



BUILDING PERMIT APPLICATION - OFFLINE

For GENERAL INFORMATION, PAYMENTS or TECHNICAL INFORMATION please call: 867-920-5600

To be completed by the CSR:

PR - 20\_\_ -

Email: permits@yellowknife.ca in a PDF format.

Delivered to: City Hall, 4807-52 Street

Mailed to: City of Yellowknife, PO Box 580, Yellowknife, NT, X1A 2N4

Please note: by submitting a paper format application, in order to check the status or submit additional documents, you will need to create a profile online by using CITYVIEW and contact Customer Service to link your profile with your application.

I. GENERAL INFORMATION

Preferred Communication

Applicant: \_\_\_\_\_ Email: \_\_\_\_\_
Address: \_\_\_\_\_ Phone: \_\_\_\_\_
Owner (if different than Applicant): \_\_\_\_\_ Phone: \_\_\_\_\_
Address: \_\_\_\_\_ Email: \_\_\_\_\_
Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_
Address: \_\_\_\_\_ Email: \_\_\_\_\_

II. PROJECT INFORMATION

Project Municipal Address: \_\_\_\_\_
Legal Description - Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Plan: \_\_\_\_\_

Table with 3 columns: Description, RESIDENTIAL, NON-RESIDENTIAL. Rows include ADDITION(S), ALTERATION(S) & IMPROVEMENT(S), BUILDING ENVELOPE, BUILDING RELOCATION, DEMOLITION(S), FOUNDATION(S), GARAGE(S)/CARPORT(S)/DECK(S)/ACCESSORY BUILDING(S), NEW CONSTRUCTION(S), PRE-FABRICATED BUILDING, REMODELING ANY OCCUPANCY TO MULTI-UNIT RESIDENTIAL BLDG, REMODELING MULTI-UNIT RESIDENTIAL BLDG TO MORE UNITS, REMODELING SINGLE FAMILY DWELLING TO MULTI-UNIT RESIDENTIAL BLDG, REMODELING MULTI-UNIT RESIDENTIAL BLDG TO ANY OCCUPANCY, REMODELING SINGLE FAMILY DWELLING TO ANY OTHER OCCUPANCY, SIGN(S), TEMPORARY BUILDING(S).

\* DEVELOPMENT PERMIT or CHECKLIST IS REQUIRED; Please contact Planning and Lands Division at 920-5600 for more information.

- 1 Professional documents, for foundations see Sec 6.5 & 10.2 of the Building By-law.
Where required Letters of Assurance Forms D and E are required to accompany the application and Form G at completion of work.
2 Windows & doors; walls, floor & roof framing; VB/insulation; partition or loadbearing walls, any other change in the floor plan or building envelope.
3 This application type is for a building when a permit for a Foundations ONLY was issued previously.
4 Accessory buildings under 10sqm with no electrical services or heat and decks lower than 0.6m do not require a Building Permit.
7 Please check By-law No 4469, Section 17. for detailed requirements in regards of signs.
8 A temporary building intended to be used for no more than two years that is not used for facilitating construction work.
9 Occupancy Permit is required at the completion of construction.

III. PERMIT FEES		See chart on page 3 for fee explanation		Note: 1 Processing fee per application	
Quantity	Value of work/Item:	Total value of work:	Rate(\$)	Processing fee	Permit Fee
# <input style="width: 50px;" type="text"/>	X \$ <input style="width: 100px;" type="text"/>	= \$ <input style="width: 100px;" type="text"/> /1,000.00 x \$	<input style="width: 50px;" type="text"/>	} + \$50.00 =	<input style="width: 100px;" type="text"/>
Number of square feet		Rate / Ft	= \$ <input style="width: 100px;" type="text"/>		
# <input style="width: 50px;" type="text"/>	X \$/Ft <input style="width: 100px;" type="text"/>	Rate / Ft	= \$ <input style="width: 100px;" type="text"/>		
Number of square feet		Rate / Ft	= \$ <input style="width: 100px;" type="text"/>		
# <input style="width: 50px;" type="text"/>	X \$/Ft <input style="width: 100px;" type="text"/>	Rate	= \$ <input style="width: 100px;" type="text"/>		
Number of other		Rate	= \$ <input style="width: 100px;" type="text"/>		
# <input style="width: 50px;" type="text"/>	X \$ <input style="width: 100px;" type="text"/>		= \$ <input style="width: 100px;" type="text"/>		
Name on the Card: _____				CVD#	<input style="width: 30px;" type="text"/> <input style="width: 30px;" type="text"/> <input style="width: 30px;" type="text"/>
Credit Card #: <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>				Expiry Date:	<input style="width: 30px;" type="text"/> <input style="width: 30px;" type="text"/> <input style="width: 30px;" type="text"/>
IV. GENERAL NOTES, PROCESS					
A BUILDING PERMIT is required for construction and occupancy of new buildings, and the alteration, reconstruction, demolition, removal, relocation and occupancy of existing buildings.					
<b>Submission</b>	<p>Applications, documents and payments are submitted to the customer service.</p> <p>A flat fee of \$10.00 will be charged for all non-electronic submissions as per By-law No. 4436 (Fees and Charges By-law, as amended).</p>				
<b>Plan Examination</b>	<p>Application is verified. Submitting an incomplete or incorrect application will delay the processing time.</p> <p>Content of documents is verified and additional information/corrections may be requested . These can be emailed directly to the inspector or uploaded online to the Permit. (A customer's profile is required).</p>				
<b>Permit Approval</b>	<p>Permit and Plan Examination is issued and sent by email.</p> <p>Plan Examination specifies the required inspections, departments that are involved, final documents requested for occupancy and conditions of Permit. The Permit must be posted on site, in a conspicuous place.</p>				
<b>Construction Inspections</b>	<p>Construction begins and Inspections are required as stated on the Permit.</p> <p>Applicant is responsible to request inspections by; directly calling the inspector or reception at (867)920-5600; or emailing an inspection request to: "inspectionrequest@yellowknife.ca"</p>				
<b>Construction Inspections</b>	<p>All Inspections are passed; Agencies and/or involved Departments have to sign off the related work;</p> <p>Final documents from professionals and/or other agencies are provided and Final Inspection for Occupancy is passed.</p> <p>The Occupancy Permit is signed and the Construction is ready for Occupancy.</p>				
V. REQUIRED PLANS, SCHEDULES and DOCUMENTS PROVIDED BY OTHER AGENTS					
<p><b>PROFESSIONAL DOCUMENTS:</b> This application is accompanied by all required PLANS, SPECIFICATIONS, and LoA FORMS <b>Letters of Assurance Forms D and E</b> are required as part of this application and <b>Form G</b> is required before a Final Inspection can be scheduled.</p> <p>For more information, please contact Building Services at (867) 920-5600 or email <a href="mailto:inspections@yellowknife.ca">inspections@yellowknife.ca</a></p> <p><b>GNWT- Safety Branch</b>, provides inspections, registration and permits for: electrical work, elevators; boilers and pressure vessels; gas installations. For more information, please contact Safety Branch at (867) 767-9043, 32033 or email <a href="mailto:elecmechsafety@gov.nt.ca">elecmechsafety@gov.nt.ca</a></p>					<input type="checkbox"/> Yes
VI. DECLARATION OF APPLICANT					
I, Owner <input style="width: 30px;" type="text"/> / Agent <input style="width: 30px;" type="text"/> _____					
certify that the information submitted in this application is true and conforms with By-law No. 4469 to the best of my knowledge.					
Applicant's Signature: _____				Date: _____	
VII. FOR OFFICE USE ONLY					
Amount Paid: <input style="width: 150px; height: 20px;" type="text"/>					

Fees are prescribed in the Fees and Charges By-law 4436

SERVICE		FEE
<b>Residential Building Permits</b>		
1	a) Additions	\$50.00 + \$0.60/sq. ft.
	b) Garages c) Carports d) Decks e) Accessory Buildings	\$50.00 + \$0.45/sq. ft.
2	a) Alterations and Improvements b) Remodeling any occupancy to Residential building c) Signs	\$50.00 + \$7.50 per \$1,000.00 of value of work
3	Demolitions	\$250.00 flat fee
4	Temporary Building	\$100/month
5	Foundations	\$50.00 + \$0.30/sq. ft. of the project footprint (additions or new buildings)
6	Superstructure	\$50.00 + \$1.50/sq. ft.
7	Building Envelope; Building Structure	\$50.00 + \$0.75/sq. ft.
8	New Construction	\$50.00 + \$1.50/sq. ft.
9	Pre-fabricated Building	\$50.00 + \$1.00/sq. ft.
11	<b>Re-Inspection Fee</b> Residential and Non-Residential	\$150.00 per inspection (for every re- inspection following a failed inspection)
10	<b>Non-Residential Building Permits</b>	\$50.00 + \$7.00 per \$1,000.00 of value of work