



# NEW SINGLE FAMILY OR DUPLEX PERMIT APPLICATION CHECKLIST

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

Owner's Name: \_\_\_\_\_

Office Use: BP: \_\_\_\_\_

PLP: \_\_\_\_\_

## Please Check All Attributes That Apply:

- New Single Family Home
- New Duplex Dwelling
- Requesting an Excavation Permit in Advance of BP
- Requesting a Foundation Permit in Advance of BP
- An Existing House is Being Demolished
- Secondary Suite is Being Constructed
- New "In Ground Basement Floor Area" is Proposed
- Employee Restricted Housing

## Application Requirements:

- New Single Family or Duplex Plan Requirement Checklist
- RMOW Zoning and Parking Bylaw 303 Checklist
- Standard Building Permit Application Form
- Standard Plumbing Permit Application Form
- Acknowledgement of Owner or Agent Form
- Owners Authorization of Agent Form
- Required for anyone other than the registered owner*
- 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*
  - Home Warranty Insurance Registration
- Amount of Soil to be Removed or Added to Site:**
- Less than 200 m<sup>3</sup> OR  More than 200 m<sup>3</sup>  
*If more than 200m<sup>3</sup>, a Removal and Deposit of Soil permit is required. Visit [www.whistler.ca/soilpermit](http://www.whistler.ca/soilpermit)*

## Plan Requirements:

- 2 Professional Quality Sets of the Following Plans:**  
*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.*
- Site Plan
  - One 11X17 copy of site plan
  - Foundation Plan
  - Floor Plans
  - Area Overlays
  - Roof Plan
  - Elevations
  - Cross sections
  - Details
  - Spatial Separation/Limiting Distance Calculation
  - Solar Hot Water Ready
  - Radon Rough-In

## Plumbing Requirements:

- RMOW Hydraulic Load Calculation  
*Electronic copy available: [www.whistler.ca/plumbing](http://www.whistler.ca/plumbing)*

## BC Energy Step Code Requirements:

- Energy Step Code Pre-Construction Compliance Report (Minimum Step 3 or Step 4)
- Energy Model Report
- Window and Door Schedule

## Additional Plan Requirements If "In Ground Basement Floor Area" Is Proposed:

- Lowest floor plan detail the following:
- Point where 50% of the exterior wall height is below the level of finished ground at each wall
- All elevation plans detail the following:
- The level of the lowest finished floor
  - The level of the underside of the floor system above
  - The level of finished ground adjoining the building
  - Point where 50% of the exterior wall height is below finished ground
- Area Overlay for lowest floor detail the following:
- Point where 50% of the exterior wall height is below the level of finished ground at each wall and a line through the plan labeling floor areas as either excluded area or gross floor area
- Note: Energy Step Code Step 4 is required**

## Additional Requirements If Excavation Permit Is Requested:

- Written Scope of Excavation Works

## Additional Plan Requirements If Foundation Permit is Requested:

- 2 Additional Sets of the Following Plans:**
- Site Plan
  - Foundation Plan
  - Wet Sealed Structural Foundation Plan
  - Section Plan (detailing a typical section)
  - Elevation Plan (showing all four sides of the house)

## Structural Engineering Requirements:

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

## Geotechnical Engineering Requirements:

- Wet Sealed Schedule B
- Copy of Professional Liability Insurance
- Wet Sealed Report (if applicable)

## Clarification, Resources, Regulations and Bylaws:

[www.whistler.ca/buildingresources](http://www.whistler.ca/buildingresources)

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



# New Single Family or Duplex Plan Requirement Checklist

All applications are required to complete this checklist and provide two professional quality sets of plans, with clearly legible details and metric dimensions.

## **Plan requirements are split up into the following categories:**

- |                        |  |
|------------------------|--|
| 1. General Information | 9. Cross Sections  |
| 3. Site Plan           | 11. Exterior Cladding  |
| 4. Site Services       | 12. Detail Drawings  |
| 5. Foundation Plan     | 13. Structural Drawings  |
| 6. Floor Plans         | 14. Additional requirements if an excavation permit is requested |
| 7. Roof Plans          | 15. Additional requirements if a foundation permit is requested  |
| 8. Elevations          |  |

## 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 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.

## 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.

## 3. Site Plan

Scale: 1:50 or ¼ inch with metric dimensions detailed or 1:100 or 1/8 inch with metric dimensions detailed.  
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,
- 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 finished grade ties in to existing, and
- hoarding or fencing in accordance with Part 8 of the Code when construction that constitutes a hazard to the public is within 2 m of a public way (i.e. deep excavations, etc.).

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

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

## 5. Foundation Plan

Scale: 1:50 or ¼ inch with metric dimensions detailed

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

## 6. Floor Plans

Scale: 1:50 or ¼ inch with metric dimensions detailed

### **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 code requirements,
- stair location and code information including rise/run and handrails/guardrails,
- bathroom and kitchen exhaust,
- cross section locations,
- dimension & location of radon rough-in piping in compliance with 9.13.4 BCBC
- dimension & location of conduit run from mechanical area to termination in compliance with BC Solar Hot Water Ready Regulation. \*For further clarification see [www.whistler.ca/building](http://www.whistler.ca/building) and
- if proposing "in ground basement floor area": where 50% of the exterior wall height is below the level of finished ground at each wall \*For further clarification see [www.whistler.ca/building](http://www.whistler.ca/building)

## 7. Roof Plan

Scale: 1:50 or ¼ inch with metric dimensions detailed

### **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 BCBC 2018),
- the slope of each roof component,
- the type of roofing material used (and applicable code standard), exposure (where applicable) and the section of the 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 code,
- slabs above living space, including garage slabs \*For further clarification see [www.whistler.ca/building](http://www.whistler.ca/building), and
- dimension & location of area designated future location of solar hot water collectors in compliance with BC Solar Hot Water Ready Regulation. \*For further clarification see [www.whistler.ca/building](http://www.whistler.ca/building)

## 8. Elevations

Scale: 1:50 or ¼ inch with metric dimensions detailed

### **Elevations shall show:**

- existing and proposed finished grades,
- lowest average grade for the purpose of Code and zoning height calculations,
- flood levels (if applicable),
- roof slope,
- building height (provide calculations),

- building materials,
- stairs,
- decks,
- guardrails,
- chimney,
- windows, doors, and skylights in compliance with the RMOW Energy Step Code Pre-Construction Compliance Report. Specifically provide the U value of the windows, doors and skylights and
- if proposing “in ground basement floor area”: the level of the lowest finished floor, the level of the underside of the floor system above, the level of finished ground adjoining the building and where 50% of the wall height is below finished ground

## 9. Cross Sections

Scale: 1:50 or ¼ inch with metric dimensions detailed

### **Cross sections shall show:**

- structural and non-structural details,
- height of ceilings,
- construction materials,
- dimension & location of radon rough-in piping and gas permeable layer in compliance with 9.13.4 BCBC
- roof, floor and wall assemblies in compliance with the RMOW Energy Step Code Pre-Construction Compliance Report. Specifically provide the nominal R and effective RSI insulation values of the roof, and exterior floor and wall assemblies.
- required fire separation and fire resistance rating for wall, floor and ceiling (if applicable). Specifically provide the wall or assembly number, description and fire resistance rating in conformance with 9.10.3.1(1) BCBC,
- stair details,
- existing and proposed grades,
- crawl space heights,
- flood levels (if applicable),
- perimeter drainage, and
- roof and crawl space ventilation detail.

## 10. Retaining Walls

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

### **Engineered retaining wall drawings shall indicate:**

- 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 shall have guards installed per Div B Sentence 9.8.8.1(1) of the BC Building Code 2018.

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.

## 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 (see Div B Article 9.27.2.1 BC Building Code 2018).

NOTE: Stone facing is considered an exterior cladding.

## 12. Detail Drawings

Scale 1:25 or ½ inch with metric dimensions detailed.

### **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 \*For further clarification see [www.whistler.ca/building](http://www.whistler.ca/building), and

- flashing details for windows, doors and junctions where finishes intersect.

### 13. Structural Drawings

Scale: 1:50 or 1/4 inch with metric dimensions detailed.

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

**Structural drawings shall 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 2018 and confirm elevation (refer to snow load bulletin at [www.whistler.ca/building](http://www.whistler.ca/building)),
- the specified snow loads used for structural drawings,
- the date of issue of the 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, \*For further clarification see [www.whistler.ca/building](http://www.whistler.ca/building)
- Schedule B as contained in the current edition of the British Columbia Building Code, and
- Copy of professional liability insurance.

### 14. Additional Requirements If An Excavation Permit Is Requested:

The RMO 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

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.

### 15. Additional Plan Requirements If A Foundation Permit Is Requested:

The RMO 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 two additional sets of the following plans must be submitted:**

- Site plan (see previous for requirements);
- Structural foundation plan, including all foundation details and crawlspaces (see previous for requirements);
- Architectural foundation plan, including all foundation details and crawlspaces(see previous for 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.





# ZONING CHECKLIST - RMOW Zoning and Parking Bylaw 303, 2015

**WHISTLER**

PROJECT ADDRESS: \_\_\_\_\_ ZONING/LUC: \_\_\_\_\_

## SITE INFORMATION

	PROPOSED	MAXIMUM
SITE AREA	m <sup>2</sup>	m <sup>2</sup>
FLOOR SPACE RATIO	%	%
SITE COVERAGE	%	%
# OF PARKING SPACES	#	#

## DETACHED (SINGLE FAMILY) DWELLING

- Parking Area (garage or carport in detached dwelling)
- Auxiliary residential dwelling unit (suite in detached dwelling)

	PROPOSED	MAXIMUM
EXISTING GFA	m <sup>2</sup>	m <sup>2</sup>
NEW GFA	m <sup>2</sup>	m <sup>2</sup>
TOTAL GFA	m <sup>2</sup>	m <sup>2</sup>
SUITE AREA	m <sup>2</sup> %	m <sup>2</sup> %
PARKING FLOOR AREA (garage or carport)	m <sup>2</sup>	m <sup>2</sup>
FIXED MACHINERY AND EQUIPMENT (mechanical)	m <sup>2</sup>	m <sup>2</sup>
# BEDROOMS IN HOUSE	#	#
# BEDROOMS IN SUITE	#	#
FRONT SETBACK	m	m
SIDE SETBACK	m	m
REAR SETBACK	m	m
HEIGHT	m	m
# OF STOREYS	#	#

## DUPLEX DWELLING

	PROPOSED	MAXIMUM
EXISTING GFA SIDE 1	m <sup>2</sup>	m <sup>2</sup>
NEW GFA SIDE 1	m <sup>2</sup>	m <sup>2</sup>
EXISTING GFA SIDE 2	m <sup>2</sup>	m <sup>2</sup>
NEW GFA SIDE 2	m <sup>2</sup>	m <sup>2</sup>
TOTAL GFA	m <sup>2</sup>	m <sup>2</sup>
PARKING FLOOR AREA (garage or carport) SIDE 1	m <sup>2</sup>	m <sup>2</sup>
PARKING FLOOR AREA (garage or carport) SIDE 2	m <sup>2</sup>	m <sup>2</sup>
FIXED MACHINERY AND EQUIPMENT (mech) SIDE 1	m <sup>2</sup>	m <sup>2</sup>
FIXED MACHINERY AND EQUIPMENT (mech) SIDE 2	m <sup>2</sup>	m <sup>2</sup>
# BEDROOMS IN SIDE 1	#	#
# BEDROOMS IN SIDE 2	#	#
FRONT SETBACK	m	m
SIDE SETBACK	m	m
REAR SETBACK	m	m
HEIGHT	m	m
# OF STOREYS	#	#

## AUXILIARY BUILDING

- Parking Area (garage or carport in auxiliary building)
- Auxiliary residential dwelling unit (suite in auxiliary building)

	PROPOSED	MAXIMUM
EXISTING GFA	m <sup>2</sup>	m <sup>2</sup>
NEW GFA	m <sup>2</sup>	m <sup>2</sup>
TOTAL GFA	m <sup>2</sup>	m <sup>2</sup>
SUITE AREA	m <sup>2</sup> %	m <sup>2</sup> %
PARKING FLOOR AREA (garage or carport)	m <sup>2</sup>	m <sup>2</sup>
FIXED MACHINERY AND EQUIPMENT (mechanical)	m <sup>2</sup>	m <sup>2</sup>
TOTAL FLOOR AREA	m <sup>2</sup>	m <sup>2</sup>
# BEDROOMS IN SUITE	#	#
FRONT SETBACK	m	m
SIDE SETBACK	m	m
REAR SETBACK	m	m
HEIGHT	m	m
# OF STOREYS	#	#

## IN GROUND BASEMENT FLOOR AREA

“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.

	PROPOSED	MAXIMUM
EXISTING “in ground basement floor area”	m <sup>2</sup>	m <sup>2</sup>
NEW “in ground basement floor area”	m <sup>2</sup>	m <sup>2</sup>
TOTAL “in ground basement floor area”	m <sup>2</sup>	m <sup>2</sup>
“in ground basement floor area” AS A % OF THE GROSS FLOOR AREA OF THE STOREY IMMEDIATELY ABOVE	%	125%

## BASEMENT FLOOR AREA

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.

	PROPOSED	MAXIMUM
EXISTING “basement floor area”	m <sup>2</sup>	m <sup>2</sup>
NEW “basement floor area”	m <sup>2</sup>	m <sup>2</sup>
TOTAL “basement floor area”	m <sup>2</sup>	m <sup>2</sup>
“basement floor area” AS A % OF THE FLOOR AREA OF THE STOREY IMMEDIATELY ABOVE	%	125%
DISTANCE BELOW AVERAGE GRADE	m	1m







# WHISTLER

## BC ENERGY COMPLIANCE REPORT - PERFORMANCE PATHS FOR PART 9 BUILDINGS

For Buildings Complying with Subsection 9.36.5. or 9.36.6. of the 2018 BC Building Code (see BCBC Article 2.2.8.3. of Division C)

### PRE-CONSTRUCTION

#### A: PROJECT INFORMATION

**Building Permit #:** \_\_\_\_\_ **Building Type:** \_\_\_\_\_  
**Builder:** \_\_\_\_\_ **If Other, Please Specify:** \_\_\_\_\_  
**Project Address:** \_\_\_\_\_ **Number of Dwelling Units:** \_\_\_\_\_  
**Municipality / District:** \_\_\_\_\_ **Climate Zone:** \_\_\_\_\_  
**Postal Code:** \_\_\_\_\_ **Floor Area of Conditioned Space (m<sup>2</sup>):** \_\_\_\_\_  
**PID or Legal Description:** \_\_\_\_\_

#### BC Building Code Performance Compliance Path (select one):

9.36.5. → Complete Sections A, B, C, & E     
  9.36.6. → Complete Sections A, B, D, & E

**Software Name:** \_\_\_\_\_ **Version:** \_\_\_\_\_ **Climatic Data (Location):** \_\_\_\_\_

#### B: BUILDING CHARACTERISTICS SUMMARY (see BCBC Clause 2.2.8.3.(2)(b) of Division C)

	DETAILS (ASSEMBLY / SYSTEM TYPE / FUEL TYPE / ETC.)	EFFECTIVE RSI-VALUE / EFFICIENCY
EXTERIOR WALLS & FLOOR HEADERS		
ROOF / CEILINGS		
FOUNDATION WALLS, HEADERS, & SLABS	Slab Is: <input type="checkbox"/> Below OR <input type="checkbox"/> Above Frost Line AND <input type="checkbox"/> Heated OR <input type="checkbox"/> Unheated	
FLOORS OVER UNHEATED SPACES		
FENESTRATION & DOORS	FDWR: _____ %	
AIR BARRIER SYSTEM & LOCATION		
SPACE CONDITIONING (HEATING & COOLING)		
SERVICE WATER HEATING		
VENTILATION		
OTHER ENERGY IMPACTING FEATURES		

Based on information provided by the builder and drawings prepared by \_\_\_\_\_, dated \_\_\_\_\_.

**C: 9.36.5. ENERGY PERFORMANCE COMPLIANCE** (see BCBC Clause 2.2.8.3.(2)(c) of Division C)

Complete this section only if using the Energy Performance Compliance Path in Subsection 9.36.5.

PROPOSED HOUSE RATED ENERGY CONSUMPTION (GJ/YEAR)	
HVAC	
Hot Water Heating	
<b>SUM</b>	

REFERENCE HOUSE RATED ENERGY TARGET (GJ/YEAR)	
HVAC	
Hot Water Heating	
<b>SUM</b>	

The airtightness value used in the energy model calculations for the Proposed House is:

4.5 ACH @ 50Pa     3.5 ACH @ 50Pa    **OR**    Tested At \_\_\_\_\_ ACH @ 50Pa

The above calculation was performed in compliance with Subsection 9.36.5. of Division B:     Yes     No

**D: 9.36.6. ENERGY STEP CODE COMPLIANCE** (see BCBC Sentence 2.2.8.3(3) of Division C)

Complete this section only if using the Energy Step Code Compliance Path in Subsection 9.36.6.

Proposed House Rated Energy Consumption (GJ/year): \_\_\_\_\_ Reference House Rated Energy Target (GJ/year): \_\_\_\_\_

METRIC	UNITS	REQUIRED	PROPOSED
Step Code Level	<b>Minimum Step 3 required. If In-ground basement floor area is proposed minimum Step 4 required.</b>	Step 1, 2, 3, 4, or 5	
Mechanical Energy Use Intensity (MEUI)	kWh/(m <sup>2</sup> -year)	(max)	
ERS Rating % Lower Than EnerGuide Reference House, <i>where applicable</i>	%	(min)	
Thermal Energy Demand Intensity (TEDI)	kWh/(m <sup>2</sup> -year)	(max)	
Airtightness in Air Changes per Hour at 50 Pa differential	ACH @ 50 Pa	(max)	
<b>Step Code Design Requirements Met:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No			

The above calculation was performed in compliance with (see BCBC Clause 2.2.8.3.(2)(e) of Division C)

Select One:

- Subsection 9.36.5.,
- The Passive House Planning Package (PHPP), version 9 or newer, and the energy model was prepared by a Certified Passive House Designer or Certified Passive House Consultant,
- The EnerGuide Rating System (ERS), version 15 or newer, or
- The applicable requirements of NECB Part 8 and the City of Vancouver Energy Modelling Guidelines.

**E: COMPLETED BY**

Full Name (Print): \_\_\_\_\_  
 Company Name: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Date (dd/mm/yyyy): \_\_\_\_\_

**If applicable, enter ERS information:**  
 Advisor ID Number: \_\_\_\_\_  
 Service Organization: \_\_\_\_\_  
 EnerGuide P #: \_\_\_\_\_



# STANDARD BUILDING PERMIT APPLICATION

Office Use: BP-
-----------------

**PLEASE COMPLETE ALL FIELDS THAT APPLY:**

SITE	ADDRESS:	PID:
	LEGAL DESCRIPTION:	

\*To find PID & legal description, refer to the Whistler Map at [www.whistler.ca/gis](http://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:		

DESIGNER OR ARCHITECT	NAME:		
	BUSINESS NAME:		
	ADDRESS:		PHONE:
	CITY:	POSTAL CODE:	CELL:
	EMAIL:	RMOW BUSINESS LICENCE No:	

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

GEOTECHNICAL ENGINEER	NAME:		PHONE:
	BUSINESS NAME:		EMAIL:
	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**



## STANDARD 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 Whistler Map at [www.whistler.ca/gis](http://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 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

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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:**

---

_____ 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____





**THE RESORT MUNICIPALITY OF WHISTLER**

4325 Blackcomb Way TEL 604 932 5535  
 Whistler, BC Canada V0N 1B4 TF 1 866 932 5535  
 www.whistler.ca 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](http://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)

MATERIAL	PRESENT	NOT PRESENT	REMOVED	TYPE & LOCATION
ASBESTOS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
UNDERGROUND TANKS / SEPTIC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
PCBs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ABANDONED CHEMICALS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
OTHER: (e.g. toxic, flammable or explosive material, paint, solvent, pesticides)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> 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. In the event that the hazardous materials are found during the demolition process, work must cease until they are removed.
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.