



City of Whitehorse Building Permit Application Checklist

Residential Additions/ Detached Garages / Sheds

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

Incomplete checklist / applications will not be accepted

- 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.
- A complete foundation plan, drawn to scale, showing all dimensions.
- A complete floor plan, of all floors in the proposed building, drawn to scale showing the square footage.
- 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, including insulation levels.
- 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 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 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).
- 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 six 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: _____ Optional E-mail: _____