



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:

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| 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 1/4 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 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 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

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, 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

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, 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),
- 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
- 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.