



2121 – 2<sup>nd</sup> Ave.  
Whitehorse, YT Y1A 1C2  
Land & Building Services  
Ph: 668-8340 Fax: 668-8395  
adminbuilding@whitehorse.ca

# APPLICATION FOR RESIDENTIAL BUILDING PERMIT

## BUILD, ALTER, REPAIR, OR MOVE A RESIDENTIAL STRUCTURE

ADDRESS OF PROPOSED WORK		Street Occupancy Permit #
OWNER		MAILING ADDRESS
EMAIL	BUSINESS LICENCE # (if applicable)	PHONE
CONTRACTOR		MAILING ADDRESS
EMAIL	BUSINESS LICENCE #	PHONE
<b>BUILDING TYPE</b>		<b>REQUIRED SUPPORTING DOCUMENTS</b>
<input type="checkbox"/> SINGLE DETACHED HOUSE (SDH) <input type="checkbox"/> SINGLE DETACHED HOUSE W/ LIVING SUITE (Separate permit will be issued for each) <input type="checkbox"/> ROW HOUSING (One Dwelling Unit Per Lot) <input type="checkbox"/> LIVING SUITE <input type="checkbox"/> DUPLEX HOUSING <input type="checkbox"/> MULTI-RESIDENTIAL <input type="checkbox"/> ACCESSORY BUILDING/STRUCTURE <input type="checkbox"/> GARDEN SUITE		<ul style="list-style-type: none"><li>● Construction Drawings, two sets (one paper, one PDF preferred)</li><li>● Acknowledgment of Owner's Obligations form</li><li>● Engineered Drawings and Letter of Professional Assurance (if applicable)</li></ul>
<b>CLASS OF WORK</b>		
<input type="checkbox"/> NEW <input type="checkbox"/> CONVERSION OF SDH TO SDH W/ LIVING SUITE <input type="checkbox"/> RENOVATION / ALTERATION <input type="checkbox"/> CONVERSION OF ACCESSORY BUILDING TO GARDEN SUITE <input type="checkbox"/> ADDITION <input type="checkbox"/> OTHER _____		
<b>BUILDING INFORMATION</b>		
HEATING TYPE(S) <input type="checkbox"/> WOOD/PELLET <input type="checkbox"/> OIL <input type="checkbox"/> GAS (LPG) <input type="checkbox"/> ELECTRIC <input type="checkbox"/> OTHER _____		
USE(s) OF BUILDING		NO. STORIES _____ ● CRAWLSPACE _____ ft <sup>2</sup>
		● PATIO _____ ft <sup>2</sup> ● BASEMENT _____ ft <sup>2</sup>
DWELLING UNITS	CONSTRUCTION COST	● DECK _____ ft <sup>2</sup> ● FIRST _____ ft <sup>2</sup>
		● GARAGE/SHED _____ ft <sup>2</sup> ● SECOND _____ ft <sup>2</sup>
		● PORCH _____ ft <sup>2</sup> ● THIRD _____ ft <sup>2</sup>
DESCRIPTION OF WORK		
<b>IMPORTANT NOTICE</b>		
In consideration of the granting of the permission applied for, I hereby agree to indemnify and keep harmless the City of Whitehorse and its employees or agents against all claims, liabilities, judgements, costs and expenses of whatsoever kind that may occur in consequence of and incidental to the granting of this permit if issued and the work carried out under the permit if issued and I further agree to conform to all requirements of the City of Whitehorse Building and Plumbing Bylaw and all other Bylaws and Acts relating to this permit.		
<b>OWNER / AUTHORIZED AGENT</b>		
NAME (PRINT)	SIGNATURE	DATE
<b>CONTRACTOR</b>		
NAME (PRINT)	SIGNATURE	DATE
<b>INTERNAL USE ONLY</b>		
DATE RECEIVED	REVIEWER'S SIGNATURE	DATE ACCEPTED

## ACKNOWLEDGEMENT OF OWNER'S AND AGENT'S OBLIGATIONS AND AUTHORIZATION OF AGENT

**Municipal Address of Project:** \_\_\_\_\_

I, \_\_\_\_\_  
(Please Print Owner Name)

am the registered owner in the Yukon Land Titles Office of the real property described above.

I hereby provide authorization for \_\_\_\_\_  
(Please Print Agent Name *if applicable*)

to apply for a building permit on the above noted property.

The Owner and Agent, if one is authorized, acknowledge that the City of Whitehorse ***Building and Plumbing Bylaw 99-50 (the "Building Bylaw")***, has been enacted to amongst other things, administer standards respecting construction, demolition, removal or alteration of buildings and structures within the City of Whitehorse for the reasons of health, safety, and the protection of persons and property.

The Owner and Agent, if one is authorized, further acknowledge that:

- the issuance of a permit under the *Building Bylaw* (including the review and acceptance of the design drawings, plans or specifications, and the inspections made by a Building Official) does not constitute a representation or warranty that the Building Code and/or the *Building Bylaw* have been complied with or that the building or structure meets any particular standard of materials or workmanship;
- where the City requires that a professional architect or engineer certify that the plans submitted in respect of this application comply with *Building Standards Act* or other enactment, the City will rely on that certification in issuing a building permit and occupancy permit; and
- the issuance of occupancy approval is not a representation, guarantee, warranty, or assurance of the quality or standard of construction of the property, building or structure constructed pursuant to the permit.

The Owner and Agent, if one is authorized, shall:

- ensure that all construction complies with the Building Code, the *Building Bylaw* and other applicable enactments respecting safety;
- call for inspection and approval prior to continuing or covering stages of work as per *Building Bylaw*, Section 44 (providing a minimum 48 hours' notice);
- allow a Building Official to enter any building or premise at any reasonable time for the purpose of inspections;
- keep a copy of the accepted designs, plans and specifications on the property during the course of the construction and post a copy of the permit(s) in a conspicuous location on the project property;
- post the civic address on the project property in a location visible from any adjoining streets;
- ensure that work authorized by the permit commences within six months from the permit approval date and is actively carried out thereafter; and
- acknowledge that a permit expires if work does not commence within six months of the permit being issued or if work is suspended for a period in excess of 12 months.

**Note that the regulatory systems established by or on behalf of the City of Whitehorse pursuant to the *Building Bylaw* are in part for the purpose of providing a limited and interim spot inspection function on construction activity to monitor compliance with the *Building Bylaw*.**

It is not contemplated nor intended, nor does the purpose of the *Building Bylaw* extend to:

- the protection or indemnification of owners, owner/builders, constructors or future owners from economic loss;
- the assumption by the City or Building Official of any responsibility for ensuring the compliance by any owner, his or her representatives or any employees, constructors or designers retained by him or her, with the Building Code, the requirements of the *Building Bylaw* or other applicable enactments respecting safety;
- the provision of a warranty or assurance that the construction undertaken, pursuant to a permit issued under the *Building Bylaw*, is free from any latent defects; or
- the provision of a warranty or assurance that construction is in compliance with the Building Code, the *Building Bylaw* or any other enactment with respect to the building or structure for which a permit or occupancy approval is issued under the *Building Bylaw*.

I hereby acknowledge the information provided by the undersigned in this document is true and correct and that I have read and understood the statements contained in this document.

Signature of Owner: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone/Cell No.: \_\_\_\_\_

Date Signed: \_\_\_\_\_

Signature of Agent: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone/Cell No.: \_\_\_\_\_

Date Signed: \_\_\_\_\_



6-151 Industrial Rd.  
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## Project Contact List

Project Coordinator/  
Primary Contact Person \_\_\_\_\_

Contact Number \_\_\_\_\_

Email \_\_\_\_\_

General Contractor \_\_\_\_\_

Contact Number \_\_\_\_\_

Email \_\_\_\_\_

Please list General Contractor, all Sub-Contractors and Professionals to be utilized during the construction of this project as required by Bylaw 99-50: **(PLEASE NOTE: Failure provide or update this information may result in delays in granting approvals. If you require more space you may submit your own document with the required information)**

Sub-contractor	Company Name	Contact Person	Bus License #	Contact #	Email

Design/Engineer	Company Name	Bus License #	Contact Person	Contact #	Email
Architect					
Structural Eng.					
Mechanical Eng.					
Electrical Eng.					
Other					

\_\_\_\_\_  
Signature of General Contractor/Project Coordinator

\_\_\_\_\_  
Date

As per Business License Bylaw 2017-24 – “No person shall operate any business within or partly with the city without first having obtained a City of Whitehorse Business License.”



## NEW HOME, DUPLEX and ADDITION APPLICATION CHECKLIST

The following items are required to be submitted in support of a new home building and plumbing permit (Note – each building requires a separate application):

### Site Plan:

- The submitted site plan **must** be the same as approved by the Development Officer
- Street(s) name and north arrow
- Property lines and lot dimensions
- Setbacks of ALL buildings to property lines (existing and proposed) and between buildings – include decks, sheds, carports, cantilevers etc.
- Parking Stalls, driveway dimensions and grades
- Indicate portion of building(s) being renovated and/or new buildings
- Indicate floor area of the house, *accessory suite* and garage
- Show easements, rights-of-way etc.
- Location of utilities – new and proposed
- Toe and top of slopes over 30%
- Location of any proposed retaining walls
- Scale of plan at 1/8 inch per ft (1:100 metric) \*\*Must be submitted on paper of suitable size to be at scale and legible

### Foundation Plan:

- Footing details with all point load locations shown
- Foundation wall details (if PWF must show compliance with CSA S406 or sealed drawing and Letters of Assurance required)
- Foundation drainage details (if not drained earth engineering is required)
- Confirm footings to below frost depth or method to protect from the effects of frost (engineering confirmation may be required)
- Concrete slab details (dimensions including thickness and construction details)
- Crawl space details (dimensions, including coverings ie foam with OSB cover)
- HVAC, HWT, furnace and other equipment locations where applicable
- Radon mitigation
- Existing and finished grades, including confirming side slopes (cuts and fills) comply with 10.62 of Yukon Worker's Compensation Regulations
- Plan scale at ¼ inch per ft (1:50 metric) \*\*Must be submitted on paper of suitable size to be at scale and legible

Continued ->>>

### **Elevation Plans (all sides):**

- Highlight new works if a renovation or addition
- Finished grade
- Exterior finishes and flashing details at openings
- Door and window sizes with sill height above floor and finished grade shown
- Total sq m or sf of glazed area or unprotected openings (specify) and area of exposing building face(s)
- Spatial separation calculations per 9.10.14 or 9.10.15 (specify)
- Roof slope and materials
- Scale of plans at ¼ inch per ft (1:50 metric) \*\*Must be submitted on paper of suitable size to be at scale and legible

### **Framing Systems:**

- Location of all walls and point loads
- Joists, rafter, truss, beam size and layout
- Any required bridging and/or blocking
- Manufactured beams, lintels, roof trusses floor systems etc. stamped by P. Eng or equivalent certification from the manufacturer

### **Floor Plans (all floors):**

- Outside dimensions of entire building
- Inside room dimensions including hallways
- All materials and finishing materials (walls, floors etc.)
- Door/window sizes, label new/existing and egress
- Purpose of all rooms (kitchen, bedroom, living room etc)
- Highlight new works if addition/renovation
- Venting/exhaust in kitchen, bathroom, laundry etc.
- Location of all plumbing fixtures, hot water tank and size, HVAC equipment etc.
- Location of smoke and carbon monoxide detectors
- Radon mitigation where applicable for rough-in that continue through the roof or wall system above grade
- Construction and dimensions of exterior decks and porches including stairs and guards (use the Decks and Porches Checklist if more detail is needed)
- Location and required fire resistance and sound rating for any required separations
- Scale of plans ¼ inch per ft (1:50 metric) \*\*Must be submitted on paper of suitable size to be at scale and legible

### **Cross Sections and Details:**

- Footing design
- Foundation wall construction including wall height, backfill height, drained earth details, damproofing etc. (non-drained earth, surcharged, overheight and PWF walls that do not comply with CSA S-406 may require engineering and Letters of Assurance)

- Floor slab, ground cover, radon protection and subgrade details
- Crawl space and ground cover details
- Existing grade and finished grade from property line to property line and indicate any surcharges (parking areas, retaining walls, steep slopes other building foundations etc.)
- Floor construction (beams, lintels, headers, joists, subfloor, blocking/bridging, materials etc.)
- Roof construction (beams, rafters, soffits, trusses, venting, materials etc.)
- Fully dimensioned stair section at min. ½" per ft (1:25 metric)
- Ceiling and roof heights
- Scale of plans at ¼ inch per ft (1:50 metric) or larger as required \*\*Must be submitted on paper of suitable size to be at scale and legible

### **Specifications:**

- Heat loss calculations
- Proposed heating system specifications
- Proposed ventilation (HRV) specifications
- Proposed hot water tank/on demand specifications
- Building envelope/energy requirement analysis or effective r-value for all assemblies
- Specifications of all aspects of construction
- Specifications of any other gas or solid fuel burning appliances

### **Notes:**

- **Any works that are not fully compliant with the prescriptive requirements of Part 9 *National Building Code* may require professional oversight and Letter's of Assurance per section 67 *Building and Plumbing Bylaw 99-50***
- **All plans must be legible and if in paper form be full size at the intended scale (1/8 inch per foot for site plans, ¼ inch per foot for other plans, and ½ or 1 inch per foot for details or the metric equivalent)**
- **If a renovation or addition, proof that no hazardous materials are present, or have been properly abated, may be required**