



Building Permit Application Checklist

Checklist for a Complete Application:

Please confirm your application is complete by filling in the check boxes in the list below where appropriate and signing the declaration(s).

Incomplete applications will not be accepted.

- If the applicant is not the owner, produce a letter from the owner giving the applicant the right to build on their lot.
- A complete site plan, drawn to scale showing the dimensions of the property and the distances from the proposed building to **all** property lines, the location of all existing buildings and structures on the property and if the lot is not serviced, the location of the sewage disposal system and/or water wells. The site plan will also illustrate the details of the site drainage away from all buildings without affecting adjacent properties.
- The use and square footage of all the existing buildings and structures must be provided if they are:
 - used as dwelling units, and provide the existing total number of dwelling units and the existing total number of bedrooms in each dwelling unit.
 - used for commercial purposes, and provide the maximum occupant load of each building and structure and the total number of existing washrooms.
- A complete foundation plan, drawn to scale, showing all dimensions, the provisions incorporated to provide protection from soil gas ingress and the location of the rough-in for the subfloor depressurization system, the effective thermal resistance values of all above and below ground wall & floor assemblies, as well as drainage sump location or geo-technical waiver for aforementioned sump.
- A complete floor plan, of all floors in the proposed building, drawn to scale showing the square footage of each floor and what each room will be used for:
 - If the building will be used as a dwelling unit or several dwelling units, provide the maximum number of proposed bedrooms in each dwelling unit.
 - If the building will be used for commercial purposes provide the maximum occupant load of each building and the total number of proposed washrooms.
 - If there are any required fire separations the plans need indicate the location of all the required fire separations and the fire resistance ratings that are applicable to each required fire separation.
- A complete cross section of the building, drawn to scale indicating the materials being used to construct all the components of floors, walls, ceilings and roof. The drawings need to include all the information required in Article 2.2.8.2. of the Revised 2010 Edition of the NBC, including the effective thermal resistance values, the performance rating, energy source, and types of all equipment required for space-heating and cooling and service water heating. The design basis for the ventilation rates, as well as any additional features used in the energy model calculations that account for a significant difference in energy performance, will ensure that the building will comply with the New "Energy Performance" requirements.
- Elevation drawings of the proposed building, drawn to scale showing the maximum height of the building, from the average finished grade level at the front of the building to the peak of the roof.
- I am aware that "Fire Smart" regulations apply to my property if zoned RC1 or RC2 and that the process shall be completed within two years after occupancy has been granted.

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- I am aware that if any construction has begun prior to the application for a Building Permit and/or prior to the issuance of a Building Permit that any construction that has been undertaken will need to be analyzed and inspected by a Structural Engineer (registered to practice in Yukon) and that a letter of approval from that Structural Engineer is to be submitted together with all the documentation required when applying for a Building Permit. **(Permit fees will be doubled if work started prior to Building Permit issuance.)**

- Stamped Structural Engineer's (registered in Yukon) report to be submitted if any load bearing 2 X 4 wall exceeds 10 feet in height or any load bearing 2 X 6 wall exceeds 12 feet in height, together with all other documentation required when applying for a Building Permit.

- I am aware that for larger "Part 9 or Part 3" projects that require a "Design Team", the Design Team Leader is to make sure that the applicant has a complete package for the project which includes the Code Analysis together with all the "Confirmation of Professional Assurance Form" from all professional team members and that these team members are required to be registered to practice in Yukon, and the form shall be submitted together with all the documentation required when applying for a Building Permit.

- I am aware that in addition to a building permit, I may also need some additional permits and approval such as a development permit, or a plumbing permit and permits as provided from the Yukon Government (propane, electrical, septic system.)

- The occupied building will achieve the "Energy Efficiency" requirements of the Revised 2010 Edition of the NBC Section 9.36., through one of the pre-approved prescriptive measures, for buildings not exceeding 300 m² ; or,

- The occupied building will achieve the "Energy Efficiency" requirements of Section 9.36. (or the NECB for buildings exceeding 300 m²), of the Revised 2010 Edition of the NBC, through an "Energy Performance / Modelling" compliance calculations report (as stated in Division C – Subsection 2.2.8. of the Revised 2010 Edition of the NBC) which is required to be submitted with the building permit application. This report needs to be prepared by an Energy Consultant, Advisor/Auditor and is to include the drawings, specifications and calculations needed to ensure that the building will meet the "Energy Efficiency" requirements.

- In addition to meeting all the requirements above a factory-built mobile home unit shall conform to CSA- Z240 and a factory-constructed building shall conform to CSA-A277. **Additions to mobile homes within Mobile Home Parks will require a Development Permit prior to obtaining a Building Permit.**

- I hereby declare that all the information provided in this application for a Building Permit and contained in the supporting documents are to the best of my belief true and correct in all respects.

- I hereby acknowledge that if work has not started or no inspections have been requested within six months from the date the permit was issued the Building Permit will be null and void and will automatically be cancelled. A new application fee will be required to receive construction approval.

- I hereby acknowledge that if work is discontinued or suspended and not inspected for a period of twelve months the Building Permit will be become null and void and will automatically be cancelled. A new application fee will be required to receive construction approval.

- I hereby confirm that the proposed construction, as outlined in the application for a Building Permit, complies with any easements, caveats or contracts which affect development of the site.

Date: _____

Signature of Applicant: _____ Print Name: _____

Contact Telephone: _____ Email: _____