



FIREPLACE, CHIMNEY OR WOOD BURNING APPLIANCE PERMIT APPLICATION CHECKLIST

Address: _____

Office Use: FP: _____

Owner Name: _____

Please Check All Attributes That Apply:

- Installing a new wood-burning appliance
- Replacing a wood-burning appliance

Application Requirements:

- Fireplace & Chimney Permit Application Form
- Acknowledgement of Owner or Agent Form
- Owners Authorization of Agent Form
Required for anyone other than the registered owner
- Schedule O – Strata Common Property Consent Form
Required for any work proposed in a stratified building
- Written Scope of Work

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

Clarification, Resources, Regulations and Bylaws:

www.whistler.ca/buildingresources

Please Check the Product to be Installed:

- Masonry Fireplace and Chimney (BCBC9.22)
- Factory-Built Fireplace (ULC S610)
- Fireplace Insert (ULC S628)
- Wood Stove – Space Heater for Use with Solid Fuels (CAN/ULC B366.2 / S627)
- 6500° Factory-Built Chimney (CAN/ULC S629)
- Other (please specify): _____

Written Scope of work:

Note: This permit is for installation or replacement of a Fireplace, Chimney or Wood Burning Appliance only. A building permit is required to be issued for any building works.



FIREPLACE AND CHIMNEY - PERMIT APPLICATION

APPLICATION DATE:

FP-

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:	

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.
I also understand that an installation manual must be provided on site at the time of inspection.



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;