



Building Services Permits

Construction Category

☐ Part 9 Residential Building

☐ Part 3 Building

☐ Part 9 Non-Residential Building

☐ Change of Occupancy

Building Permit:

☐ New

☐ Spray Foam

☐ Addition

☐ Retaining Wall

☐ Alteration

☐ Sign

☐ Demolition

☐ Temporary

☐ Moving

☐ Foundation

☐ Change of
Occupancy

☐ Other

Type of Building:

☐ Single Family

☐ Other:

☐ Secondary Suite

☐ Deck

☐ Semi-Detached

☐ Accessory or Shed

☐ Mixed Use

Mechanical Permit:

☐ Solid Fuel Appl.

☐ Oil Tank

☐ Plumbing

☐ Fire Control

☐ HVAC (Heat, Ventilation, Air Conditioning)

Water / Sewer Permit:

☐ Connect

☐ Disconnect

Fee:

Value of Construction:

Square Feet:

Permit Fee:

\$

\$

Please refer to the [Fees and Charges By-law No. 4436](#), as amended, to calculate Building Permit fees.

Additional Information:

Estimated Start and Completion Dates: _____

Comments:

Forms that may be required by Building Inspectors:

- ☐ Form B1 - Building Energy Efficiency
- ☐ Form B2 - Spray Foam Insulation Requirements
- ☐ Form B3 - Solid Fuel Appliance
- ☐ Form B4 - Ventilation Compliance
- ☐ Form B5 - Oil Burning Equipment
- ☐ Form B6 - Deck Building Information
- ☐ Letter of Assurance Form C - Confirmation of Commitment by Owner and Coordinating Registered Design Professional
- ☐ Letter of Assurance Form D/E - Assurance of Professional Design and Commitment for Field Review and Summary of Design and Field Review Responsibilities
- ☐ Letter of Assurance Form G - Notice of Compliance and Field Review by Registered Design Professional
- ☐ Letter of Assurance Form F - Notice of Compliance by Coordinating Registered Design Professional
- ☐ When applying for a Water/Sewer - Connect/Disconnect, a Building Inspector may require as-built drawings, and a sewer video for compliance.

File Information Letter Request:

- ☐ The request can include building drawings or any other documents related to the construction of buildings. Please state your request describing the type of files you are looking for:

Important Note:

In accordance with the provisions of the *Cities, Towns and Villages Act*, the City Planning and Development Department provides public access to all development applications and supporting documentation as required or allowed by the legislation. By submitting this application and supporting documentation, you acknowledge and consent that the information on this application and any supporting documentation provided by you, your agents, solicitors, and consultants will be part of the public record and may also be used for preparing documents made available to the general public. If you have any questions or concerns about the collection, use, disclosure or destruction of the information collected on this form, please contact the Director of Planning & Development, City of Yellowknife, 4807 52 St, Yellowknife, NT X1A 2N4, 867-920-5600.

Declaration of Applicant:

I, _____, print name, the applicant for this application, certify that the information submitted in this application is true and conforms with City By-laws, to the best of my knowledge.

Signature

Date



Planning and Development Department

CITY OF YELLOWKNIFE



PL-

PR-

Fee Paid:

Email: permits@yellowknife.ca in a PDF format.
Deliver or mail to: City Hall, 4807-52 St, P.O. Box 580, Yellowknife,
NT, X1A 2N4
Phone: 867-920-5600

General Information Form

Property Information

Property Owner Name: (List all current Property Owners)			
Telephone:		Email:	
Civic Address:			
Legal Description	Lot:	Block:	Plan:

Applicant Information

Applicant Name:			
Company Name (if applicable):			
Telephone:		Email:	
Mailing Address:			
Authorization of Agent/ Applicant	If Property Owner is different from Agent/Applicant, please fill out and attach the "Authorization of Agent/Applicant" form A1, to be signed by the Property Owner.		

Important Note:

In accordance with the provisions of the *Community Planning and Development Act* (for Planning applications) and the provisions of the *Cities, Towns and Villages Act* (for Lands and Building applications), the City Planning and Development Department provides public access to all development applications and supporting documentation as required or allowed by the legislation. By submitting this application and supporting documentation, you acknowledge and consent that the information on this application and any supporting documentation provided by you, your agents, solicitors, and consultants will be part of the public record and may also be used for preparing documents made available to the general public. If you have any questions or concerns about the collection, use, disclosure or destruction of the information collected on this form, please contact the Director of Planning & Development, City of Yellowknife, 4807 52 St, Yellowknife, NT X1A 2N4, 867-920-5600.

Declaration of Property Owner:

I, _____, print name(s) _____, the Property Owner(s) for this subject Lot(s), certify that the information submitted in this application is true and conforms with City By-laws, to the best of my knowledge.

Signature

Date

Signature

Date

Application Guide

Planning and Development Department

- ☐ **Form A - General Information Form** (Form A is required to be filled out and attached to all applications across both divisions)
- ☐ **Form A1 - Authorization of Agent/Applicant** (When Property Owner is different from Applicant/Agent, Form A1 is required to be filled out, signed by the Property Owner, and included in the application package)
- ☐ **Form A2 - Development Incentives Application** (For all tax abatements and grants, as outlined in the Development Incentives By-law No. 5097)



Planning and Environment Division

- ☐ **Form P - Development Permit Application / Development Permit Amendment Application / Change of Use Application**
- ☐ **Form P1 - Variance Request Application**
- ☐ **Form P2 - Zoning By-law and/or Community Plan Amendment**
- ☐ **Form P3 - Heritage Application**
- ☐ **Form P4 - File Information Letter Request / Certificate of Compliance Letter Request**

Lands and Building Services Division

- ☐ **Form B - Building Permit**
- ☐ **Form B - Mechanical Permit**
- ☐ **Form B - Water/Sewer - Connect/Disconnect**
- ☐ **Form B - File Information Letter Request**
- ☐ **Form L1 - Land Application**
- ☐ **Form L2 - Encroachment on Municipal Land**
- ☐ **Form L3 - Geotechnical Testing on Municipal Land**

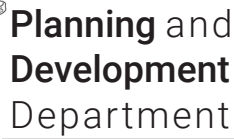


Application Forms

Each application must be filled out completely and clearly, and must be accompanied by a development sketch with all relevant information. Incomplete applications and sketches will be returned without further processing until the corrected material is filed. At minimum, development sketches shall include all abutting lands and property lines, all existing and proposed structures (labeled) including any natural and artificial features, location and nature of any restrictive covenant or easement affecting the subject lands. Dimensions and measurements shall be expressed in metric units. Applications are encouraged to be made online, through our City of Yellowknife Portal: <https://cityview.yellowknife.ca/Portal>

Application Fee

The fee for processing an application or permit shall be paid to the City in accordance with the [Fees and Charges By-law No. 4436](#), as amended. Where the application involves more than one type of development or service, the fee shall be the sum of all applicable fees. Where development proceeds without a permit being first obtained, the appropriate fees shall be doubled. Where a demolition application is separate from an application for construction on the same site, the demolition permit application shall be based on the type of building/structure to be demolished. Where more than one variance is requested, one application is to be made per property and may include more than one variance.



A1

PR-

Phone: 867-920-5600

Authorization of Agent/Applicant

Authorization of Agent / Applicant

Date _____



Building Energy Efficiency Form

General Information

Project Address:

Applicant's Name:

Telephone:

Email:

☐ Part 9 Residential Building

☐ Performance Path

☐ Prescriptive Path
(Complete Table 1)

☐ Mid-Construction Blower Door Test - Target is 3.0
ACH50

☐ Final Post-Construction Blower Door Test - Target
is 1.5 ACH50

Table 1 - Prescriptive Path for Part 9 Residential Building

Assembly	Minimum Required Thermal Resistance		Proposed Thermal Resistance / Type of Insulation / FDWR
	Effective RSI [m ² ·K/W]	Effective R-value [ft ² ·°F/btu]	
Walls (above grade)	5.28	30	
Walls (below grade)	4.96	28	
Attic ceilings / roof	10.6	60	
Cathedral ceilings / roof	7.0	40	
Slab on ground	5.64	32	
Exposed floor	7.0	40	
Floors above unheated space	6.28	35	
Insulation skirt extending out horizontally (1m out)	5.64	32	
	Effective USI [W/m ² ·K]	Effective U-value [btu/ft ² ·°F]	
Doors excluding glazing	0.91	0.16	
Windows and glazed doors	1.00	0.18	
Maximum fenestration and door-to-wall ratio (FDWR)	15%		

House Performance Compliance Calculation Report (Energy Analysis) is provided as per NBC 2.2.8.3 of Div. C

☐ Yes ☐ No

☐ Part 3 Residential Building

☐ Prescriptive Path
(Complete Table 3)

☐ Performance Path
(Attach Energy Analysis)

Table 3 - Prescriptive Path Values for Part 3 Residential Building

Assembly	Minimum Required Thermal Resistance		Proposed Thermal Resistance / Type of Insulation / FDWR
	Effective RSI [m ² ·K/W]	Effective R-value [ft ² ·°F/btu]	
Walls (above grade)	6.82	38	
Walls (below grade)	5.95	34	
Ceilings / roof	8.80	50	
Slab on ground	3.30	18	
Exposed floor	8.75	50	
Floors above unheated space	7.00	40	
Perimeter insulation (1.0m out)	3.30	18	
	Effective USI [W/m ² ·K]	Effective U-value [btu/ft ² ·°F]	
Doors excluding glazing	1.4	0.25	
Windows and glazed doors	1.4	0.25	
Maximum fenestration and door-to-wall ratio (FDWR)	17%		

☐ Part 3 and Part 9 Non-Residential Building

☐ Complies with the N.B.C.

☐ Energy Evaluation attached as per 9.36 of the N.B.C.

☐ Energy Evaluation attached as per N.E.B.C.

Energy Analysis Attached?

☐ Yes ☐ No

Declaration of Applicant:

I, _____, the applicant for this application, certify that the information submitted in this application is true and conforms with City By-laws, to the best of my knowledge.

Signature

Date



Spray Foam Insulation Form

General Information

Project Address:

Installer:

Telephone:

Email:

Builder:

Telephone:

Email:

Product	CCMC Listing or Report # _____ Manufacturer _____ Colour _____ CCMC approved for use as: <input type="radio"/> Insulation <input type="radio"/> Vapour Barrier <input type="radio"/> Air Barrier <input type="checkbox"/> Low Density (open cell) <input type="checkbox"/> Medium Density (closed cell) <input type="checkbox"/> Type 1 <input type="checkbox"/> Type 2 RSI/mm (or R/in) _____ Complies with NBC 9.25.2.2. <input type="radio"/> Yes <input type="radio"/> No	Foamed Plastic Insulation has been or will be protected as per NBC 3.1.4.2. and 9/10/17/10. <input type="radio"/> Yes <input type="radio"/> No <u>Please Note: Additional Information may be required.</u>	Thermal Barrier
		Have the plans, details and specifications been reviewed and sealed by a registered design professional (Architect or Engineer)? <input type="radio"/> Yes <input type="radio"/> No	RDP Involved
Application	Where will the spray foam be applied? _____ Thickness: _____ mm	Spray foam insulation applied to the underside of the roof sheathing in an attic, and in similar enclosed spaces; Describe how the insulation maintains continuity, and indicate how this requirement will be met:	Continuity of Installation
Safety	<u>Buildings cannot be occupied for 24 hours</u> - Manufacturer's safety protocols have been followed: <input type="radio"/> Yes <input type="radio"/> No		
Label	A "Label" has been placed on the job site as required by CAN/ULC-S705.2: <input type="radio"/> Yes <input type="radio"/> No		
Installer	Installing Company: _____ Certified Installer: _____ Signed by (Print): _____	Date: _____ ID #: _____ Signature: _____	



Solid Fuel Appliance Form

General Information

Project Address:

Installer:

Telephone:

Email:

☐ Requirements of 2020 National Building Code have been met

☐ Requirements of CSA B365-17 have been met

☐ Manufacturer's Installation Manual has been followed

☐ Part 9 - Residential Building

☐ Part 9 - Non-Residential Building

Appliance Information

Appliance Fuel Type:

☐ Pellet

☐ Wood

Appliance Style:

☐ Stove

☐ Furnace

☐ Boiler

☐ Fireplace

Make:

Model:

Serial Number:

Manufacture Date:

Venting Information

ULC Standard

Make:

Model:

Type:

Declaration of Applicant:

I, _____, print name, the applicant for this application, certify that this installation conforms with the provided Manufacturer's Installation Manual, 2020 National Building Code, and CAN/CSA B365-17 to the best of my knowledge.

Signature

Date



Ventilation Compliance Form

General Information

Project Address:

Installer:

Telephone:

Email:

☐ Part 9 - Residential Building

☐ Part 9 - Non-Residential Building

System Design Method

☐ 2020 National Building Code, Section 9.32.

☐ CAN/CSA-F326-M91 (R2014)

☐ HRAI Residential Heat Loss and Gain Calculations Worksheet or equivalent has been submitted

Appliance Information

Make

Model

Serial Number

CFM

Declaration of Applicant:

I, _____, the applicant for this application, certify that this installation conforms with the provided Manufacturer's Installation Manual, 2020 National Building Code, and CAN/CSA F326-M91 to the best of my knowledge.

Signature

Date



Oil Burning Equipment Form

General Information

Project Address:

Installer:

Telephone:

Email:

Checklist

☐ Requirements of CSA B139-19 have been met

☐ Part 9 Residential Building

☐ Requirements of 2020 National Building Code have been met

☐ Part 9 Non-Residential Building

☐ Manufacturer's Installation Manual has been followed

☐ Part 3 Building

Appliance Information

Make:

Model:

Serial Number:

Manufacture Date:

Venting Information

ULC Standard

Make:

Model:

Type:

Declaration of Applicant:

I, _____, print name, the applicant for this application, certify that this installation conforms with the provided Manufacturer's Installation Manual, 2020 National Building Code, and CAN/CSA B139-19 to the best of my knowledge.

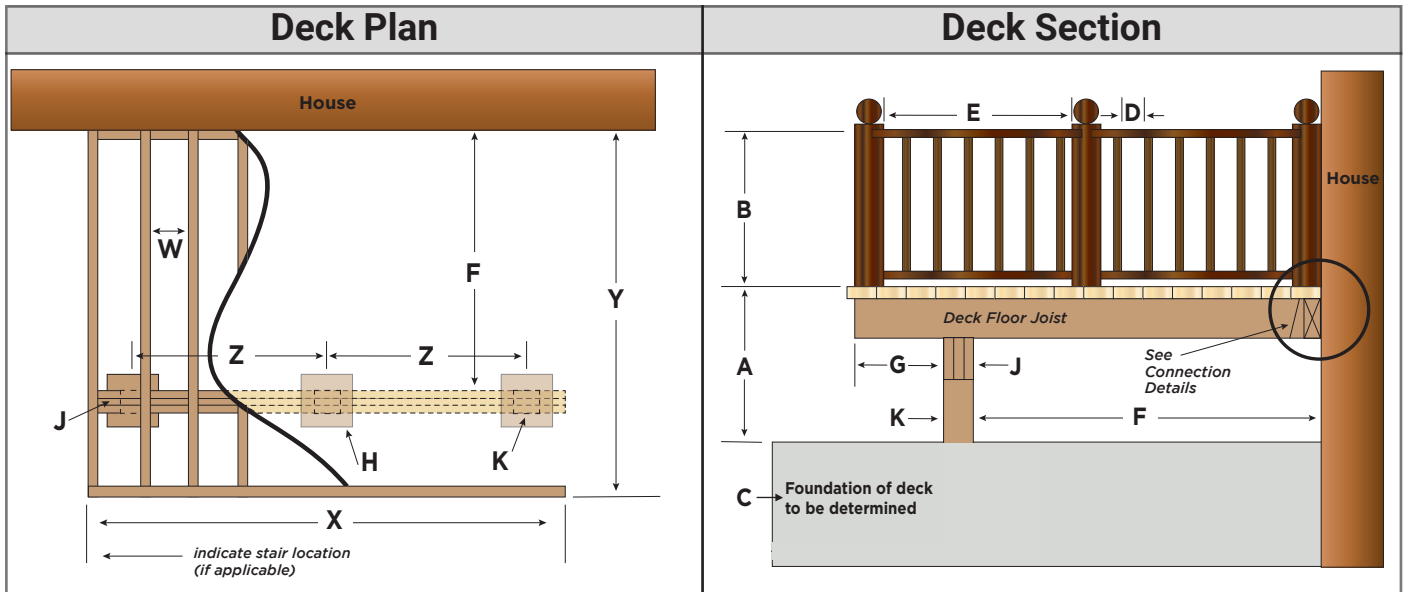
Signature

Date



Deck Building Information

A sketch of the deck, showing dimensions and setbacks to property lines, must be attached to this application.



Deck Specifics		
Refer to Diagrams		Dimension
A	Height of deck above finished grade (ground level)	
B	Height of deck guard (handrail)	
C	Deck foundation type: <input type="radio"/> Pin to Bedrock <input type="radio"/> Surface-Mount <input type="radio"/> Concrete Column <input type="radio"/> Other:	
D	Openings in guard - maximum 100mm (4") opening	
E	Distance between guard posts - maximum 2.4m (8') apart - minimum 4"x4"	
F	Span of floor joist (see chart)	
G	Cantilever distance (if applicable)	
H	Column's footing size (see plan)	
J	Beam size (see chart)	
K	Wood column supporting wood beam - minimum column size 140mm x 140mm (6"x6") or (3ply -2"x6")	
W	Joist size and spacing	
X	Deck width	
Y	Deck length	
Z	Distance between support columns	
<input type="checkbox"/> A sketch of the deck, showing dimensions and setbacks to property lines, is attached to this application.		

Is Your Deck a Replacement? ☐ Yes ☐ No

If Yes, what are the dimensions of the original deck?

If No, confirm whether the deck requires a Development Permit for Variance, and attach Form P1 if it does.

Wood Beam Size (J) - National Building Code

Wood Beam Size (J)	Supported Joist Length of Wood Deck Joists				
	'Supported Joist' length means 1/2 the sum of the joist spans on both sides of the beam (1/2 of "F" + "G" = Supported Joist Length - round up to nearest length)				
	8'-0" (2.4 m)	10'-0" (3.0 m)	12'-0" (3.6 m)	14'-0" (4.2 m)	16'-0" (4.8 m)
Maximum Span of Wood Beams between Columns (Z)					
3 - 2" x 8" (3 - 38 mm x 184 mm)	10' (3.07 m)	9' - 4" (2.85 m)	8' - 7" (2.63 m)	8' (2.44 m)	7' - 6" (2.28 m)
4 - 2" x 8" (4 - 38 mm x 184 mm)	10' - 2" (3.38 m)	10' (3.14 m)	9' - 8" (2.95 m)	9' - 2" (2.8 m)	8' - 7" (2.63 m)
3 - 2" x 10" (3 - 38 mm x 235 mm)	12' - 10" (3.92 m)	11' - 6" (3.52 m)	10' - 6" (3.22 m)	9' - 9" (2.98 m)	9' - 2" (2.79 m)
4 - 2" x 10" (4 - 38 mm x 235 mm)	14' - 2" (4.32 m)	13' - 2" (4.01 m)	12' - 2" (3.71 m)	11' - 4" (3.44 m)	10' - 7" (3.22 m)
3 - 2" x 12" (3 - 38 mm x 286 mm)	15' (4.57 m)	13' - 4" (4.09 m)	12' - 4" (3.73 m)	11' - 4" (3.46 m)	10' - 6" (3.23 m)
4 - 2" x 12" (4 - 38 mm x 286 mm)	17' - 4" (5.25 m)	15' - 6" (4.72 m)	14' - 2" (4.31 m)	13' (3.99 m)	12' - 3" (3.73 m)

Wood Joist Size (W) - National Building Code

Joist Lumber Size (W)	Spacing of Joists (on Centre) (W)	Maximum Span between supports (F)	Spacing of Joists (on Centre) (W)	Maximum Span between supports (F)	Spacing of Joists (on Centre) (W)	Maximum Span between supports (F)
2" x 6" (38 x 140 mm)	12" (300 mm)	9' - 4" (2.86 m)	16" (400 mm)	8' - 6" (2.60 m)	24" (600 mm)	7' - 5" (2.27 m)
2" x 8" (38 x 184 mm)	12" (300 mm)	12' - 4" (3.76 m)	16" (400 mm)	11' - 2" (3.42 m)	24" (600 mm)	9' - 9" (2.99 m)
2" x 10" (38 x 235 mm)	12" (300 mm)	15' - 9" (4.81 m)	16" (400 mm)	14' - 4" (4.37 m)	24" (600 mm)	12' - 6" (3.82 m)
2" x 12" (38 x 286 mm)	12" (300 mm)	19' - 2" (5.85 m)	16" (400 mm)	17' - 5" (5.31 m)	24" (600 mm)	15' - 2" (4.64 m)

Important Note:

1. Modular and factory-built homes require a self supporting deck.
2. If your home is factory-built and the deck is attached, then contact the City's Building Inspector for instructions.
3. A sketch of stairs and railing (guard) will be required.
4. A sketch of connection details will be required.
5. Construction that varies from the approved plans shall be re-submitted for review by the City of Yellowknife.
6. For commercial buildings, contact a Building Inspector.

Declaration of Applicant:

I, _____, print name, the applicant for this application, certify that the information submitted in this application is true and conforms with City By-laws, to the best of my knowledge.

Signature

Date