

Condominium Approval Process

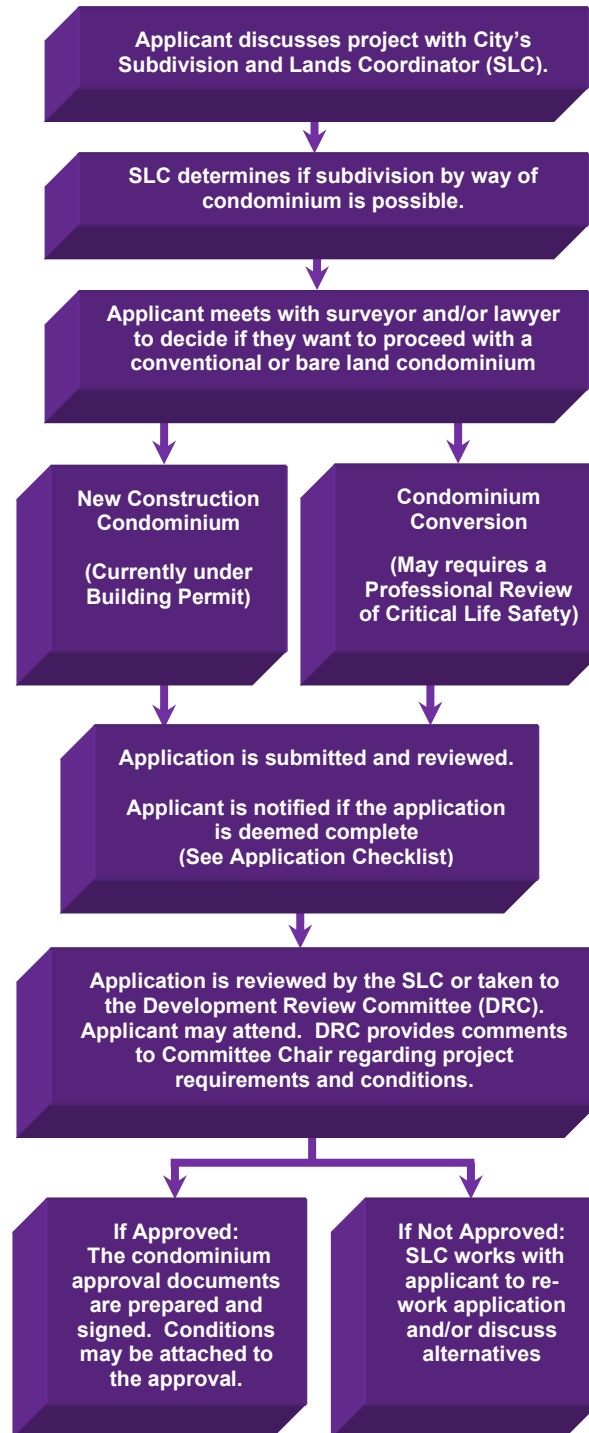


The City of Whitehorse approves the subdivision of land by way of condominium on land within the City's municipal boundaries.

Information in this Guide

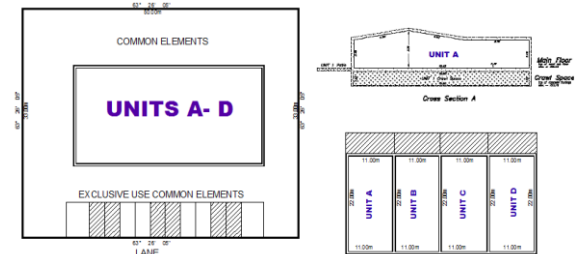
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Condominium Approval Process

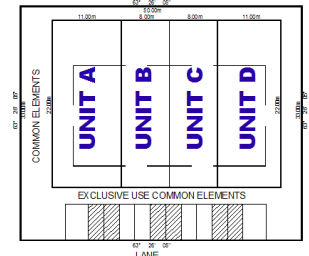


Types of Condominium

Conventional Condominium: Applies to a building that is divided into individually owned units. Each unit is defined on the condominium plan. The land, exterior walls, service areas, and shared spaces are common property. In simple terms, ownership extends from the drywall of one unit to the drywall of the next, from ceiling to floor.



Bare Land Condominium: A BLC divides a single parcel of land into individually owned "bare land units," along with shared common property such as internal roads, parking areas, or landscaped spaces. Each unit is defined by survey boundaries on the ground, typically marked by four posts and the land enclosed within them, rather than by the walls of a building.



Owners are responsible for any buildings or improvements located within their unit boundaries, while the condominium corporation manages and maintains the common property. This form of condominium is often used for townhouse-style developments, industrial parks, or grouped dwellings where each owner maintains their own structure but shares access and servicing infrastructure.

Contact Information



Land and Development Services

Tel: (867) 668-8346

www.whitehorse.ca/Subdivision

land@whitehorse.ca

Mailing Address:

**City of Whitehorse,
Land and Development Services
2121 – 2nd Avenue
Whitehorse, Yukon
Y1A 1C2**

Office Location:

Unit #6 – 151 Industrial Road

Additional Information

All condominium applications must comply with the City of Whitehorse Zoning Bylaw 2012-20, the Subdivision Control Bylaw (SCB), the Municipal Act, and other applicable City bylaws and policies.

For questions or guidance, contact the Subdivision & Lands Coordinator at land@whitehorse.ca

Application Contents Checklist

Applications must be submitted in writing to the Subdivision & Lands Coordinator using **Form C** – Condominium Application, and include:

- ❑ A **digital condominium sketch** by a CLS showing unit boundaries, common property, existing buildings, and key details;
- ❑ **Architectural drawings** of the approved building design (for conventional condominiums, clearly identify each unit and common elements);
- ❑ A **proposed addressing plan** for new units, with addresses and legal descriptions in spreadsheet format;
- ❑ A current **Certificate of Title** with any registered easements or encumbrances;
- ❑ A **Letter of Authorization** if the applicant is not the owner;
- ❑ The application fee; and
- ❑ For condominium conversions, a **Building Assessment Report (BAR)**.

Application Timeline

Condominium approval takes approximately 3 to 4 weeks and is an Administrative decision.

Approval is valid for 12 months. It will lapse if the preliminary plan of survey is not submitted to the Land Titles Office or the City within that time. The approving authority may grant one 12-month extension upon request.

Application Fee

Fees vary and are non-refundable.

Subdivision by way of Condominium:
\$100.00 per unit created, with a minimum fee of \$250 and a maximum of \$5,000.

An online payment portal is available; please contact the Subdivision & Lands Coordinator to confirm the fee and obtain a job number before making payment.

Condominium Conversions

This process converts an existing building and property under a single title into multiple condominium units, typically from existing multi-unit developments. If the building is not under an active or original building permit, it is considered a condominium conversion under the *Condominium Act, 2015*, and requires a Building Assessment Report (BAR) prepared by a qualified architect or engineer in accordance with the *Subdivision Control Bylaw (SCB) 2012-16*.

The BAR must confirm that the building meets the minimum life-safety standards of the current *National Building Code (NBC)* and the *City's Building and Plumbing Bylaw*, addressing fire separation, egress, emergency lighting, alarms, and ventilation. A building permit is required to review and address any identified life-safety deficiencies.

Building Assessment Report

For a condominium conversion, the *Condominium Act, 2015* & the *Condominium (Converted Buildings) Regulation* require a Building Assessment Report (BAR) prepared by a qualified architect or engineer based on on-site inspections.

The review assesses the building's architectural, structural, mechanical, and electrical systems for compliance with the current *National Building Code* and the *City's Building and Plumbing Bylaw*. The BAR identifies any life-safety deficiencies, such as fire separation, exit lighting, alarms, ventilation, or emergency power and recommends corrective measures.

If upgrades are required, the applicant must obtain a building permit and complete the work before the City can issue final approval for the condominium conversion.