, 2015 for restrictions for retaining walls.

7.4. Driveways and Parking Spaces

Parking spaces, driveway gradients and design must meet Part 6, “Parking and Loading Regulations” of RMOW Zoning and Parking Bylaw No. 303, 2015.

7.5. Legitimizing Illegally Constructed Basement Area (In Existence Prior To May 12, 2012)

RMOW Zoning and Parking Bylaw No 303, 2015 Gross floor area exclusion regulations for basement floor area in existence on May 12, 2012 in detached and duplex dwellings allows only those portions of the basement that are at least 1 meter below the average level of finished ground adjoining the exterior walls of the building to qualify for the exclusion.

This regulation applies to basement construction in existence prior to May 12, 2012 in detached and duplex dwellings, which allows homeowners to legitimize illegal basement floor area constructed in residential buildings.

In Part 5, “General Regulations”, Section 26.(1)(i) of RMOW Zoning and Parking Bylaw No. 303, 2015

The following is excluded from the gross floor area calculations:

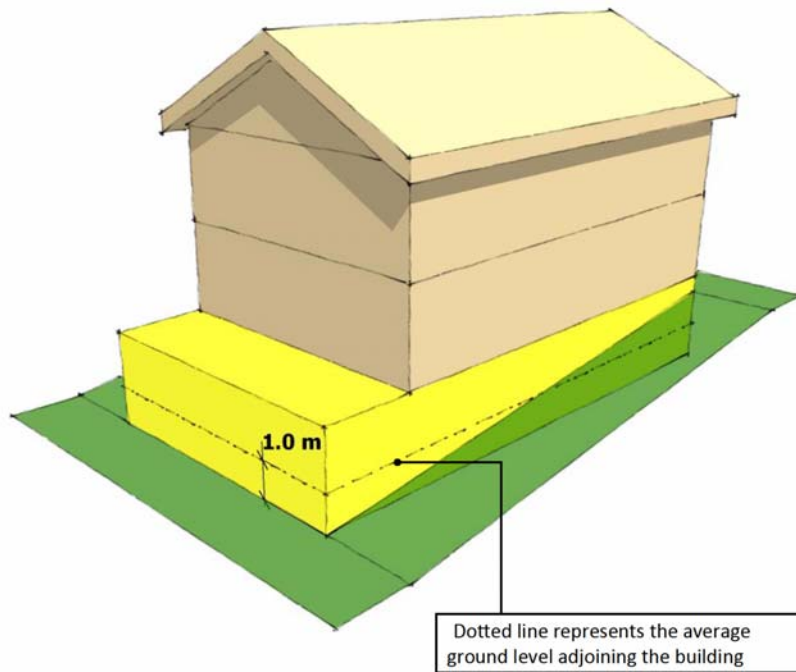
Basement floor area in existence on May 12, 2012 having an elevation at least 1 meter below the average level of finished ground adjoining the exterior walls of the building, to a maximum of 125% of the floor area of the storey immediately above, and for this purpose the Municipality may require a building permit applicant to provide a statutory declaration as to the existence of basement floor area on May 12 2012; (Bylaw No. 2132).

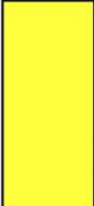
To apply to legitimize existing basement area the following additional documents must be submitted:


- ☐ Floor plan (detailing the excluded floor area).
- ☐ Section drawing (detailing the excluded floor area).
- ☐ Elevation drawing (detailing the average grade line). See *Figure 7.5 – Elevation Detailing Excluded Area Constructed Prior to May 12, 2012*, below.
- ☐ Calculation of the average level of finished ground adjoining the exterior walls of the building.
- ☐ Area overlays (detailing all floor areas including the excluded floor area and gross floor area).
- ☐ If over height crawlspace covenant is registered on title: Covenant Modification Application (if applicable).



Legitimizing Illegally Constructed Basement Floor Area



 Floor area in yellow is excluded from Gross Floor Area calculation. It is defined as Basement floor area in existence on May 12, 2012 having an elevation at least 1 meter below the average level of finished ground adjoining the exterior walls of the building. The maximum area that may be excluded is 125% of the floor area of the storey immediately above.

 Floor area in brown is included in the Gross Floor Area calculation as per RMOW Zoning and Parking Bylaw No. 303, 2015

NOTE: All other RMOW Zoning and Parking Bylaw No.303, 2015 regulations still apply (for example: building height, setbacks and parking requirements).

Diagram is for presentation purposes only and not to scale.

Figure 7.5 - Elevation Detailing Excluded Area Constructed Prior to May 12, 2012

7.6. In Ground Basement Floor Area Exclusions

RMOW Zoning and Parking Bylaw No. 303, 2015 Gross floor area exclusion regulations for basement areas in detached and duplex dwellings allows only those portions of the basement that are below ground or in-ground to qualify for the exclusion.

This regulation applies to new construction in detached and duplex dwellings.

In Part 2, “Interpretation” of RMOW Zoning and Parking Bylaw No. 303, 2015

“in-ground basement floor area” means that portion of the lowest floor of a building, at least 50% of the exterior wall height of which is below the level of finished ground adjoining the wall, and for this purpose wall height means the vertical distance from the level of the finished floor to the underside of the floor system above; (Bylaw No. 2132)

In Part 5, “General Regulations”, Section 26.(1)(ii) of RMOW Zoning and Parking Bylaw No. 303, 2015, the following is excluded from the gross floor area calculations:

In-ground basement floor area to a maximum of 125% of the gross floor area of the storey immediately above; (Bylaw No. 2132).

To apply for “in-ground basement floor area” the following additional information must be submitted:

- ☐ Lowest floor plan (detailing where 50% of the exterior wall height is below the level of finished ground at each wall)
- ☐ Elevation plan showing all 4 sides of the house (detailing the level of the finished floor, the level of the underside of the floor system above, the level of finished ground adjoining the building and noting where 50% of the wall height is below finished ground grade). See *Figure 7.6.1. – In-Ground Basement Floor Area for an Uphill Parcel*, *Figure 7.6.2. – In-Ground Basement Floor Area for a downhill parcel* and *Figure 7.6.3. – In-Ground Basement Floor Area for a level parcel* below.
- ☐ Area overlays (detailing where 50% of the exterior wall height is below the level of finished ground at each wall and a line through the plan labelling floor areas as either excluded area or gross floor area)
- ☐ Covenant Modification Application (if applicable)



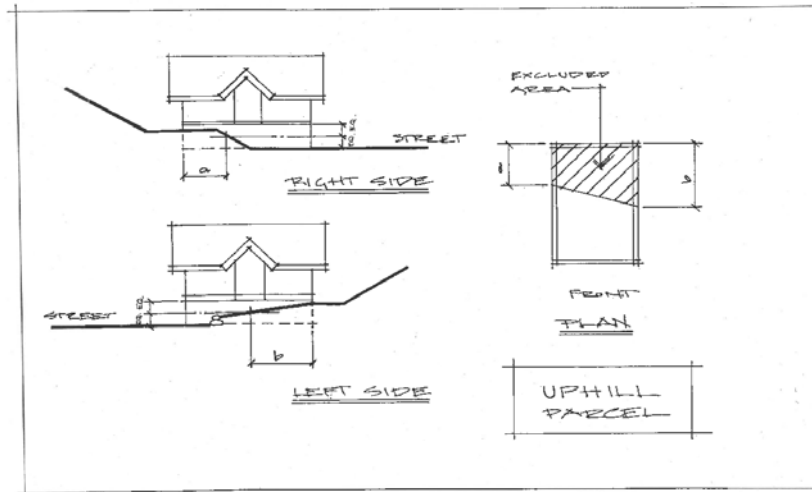


Figure 7.6.1. - In-Ground Basement Floor Area for an Uphill Parcel

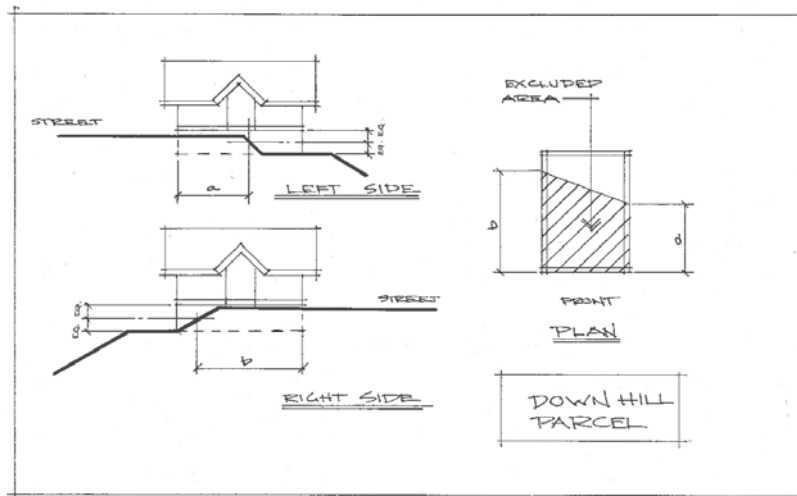


Figure 7.6.2. - In-Ground Basement Floor Area for a downhill parcel

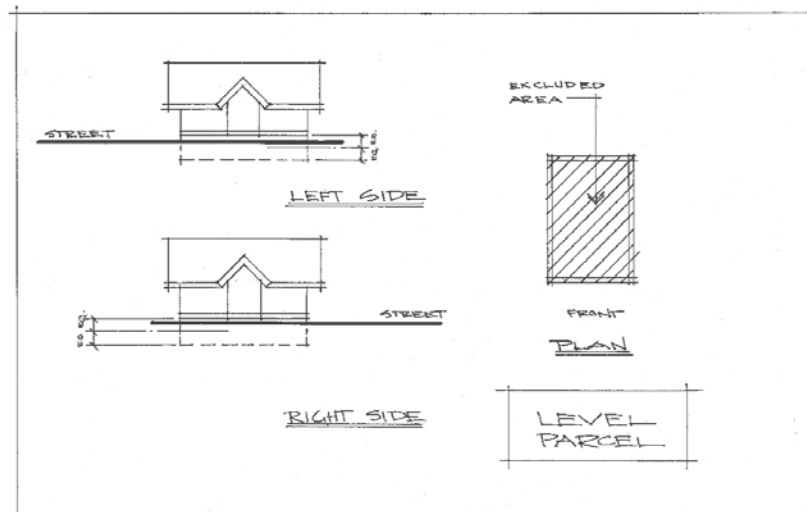


Figure 7.6.3. - In-Ground Basement Floor Area for a level parcel

7.7. Auxiliary Residential Dwelling Units (Secondary Suites)

Auxiliary residential dwelling units are permitted in most single-family residential zones which are regulated by the 2012 BC Building Code and have additional requirements as outlined below.

7.7.1. 2012 BC Building Code Requirements

Auxiliary residential dwelling units are defined as “secondary suites” in the BC Building Code and must conform to Section 9.37 “secondary suites” of the 2012 BC Building Code.

7.7.2. RMOW Zoning and Parking Bylaw No 303, 2015 Requirements

In Part 2, “Interpretation” of RMOW Zoning and Parking Bylaw No. 303, 2015

“auxiliary residential dwelling unit” means a dwelling unit which is ancillary to the principal use being made of the parcel upon which the auxiliary dwelling unit is located.

Auxiliary residential dwelling units must conform to the regulations as outlined in each specific zone, Part 5, “General Regulations”, Section 3 of RMOW Zoning and Parking Bylaw No. 303, 2015 and Part 6, “Parking and Loading Regulations”, Section 2 (1)(a) and Table 6-A of RMOW Zoning and Parking Bylaw No. 303, 2015.

7.7.3. Plumbing Requirements

Each dwelling unit requires independent, accessible shut-off valves permitting isolation of the water distribution system without interruption to other dwelling units.

7.7.4. Electrical Panelboard requirements

Auxiliary residential dwelling units must conform to the Technical Safety BC requirements. In new construction; all dwelling units require a panelboard to be installed. <https://www.technicalsafetybc.ca/secondary-suites-understanding-rule-26-400>.

7.8. Riparian Area Requirements

To determine whether or not a property is located in a Riparian Area, use the GIS map (www.whistler.ca/gis) and turn on the Riparian 30 m Buffer layer:

1. Open the Whistler Map and from the left side panel select the 'Layers' tab.
2. Within the layers list, turn on the 'Environmental' group by checking the box next to the group name.
3. Then expand the Environmental group clicking the '+' next to the group name.
4. In the Environmental group, turn on the Riparian (Buffer 30m) layer by checking the box next to the layer name.
5. Click on the arrow to the far right of the Riparian (Buffer 30m) layer name and select 'Zoom to visible scale' to bring the data into view.

If the blue Riparian 30m buffer area touches any portion of a property, that property is in a Riparian Area and additional requirements may apply.

7.8.1. Required Assessment

Development in Riparian Areas requires a developer-funded assessment report by a "qualified environmental professional" before a building permit can be issued. In some cases this will be completed as part of the Building Permit review. In others circumstances it is part of process the Development Permit Process.

An assessment is required if the development is within:

- 30 meters of a stream, measured from the high water mark;
- 30 meters from a ravine bank or between a ravine bank and the high water mark for ravines less than 60 meters wide that contain a stream; or
- 10 meters from a ravine bank or between a ravine bank and the high water mark for ravines greater than 60 meters wide that contain a stream.

An assessment is not required for:

- agricultural, institutional or park developments;
- any repair, renovation, or reconstruction of a permanent structure on its existing foundation.

For more information on the assessment methods and process, please visit <https://www2.gov.bc.ca/gov/content/environment/plants-animals-ecosystems/fish/riparian-areas-regulation>.

7.9. Energy Efficiency Requirements

7.9.1. 2012 BC Building Code Energy Efficiency Requirements

Provide detailed information showing how the building will comply with Zone 6 effective insulation requirements, specifically noting the R or RSI effective insulation values of the wall, floor and roof assemblies and U Value of windows, doors and skylights.

Non NAFS compliant windows, doors and skylights will require full part 5 signoff by a registered professional as per Subsection 9.7.4 of the 2012 BC Building Code.

NOTE: Whistler is in Zone 6

If windows do not comply with Section 9.36 of the 2012 BC Building Code thermal and energy modelling will be required.

Attached garages are treated as un-conditioned space, even if insulated and heated. The assembly separating the garage from the house must be insulated and air-tight.

For more information, please refer to:

- BC Housing Illustrated Guide – Energy Efficiency Requirements for houses in British Columbia (Zones 5-7A North Vancouver Island and Interior) (<https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/construction-industry/building-codes-and-standards/guides/climatezone5-7a.pdf>).
- National Resource Canada – Calculating Effective Thermal Resistance of Opaque Assemblies (<http://www.nrcan.gc.ca/energy/efficiency/housing/new-homes/energy-star/14176>).



7.10. Requirements for Roofs, Decks and Garages above Living Space

For heated space below with an exterior space above and garages:

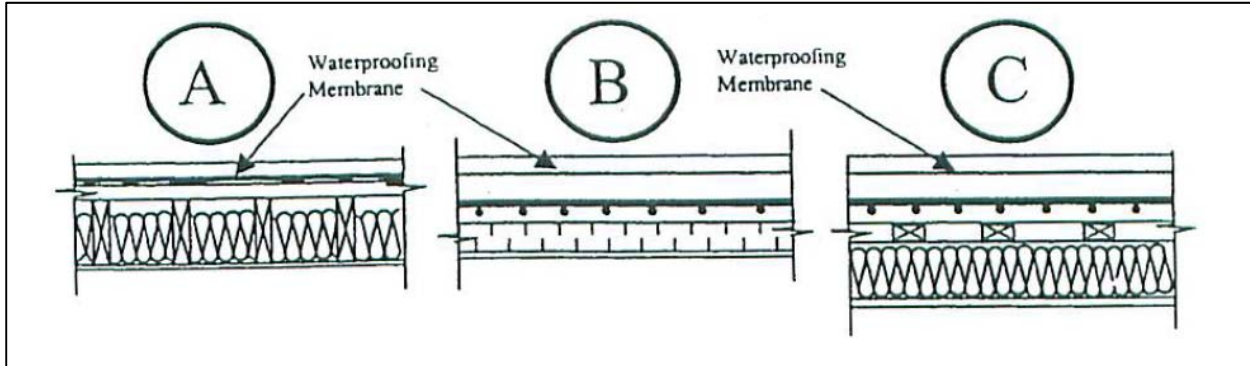


Figure 7.10 – Roof, Deck & Garage Waterproof Membranes above Living Space

Roof/Deck Ventilation

- ☐ All Assemblies require cross ventilation to exterior with minimum vent area of 1/150 ceiling area, and insulation as per BC Building Code, must have vapour barrier, or
- ☐ For unvented attics, the following are required from a registered professional signing off on the entire roof assembly:
 - ☐ Schedule B with the Architectural section - items 1.16, 1.18, 1.20, 1.22 & 1.23
 - ☐ Schedule CB
 - ☐ Sealed field review report

NOTE: All garage slabs over rooms or crawlspaces require a waterproofing membrane designed for that purpose. Membrane to be inspected prior to pour of topping.

7.11. Solar Hot Water Ready Regulation

The Resort Municipality of Whistler has opted in to the Province of British Columbia Solar Hot Water Ready Regulation.

This requires that new single family homes be designed in such a way that in future, a solar hot water system may be installed.

Being "solar hot water ready" helps homeowners increase energy efficiency; reduce costs of solar installations and energy consumption; and reduce greenhouse gas emissions.

Read all of the specific requirements in the Guide to the Province of BC Solar Hot Water Ready Regulation. <https://www2.gov.bc.ca/gov/content/industry/construction-industry/building-codes-standards/the-codes/other-regulations/solar-hot-water-ready>.

Consult this handout at the design stage for a new Single Family Home to ensure it can meet the requirements.

Refer to the 'Floor Plan' and 'Roof Plan' in 'Plan Requirements for Residential Permit Applications' for details required on drawings submitted with Building Permit Applications.

8. Plumbing Requirements

Plumbing installations must comply with the BC Building Code. In addition, the following items are local requirements.

8.1. General Requirements

Minimum depth of bury for services shall be:

- Water 1.8 m
- Sanitary 1.2 m

All vent pipes shall terminate no further from the ridge of a roof than 1 metre or be fitted with a device intended to protect the vent pipe from snow loading which is acceptable to the building official.

The minimum diameter of every vent pipe shall be 75 mm from the point where the vent pipe exits the heated portion of the building and it shall terminate no less than 0.6 metres above any roof surface expected to accumulate snow.

Service hot water heaters shall not be installed in garages unless contained within a heated, insulated enclosure.

Where exterior hose connections are provided they shall be of the non-freeze type.

No water drainage or vent piping shall be installed within an exterior wall cavity, a ceiling cavity below an unheated area or within a floor system above an unheated area unless accepted by a building official.

Floor drains shall not be installed in garages in one, two and three family dwelling units unless accepted by a building official.

8.2. Notice to Owners Contractors Designers and Plumbers

Pursuant to Division C Part 2 Section 2.2 Administration of the 2012 BC Building Code, the RMOW Building Department requires the following information to be provided along with plumbing permit applications:

2.2.1.2. Personnel Performing Plumbing Work (Div C - Part 2)

- 1) Personnel performing installation, alteration or repair on a plumbing system shall
 - a) possess a tradesman's qualification certificate as a plumber

- b) be an indentured apprentice supervised by a journeyman possessing a tradesman's qualification certificate as a plumber, or
- c) be the registered owner and occupant or intended occupant of the single family dwelling in which plumbing work will occur, provided evidence can be provided the owner can satisfactorily complete the work.

Additionally any plumbing contractor included on a permit application form must hold a valid RMOW Business Licence at the time of permit issuance.

2.2.2. Plumbing Drawings and Related Documents (Div C - Part 2)

All plumbing permit applications for new single family dwellings, duplexes and row houses, as well as renovations, repairs or alterations that include a change in the number and/or type of plumbing fixtures for existing structures, shall be accompanied by two (2) sets of Hydraulic Load Calculations executed in accordance with Division B – Part 2 Subsection 2.6.3. Size and Capacity of pipes. The hydraulic load summary shall include the total hydraulic load as well as the total hot load. Additionally, adequate information regarding relevant existing conditions (as applicable) must be provided in order to support the application with clear evidence of conformance with the 2012 BC Building Code.



9. Connections to Municipal Services

9.1. Water Service Connections

Figure 9.1 – Residential Water Service Standard Drawings, below, highlights requirements for water service connections.

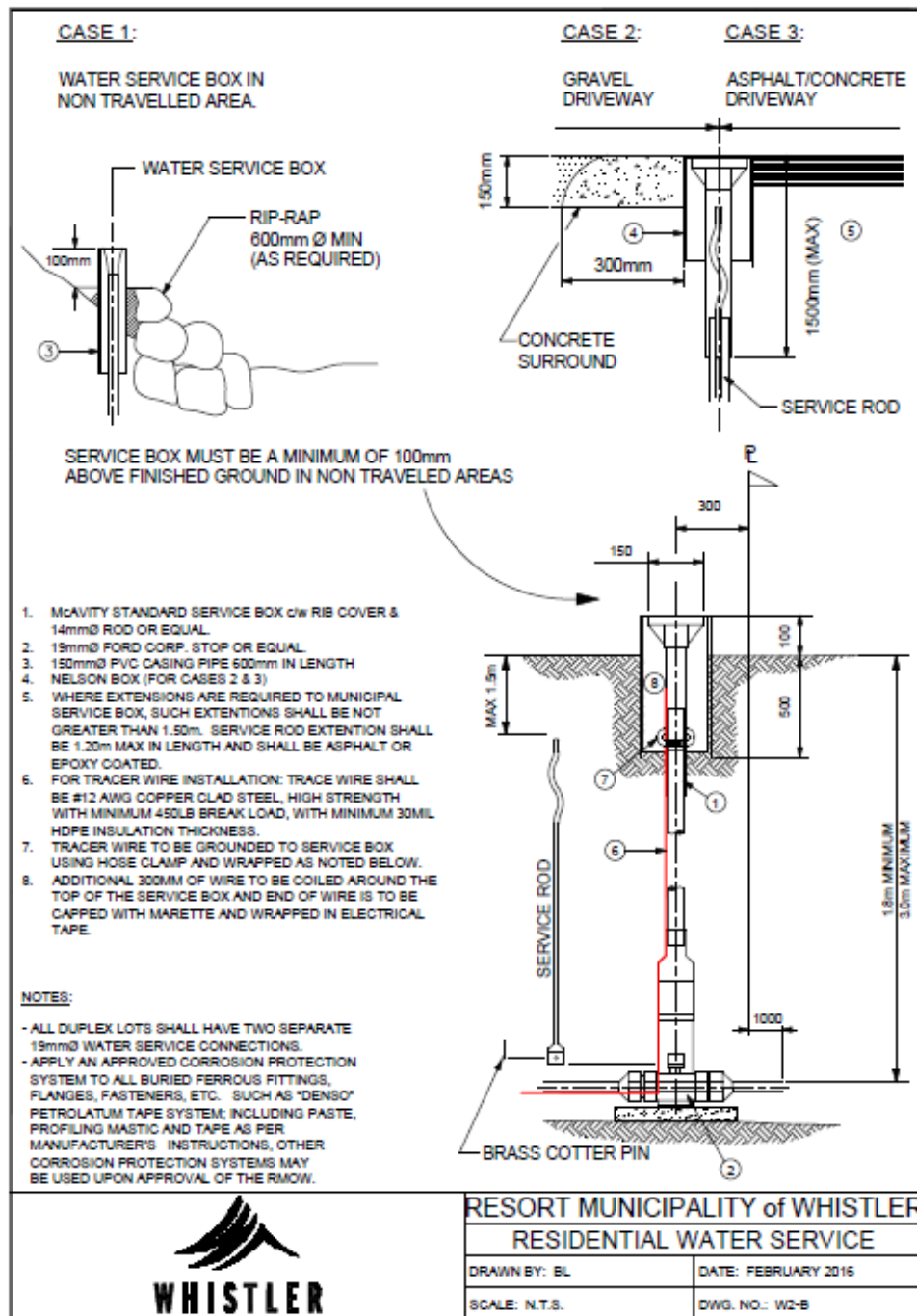


Figure 9.1 – Residential Water Service Standard Drawing

9.2. Water Meters

Figure 9.2 – Standard for Metered Connections, below, highlights requirements for water meter connections.

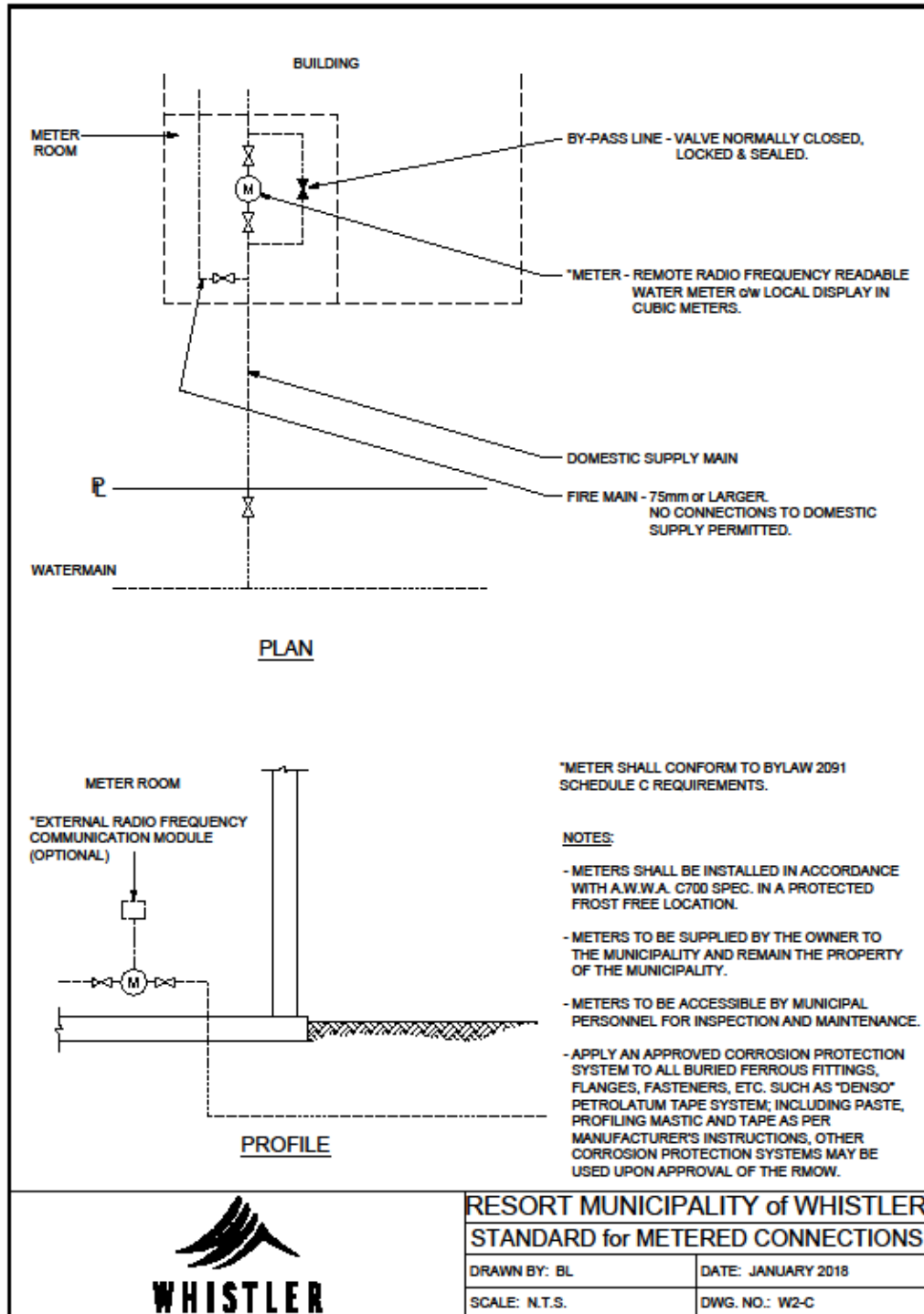


Figure 9.2 – Standard for Metered Connections

9.3. Sanitary and Storm Service Connections

Figure 9.3 – Sanitary & Storm Service Connection Standard Drawing, below, highlights requirements for sanitary and storm service connections.

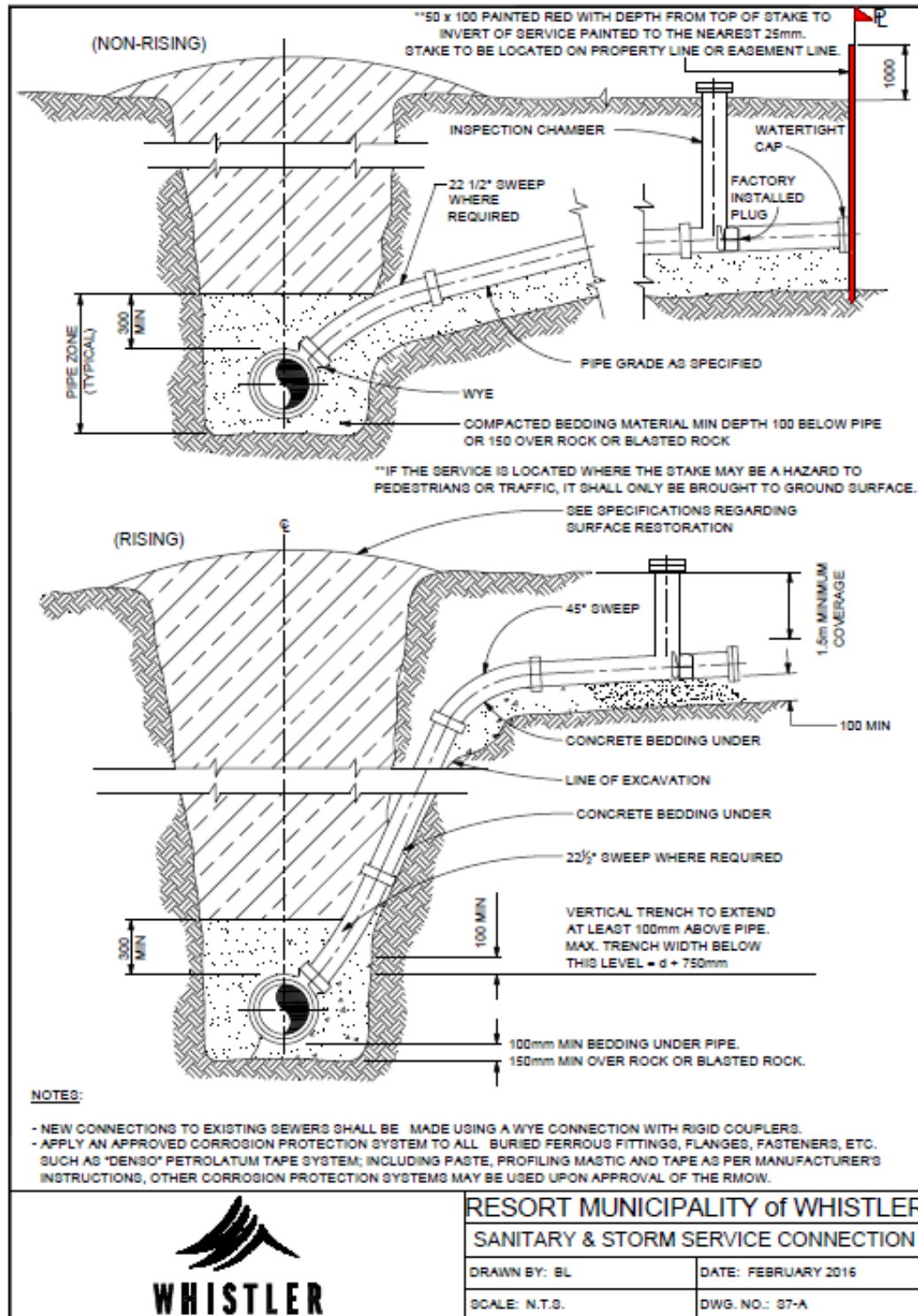


Figure 9.3 – Sanitary & Storm Service Connection Standard Drawing

9.4. Sanitary and Storm Inspection Chambers

Figure 9.4 – Sanitary Service Inspection Chamber Standard Drawing, below, highlights requirements for sanitary and storm inspection chambers.

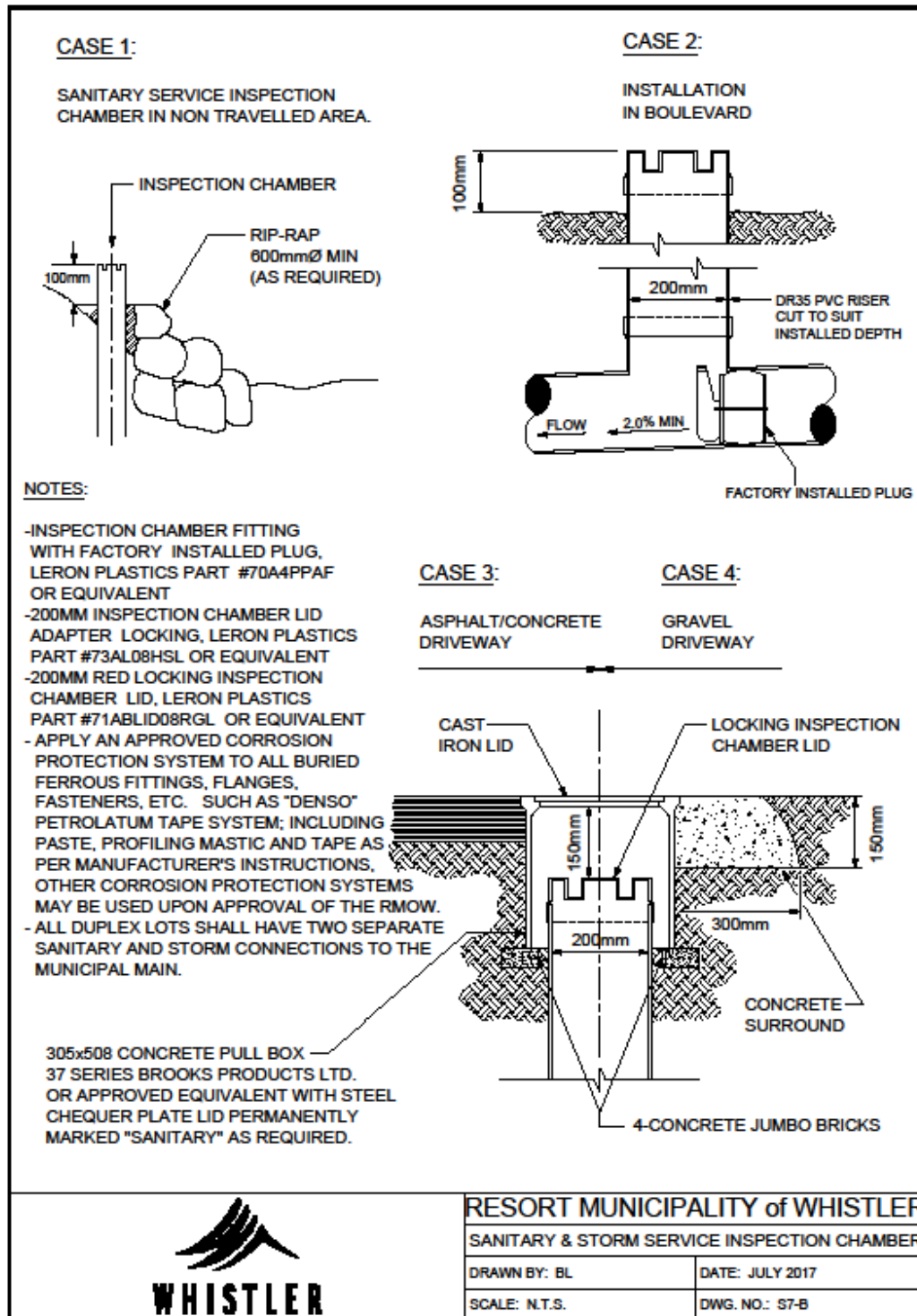


Figure 9.4 – Sanitary Service Inspection Chamber Standard Drawing

9.5. Storm Sumps

Figure 9.5 – Storm Sump Details, below, highlights requirements for storm sumps.

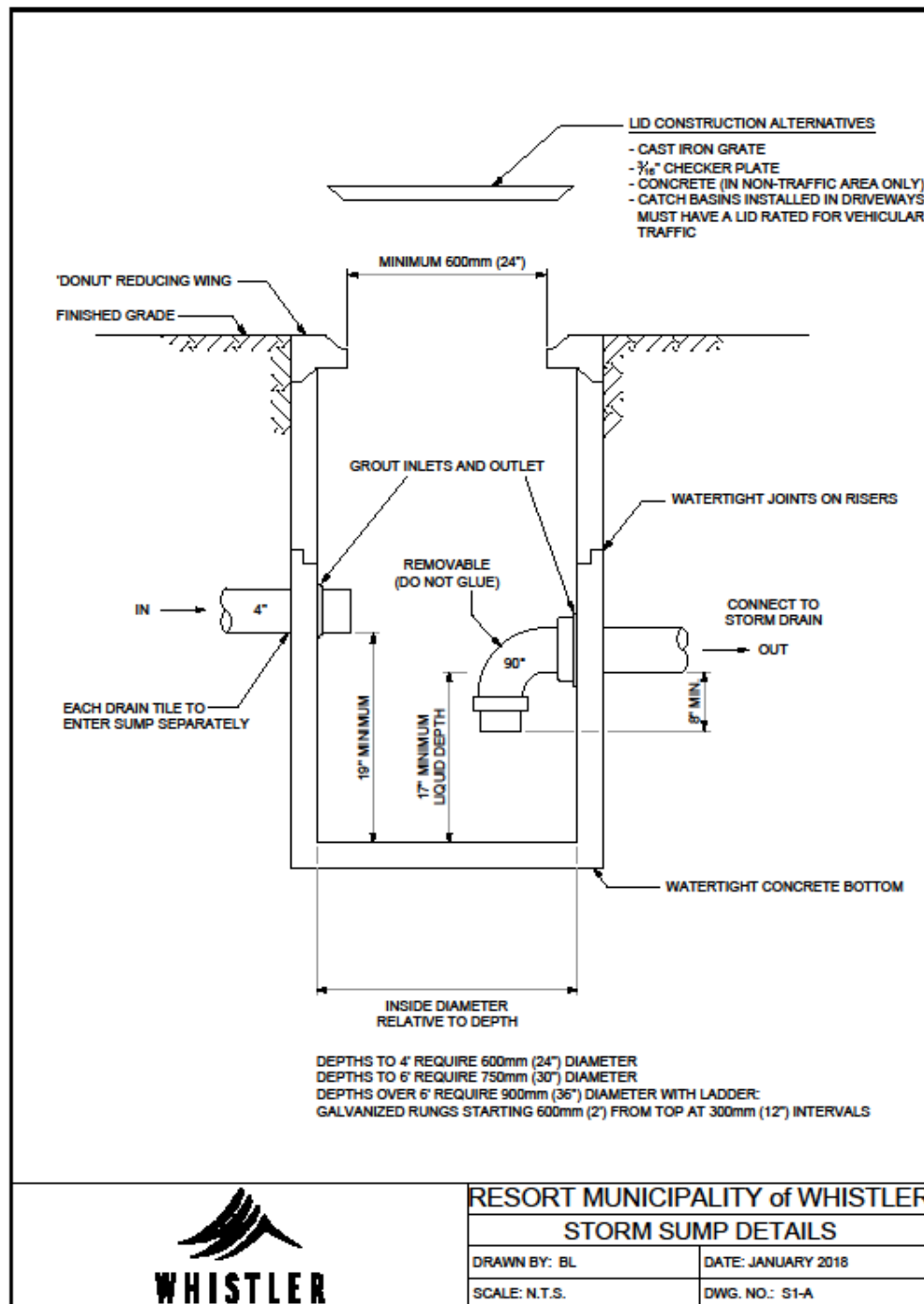


Figure 9.5 – Storm Sump Details

9.6. Culvert Construction Requirements

Figure 9.6 – Driveway Culvert and Headwall Standard Drawing, below, highlights requirements for culvert construction.

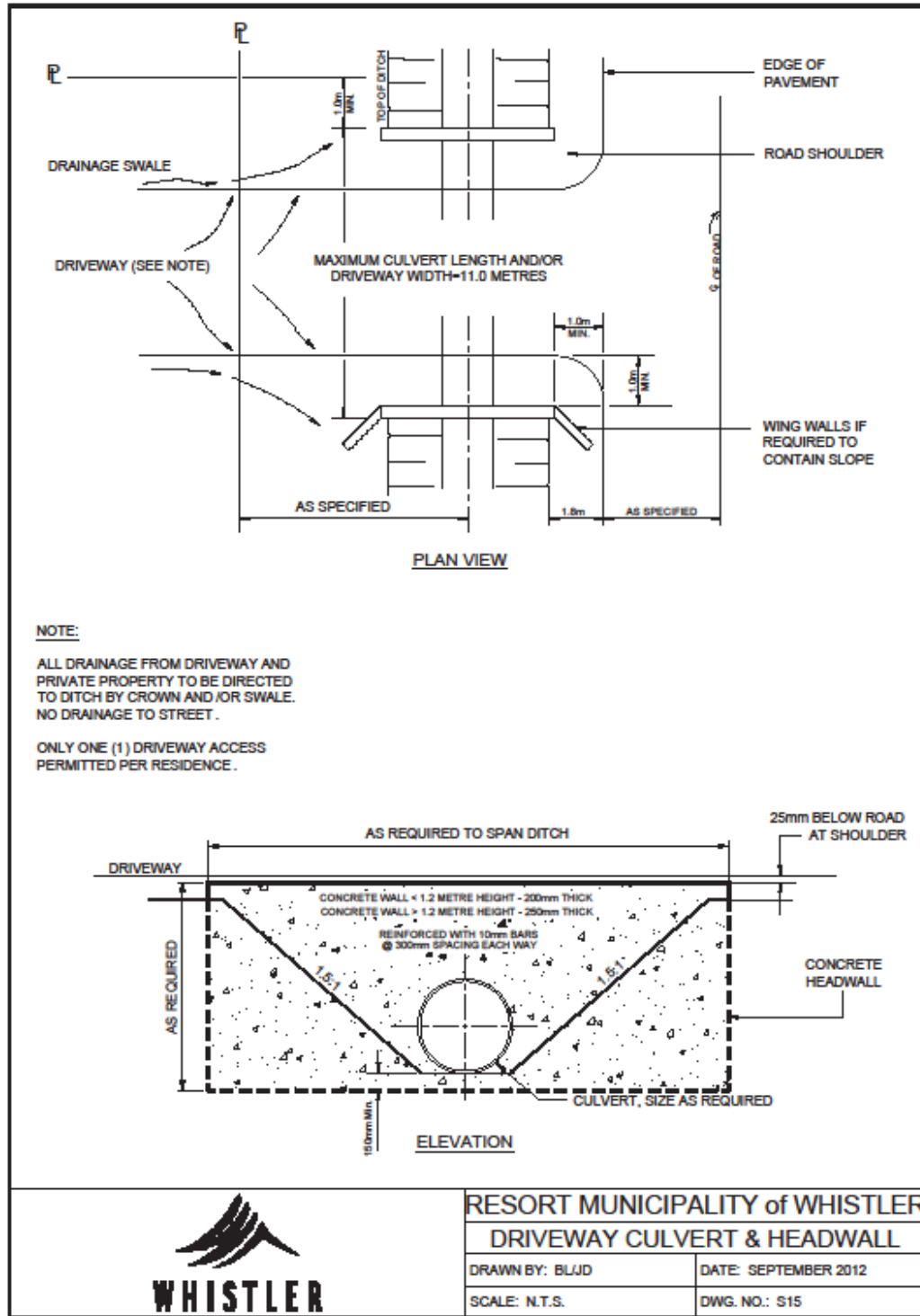


Figure 9.6 – Driveway Culvert and Headwall Standard Drawing

10. Bylaws Pertaining To Construction

10.1. Licensing of Trades

RMOW Business License Bylaw No. 567, 1987, requires any person carrying on business in the RMOW to hold a valid business license. The building and plumbing inspectors have the right to refuse to inspect work performed by an unlicensed contractor.

A business license may be applied for through the Bylaw Services Dept. Contact 604 935 8249 or businesslicences@whistler.ca (for an application form, go to www.whistler.ca/business/business-licences).

Plumbing contractors are required to possess a Tradesman Qualification Ticket in order to acquire a business license and obtain all plumbing permits.

10.2. Noise Control

As per Section 4 (f) and (g) of RMOW Noise Control Bylaw No. 1660, 2004 permits construction, equipment and/or machinery noise in residential zones between the hours of 8:00 am and 8:00 pm only.

10.3. Water Supply

Connection to the municipal water service, whether temporary or permanent, is subject to installation of an appropriate backflow preventer selected in accordance with CSA B64.10, with consideration to the associated potential cross connection hazard level. The minimum requirement for a water service pipe that represents a minor hazard (MH) is a check valve as per Article 2.6.1.5 of the 2012 BC Plumbing Code. Temporary water usage for typical construction related activities is not subject to metering.

Fire Hydrant Use Permits may be obtained for temporary water in accordance with the RMOW Fire Protection and Fireworks Bylaw No. 2046, 2014. Note that a RMOW issued Backflow Preventer will be provided and attached to the hydrant by an RMOW Utilities Staff Member.

To apply for a Hydrant Use Permit and to look up Backflow Preventer rental fees, visit: <https://www.whistler.ca/services/permits-and-licences/hydrant-use-permits>.

10.4. Parking Regulations

As per RMOW Parking and Traffic Bylaw No. 1512, 2001, parking is generally permitted on the public roadway in any neighbourhood except:

- on the odd-numbered side of the street at any time,
- on the even-numbered side of the street from November 1 to March 31, from 9 a.m. to 5 p.m. Monday to Friday (excluding holidays) for snow clearing purposes,
- if a sign is posted stating otherwise,
- on all public streets, roads, ways, trails, lanes, bridges, and approaches and any other public way for longer than 72 hours, and
- in a "fire lane", or within six (6) metres of a fire hydrant.

NOTE: Detached trailers, construction bins or chattel require approval and permits from the Engineering Department.

10.4.1. Commercial Parking Decals

Vehicles with a valid commercial parking decal may park on the even side any time during the year while the operator of the commercial vehicle is actually engaged in providing a tradesman's service nearby.

For information about commercial parking decals go to whistler.ca/parking and click "Commercial vehicle permits".

11. Inspection Procedures

11.1. What Inspections are Needed and When

All or some of these inspections may be required before final inspections are performed. Please speak to the inspector for details on which inspections will be required for the work encompassed by a building permit.

Building Permit Inspections:

- ☐ Footing Formwork
- ☐ Foundation Formwork
- ☐ Dampproof
- ☐ Draintile
- ☐ Slab Preparation
- ☐ Framing & Sheathing
- ☐ Insulation/Vapour Barrier
- ☐ Chimney/Fireplace Rough-in

Plumbing Permit Inspections:

- ☐ Sewer/Water Line
- ☐ Plumbing Underground
- ☐ Plumbing Rough-in
- ☐ Tub & Shower Test
- ☐ Plumbing Final



The following final inspections are required before an Occupancy Permit can be issued:

- ☐ Plumbing/Water Meter Final (if Applicable)
- ☐ Fireplace Final (if Applicable)
- ☐ Building Final

The following final inspections are required before the release of the Highway Use, Clearing and Inspection Fee:

- ☐ Roads Final
- ☐ Utilities Final

11.2. Documents on Site

A placard issued by the Building Department, showing the four digit street address and building permit number shall be posted in a visible location.

Accepted building permit plans must be on site.

Prior to the footings inspection, the following documentation is required:

- ☐ Structural Engineer's field report
- ☐ Geotechnical Engineer's report (where required)
- ☐ Survey of foundation forms or survey of layout are required

At time of framing inspection, the following documentation is required:

- ☐ Gas/electric proof of completion, installation or alteration form

If spray foam is used, the following information must be on site at time of insulation inspection:

- ☐ CCMC Number
- ☐ Installers ID Card
- ☐ Daily Thickness Worksheet

NOTE: The building inspector may refuse to make an inspection if the any of the above items are not on site at the time of the inspection.

11.3. Booking Inspections

The Building Department requires 48 hours' notice when booking inspections. Do not expect an inspection if 48 hours' notice is not given. The contractor's failure to book the necessary inspections in advance does not constitute an emergency on our part.

To book an inspection, call the Building Department at 604-935-8150.

When booking an inspection, please have the following information on hand:

- Building or plumbing permit number
- Civic address
- Type of inspection

Failure to give us this information may result in the inspection being delayed.

A re-inspection fee may be levied where, in the opinion of the building inspector, extra inspections are required due to the fault of the owner or contractor.

12. Supporting Documentation during Construction

12.1. Surveyors Certificates for New Construction

Conformance to the setback requirements of RMOW Zoning and Parking Bylaw No. 303, 2015 must be verified both before and after the placing of concrete.

Prior to the placement of concrete in formwork for foundations that require confirmation of setbacks, the Building Inspector must be provided with:

- ☐ a siting plan or a survey of the forms produced by a registered BC Land Surveyor; or, alternatively,
- ☐ where foundations are 3 cm clear of setbacks as determined by Land Title Office plans, an improvement location plan produced by a Certified Applied Science Technologist.

Where a siting plan is provided, a survey or improvement location plan of the formwork is not required prior to the placement of concrete unless the foundations are located within 3 cm of a setback.

Within 10 working days of the completion of concrete or preserved wood foundations, the owner or the owner's authorized agent shall submit:

- ☐ a survey or improvement location plan showing the setbacks of the closest portions of the foundations to the adjacent property lines.

Where a form survey or improvement location plan has been provided, a survey or improvement location plan of the completed foundations shall be submitted to the Building Inspector prior to the issuance of an Occupancy Permit showing the following:

- ☐ the shortest distances from the outer surfaces of the foundations of the building or structure on the property to the property lines, easements or rights of ways; and
- ☐ the elevation of the applicable aspects of the floor system in relation to a flood reference where the Municipality's land use regulations establish requirements related to floor level elevations.

12.2. Surveyors Certificates for Additions

Provide a current survey certificate with a building permit application for an addition or alterations to an existing building. Further surveys may be required to verify the location of additions.

12.3. Mechanical Ventilation Checklists

Mechanical Ventilation Checklists are required for each dwelling unit to demonstrate compliance with Section 9.32 of the 2012 BC Building Code.

13. Occupancy Requirements

13.1. General Requirements

An Occupancy Permit must be granted by a Building Official prior to the occupancy of any building or part thereof.

The following documents may also be required prior to issuance of an Occupancy Permit:

- ☐ Surveys (for survey requirements see “Supporting Documents during Construction”)
- ☐ Where the 2012 BC Building Code and/or the municipality has required that registered professionals submit letters of assurance in the form of Schedule B (see “Letters of Assurance”), letters of assurance in the form of Schedule C-B must be submitted. i.e., Structural Engineer’s Schedule C-B, Geotechnical Engineer’s Schedule C-B, etc.
- ☐ A Sewer/Water drawing showing the location of services from the municipal connection to the point of entry at the house, triangulated against landmarks or permanent structures.
- ☐ Mechanical Ventilation Checklist.
Note: separate checklists are required for the main house and a secondary suite (see “Mechanical Ventilation Checklists”)
- ☐ A gas/electric notice of completion (Technical Safety BC)
- ☐ Other possible requirements include:
- ☐ Any revisions to building plans as requested by the Building Inspector must be submitted and approved by a plan checker.
- ☐ Covenants to be registered as requested by the Building Inspector or the Manager of Building Department.
- ☐ Certification from the manufacturer of windows / doors / etc. that the product meets the 2012 BC Building Code standards.
- ☐ Inspection reports and related documents such as truss drawings from a structural engineer or other registered professionals as requested by the Building Inspector.
- ☐ For unvented attics, the following are required from a registered professional signing off on the entire roof assembly:
 - ☐ Schedule B with the Architectural section - items 1.16, 1.18, 1.20, 1.22 & 1.23
 - ☐ Schedule CB
 - ☐ Sealed field review report



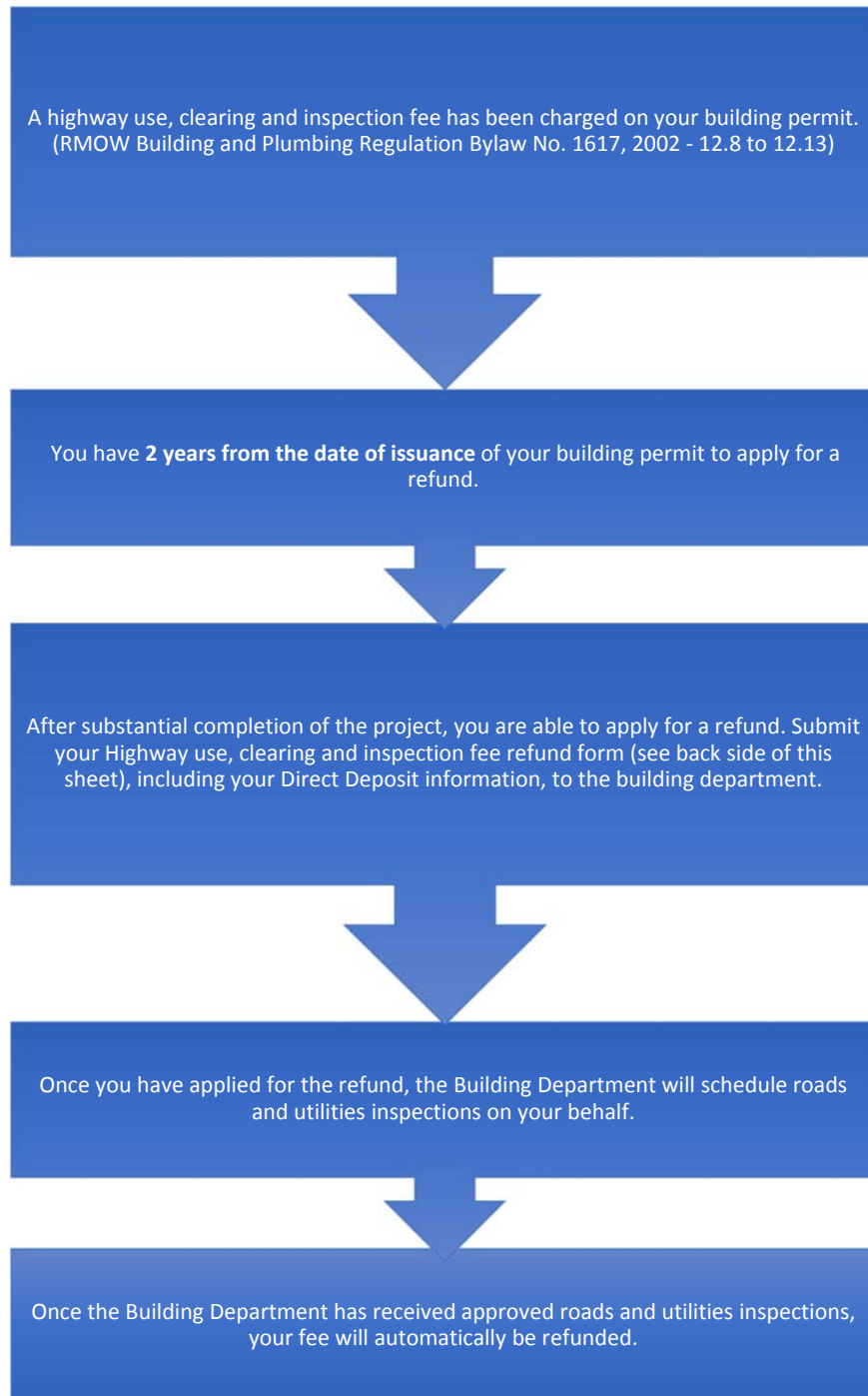
- ☐ If windows, doors, or skylights are not NAFS approved, the windows must be designed to Part 5 of 2012 BC Building Code from a registered professional.
- ☐ Schedule B with the Architectural section – items 1.6, 1.15 & 1.20 - 1.23
- ☐ Schedule CB
- ☐ Report including any test reports for each product installed
- ☐ If the required thermal values are not met, thermal modelling must be done by an accredited testing facility.
- ☐ Report showing compliance to either CSA A440.2/A440.3 or NFRC 100/200
- ☐ If glass guards are installed, the following are required from a registered professional:
 - ☐ Schedule B with the Architectural discipline – items 1.5 & 1.6
 - ☐ Schedule CB
 - ☐ Sealed shop drawings
 - ☐ Sealed field memo approving the installation of the guards
 - ☐ Whistler Green or Built Green compliance report (if applicable)
 - ☐ Fire Suppression confirmation (Schedule B & C-B with Wet Sealed Drawings or Fire Suppression Alteration Certificate)

This list does not necessarily encompass all requirements. The information provided is for convenience only. It is the owner's responsibility to be satisfied that the property or uses thereof are or would be in conformity with all applicable bylaws and regulations of the Resort Municipality of Whistler.



13.2. Highway Use and Clearing Fee

Highway Use, Clearing and Inspection Fee Refund Process:



14. Frequently Asked Questions

14.1. Do I need a building permit to build a shed?

Answer: If the building is less than 10 m² and does not create a hazard, a building permit may not be required. However, there are several BC Building Code and RMOW Zoning and Parking Bylaw No. 303, 2015 regulations that may apply:

14.1.1. RMOW Zoning and Parking Bylaw No. 303, 2015 Requirements

A shed is defined as an “auxiliary building” pursuant to RMOW Zoning and Parking Bylaw No. 303, 2015.

In Part 2, “interpretation” of RMOW Zoning and Parking Bylaw No. 303, 2015 “auxiliary building” means a building that is ancillary to subordinate and customarily incidental to the principal building containing the principal use on the same parcel.

A shed must conform to the regulations as outlined in each specific zone and in Part 5, “general regulations”, Section 3 “Auxiliary Buildings” of the RMOW Zoning and Parking Bylaw No. 303, 2015.

- The property’s zoning must permit “auxiliary building” use.
- Minimum setbacks (typically 3m from rear and side property lines, minimum front setback from a property line is noted in the applicable zone).
- Maximum height (typically 5m unless noted in the applicable zone).
- Gross floor area regulations are applicable.
- Flood proofing regulations may be applicable.
- Riparian Area regulations may be applicable.
- Tree preservation Area regulations may be applicable.
- A development permit may be required if the property is in a development permit area.

14.1.2. BC Building Code Requirements

A shed is defined as “building” pursuant to the BC Building Code and would require a Building Permit if any of the following apply:

- The ‘building’ is 10 m² in size or greater;
- The ‘building’ creates a hazard.

Contact the Building Department at buildingdept@whistler.ca or 604-935-8150 to inquire about permit requirements for a shed.