

July 1, 2010

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

GUIDELINES
for Residential
Building/Plumbing Permits



FOR FURTHER INFORMATION CONTACT:

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

What work requires a BUILDING PERMIT

Building Permits are required for the following:

- All new construction
- All new commercial accessory structures/storage buildings
- All new residential accessory structures/storage buildings over 130 sq. ft
- Any and all new plumbing
- All renovations related to the following:
 1. changing bedroom windows
 2. upgrading insulation and vapour barrier
 3. installing or altering any fuel fired heating device and chimneys
 4. installing or altering any heating fuel tank, with a maximum individual capacity not exceeding 2500 liters (550 gallons)
 5. upgrading, changing or adding plumbing
 6. any and all structural changes or upgrades
 7. changing exits or stairs
 8. installation of barrier-free ramps and washrooms
 9. installation of sprinkler or fire alarm systems
 10. creating multiple living suites
- New or changing woodstoves, pellet stoves, Toyo or monitor stoves, any and all fuel-fired heating appliances. Please be advised that the installer is required to complete & submit our “Appliance & Vent System Installation Checklist” prior to requesting a final inspection.
- Installation of any heating fuel tank, with a maximum individual capacity of 2500 liters. Please be advised that Engineered Fuel Tank Restraints are required through-out all of Yukon. Yukon is broken down into the following 3 Groups of Communities in regards to these required restraints;
Group 1 – Carmacks, Faro, Johnsons Crossing, Old Crow, Pelly Crossing, Ross River, Teslin & Whitehorse
Group 2 – Carcross, Dawson City, Elsa, Keno City, Mayo, Stewart Crossing & Watson Lake
Group 3 – Beaver Creek, Burwash Landing, Destruction Bay, Haines Junction & Silver City
Please contact our office for these Engineered Fuel Tank Restraint requirements.
Please be further advised that the installer is required to complete & submit our “Tank & Supply System Installation Checklist” prior to requesting a final inspection.
- Changing or relocating of chimneys
- Any and all additions to existing buildings no matter what the size
- Any and all decks that require Guards and Hand Rails
- Moving of and placement of mobile homes
- Demolition or moving of existing building
- Change of use

BUILDING PERMIT

APPLICATION REQUIREMENTS:

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

- A. Proof of a Development Permit.
- B. Copy of the Certificate of Title or a copy of the Agreement of Sale and if the applicant is not the owner then additionally we would need a letter from the owner giving the applicant the right to build on their lot.
- C. **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)
- D. 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.
- E. 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
- F. Propane and Electrical installations require permits and inspections. Contact Building Safety Branch (Government of Yukon) at 667-5741.

INSPECTION REQUIREMENTS:

Building Safety – Yukon Government

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

1. Siting, Footing, Drainage Tile, Foundation and 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 compacted 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 handled on an individual basis, at the discretion of the Development Officer/Building Inspector.

NOTE: Siting or set-backs from all property lines will be determined Development Officer/Building Inspector, based on the Local Area Development Regulation or in the absence of a Local Area Development Regulation, it will be based on the most current National Building Code of Canada (NBC).

2. Framing

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

3. Occupancy

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

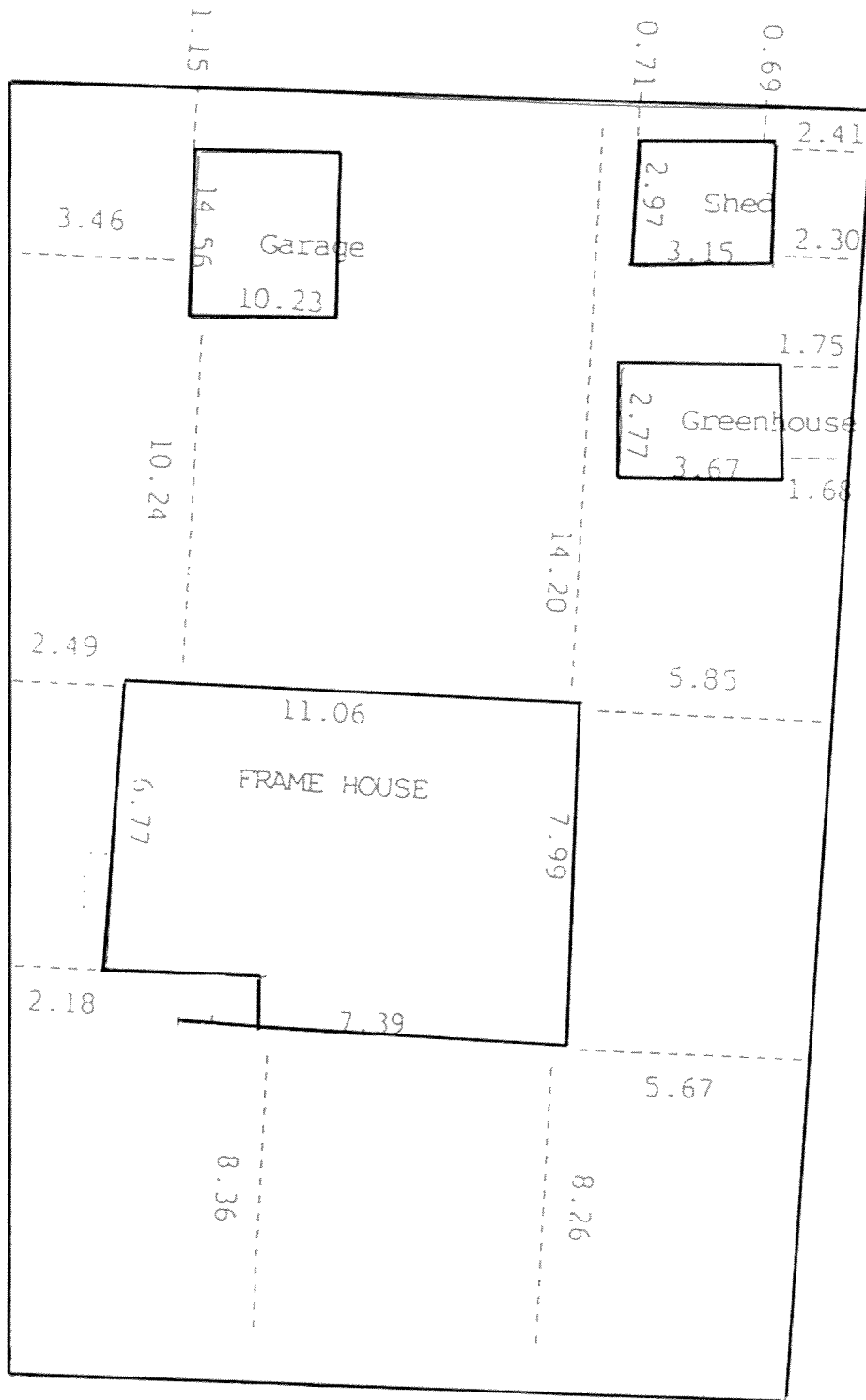
Please be advised that the installer of any fuel-fired heating appliance or any heating fuel tank is required to complete & submit the "Appliance & Vent System Installation Checklist", or the "Tank & Supply System Installation Checklist" which ever is applicable, prior to requesting a final inspection.

4. Final

Will be given when all work has been completed.

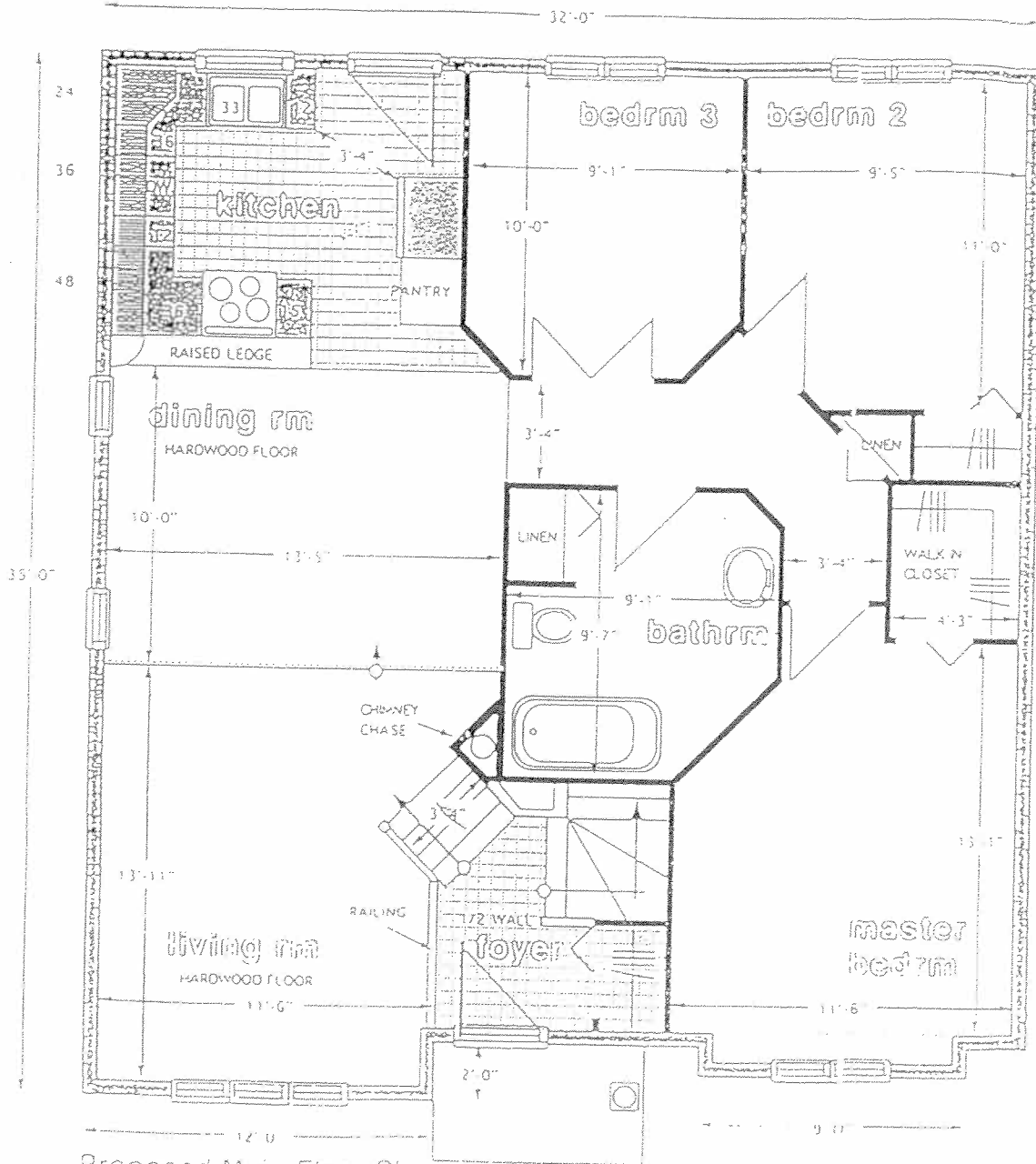
NOTE: AN INSPECTION MUST BE CALLED FOR TO CERTIFY ACTIVITY WITHIN 6 MONTHS OF THE DATE OF PERMIT ISSUE AND WITHIN 12 MONTHS OF THE LAST INSPECTION.

Fig. 1 TYPICAL SITE PLAN EXAMPLE



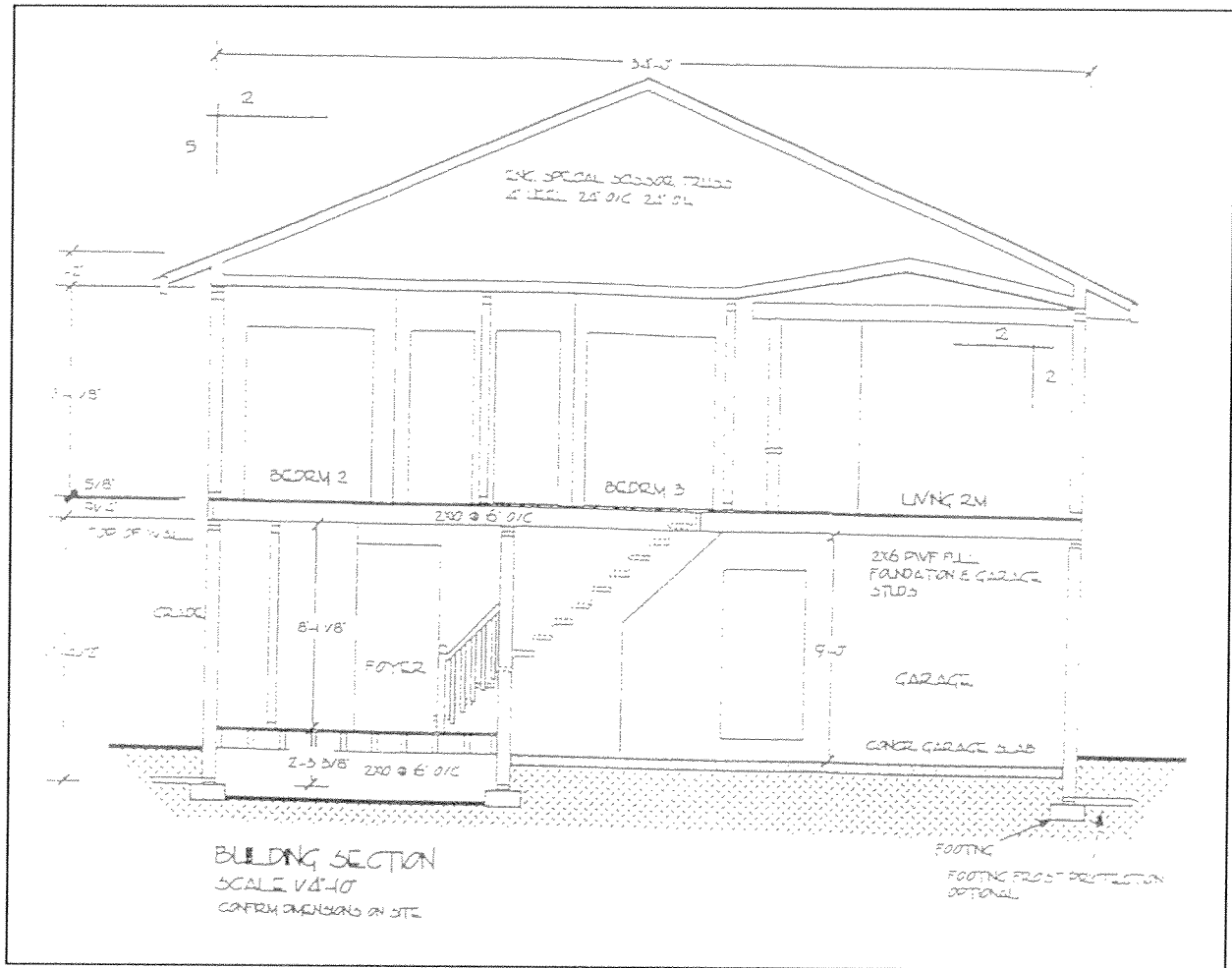
Road, Street or Avenue

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

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

DATE: _____ ADDENDA TO PERMIT # _____
DATE : _____ AJOUT AU PERMIS NO : _____

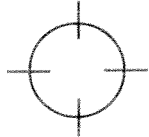
OWNER: _____
PROPRIÉTAIRE : _____

PROPERTY (Legal Description): _____ Lot: _____ Block: _____ Plan: _____
PROPRIÉTÉ (désignation cadastrale) : Lot : _____ Bloc : _____ Plan : _____

FOR OFFICE USE ONLY • RÉSERVÉ AU MINISTÈRE

ZONING: _____ MIN. YD. REQ.: _____ Front _____ Side _____ Rear _____
ZONAGE : _____ Dimensions minimales du lot : Avant _____ Latérale _____ Arrière _____

Indicate North • Indiquez le nord



NOTE: Site Plan must show the under-mentioned items (if applicable):
NOTA : Il faut indiquer sur le plan de situation les éléments suivants (s'il y a lieu) :

- | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>1. Dimensions of lot.
<i>Dimensions du lot.</i></p> <p>2. Dimensions of setback and sideyards.
<i>Dimensions des retraits et des cours latérales.</i></p> <p>3. Location and dimensions of house and future developments (garage, etc.) drawn roughly to scale.
<i>Emplacement et dimensions de la maison et des installations futures (garage, etc.) dessinées approximativement à l'échelle.</i></p> <p>4. Location and dimensions of existing buildings drawn roughly to scale.
<i>Emplacement et dimensions des bâtiments existants dessinés approximativement à l'échelle.</i></p> | <p>5. Location of power line.
<i>Emplacement de la ligne de transport d'énergie.</i></p> <p>6. Location of septic tank and disposal field.
<i>Emplacement de la fosse septique et du champ d'épuration.</i></p> <p>7. Location of well.
<i>Emplacement du puits.</i></p> <p>8. Location and description of adjacent roads, etc.
<i>Emplacement et description des routes adjacentes, etc.</i></p> <p>9. Location of easements of rights of way.
<i>Emplacement des emprises des droits de passage.</i></p> |
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Clear Form

Print Form

Building Safety Branch

"Occupancy Approval Check List"

Items to be completed for OCCUPANCY "only": Fire, Safety and Health for Dwelling Units

1. Ensure Electrical, Propane and Health Dept. (septic) approvals have been "obtained" and submitted to Building Inspector.
2. A functioning bathroom and a kitchen sink installed with a clean surface for handling food.
3. Plumbing system complete and complete with all the traps in place and any future pipes capped off.
4. Heating and fuel storage system complete and functioning.
Please be advised that the installer of any heating fuel tank is required to complete & submit the "Tank & Supply System Installation Checklist", prior to requesting a final inspection.
5. Water-resistant floor finishes in place in bathrooms, kitchen, entrance halls & laundry areas.
6. Stairs, landings, guards and handrails to be in place.
7. A self-closer and weather-stripping in place on a door between the house and attached garage. (No duct openings from house to garage)
8. "Openable" bedroom windows.
9. If there is a fuel-burning appliance, has it been approved and are the required Carbon Monoxide Alarms installed and functioning?
Please be advised that the installer of any fuel-fired heating appliance is required to complete & submit the "Appliance & Vent System Installation Checklist", prior to requesting a final inspection.
10. If the future decks are not in place, ensure any access to them has been barricaded.
11. Electric smoke alarms are required on every floor level, (at the bedrooms) and are all to be interconnected.
12. Has the ventilation and heating systems been approved and are they operating?
13. Interior wall & ceiling coverings in place, with no exposed vapor barrier in occupied spaces.
14. Exterior doors in place and exterior "reasonably" clad to weather.

Please call for inspections and provide at least 72 hours notice.

Dawson City area (867)993-5803

Watson Lake area (867)536-2736

Whitehorse area (867)667-5741

OCCUPANCY REQUIREMENTS

The following list has been developed to clearly define Occupancy requirements.

Item	Code Reference
1. Structural	9.3, 9.4, 9.12, 9.13, 9.14, 9.15, 9.16, 9.17, 9.23, etc.
2. Doors – exterior doors	9.6.2.
3. Windows - bedrooms	9.7.1.2.
4. Stairs – handrails & guards	9.8.
5. Roofing	9.26.
6. Reasonably clad to weather	9.27.
7. Reasonable interior finishes	9.29.
(vapour barrier to be covered)	9.10.17. & 9.25.4.
8. Flooring to be water resistant	9.30.1.2.
9. Plumbing facilities	
bathroom group	9.31.3.1.
kitchen sink	9.31.4.1.
sewage disposal	9.31.5.1. & 9.31.5.2.
10. Ventilation & Carbon	9.32
Monoxide Alarms	
11. Heating	9.33
12. Electrical	
Final approval	9.34.
13. Gas	
Final approval	9.33.5.
14. Smoke Alarms	9.10.19.



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.

<p>For more information, please contact: Environmental Health Services at 667-8391 or toll free 1-800-661-0408, ext. 8391</p>
