



# SITE ALTERATION PERMIT APPLICATION CHECKLIST

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

Office Use: SA: \_\_\_\_\_

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

### Please Check All Attributes That Apply:

- Site Grubbing  
*Non-structural and/or exploratory works only.*
- Driveway  
*Rough-in only.*
- Site servicing  
*Must be undertaken by an Engineer.*
- Retaining Walls  
*Must be undertaken by an Engineer if over 1.5m*

### Application Requirements:

- Site Alteration 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 Works:  
\$ \_\_\_\_\_

### 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*
- 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)*

### Site 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 detailing the following (if applicable):
    - Civic address and legal description of the property
    - Location and name of all streets adjacent to the property
    - Property lines, easements and right of ways
    - Building envelope with setbacks
    - Retaining Walls
    - Driveway rough in
    - Riparian Area 30m buffer zone and SPEA zone if identified by a QEP
    - Tree Preservation area
    - Written scope of work
  - One 11X17 copy of site plan

### Engineering Requirements If Retaining Walls Over 1.5 M In Height Are Proposed:

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

### Engineering Requirements If Geotechnical Investigative Works Are Proposed:

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

### Civil Engineering Requirements If Site Servicing Is Proposed:

- Wet-sealed Site Servicing Drawing (2 sets)  
*If Site Servicing is proposed outside of the property lines:*
- Civil Letter of Assurance (Schedule H of the Building and Plumbing Regulation Bylaw No. 1617, 2002)
- Copy of Professional Liability Insurance  
*If Site Servicing is proposed inside of the property lines prior to the issuance of a plumbing permit:*
- Wet Sealed Schedule B
- Copy of Professional Liability Insurance

### Written Scope of Work:

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### Clarification, Resources, Regulations and Bylaws:

- [www.whistler.ca/buildingresources](http://www.whistler.ca/buildingresources)
- New Information and Bulletins
  - Builders Information Package: A Guide to Building Residential Part 9 Projects in Whistler
  - GIS Mapping System
  - RMOW Zoning and Parking Bylaw 303, 2015
  - Development Permits



# SITE ALTERATION PERMIT APPLICATION

FOR OFFICE USE	APPLICATION DATE:	SA -
	<input type="checkbox"/> SITE GRUBBING <input type="checkbox"/> DRIVEWAY <input type="checkbox"/> RETAINING WALL	

**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:		

GEOTECHNICAL ENGINEER	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.

**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____
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_____ 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____