



TENANT IMPROVEMENT PERMIT APPLICATION CHECKLIST

Project Address: _____

Tenant: _____

Office Use:	BP: _____
	PLP: _____

Please check all that apply:

(See additional requirements)

- Interior changes only Exterior works proposed
*If exterior works are proposed, an electronic copy of the submitted drawings will be required
Exterior changes may require Planning Department approval*
- Changing use of for the space
- Gross Floor Area (GFA) change proposed
- Food preparation/handling
See additional requirements for each of the above items

Application Requirements:

- Complex Building Permit Application Form
- Complex Plumbing Permit Application Form
- Owners Authorization of Agent Form
Required for anyone other than the registered owner
- Acknowledgement of Owner or Agent Form
- Schedule O – Strata Consent form
Required for any work proposed in a stratified building
- Hazardous Materials Form with Test Report
If the original building was built prior to 1990, a Hazardous Materials Inspection Report is required to be completed by a qualified person as per WorkSafeBC
- Declared Value of Construction
\$ _____
Refer to the Building Bylaw for a definition

Supporting Document Requirements:

- Title Search OR \$21 Charge in Lieu
Dated no later than 30 days from date of application
- Corporate Summary OR \$21 Charge in Lieu
*Required if the owner is a company
RMOW can only search companies registered in BC*
- Registered Copy of Land Use Contract
Required if property is regulated by a Land Use Contract
- Covenants and Associated Reports

Plan Requirements:

- 2 Professional Quality Sets of Drawings to Detail the Following:**
*Accepted scale 1:100 or 1/8 inch with metric dimensions detailed.
1:50 or 1/4 inch with metric dimensions detailed.
1:25 or 1/2 inch with metric dimensions detailed.*
- Existing Construction
*Most Recent RMOW Record Drawings can be requested:
www.whistler.ca/property*
 - Proposed Construction
 - Key Plan to Show Location in Building
 - Wall, Floor, Ceiling Finishes
 - Construction Assemblies
 - Door and Window Location, Size and Swing
 - Furniture, Cabinets, and Fixture Location and Sizes
 - Fire Safety Information. Show Locations of:
 - Exit Signage
 - Emergency Lighting
 - Manual Pull Stations
 - Additional Details: Accessibility Requirements, Fire Separation Details, Bathroom Requirements, Etc.

Additional Requirements:

Exterior Changes are proposed:

- Planning Department Approval for Exterior Changes
Required if Property is in a Development Permit Area

Change of Use OR Change in GFA is proposed:

- Wet-Sealed Architectural Drawings (2 sets)
- Wet-Sealed Schedule B
- Copy of Professional Liability Insurance
- Building Code Datasheet for Change of Use
- Zoning & Parking Analysis

Food Preparation or Handling Spaces:

- Wet-Sealed Architectural Drawings (2 sets)
- Wet-Sealed Architectural Schedule B
- Copy of Professional Liability Insurance for Architect
- Kitchen Drawings for Commercial Kitchens
- Wet-Sealed Mechanical Drawings (2 sets)
When required to conform to NFPA 96 & ASHRAE 90.1
- Wet-Sealed Mechanical Schedule B
- Health Department Approval for alterations or construction of a new food and drink establishment

Structural Works are proposed:

- Wet-Sealed Structural Drawings (2 sets)
- Wet-Sealed Schedule B
- Copy of Professional Liability Insurance

Sprinkler Changes are proposed:

- Sprinkler Engineering for Changes to Sprinkler System.
Fire Suppression Alteration Certificate may be provided if no more than 4 new sprinkler heads are installed or 12 sprinkler heads relocated.

Construction Management Plan:

- Whistler Village Construction Management Strategy
- Construction Management Plan
To show how the public will be protected in conformance to Part 8 of the BC Building Code
 - Site Plan
 - Elevations

Clarification, Resources, Regulations and Bylaws:

www.whistler.ca/buildingresources

- New Information and Bulletins
- GIS Mapping System
- RMOW Zoning and Parking Bylaw 303, 2015
- Development Permits



COMPLEX BUILDING PERMIT APPLICATION

Office Use: BP-

PLEASE COMPLETE ALL FIELDS THAT APPLY:

SITE	ADDRESS:	PID:
	LEGAL DESCRIPTION:	

*To find PID and legal description, refer to the GIS map at www.whistler.ca/gis

REGISTERED OWNER ON TITLE	NAME:	
	ADDRESS:	PHONE:
	CITY:	POSTAL CODE:
	COUNTRY:	EMAIL:

AUTHORIZED AGENT	NAME:	
	ADDRESS:	PHONE:
	CITY:	POSTAL CODE:
	EMAIL:	

COORDINATING PROFESSIONAL	NAME:	
	ADDRESS:	PHONE:
	CITY:	POSTAL CODE:
	EMAIL:	RMOW BUSINESS LICENCE No:

DESIGNER	NAME:	EMAIL:	PHONE:
	BUSINESS NAME:		RMOW BUSINESS LICENCE No:

ARCHITECT	NAME:	EMAIL:	PHONE:
	BUSINESS NAME:		RMOW BUSINESS LICENCE No:

STRUCTURAL	NAME:	EMAIL:	PHONE:
	BUSINESS NAME:		RMOW BUSINESS LICENCE No:

MECHANICAL	NAME:	EMAIL:	PHONE:
	BUSINESS NAME:		RMOW BUSINESS LICENCE No:

ELECTRICAL	NAME:	EMAIL:	PHONE:
	BUSINESS NAME:		RMOW BUSINESS LICENCE No:

SPRINKLER	NAME:	EMAIL:	PHONE:
	BUSINESS NAME:		RMOW BUSINESS LICENCE No:

CIVIL	NAME:	EMAIL:	PHONE:
	BUSINESS NAME:		RMOW BUSINESS LICENCE No:

GEOTECHNICAL	NAME:	EMAIL:	PHONE:
	BUSINESS NAME:		RMOW BUSINESS LICENCE No:

CONTRACTOR	NAME:		
	BUSINESS NAME:		
	ADDRESS:	PHONE:	
	CITY:	POSTAL CODE:	CELL:
	EMAIL:	RMOW BUSINESS LICENCE No:	

I hereby make application under the provisions of RMOW Building and Plumbing Regulation Bylaw No. 1617, 2002, to perform work as herein noted. It is understood that the work shall not commence until the permit has been issued by the RMOW and received by myself.

SIGNATURE OF OWNER OR OWNER'S AUTHORIZED AGENT

A Business Licence is required for all business's performing work in Whistler. A contractor, designer/ architect, or engineer that is based outside of Whistler, but is performing work in Whistler, is required to obtain a non-resident business licence. Visit www.whistler.ca/businesslicences for more information



COMPLEX PLUMBING PERMIT APPLICATION

Office Use: PLP-

PLEASE COMPLETE ALL FIELDS THAT APPLY:

SITE	ADDRESS:	PID:
	LEGAL DESCRIPTION:	

*To find PID and legal description, refer to the GIS map at www.whistler.ca/gis

REGISTERED OWNER ON TITLE	NAME:		
	ADDRESS:	PHONE:	
	CITY:	POSTAL CODE:	CELL:
	COUNTRY:	EMAIL:	

AUTHORIZED AGENT	NAME:		
	ADDRESS:	PHONE:	
	CITY:	POSTAL CODE:	CELL:
	EMAIL:		

PLUMBING ENGINEER	NAME:		
	BUSINESS NAME:		
	ADDRESS:	PHONE:	
	CITY:	POSTAL CODE:	CELL:
	EMAIL:	RMOW BUSINESS LICENE No:	

PLUMBING CONTRACTOR	NAME:		
	BUSINESS NAME:		
	ADDRESS:	PHONE:	
	CITY:	POSTAL CODE:	CELL:
	EMAIL:		
	RMOW BUSINESS LICENCE No:	TQ#	

<input type="checkbox"/>	<p>I hereby make application under the provisions of RMOW Building and Plumbing Regulation Bylaw No. 1617, 2002, to perform plumbing work as herein noted. It is understood that the plumbing work shall not commence until the plumbing permit has been issued by the RMOW and received by myself.</p>
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SIGNATURE OF OWNER OR OWNER'S AUTHORIZED AGENT



OWNER'S AUTHORIZATION OF AGENT

The undersigned registered owner of land in the Resort Municipality of Whistler

legally described as

PROPERTY LEGAL DESCRIPTION

and having a civic address of

PROPERTY CIVIC ADDRESS

hereby authorizes

NAME OF AGENT

to:

1. apply for and obtain as agent a building permit in respect of the land from the Resort Municipality of Whistler under the provisions of Building and Plumbing Regulation Bylaw No. 1617, 2002;
2. provide to the Resort Municipality of Whistler as my agent all information and documents required by the bylaw for such an application;
3. execute and deliver to the Resort Municipality of Whistler, as my agent, the document entitled 'Acknowledgment of Owner or Owner's Agent' in the form of Schedule C to Building and Plumbing Regulation Bylaw No. 1617, 2002.

OWNER NAME* (PLEASE PRINT)

OWNER SIGNATURE

SIGNED THIS ____ DAY OF _____ 20____

PLEASE LIST ALL OWNERS IF PROPERTY HAS MORE THAN ONE OWNER:

OWNER NAME* (PLEASE PRINT)

OWNER SIGNATURE

SIGNED THIS ____ DAY OF _____ 20____

OWNER NAME* (PLEASE PRINT)

OWNER SIGNATURE

SIGNED THIS ____ DAY OF _____ 20____

OWNER NAME* (PLEASE PRINT)

OWNER SIGNATURE

SIGNED THIS ____ DAY OF _____ 20____

OWNER NAME* (PLEASE PRINT)

OWNER SIGNATURE

SIGNED THIS ____ DAY OF _____ 20____

***If owner is a company, please use table on page over.**

OWNER AUTHORIZATION OF AGENT

PLEASE COMPLETE THE FOLLOWING IF THE OWNER IS A COMPANY:

COMPANY NAME

LIMITED NO.

NAME OF SIGNING OFFICER (PLEASE PRINT)

SIGNATURE OF SIGNING OFFICER

SIGNED THIS ____ DAY OF _____ 20____

NAME OF SIGNING OFFICER (PLEASE PRINT)

SIGNATURE OF SIGNING OFFICER

SIGNED THIS ____ DAY OF _____ 20____

NAME OF SIGNING OFFICER (PLEASE PRINT)

SIGNATURE OF SIGNING OFFICER

SIGNED THIS ____ DAY OF _____ 20____



ACKNOWLEDGEMENT OF OWNER OR OWNER'S AGENT

(NOTE: An agent may not apply for or obtain a building permit on behalf of an owner without having provided a written authorization by the owner, in the form provided by the Resort Municipality of Whistler for that purpose.)

I acknowledge that the owner of the land in respect of which this permit is issued is solely responsible for carrying out the work authorized by this permit in accordance with the Building Code and other applicable laws respecting safety.

I acknowledge that the Resort Municipality of Whistler provides a limited monitoring service in relation to building construction and does not, by accepting or reviewing plans, inspection construction, monitoring the inspection of construction by others, or issuing building or occupancy permits, make any representation or give any assurance that the construction authorized by this permit complies in every or any respect with the Building Code or any other applicable laws respecting safety.

If the Resort Municipality has so indicated on this permit, I acknowledge that the Resort Municipality has issued the permit in reliance on certification of a registered professional, engaged by me to provide such a certification, that the plans for the work authorized by the permit comply with the Building Code and other applicable enactments, and that the fee for the permit has been accordingly reduced. I acknowledge that the Resort Municipality, by issuing this permit or any occupancy permit, makes no representations to my or any other person as to any such compliance.

If I am executing this acknowledgement as the agent of the owner, I represent to the Resort Municipality that:

- I am authorized by the owner to receive this permit and make these acknowledgements on the owner's behalf; and
- The owner is aware that the owner is solely responsible for carrying out the work authorized by this permit in accordance with the Building Code and other applicable laws respecting safety.

PROPERTY CIVIC ADDRESS

PERMIT NO.

PROPERTY LEGAL DESCRIPTION

OWNER OR AGENT NAME¹ (PLEASE PRINT)

OWNER OR AGENT SIGNATURE

SIGNED THIS ____ DAY OF _____ 20____

¹If more than one owner, please complete page over; or, if owner is a company, please complete page over.



ACKNOWLEDGEMENT OF OWNER OR OWNER'S AGENT

PLEASE COMPLETE THE FOLLOWING IF PROPERTY HAS MORE THAN ONE OWNER:

_____ OWNER NAME* (PLEASE PRINT)	_____ OWNER SIGNATURE SIGNED THIS ____ DAY OF _____ 20____
_____ OWNER NAME* (PLEASE PRINT)	_____ OWNER SIGNATURE SIGNED THIS ____ DAY OF _____ 20____
_____ OWNER NAME* (PLEASE PRINT)	_____ OWNER SIGNATURE SIGNED THIS ____ DAY OF _____ 20____
_____ OWNER NAME* (PLEASE PRINT)	_____ OWNER SIGNATURE SIGNED THIS ____ DAY OF _____ 20____
_____ OWNER NAME* (PLEASE PRINT)	_____ OWNER SIGNATURE SIGNED THIS ____ DAY OF _____ 20____

PLEASE COMPLETE THE FOLLOWING IF THE OWNER IS A COMPANY:

_____ COMPANY NAME	_____ LIMITED NO.
_____ NAME OF SIGNING OFFICER (PLEASE PRINT)	_____ SIGNATURE OF SIGNING OFFICER SIGNED THIS ____ DAY OF _____ 20____
_____ NAME OF SIGNING OFFICER (PLEASE PRINT)	_____ SIGNATURE OF SIGNING OFFICER SIGNED THIS ____ DAY OF _____ 20____
_____ NAME OF SIGNING OFFICER (PLEASE PRINT)	_____ SIGNATURE OF SIGNING OFFICER SIGNED THIS ____ DAY OF _____ 20____



Schedule O to Bylaw No. 1617, 2002

STRATA COMMON PROPERTY CONSENT – PAGE 1

PROPERTY CIVIC ADDRESS

STRATA CORPORATION NO.

The undersigned, on behalf of Strata Corporation No. _____, in consenting to the application of _____, the owner of Strata Lot No. _____ for a Building Permit to alter the Common Property of Strata Plan No. _____, being a Strata Manager (holding a valid license) licensed under the *Real Estate Services Act*, represents to the Resort Municipality of Whistler that we are authorized to consent to the Application on behalf of the Strata Corporation and that all appropriate resolutions of the Strata Corporation have been duly passed to authorize the proposed changes or alterations to the Common Property.

In the case where the Strata Corporation is not represented by a licensed Strata Manager the undersigned hereby represent to the RMOW that we are members of the Strata Council duly elected in accordance with the *Strata Property Act*, that we are legally authorized to consent to the Application on behalf of the Strata Corporation and that all appropriate resolutions of the Strata Corporation have been duly passed to authorize the proposed changes or alterations to the Common Property.

In making the above representation, the Strata Corporation acknowledges that the RMOW is relying on our representation in accepting the Application and issuing the Permit and the Strata Corporation releases the RMOW from any and all liabilities if the representation is untrue or inaccurate.

PLEASE COMPLETE THE FOLLOWING IF STRATA MANAGEMENT COMPANY IS PROVIDING CONSENT:

STRATA MANAGEMENT COMPANY NAME* (PLEASE PRINT)

STRATA MANAGER NAME* (PLEASE PRINT)

STRATA MANAGER SIGNATURE

SIGNED THIS ____ DAY OF _____ 20____

PLEASE COMPLETE THE TABLE ON PAGE OVER IF STRATA COUNCIL MEMBERS ARE PROVIDING CONSENT.



STRATA COMMON PROPERTY CONSENT – PAGE 2

PLEASE COMPLETE THE FOLLOWING IF STRATA COUNCIL MEMBERS ARE PROVIDING CONSENT:

COUNCIL MEMBER NAME* (PLEASE PRINT)

COUNCIL MEMBER SIGNATURE

STRATA LOT NO: _____

SIGNED THIS ____ DAY OF _____ 20____

COUNCIL MEMBER NAME* (PLEASE PRINT)

COUNCIL MEMBER SIGNATURE

STRATA LOT NO: _____

SIGNED THIS ____ DAY OF _____ 20____

The *Strata Property Act* requires that permission from a Strata Corporation be obtained whenever construction affects Common Property. Written approval from the Strata Corporation is required whenever the proposed work involves Common Property or Limited Common Property.

"common property" means

(a) that part of the land and buildings shown on a strata plan that is not part of a strata lot, and

(b) pipes, wires, cables, chutes, ducts and other facilities for the passage or provision of water, sewage, drainage, gas, oil, electricity, telephone, radio, television, garbage, heating and cooling systems, or other similar services, if they are located

(i) within a floor, wall or ceiling that forms a boundary

(A) between a strata lot and another strata lot,

(B) between a strata lot and the common property, or

(C) between a strata lot or common property and another parcel of land, or

(ii) wholly or partially within a strata lot, if they are capable of being and intended to be used in connection with the enjoyment of another strata lot or the common property;

"limited common property" means common property designated for the exclusive use of the owners of one or more strata lots;



THE RESORT MUNICIPALITY OF WHISTLER

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

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

HAZARDOUS MATERIALS FORM

PLEASE COMPLETE ALL FIELDS THAT APPLY:

SITE ADDRESS: PID: LEGAL DESCRIPTION

*To find PID and legal description, refer to the GIS map at www.whistler.ca/gis

REGISTERED OWNER ON TITLE NAME: ADDRESS: PHONE: CITY: POSTAL CODE: CELL: COUNTRY: EMAIL:

CONTRACTOR NAME: BUSINESS NAME: ADDRESS: PHONE: CITY: POSTAL CODE: CELL: EMAIL: BUSINESS LICENCE No:

HAZARDOUS MATERIALS

(see WCB sampling requirements below)

Table with 5 columns: MATERIAL, PRESENT, NOT PRESENT, REMOVED, TYPE & LOCATION. Rows include ASBESTOS, UNDERGROUND TANKS / SEPTIC, PCBs, ABANDONED CHEMICALS, OTHER: (e.g. toxic, flammable or explosive material, paint, solvent, pesticides). Includes checkbox for 'THERE ARE NO HAZARDOUS MATERIALS PRESENT OR SUSPECTED ON THE PROJECT SITE.'

CONDITIONS

- 1. Along with this form, you must submit a copy of the WorkSafeBC Notice of Project and a Hazardous Materials Survey completed by a person acceptable to WorkSafeBC.
2. All hazardous materials identified above and/or in the attached survey shall be handled and disposed of in accordance with all applicable rules and regulations.
3. Documentation from the survey, removal and disposal of hazardous materials (e.g. receipts, inspection reports, clearance letters, WorkSafeBC Notice of Projects, sampling reports, waste manifests, etc.) must be kept for a 6-month period and produced upon request.

OWNER OR AGENT NAME (PLEASE PRINT)

OWNER OR AGENT SIGNATURE

SIGNED THIS _____ DAY OF _____ 20____



WCB Hazardous Materials Sampling Requirements:

WCB - Bulk Material Sample Collection Guide:

Type of material	Size of area of homogeneous material	Minimum number of bulk material samples to be collected*
Surfacing materials, including textured coatings, drywall mud, plasters, and stucco	less than 90 square metres (approx. 1,000 square feet)	At least 3 samples of each type of surfacing material
	between 90 square metres and 450 square metres (approx. 5,000 square feet)	At least 5 samples of each type of surfacing material
	greater than 450 square metres	At least 7 samples of each type of surfacing material
Sprayed insulation and blown-in insulation, including sprayed fireproofing and vermiculite insulation (including vermiculite insulation within concrete masonry units — CMUs)	less than 90 square metres (approx. 1,000 square feet)	At least 3 samples
	between 90 square metres and 450 square metres (approx. 5,000 square feet)	At least 5 samples
	greater than 450 square metres	At least 7 samples
Flooring, including vinyl sheet flooring (and backing) and floor tiles	Any size	At least 1 sample per flooring type in each room (and 1 from each layer of flooring)
Mechanical insulation, including duct taping, pipe insulation, elbows, and boiler/tank insulation	Any size	At least 3 samples per house or mechanical or boiler room
Mastics and putty, including duct mastic (around penetrations) and window putty	Any size	At least 3 samples per house or mechanical or boiler room
Roofing materials, including felting and shingles	less than 90 square metres (approx. 1,000 square feet)	At least 1 sample (each layer of material must be sampled)
	between 90 square metres and 450 square metres (approx. 5,000 square feet)	At least 2 samples (each layer of material must be sampled)
	greater than 450 square metres	At least 3 samples (each layer of material must be sampled)
Asbestos cement (transite) board and pipe	Any size	At least 1 sample
Other materials	Any size	At least 1 sample per type of material

* If the material is assumed to contain asbestos then samples do not have to be collected. The professional judgment of a qualified person can be used to reduce the number of bulk samples of homogeneous materials. If fewer samples than the minimum recommended number are collected, the surveyor should document the rationale for his/her position in the survey report.