

Building Bylaw Information Session

Part 2: Permit Fees & Charges

February 27th, 2025 @ 2.30 pm – 4:00pm

Introduction

Melissa Hollis: Building Department Manager, RMOW

Jay Klassen: Senior Building Official, RMOW

Jill Brooksbank: Senior Communications Officer, RMOW

Agenda:

- Presentations *(30 minutes)*
 - Overview of project
 - Fee Structure
- Q & A *(1 hour)*
 - Comments / Feedback



The Resort Municipality of Whistler is grateful to be on the shared, unceded territory of the Lil'wat People, known in their language as Lil'wat7úl, and the Squamish People, known in their language as Skwxwú7mesh.

We respect and commit to a deep consideration of their history, culture, stewardship, and voice.

Housekeeping

- Technical support: Send us a message via chat tool



Chat



Q&A

- Questions: Raise your (virtual) hand at the end of the presentation or put your question into the Q&A tool at anytime

Building Bylaw – MIABC

Approach

- Update using the Municipal Insurance Association of British Columbia (MIABC) model core bylaw
- Prescriptive bylaw template developed and reviewed legally to provide a base for local governments to adopt

How the MIABC Core Bylaw works

- 80% of the core bylaw is standardized
- 20% of the bylaw is flexible and can be customized to a community's unique needs

In the Sea-to-Sky Corridor, the District of Squamish, Squamish-Lillooet Regional District, and Village of Pemberton have all used the model core bylaw

Building Bylaw - Why

Construction is regulated through;

- Provincial legislation and codes (BC Building Code)
- Municipal regulations and bylaws

The RMOW's Building bylaw is one part of this regulation system

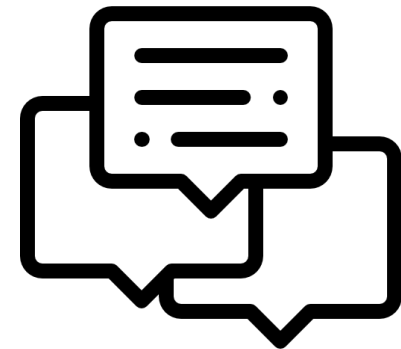
Goals of bylaw update:

1. Improve clarity and consistency about roles and responsibilities of builders and staff through the permit process
2. Improve efficiency for staff with permit processing
3. Improve compliance with the bylaw and support
4. Reduce risk for the municipality and community
5. Support other departmental improvements
6. Provide consistency in permit fees and fiscal sustainability

Areas for Input

We are seeking community input into 3 areas:

1. **Fees and charges**
2. Unrestricted matters
3. Implementing a Certified Professionals program



Approach

- Separate Permit Fees & Charges Bylaw
 - Consistent format with regional partners (Pemberton & Squamish)

Goals

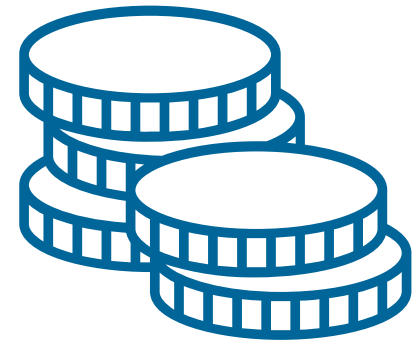
- Support transparency and consistency in the valuation of permits
- Encourage compliance with the building bylaw and timely closure of files
- Ensure the long-term stability of department operations

Current method

Permit fee is calculated based on a **declared construction value**

The declared value is meant to include:

- Full construction costs
 - All fees & costs for design
 - Investigative testing
 - Consulting services
 - Construction (All components)
 - Construction Management
 - Contractors profit & overhead
 - Sales Taxes
 - Construction insurance



Challenges

- Open to interpretation
 - Receive a wide range of “declared values”
- Over the past 5 years, we have seen declared values ranging from **\$204 to \$1828 per sq foot**, for new single-family dwellings.
 - With an average declared value of \$645 per sq foot.
- Declaration is based on good faith
 - Some applicant declare true value – other’s do not
 - We had to set some minimum standards due to the large range
- Disputed: leads to conflict in conversations
- Variations in scope of work
 - Value in construction does not necessarily match the Building/permit type, type of work and required staff review time

Methodology

Method to determine the “permit scope index” values for proposed works

- ALL permit data from 2019-2024
- Modelled based on the permits
 - Total Floor area
 - Declared value
 - Type of permit
 - Scope

Intent: To keep permit fee values in line with current values



Proposed fee structure

$$\text{Building Permit fee} = \text{PSI} \times A$$

PSI = Permit scope index for classification of proposed work as detailed in *Tables 1.1 – 3.3*

A = floor area in m² (A) of work involved. Is measured to the outer face of exterior walls and to the centre of party walls.

Interpretation of fee Calculation:

- The floor area of the proposed work measured to the outer face of exterior walls and to centre line of party walls, including attached garages.
- For interior alterations or renovations, the calculated area of work is the total area affected by the proposals.

PSI Table Categories



Single Family Dwelling (SFD)



Small scale multi unit housing (SSMUH) & Multi unit residential buildings (MURB)



Commercial Buildings

Type of work proposed:

- New Floor Area
- Additions
- Renovations
 - Interior
 - Deck
 - Exterior Changes
- Tenant improvement (Commercial)
 - Same occupancy
 - Change of Use
 - Food & Beverage

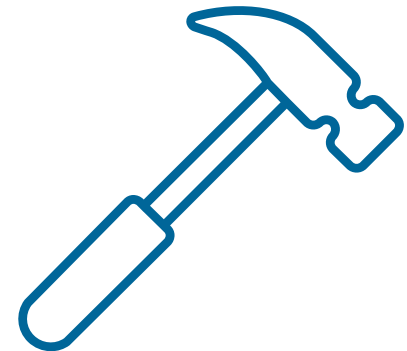
Example: New Single-Family Dwelling

Flip to Excel worksheet

Trade Permit Fees

MIABC core bylaw aims to formalize the simple permit types;

- Standalone plumbing permit
- Hot water tank replacement permit
- Fire suppression permit
- DES disconnect
- Heat pump permit
- Pool/hot tub permit
- Special ventilation
- Solid fuel-burning appliance
- Fire Alarm system permit



Intent: Simplify application and costs

Partial permits

- Partial permits – foundation, excavation etc. – additional reviews so costs in time for this
- Move to an additional % of the total permit fee
 - Site Alteration
 - Excavation
 - Foundation
 - Demolition

Process:

- Require multiple reviews of same project scope
- Ensure scope proposed in full permit is compliant

Other Fees

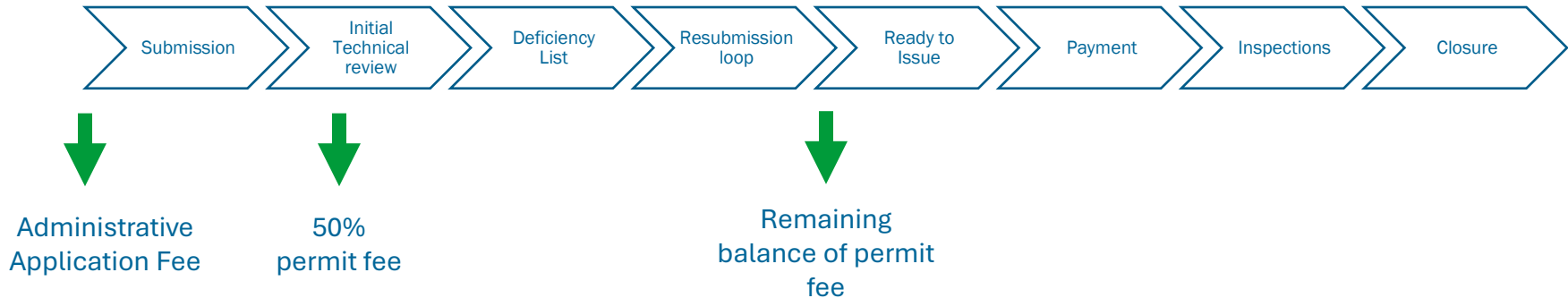
Resubmissions / Revisions:

- **Resubmissions:** prior to permit issuance
- Include minimum amount in fee
- **Revisions:** after permit has been issued
- Repeat of major revisions for review may be subject to additional cost
- Minor revisions (door moves, red line type mark ups) included

Evaluation Services:

- Alternative Solutions
- Product Compliance
- Occupant load reviews
- Based on average staff time to review, include review time by multiple staff members and departments

Fee payment structure



Aligns with workflow of processing a permit

1. Administrative application fee: non-refundable due at time of submission

2. Permit Fee

- 50% prior to review, due once submission is accepted and prior to being placed into permit review line
- Remaining balance (50%) due prior to permit issuance

Refund: structured to account for work completed on the permit application as time of refund request or cancellation, where applicable

Opportunities

- Remove ambiguity
- Level out fee - to be fair and consistent
- Transparency and predictability
- Consistent application
- Standardizing the items covered in the permit fee and provide transparency
 - # of inspections
 - # of revisions
- Optimise time spent on complete applications, reduce time being spent on repeat reviews
- **Future:** Develop fee calculator tool to assist with estimating the fee based on permit type and scope before applying

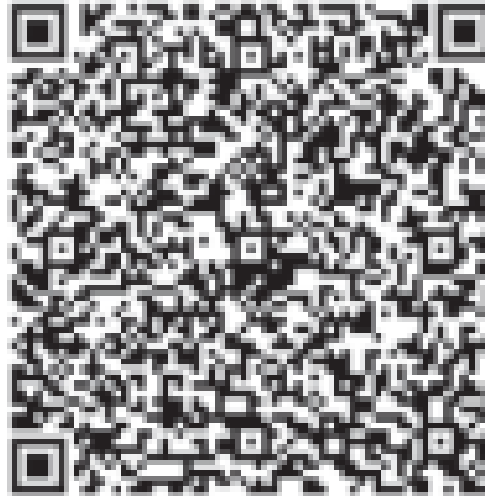
Question & Answer / Comments



How to provide feedback

Complete a survey until March 12, 2025:

1. Visit engage.whistler.ca/building-bylaw OR
2. Scan this QR code to access survey



Next steps



Staff will incorporate community feedback into draft bylaws

Presentation at Committee of the Whole meeting at end of March/start of April 2025

Bylaw readings and adoption in April 2025

Thank you for attending!