



# SINGLE FAMILY OR DUPLEX ADDITION OR RENOVATION PERMIT APPLICATION CHECKLIST

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

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

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

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

## Please Check All Attributes That Apply:

- Single Family Home Renovation
- Single Family Home Addition
- Duplex Renovation
- Duplex Addition
- Secondary Suite is Being Constructed
- New "In Ground Basement Floor Area" is Proposed
- Legitimizing Excluded Area Constructed Prior To May 12, 2012
- Employee Restricted Housing
- Interior changes only
- Exterior works proposed

*If exterior works are proposed, an electronic copy of the submitted drawings will be required. A Development Permit me be required to be issued prior to issuance of the Building Permit*

## Application Requirements:

- 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*
- Hazardous Materials Report Form
- 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*
- Home Warranty Insurance Registration  
*Required for Substantial Reconstruction*

### 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 (If Applicable):

2 Professional Quality Sets of the Following Plans:  
*Accepted scale 1:100 or 1/8 inch with metric dimensions detailed.*  
*1:50 or ¼ inch with metric dimensions detailed.*  
*1:25 or ½ inch with metric dimensions detailed.*

- Site Plan
- One 11X17 copy of site plan
- Foundation Plan
- Existing Floor Plans: detailing existing layout as per most recent RMOW approved record drawings.  
*RMOW record drawings may be requested: [www.whistler.ca/property](http://www.whistler.ca/property)*
- New Floor Plans: detailing proposed new works
- Area Overlays
- Roof Plan
- Elevations
- Cross sections
- Details
- Limiting Distance Calculation  
*For further clarification: [www.whistler.ca/building](http://www.whistler.ca/building)*
- Written scope of work

## 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

*For further clarification: [www.whistler.ca/building](http://www.whistler.ca/building)*

## Additional Requirements for Legitimizing Excluded Area Constructed Prior to May 12, 2012:

- Floor plan: detailing the excluded floor area
- Section drawing: detailing the excluded floor area
- Elevation drawings: detailing the average grade line
- Calculation of the average level of finished ground adjoining the exterior walls of the building
- Area overlays detailing all floor areas including the excluded floor area and gross floor area
- Covenant modification: if an over height crawlspace covenant is registered on title, provide a covenant modification application (if applicable)

*For further clarification: [www.whistler.ca/building](http://www.whistler.ca/building)*

## Additional Plumbing Requirements If Plumbing Works Proposed:

- RMOW Hydraulic Load Calculation

*Electronic copy available: [www.whistler.ca/plumbing](http://www.whistler.ca/plumbing)*

## Additional Structural Requirements If Structural Works Proposed:

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

## Additional Geotechnical Requirements If Geotechnical Works Proposed:

- 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)





# 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





# 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-
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**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:**

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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____



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

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.