



# DISTRICT ENERGY SYSTEM (DES) DISCONNECTION PERMIT APPLICATION CHECKLIST

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

Office Use: DES: \_\_\_\_\_

Owner: \_\_\_\_\_

### Application Requirements:

- DES Disconnection 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*

### 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*

Your residential unit is currently connected to a District Energy System (DES) that provides 90 – 95% of your space heating and domestic hot water needs. Homeowners wishing to disconnect from the DES will be responsible for the design and installation of their replacement Heating System. Your proposed Heating System will need to meet BC Building Code requirements identified in *section 9.33* of the *BC Building Code*.

### Please indicate which type of heating system will replace the DES System:

- Electrical baseboard heaters (Requires copy of electrical permit notice of completion for file closure)
- Electrical boiler (Requires copy of electrical permit notice of completion for file closure)
- Natural gas boiler (Requires copy of gas permit notice of completion for file closure)
- Propane gas boiler (Requires copy of gas permit notice of completion for file closure)
- Other (please specify): \_\_\_\_\_

### Written Scope of Work:

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### Release of Liability and Waiver of Claims:

Property owners choosing to modify their home heating system do so at their own risk and bear all liability associated with the proposed changes. It is the duty of the property owner, their engineer, contractor, designer or other licensed professional to determine the suitability of any and all changes undertaken to the home heating system. In no event will the RMOW be liable for any indirect or consequential, loss, damage, breach of warranty or claimed hardship.

I have read and understand that modifying my home heating system will be completed at my expense and I assume all risks. By signing this document, I agree to save harmless and keep indemnified the Resort Municipality of Whistler and municipal representatives from and against all claims, actions, proceedings, fees, damages and costs.

Signed this \_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

**Please Note:** Your quarterly DES billing will cease on the day of your APPROVED Final DES Disconnection Inspection.



# DES DISCONNECTION PERMIT APPLICATION

FOR OFFICE USE	APPLICATION DATE:	DES-
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**PLEASE COMPLETE ALL FIELDS THAT APPLY:**

SITE	ADDRESS:	PID:
	LEGAL DESCRIPTION:	

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

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

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

PLUMBER	NAME:		
	ADDRESS:	PHONE:	
	CITY:	POSTAL CODE:	CELL:
	BUSINESS LICENCE No:	TQ#:	
	EMAIL:		

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**



# 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:**

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\_\_\_\_\_  
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.

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PROPERTY CIVIC ADDRESS

PERMIT NO.

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PROPERTY LEGAL DESCRIPTION

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OWNER OR AGENT NAME<sup>1</sup> (PLEASE PRINT)

OWNER OR AGENT SIGNATURE

SIGNED THIS \_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_

<sup>1</sup>If 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:**

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_____ 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:**

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_____ 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:**

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COUNCIL MEMBER NAME\* (PLEASE PRINT)

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COUNCIL MEMBER SIGNATURE

STRATA LOT NO: \_\_\_\_\_

SIGNED THIS \_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_

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COUNCIL MEMBER NAME\* (PLEASE PRINT)

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COUNCIL MEMBER SIGNATURE

STRATA LOT NO: \_\_\_\_\_

SIGNED THIS \_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_

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**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;**