



HEAT PUMP PERMIT APPLICATION CHECKLIST

Address: _____ Office Use: HP: _____

Owner: _____

Application Requirements:

- Heat Pump Permit Application Form
- Owners Authorization of Agent Form
Required for anyone other than the registered owner
- Acknowledgement of Owner or Agent Form
- Schedule O – Strata Consent form
Required for any work proposed in a stratified building

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*

Supporting Technical Documents:

Your proposed Heating System will need to meet BC Building Code requirements identified in section 9.33 of the BC Building Code.

- Heat load calculations for the building
In accordance with CAN/CSA F280
- Heat Load/Temperature Curve
Showing the design temperatures, heat pump's heat curve and the secondary heat requirements
- Heat Pump Specifications
- Drawings
 - Site Plan; *showing location of the heat pump*
 - Floor Plans; *showing location of the indoor units (if applicable)*

Heat Pump Type:

- Ducted Air-Source Heat Pumps
- Ductless Air-Source Heat Pumps
- Water-Source (Geothermal) Heat Pumps
- Ground-Source (Geothermal) Heat Pumps
- Air-to-Water Heat Pumps
- Gas Absorption Heat Pumps
- Other (please specify): _____

Heat Pump Information:

Manufacture: _____

Model: _____

Please attach the specifications

Secondary heating system:

- Electrical baseboard heaters
Requires copy of electrical permit notice of completion for file closure
- Electrical furnace
Requires copy of electrical permit notice of completion for file closure
- Other (please specify): _____

Heating system being replaced:

- Electrical baseboard heaters
Requires copy of electrical permit notice of completion for file closure
- Electrical furnace
Requires copy of electrical permit notice of completion for file closure
- Hydronic with Electrical boiler
Requires copy of electrical permit notice of completion for file closure
- Hydronic with Natural gas boiler
Requires copy of gas permit notice of completion for file closure
- Natural gas furnace
Requires copy of electrical permit notice of completion for file closure
- Hydronic with Propane gas boiler
Requires copy of gas permit notice of completion for file closure
- Propane gas furnace
Requires copy of electrical permit notice of completion for file closure
- Other (please specify): _____

Written Scope of Work:

Other Considerations:

- Location is within the building setback or within the allowable projection of a required setback
Check zoning requirements [RMOW Zoning & Parking Bylaw No. 303](#)
- Development Permit; may be required
Contact Planning @ planning@whistler.ca to determine if a Development Permit will be required
- Heat pumps need to be located above a Flood Construction Level (FCL)
Check Covenants registered on the property and review Part 5 Section 4 – Floodproofing Requirements outlined in the RMOW Zoning and Parking Bylaw No. 303



HEAT PUMP PERMIT APPLICATION

FOR OFFICE USE	APPLICATION DATE:	HP-
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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:		

CONTRACTOR	NAME:		
	ADDRESS:	PHONE:	
	CITY:	POSTAL CODE:	CELL:
	EMAIL:	BUSINESS LICENCE No:	

PLUMBER	NAME:		
	ADDRESS:	PHONE:	
	CITY:	POSTAL CODE:	CELL:
	BUSINESS LICENCE No:	TQ#:	
	EMAIL:		

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:

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;