



2121 – 2nd 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
BUILDING TYPE		REQUIRED SUPPORTING DOCUMENTS
<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"> ● Construction Drawings, two sets (one paper, one PDF preferred) ● Acknowledgment of Owner's Obligations form ● Engineered Drawings and Letter of Professional Assurance (if applicable)
CLASS OF WORK		
<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 _____		
BUILDING INFORMATION		
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 ²
		● PATIO _____ ft ² ● BASEMENT _____ ft ²
DWELLING UNITS	CONSTRUCTION COST	● DECK _____ ft ² ● FIRST _____ ft ²
		● GARAGE/SHED _____ ft ² ● SECOND _____ ft ²
		● PORCH _____ ft ² ● THIRD _____ ft ²
DESCRIPTION OF WORK		
IMPORTANT NOTICE		
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.		
OWNER / AUTHORIZED AGENT		
NAME (PRINT)	SIGNATURE	DATE
CONTRACTOR		
NAME (PRINT)	SIGNATURE	DATE
INTERNAL USE ONLY		
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: _____



Whitehorse
 6-151 Industrial Rd.
 Whitehorse, YT Y1A 2V3
 Land & Building Services
 Ph: 668-8340 Fax: 668-8395
 adminbuilding@whitehorse.ca

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.”