



BUILDING INSPECTION  
4210 – 4<sup>TH</sup> Ave.  
Whitehorse, Yukon  
Phone: (867) 668-8340

**Yukon**

Community Services  
BUILDING SAFETY  
2071 Second Ave (C-8)  
Whitehorse, Yukon  
Phone: (867) 667-5741

# **GUIDELINES**

## **for Residential**

### **Building/Plumbing Permits**



**FOR FURTHER INFORMATION CONTACT:**

**CITY OF WHITEHORSE BUILDING INSPECTIONS AT (867) 668-8340**

**OR**

**GOVERNMENT OF YUKON BUILDING INSPECTIONS AT (867) 667-5741**  
**(Toll-free within Yukon, 1-800-661-0408)**

### Permits are required for:

- ✓ Construction of any building or structure
- ✓ Demolition of existing structures
- ✓ Anything that will change the floor plan or use of the building
- ✓ Additions or renovations to existing structures
- ✓ Heating system installations or any changes such as: woodstove, oil furnace, space heaters, and/or chimneys
- ✓ Decks and balconies
- ✓ Plumbing
- ✓ Repairs
- ✓ Moving of buildings
- ✓ Mobile home placement

## **BUILDING PERMIT**

### APPLICATION REQUIREMENTS:

When making application for a building permit, the following information and documents must be provided:

- A. Proof of ownership or the right to build, **AND** proof of payment of Development Cost Charges on residential lots for new construction.
- B. **TWO** complete sets of plans, drawn to scale, showing each structure to be constructed, plans must include the following:
  1. A site plan showing distances from the proposed structure to the property boundaries, to the well, to the sewage disposal system, to other existing buildings, watercourses, lakes: (see fig.1)
  2. A foundation plan; (see fig. 2)
  3. A plan view of each floor; (see fig. 3)
  4. A cross section of the structure (see fig. 4)
  5. Signed condition list
- C. Factory-built units require a site plan, a foundation plan as in (A) above, and the manufacturer, year of manufacture, model and serial number of the unit. Mobile Homes must conform to CSA Z-240 specifications.
- D. Where a private sewage disposal system is required to be installed, a copy of a permit from the Environmental Health Officer must be included from:

Environmental Health Services  
2 Hospital Road  
Whitehorse, Yukon Y1A 3H8  
Phone: 667-8391 Fax: 667-8322

- E. Propane and Electrical installations require permits and inspections. Contact Building Safety Branch (Government of Yukon) at 667-5741.

- F. Building/Plumbing permits are required outside the City of Whitehorse. Please contact Building Safety (Government of Yukon) at 667-5741.

## **INSPECTION REQUIREMENTS:**

### City of Whitehorse

Every owner shall give forty-eight hours (48) notice to the authority having jurisdiction:

1. of intent to do work that has been ordered by the authority having jurisdiction or required by this bylaw to be inspected during construction;
2. of intent to cover work that has been ordered by the authority having jurisdiction or required by this bylaw to be inspected prior to covering; and
3. when work has been completed so that a final inspection can be made.

The following stages of work are **REQUIRED TO BE INSPECTED AND APPROVED PRIOR TO CONTINUING OR COVERING:**

1. Siting and Footings/Water and Sewer Service

After the footing forms are installed but prior to the placing of the concrete. This inspection is to confirm footings are placed on undisturbed ground, rock or compacted granular fill – location certificate shall be submitted for siting approval.

2. Foundation and Damproofing/Plumbing Rough-in Under Slab

A Building Location Certificate shall be submitted (prior to proceeding past the subfloor stage) to obtain siting approval. Then, prior to any backfilling a building inspection is required to confirm that the damp-proofing has been installed correctly.

3. Framing, Insulation and Vapor Barrier/Rough-in with Test On

When insulation and vapor barrier, doors, windows, roofing and plumbing rough in are completed.

4. Chimney, Heating and Mechanical Systems/Water Turn-On and Frost Protection

After installation but prior to enclosing any components (including chimneys, ductwork, gas venting, rough-in plumbing and wiring). NOTE: Propane and electrical installations require the approval of the Government of Yukon, Building Safety Propane and Electrical Inspectors at 667-5741.

5. Occupancy And/Or Final/Final Plumbing

Occupancy may be granted when all health and safety items such as guards, handrails, smoke alarms, etc. is in place. Electrical approval, propane approval and septic approval are required at this stage. A final will be given when all requirements have been met.

## Building Safety (Government of Yukon)

Please be advised that it is the owners' responsibility to call for the required inspections, and to provide at least seventy-two hours (72) notice, at the following stages:

1. Siting, Footing, Drainage Tile, Foundation & Damp-proofing/Plumbing Rough-in Under Slab

At the subfloor stage and after the drainage tile and damp-proofing has been completed but prior to back-fill a Building Location Certificate may be required to be obtained. This Building Location Certificate, (if required) shall be submitted to confirm applicable zoning and building code set-back requirements have been met. Then, prior to any backfilling a building inspection is required to confirm that the footings have been placed on undisturbed soil, rock, or granular fill, that the damp-proofing has been installed correctly and when required, that the drainage tile has also been installed correctly.

**NOTE: Unless it can be shown to be unnecessary, the bottom of every exterior foundation wall shall be drained by drainage tile.**

**NOTE: Siting approval and the requirement to submit a Building Location Certificate will be handed on an individual basis, at the discretion of the Development Officer/Building Inspector.**

2. Framing

When insulation/vapor barrier, doors, windows, roofing and plumbing rough in are completed.

3. Occupancy

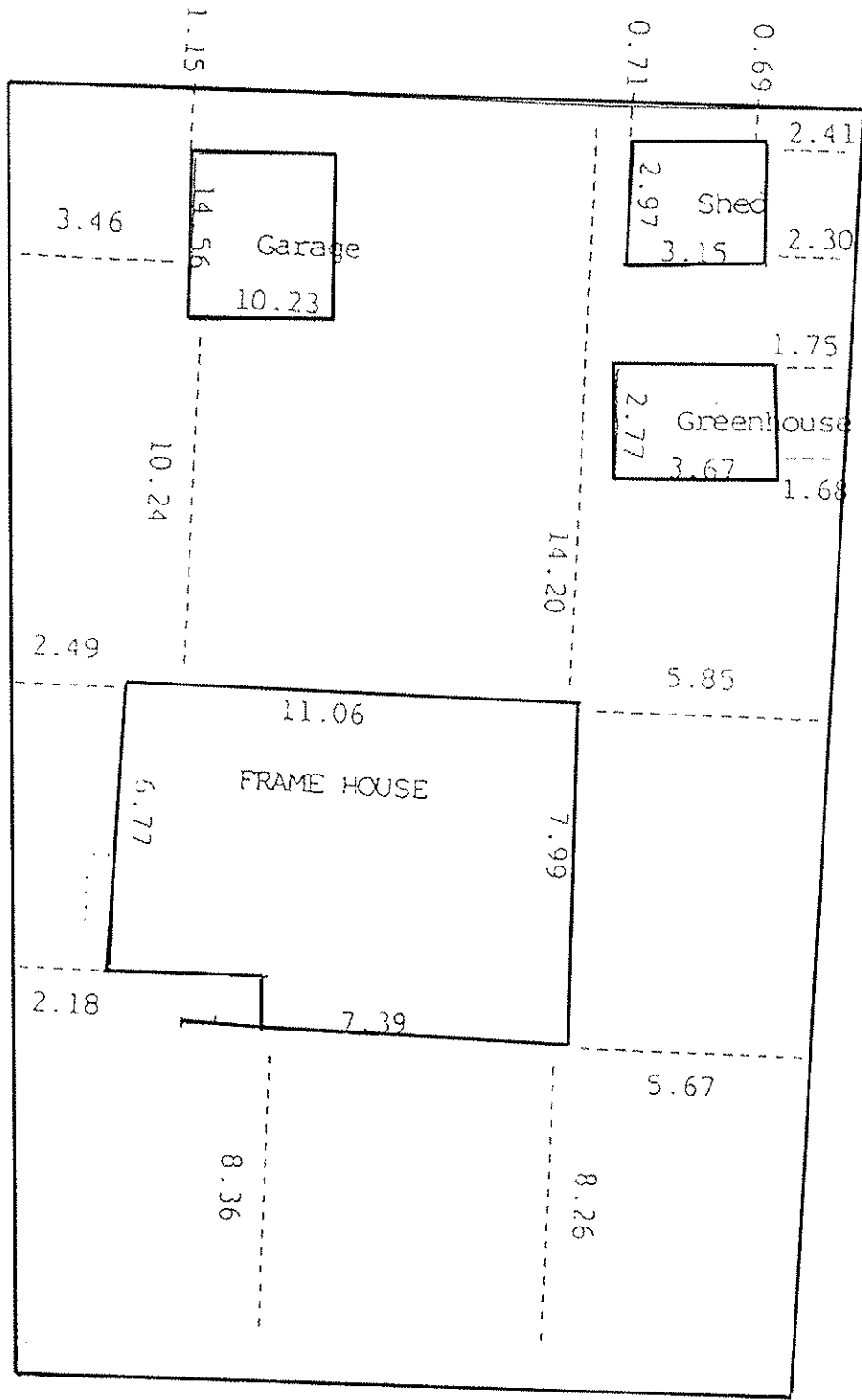
May be granted when all health and safety items such as guards, handrails, smoke alarms, etc. is in place. Electrical approval, propane approval and septic approval are required at this stage.

4. Final

Will be given when all work has been completed.

**NOTE: AN INSPECTION MUST BE CALLED FOR TO CERTIFY ACTIVITY WITHIN 6 MONTHS OF THE PERMIT ISSUE DATE OR THE LAST INSPECTION REPORT.**

Fig. 1 TYPICAL SITE PLAN EXAMPLE



Road, Street or Avenue

Fig. 2 TYPICAL FOUNDATION PLAN EXAMPLE

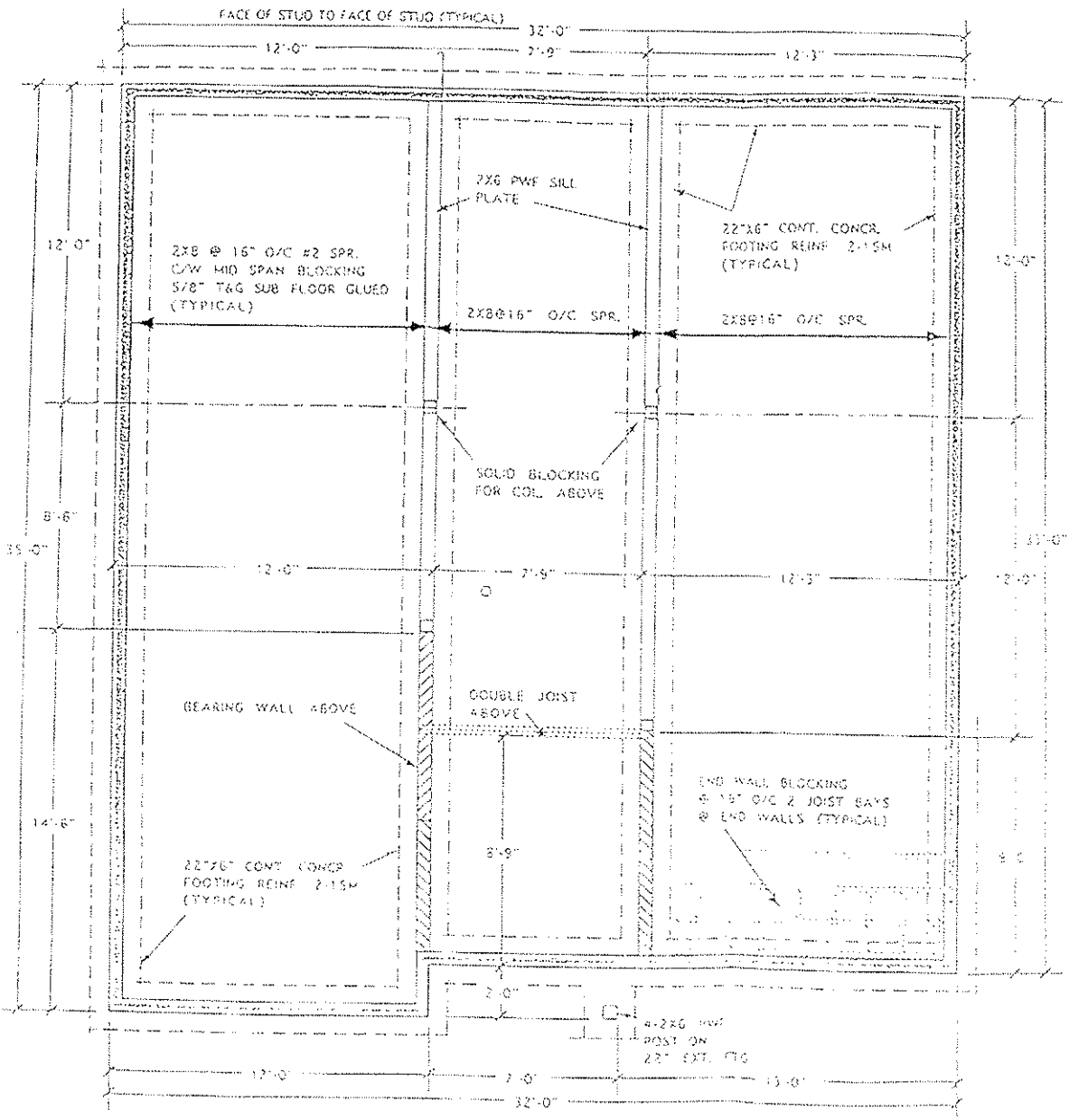
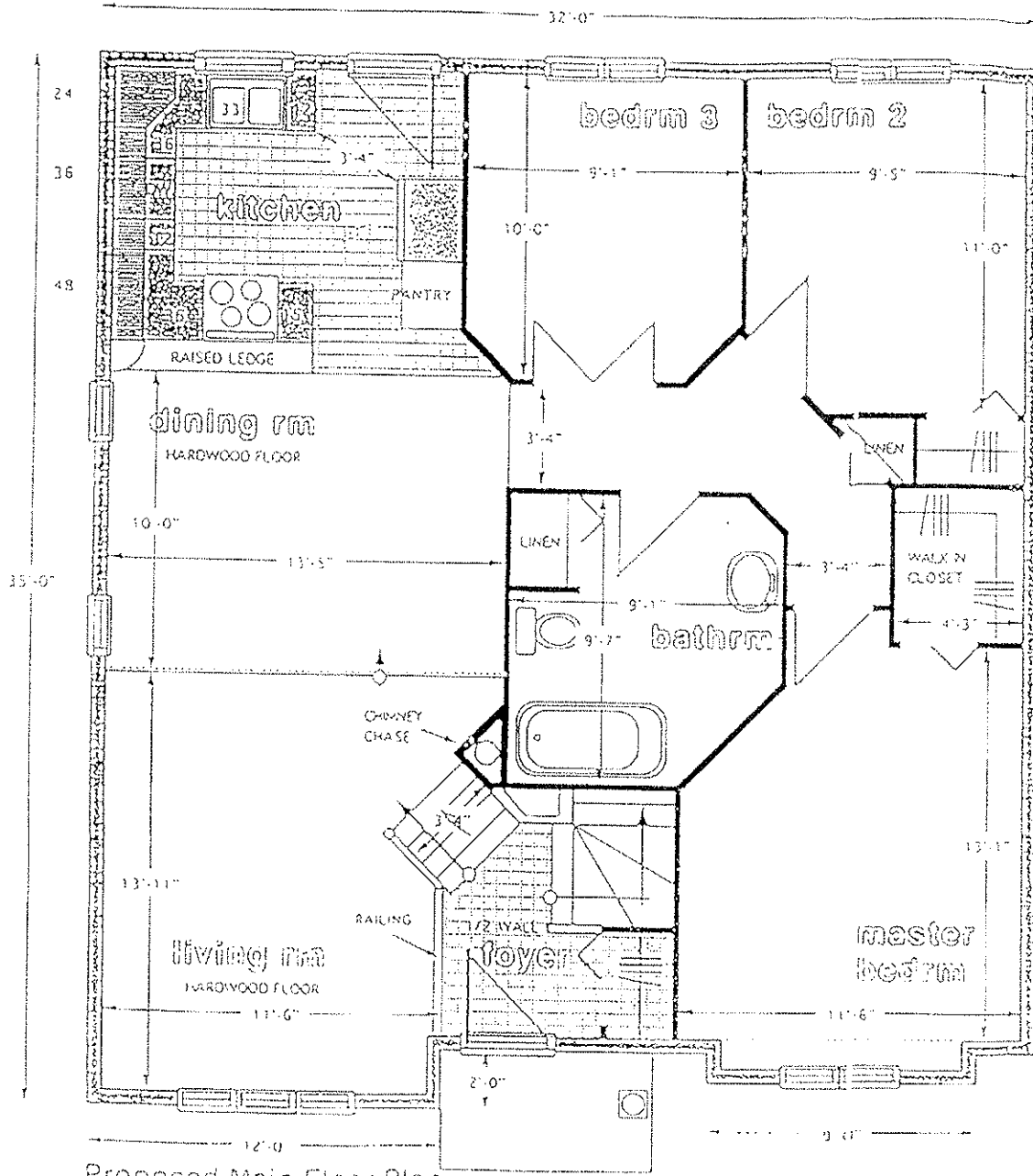
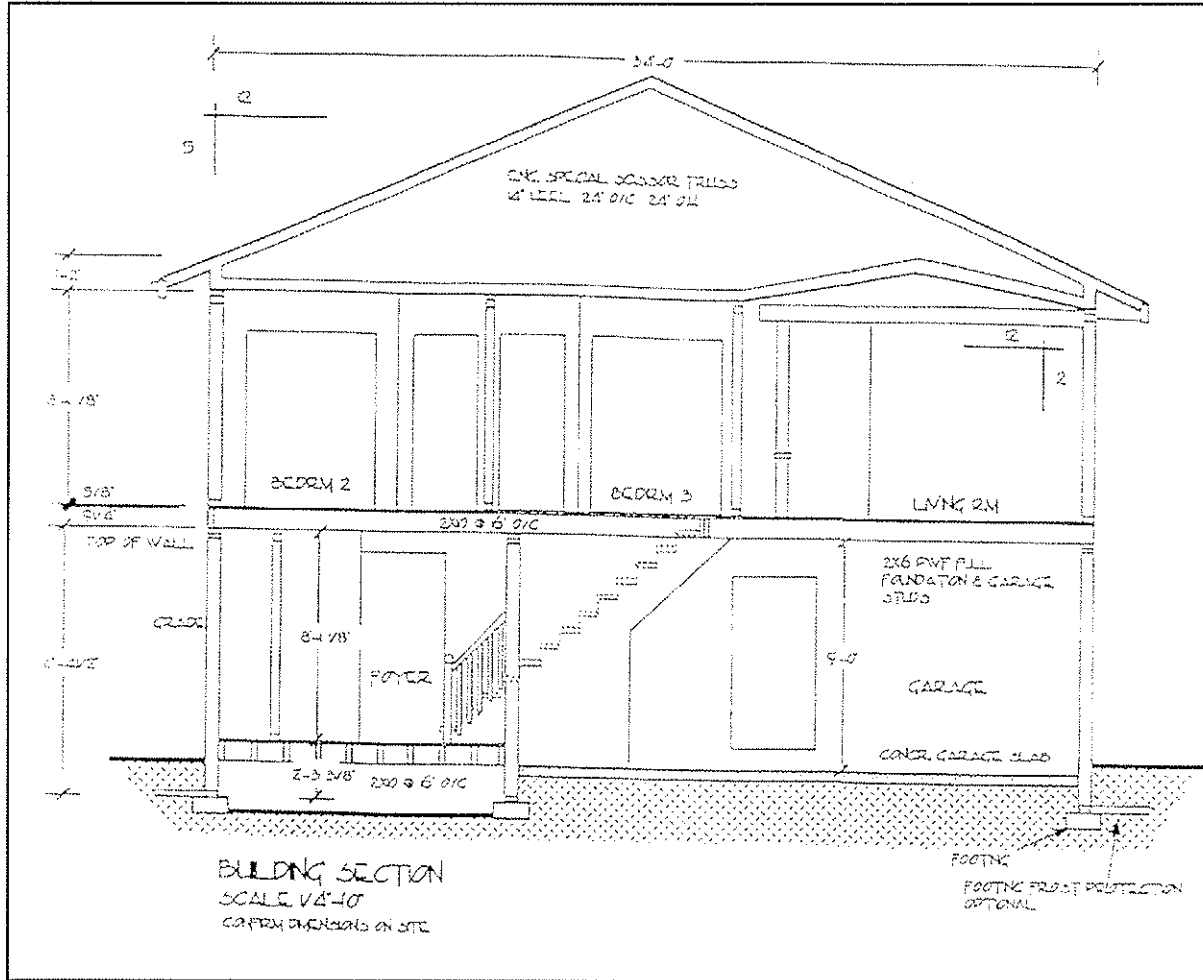


Fig. 3 TYPICAL FLOOR PLAN EXAMPLE



Proposed Main Floor Plan  
 Scale: 1/4" = 1'-0"  
 1090 sq ft

Fig. 4 TYPICAL CROSS SECTION EXAMPLE



WALLS

7/16" OSB SHT.  
 2x6 @ 16" OC  
 INSULATION  
 6 MILL POLY  
 1/2" GYPROC

CEILINGS

ENG. TRUSSES @ 24" OC  
 INSULATION  
 6 MILL POLY  
 STRAPPING @ 16" OC  
 1/2" GYPROC

FLOORS

FLOOR JOISTS  
 BLOCKING OR BRIDGING  
 5/8" T&G OSB OR PLYWOOD

ROOF

7/16" OSB/H CLIPS  
 TAR OR FELT PAPER  
 15-25 YR. ASPHALT SHINGLES

WALLS BELOW GRADE TO BE CONSTRUCTED WITH P.W.F. MATERIALS



## **Important Notice regarding FEES pertaining to Sewage Disposal Systems**

As per the *Sewage Disposal Systems Regulation*, pursuant to the *Public Health and Safety Act*

### **Environmental Health Services will now collect FEES for:**

#### **Issue of a Permit                      \$50**

A permit is required to construct, install, enlarge, rebuild, substantially repair a sewage disposal system, or connect to an existing system. This includes septic systems with an in-ground field and sewage holding tanks.

A permit is not transferable, and is void within 3 years of the date of issuance.

#### **This fee does not apply to:**

- the construction and use of a privy (outhouse)
- permits obtained prior to Jan. 1, 2001, provided the owner of the premises has not changed.
- the final approval letter for a "permitted" sewage disposal system.

#### **Document Search and Copies \$25**

Owners are encouraged to keep documentation and photographs pertaining to the construction, installation and approval of their sewage disposal system.

This will assist in any future sales of the property and in the processing of financial arrangements.

Documents should be passed on to new property owners.

A single fee will be applied to each request for a document search (includes copies required) on a specified property.

#### **Issue of Letter of Permission to Retain a Sewage Disposal System                      \$50**

Should a sewage disposal system have already been built or installed without having being issued a permit, under certain circumstances, a letter of permission to retain the sewage disposal system may be issued.

## Fee Collection

Fees are to be submitted with the application for a permit; application for permission to retain; or upon request for a document search and copies, unless other arrangements have been pre-approved.

**Fees may be paid by: cash; money order; debit card; VISA; Master Card; or cheque.**

**Cheques and money orders are to be made payable to: *The Territorial Treasurer.***

IN PERSON at

**Environmental Health Services**

#2 Hospital Road, Whitehorse Y1A 3H8

BY MAIL - Provide credit card number along with the card's expiry date; or attach a cheque or money order.  
Please do not mail cash.

BY FAX or PHONE - Provide credit card number along with the card's expiry date.

For more information, please contact:

**Environmental Health Services**

at 667-8391 or toll free 1-800-661-0408, ext. 8391