



DISTRICT OF SICAMOUS

BUILDING REGULATIONS BYLAW NO. 1056, 2025

**A BYLAW TO PROVIDE FOR THE ADMINISTRATION OF THE
BUILDING CODE**

Consolidated for Convenience Only

This is a consolidated version of the parent bylaw that incorporates changes made pursuant to the following amendment bylaws:

Amendment Bylaw	Type of Amendment	Effective Date

DISTRICT OF SICAMOUS BUILDING REGULATIONS BYLAW NO. 1056, 2025

A BYLAW TO PROVIDE FOR THE ADMINISTRATION OF THE BUILDING CODE

WHEREAS the Community Charter authorizes the District of Sicamous, for the health, safety and protection of persons and property, to regulate the construction, alteration, repair or demolition of buildings and structures by Bylaw;

AND WHEREAS the Province of British Columbia has enacted the British Columbia Building Code to govern standards in respect of the construction, alteration, repair, and demolition of buildings and structures in Municipalities within the Province;

AND WHEREAS the District of Sicamous deems it necessary to provide for the administration of the Building Code;

NOW THEREFORE THE COUNCIL OF THE DISTRICT OF SICAMOUS, in open meeting assembled, enacts as follows:

1. This Bylaw may be cited for all purposes as the "District of Sicamous Building Regulations Bylaw No. 1056, 2025".
2. District of Sicamous Building Regulations Bylaw No. 700, 2008, and all amendments thereto are hereby repealed.
3. This Bylaw takes effect once adopted, provided the provisions of Bylaw No. 700, 2008 and its amendments continue to apply to any construction that has a permit and has commenced before the date of adoption of this Bylaw.

DIVISION ONE – PREAMBLE

Purpose of Bylaw

101. This Bylaw shall, notwithstanding any other provision herein, be interpreted in accordance with this section.
102. This Bylaw is enacted for the purpose of regulating *construction* in the public interest within the *District of Sicamous*. The activities undertaken by or on behalf of the *District* pursuant to this Bylaw are for the sole purpose of providing a limited and interim spot check for health, safety and the protection of persons and property. The purpose of this Bylaw does not include:
 - a) The protection of owners, owner-builders, or contractors from economic loss;
 - b) The assumption by the *District* of any responsibility for ensuring the compliance by any owners, their *agents* or any employees, contractors, designers or *Registered*

Professionals retained by them, with the *Building Code*, the requirements of this Bylaw or any other applicable Codes, standards or enactments;

- c) Providing any person a warranty or assurance that *construction* undertaken pursuant to any building or *structure* for which a *permit* or authorization is issued under this Bylaw;
- d) Providing any warranty or assurance that *construction* undertaken pursuant to a *permit* or authorization issued by the *District* is free from latent, or any other defects or complies with this Bylaw; or
- e) Providing any assumption the *District* or any *Building Official* has any responsibility for ensuring that any *construction* will be geotechnically sound and will not be subject to flooding, mud flows, debris flows, debris torrents, erosion, land slip, rock falls, subsidence, avalanche, or geohazards.

Metric Units

103. Metric units are used for all measurements in this Bylaw. The approximate equivalent of those units in commonly used units of imperial measure (feet, inches, etc.) are shown in brackets following each metric measurement and such bracketed figures are included for convenience only and do not form part of this Bylaw.

Scope and Exemptions

104. This Bylaw shall apply to:

- a) The design, *construction* and occupancy of a building when a building, or part thereof, is constructed on-site or is assembled or placed on-site as a factory-built unit or component;
- b) The *construction* involved in the demolition when the whole or any part of a building is demolished or removed;
- c) All parts of the building when the whole or any part of a building is moved;
- d) Any alteration, and to any part of a building affected by alterations, which, in the opinion of the *Building Official*, reduces the levels of public *health and safety* below the levels existing prior to the alteration;
- e) All parts of the building affected by a change of use or occupancy;
- f) All such replacements and alterations including, but not limited to, the alteration of room layouts, alteration of the insulation/vapour barrier in an exterior wall, creation of new openings in exterior walls or the completion of previously unfinished floor areas;
- g) Any part remaining when a building is damaged or destroyed to the extent of seventy-five (75%) per cent or more of its value above its foundations as determined by the *Building Official*;
- h) Site grading or permanent surfacing, which will affect the drainage characteristics of the site, excluding single and two family dwellings;
- i) The design and *construction* of *retaining walls* where the difference in finished grade elevation is greater than 1.22 metres (4.0 feet) in height;
- j) The *construction*, installation, relocation or alteration of public *swimming pools* and hot tubs, together with all ancillary equipment, services and attachments normally employed in the use of a public *swimming pool* or hot tub, and to the *construction* of fences surrounding such public *swimming pools* or hot tubs;

- k) The design and repair of the entire plumbing system where a condition exists that is, or may become dangerous or injurious to health, except where the portion of the system affected is completely independent from any other part of the system;
- l) The design and installation of on-site roads and underground utilities for institutional, industrial, commercial, mobile home park, multi-family or strata developments;
- m) The design, *construction*, or installation of solid fuel burning appliances, fireplaces, and chimneys; and
- n) *Farm buildings* which exceed "low-human occupancy" as set out in the National Farm Building Code of Canada (1995), as amended from time to time.

105. This Bylaw does not apply to:

- a) Buildings and *structures* exempted by Part 1 of the *Building Code* except as expressly provided for herein;
- b) Accessory buildings less than 10 square metres (107.6 square feet) in building area that do not create a hazard, on the condition that the building is sited in accordance with the Zoning Bylaw adopted by the *District of Sicamous*;
- c) Deck *structures* where the surface is less than 0.6 metres (2.0 feet) above the adjacent grade or surface;
- d) Fences, except as required by Sentence 104(j);
- e) Non-structural repairs or alterations to a building or *structure* or the repair or replacement of plumbing works except as where contemplated by 104 above;
- f) Bridges, except pedestrian and vehicle bridges attached to, or forming part of, a building;
- g) Docks, wharves or piers, except where a building or *structure* is constructed on, or adjacent to, a dock, wharf or pier;
- h) Greenhouses or other similar *structures* covered by polyethylene film or similar fabric, and intended to be used only for residential storage purposes or the production of agricultural products; on the condition the *structure* is sited, and the uses are in accordance with the Zoning Bylaw adopted by the *District of Sicamous*;
- i) *Swimming pools* serving only a detached single-family dwelling; and
- j) Low-human occupancy *Farm Buildings*, as defined by the National Farm Building Code of Canada (1995), as amended from time to time, and located within the Agricultural Land Reserve designated by the Agricultural Land Commission of British Columbia.

Other Enactments

106. Where any Provincial Act or Regulation or any other *District* Bylaw may apply to any matter covered by this Bylaw, compliance with this Bylaw shall not relieve the owner or their *agent* from complying with provisions of such other Act, Regulation, or Bylaw.

Severability

107. If a section, subsection, paragraph, or phrase in this bylaw is for any reason declared invalid by a court of lawful jurisdiction, the decision will not affect the validity of the remaining portions of this bylaw.

DIVISION TWO – DEFINITIONS

201. In this Bylaw:

- a) All words and phrases shall have their normal or common meaning except where this is changed, modified, or expanded by the definitions set forth in this Bylaw.

The following words and terms have meanings set out in the British Columbia *Building Code*, as amended from time to time: *assembly occupancy, building, building area, building height, business and personal service occupancy, care or detention occupancy, constructor, Coordinating Registered Professional, design review, high hazard industrial occupancy, industrial occupancy, low hazard industrial occupancy, major occupancy, mercantile occupancy, medium hazard occupancy, occupancy, owner, Registered Professional, and residential occupancy.*

Agent means a person authorized by a property owner to represent the owner in matters pursuant to this Bylaw and includes a lessee with authority to build or construct.

Building Code means the current edition of the British Columbia *Building Code* as adopted by the Minister responsible under provincial legislation as amended or re-enacted from time to time.

Building Official includes a person or persons designated by the *District of Sicamous* as the Chief Building Inspector, *Building Official*, Building Inspector, Plumbing Inspector, and includes supervisors for these positions.

Complex Building means:

- a) All buildings used for major occupancies classified as:
 - i) Assembly occupancies;
 - ii) Care or detention occupancies; or
 - iii) High hazard occupancies; and
- b) All buildings exceeding 600 square metres (6458.3 square feet) in building area or exceeding three stories in building height used for major occupancies as:
 - i) Residential occupancies;
 - ii) Business and personal services occupancies;
 - iii) Mercantile occupancies; or
 - iv) Medium and low hazard industrial occupancies.

Construction includes erection, location, repair, alteration, addition, demolition, installation, placement, removal, excavation, or relocation, of any building or *structure* or part thereof, and includes work done as part of, or serving, a building, *structure*, or development.

Construction Value means completed building value of all *construction* or work related to the building; including the total value of: finishes, roofing, electrical, plumbing, heating, air-conditioning, fire extinguishing systems, elevators and any other building service equipment and materials; the current monetary worth of all plans and specifications, labour and fees for design, testing, consulting, management,

contractors' profit and overhead; and current monetary worth of all contributed labour and material site works as declared by the applicant or as determined by the *Building Official*.

District or District of Sicamous means the Corporation of the District Municipality of Sicamous.

District Engineer means the person duly appointed by the *District of Sicamous* to act as the *District's* municipal engineer and includes any person or consulting firm appointed or designated by the *District* to act on its behalf.

Farm Building means a building or *structure* of "low-human occupancy" as set out in the National Farm *Building Code* of Canada such as silo, hay shed, greenhouse, or barn devoted to livestock, poultry, farm equipment, or storage for items such as feed, produce, grain, hay, pesticides and fertilizers. For clarity, a *farm building* does not contain any residential or accessory residential use or occupancy such as vehicle garages, workshops, and similar or any farm retail or processing facilities.

Fire Chief means the person appointed by the *District of Sicamous* as the Chief of the *District's* Volunteer Fire Department and includes the Deputy Fire Chief.

GHG means greenhouse gas.

Health and Safety means design and *construction* regulated by the *Building Code*.

Moving Permit means a *permit* issued by the *Building Official* authorizing the moving of a building into the *District* or from one location to another within the *District*.

Occupancy Classification means the major occupancy group for which a building or part thereof is used or intended to be used according to the classification set out in the *Building Code*.

Permit means permission or authorization, in writing from the *Building Official* for works or *construction*, required by or pursuant to, this Bylaw.

Registered Professional (RP) means: (a) a person who is registered or licensed to practice as an architect under the Architects Act, or; (b) a person who is registered and licensed to practice as a professional engineer under the Engineers and Geoscientists Act.

Re-Inspection means any additional inspection required as a result of faulty or deficient *construction*, *construction* not completed, or *construction* concealed prior to inspection.

Retaining Structure or Retaining Wall means a *structure* that is subject to lateral earth pressure or imposed lateral load pressures, is laterally unsupported at the top and retains more than 1.22 metres (4.0 feet) of material measured as the difference between the finished grade at the top and bottom of the *structure*.

Sign means any *structure* that is subject to a regulatory Bylaw in respect of *signs* enacted by the *District of Sicamous*.

Simple Building means a building of three (3) storeys or less in building height having a building area not exceeding 600 square metres (6458.3 square feet) and used for a major occupancy classified as:

- a) Residential occupancies,
- b) Business and personal services occupancies,
- c) Mercantile occupancies, or
- d) Medium and low hazard industrial occupancies.

Siting Permit means a *permit* that grants permission to place or situate a building or *structure* in a specific location, which can include moving a building or beginning new *construction*. It ensures that the building or *structure's* placement aligns with the *District's* bylaws including setbacks and land use policies.

Special Inspection means an inspection not listed in Division 16, and includes a building site, a building to be moved, an existing building for the purpose of a change in *occupancy classification*, or where a *permit* has expired.

Step Code means the BC Energy Step Code as referenced in the British Columbia *Building Code* as amended from time to time.

Structure means a *construction* or portion thereof of any kind, whether fixed to, supported by, or sunk into land or water, but specifically excludes landscaping, fences, and *retaining structures* equal to, or less than, 1.22 metres (4.0 feet) in height.

Swimming Pool means any constructed or prefabricated *structure* designed for holding water for the purpose of swimming, bathing or wading and more than 0.6 metres (2.0 feet) in depth at any given point. For the purpose of this definition, a hot tub not more than 8 square meters (86 square feet) in water surface area shall not be considered a *swimming pool*.

DIVISION THREE – PROHIBITIONS

- 301. No person shall continue any excavation, *construction*, alteration, reconstruction, demolition, removal or relocation of any building or *structure*, or other works related to *construction* unless the *Building Official* has issued a *permit* or authorization for the *construction* as outlined in this Bylaw.
- 302. No person shall continue to construct a building or *structure* or any part thereof after the *Building Official* has placed a stop work order of *construction* or has ordered the suspension of any portion of the *construction*.
- 303. No person shall change the use of an existing building or *structure*, to the extent the *occupancy classification* as defined by the *Building Code* changes, contrary to this Bylaw, the *Building Code*, or any other applicable Bylaw or Provincial enactment unless the *Building Official* has issued a *permit* or authorization for the change as outlined in this Bylaw.

- 304. No person having authority for *construction* on a site, shall cause, allow, or maintain any unsafe condition.
- 305. No person shall occupy or use any building or *structure* unless an Occupancy Certificate or completed final inspection has been issued by the *Building Official* for the building or *structure*.
- 306. No person shall occupy or use any building or *structure* contrary to the terms of any *permit* or authorization issued, or any notice given by the *Building Official*.
- 307. No person shall submit any false or misleading information in an application for a *permit* or in regard to any other submissions as outlined in this Bylaw.
- 308. No person shall do any *construction* which varies with the approved design, plans or specifications of a building, *structure* or other works for which a *permit* has been issued unless such variance has been approved in writing by the *Building Official*.
- 309. No person shall, unless authorized in writing by the *Building Official*, reverse, alter, deface, cover, remove or in any way tamper with any notice, *permit*, authorization or certificate posted upon or affixed to a building or *structure* pursuant to this Bylaw.
- 310. No person shall obstruct the entry of the *Building Official*, or other authorized Official of the *District*, to any property, building, or premises, in the administration and enforcement of this Bylaw.

DIVISION FOUR – AUTHORITY OF BUILDING OFFICIAL

401. The *Building Official*:

- a) May administer this Bylaw;
- b) May enter any land, building, *structure*, or premises at any reasonable time for the purpose of ascertaining that the terms of this or any other *District* Bylaw are being observed;
- c) May keep records of *permit* applications, *permits*, notices and orders issued, inspections and tests made, and shall retain copies of all documents related to the administration of this Bylaw for a period as established by *District* policy;
- d) May establish whether the *construction* of a building or *structure* for which a *permit* is sought or issued under this Bylaw and other applicable enactments substantially conforms to the requirements of the *Building Code*;
- e) May, if requested to do so, and upon payment of an Equivalency Report Administration fee as specified in Appendix A of this Bylaw, receive evidence to consider performance-based designs or alternative types of materials, products, methods of design, or methods of *construction*;
- f) May determine the compliance of an application with this Bylaw, the *Building Code*, or any other applicable Bylaw, statute, regulation, or enactment; and
- g) Shall carry proper credentials confirming their status as a *Building Official*.

402. The *Building Official* may order:

- a) A person who contravenes this Bylaw to comply with the Bylaw in a specified time;
- b) The removal of any unauthorized encroachment on public property;
- c) The removal of any building or part thereof constructed in contravention of this Bylaw and other applicable enactments;
- d) The termination of any *construction*, or occupancy, in contravention of this bylaw and other applicable enactments;
- e) The termination of any *construction*, or occupancy if in the opinion of the *Building Official* an unsafe condition exists because of *construction* undertaken or not completed; and
- f) The remediation or repair of public works or public property that occurs during *construction*, within a specified time.

403. The *Building Official* may, before issuing an Occupancy Certificate, require the owner to provide a *Registered Professional's*, or other appropriate certification, at the expense of the owner, where in the opinion of the *Building Official* such evidence is necessary to determine that the requirements of this Bylaw and other applicable enactments have been substantially complied with.

404. The *Building Official* may order the immediate cessation or correction of all or any portion of the *construction* on any site, by attaching an notice to that effect on such premises, when, in their opinion such *construction* is not being performed substantially in accordance with the provisions of this Bylaw, the *Building Code*, or any other applicable Bylaw or enactment. Such order shall remain posted on the premises until all *construction* that is not being performed in accordance with this Bylaw, the *Building Code*, or any other applicable Bylaw, or enactment, has been remedied to the satisfaction of the *Building Official*. No *construction*, other than the required remedial measures, shall be carried out on the portion of the *construction* affected by the notice until the *Building Official* has removed such order in writing.

DIVISION FIVE – RESPONSIBILITIES OF OWNER

501. It is the owner's responsibility, prior to commencing *construction* to:

- a) Determine the *construction* site is safe and any concerns related to flooding, soil stability, drainage, fire risk, or other potential hazards are addressed;
- b) Obtain a current title search from the Land Title office to determine whether there are encumbrances which may affect the proposed *construction*;
- c) Investigate the availability, location and capacity of utility services to determine whether the proposed *construction* can be accommodated and arrange the plumbing to suit the location of the connections provided for the lot in a manner satisfactory to the *Building Official*;
- d) If applicable, obtain elevation and *construction* requirements relative to floodplain requirements, Riparian Area Regulations, Department of Fisheries and Oceans Regulations, or any other Federal and Provincial Regulations; and
- e) Obtain all other necessary approvals in respect of the works, which may include, but are not limited to, approvals relating to sewage disposal, potable water, and highway access.

502. The owner shall allow the *Building Official* and persons named under Division Twenty-One, to enter the property, building, or premises at any reasonable time for the purpose of administering and enforcing this or any other *District* Bylaw or enactment.
503. Every owner, to whom a *permit* or authorization is issued pursuant to this Bylaw, shall be responsible for the cost of repair of any damage to public works or public property that occurs during *construction*.
504. The owner shall ensure that all *construction* is confined within the boundaries of the property on which the *construction* is, or is to be located, and does not adversely affect adjacent properties.
505. Where *construction* is being done subject to a *permit* under the provisions of this Bylaw and other applicable enactments, the owner or *agent* shall be completely responsible for the cost of any damage to adjacent property arising out of, or incidental to, the *construction* and shall indemnify and save the *District* harmless in this regard.
506. Every owner shall:
- Immediately stop *construction* in respect to which the *Building Official* has posted a Stop Work Order; and
 - Obtain from the *Building Official* written permission to resume *construction* that has been suspended by a Stop Work Order.
507. Every owner shall:
- Immediately vacate the building or *structure* or portion of a building or *structure* in respect to which the *Building Official* has posted a Do Not Occupy Notice; and
 - Obtain from the *Building Official* written permission to resume occupancy of a building or *structure* after the issuance of a Do Not Occupy Notice.
508. The owner shall, during *construction*:
- Post and maintain the *permit*, or copy, in a conspicuous location on the property in respect of which the *permit* was issued;
 - Keep a copy of the reviewed plans and specifications on which the *permit* is based on-site and available during working hours; and
 - Post the civic address on the property in a location visible from any adjoining streets.
509. The owner shall not continue building *construction* beyond the framing stage until:
- A level of fire protection acceptable to the *Fire Chief* has been provided for the *construction*; and
 - A certificate of location has been provided by a registered British Columbia Land Surveyor certifying the building, and/or *structure* under *construction*, is located on the property in compliance with *District* regulations. The *Building Official* may waive the requirement for a certificate of location where:
 - The building or *structure* is located on a large parcel such that setback distances to the property line are not a concern; and
 - The owner has provided sufficient information to satisfy the *Building Official* no utility rights-of-way or other encumbrance is present which may affect the building site.

510. The owner, when required by the *Building Official*, shall uncover and replace at their own expense any *construction* that has been covered contrary to an order issued by the *Building Official*.
511. The owner, when required by the *Building Official*, shall provide at their own expense, tests, inspections, or evidence necessary to establish substantial compliance with this Bylaw and other applicable enactments in a form satisfactory to the *Building Official*.
512. Neither the issuance of a *permit* under this, or other *District* Bylaw and other applicable enactments nor the acceptance or review of plans, drawings, specifications, or supporting documents, nor any monitoring conducted or inspection made by or on behalf of the *District* shall in any way relieve the owner and/or their *agent* from full and complete responsibility to perform the *construction* in strict accordance with this Bylaw, the *Building Code* and other applicable enactments respecting *health and safety*.
513. When a site is deemed to be in an unsafe condition, the owner shall promptly take all action necessary to put the site in a safe condition.
514. The owner shall:
- a) Prior to occupancy or use of any building or *structure* or part thereof, after completion of *construction* of the building, or part thereof, including *construction* required in connection with any change in *occupancy classification* of any building, or part thereof, obtain from the *Building Official* an Occupancy Certificate and;
 - b) Prior to occupancy of the building, complete all on-site and off-site *construction* including paving, curbing and landscaping or otherwise satisfy the *Building Official* the *construction* in question will be completed by a specified date in accordance with *District* Bylaws and submit securities in the amount of 125% of the value of *construction* remaining.

DIVISION SIX – GENERAL PERMIT REQUIREMENTS

601. A *permit* is required whenever *construction* regulated by this Bylaw and other applicable enactments is to be undertaken.
602. To obtain a *permit*, the owner shall apply in writing on the application form available from the *District* or apply through the *District's* online portal.
603. Unless approved by the *Building Official*, an application for a *permit* for a building or *structure* shall expire:
- a) Ninety (90) days after the application date if any requested documents, professional certificates, reports or approvals have not been submitted; or
 - b) Ninety (90) days after notification to the Owner that a *permit* is ready for issuance and the *permit* fee has not been paid, and
- the *Building Official* may destroy any submitted materials that have not been retrieved by the applicant if the application has expired.

604. Sufficient information shall be submitted with each application to clearly identify the property to be developed and to establish the proposed *construction* will substantially conform to this Bylaw and other applicable enactments.
605. Where it has been determined by the *District* that sanitary sewer is not available, no *permit* will be issued until the *Building Official* is provided with written verification the proposed sewage disposal system is acceptable to the *District*.
606. The *Building Official* may require a *Registered Professional* to provide design, plan certification, and field reviews, if:
- a) The site conditions, soil types, contours, or drainage require special foundation design;
 - b) The proposed building, *structure*, or *construction*, or part thereof is not standard *construction*;
 - c) The alterations to a building, *structure*, or *construction*, or part thereof is not standard *construction*;
 - d) The size or complexity of the development or an aspect of a development warrants; or
 - e) The proposed building, *structure*, or *construction* is of a category requiring professional design.
607. No *permit* shall be issued for the *construction* of an accessory building or *structure* on any site, unless the principal building to which the accessory building or *structure* is an accessory, has been constructed, or will be constructed simultaneously with said accessory building or *structure*.
608. Every *construction* site shall be graded so surface water accumulated thereon is substantially contained on-site and disposed of in a method of disposal acceptable to the *District*.
609. Every *construction* site shall be maintained free of loose or blowing debris and shall be subject to a continuous and effective program of dust control during the various phases of *construction*. All water, oil, gasoline, grease, soil, sand, gravel, rock, snow, or any other substance, material, or debris deposited or tracked onto a highway from a *construction* site must be promptly removed.
610. A *Registered Professional* shall undertake the design and conduct field reviews of the *construction* of a *Retaining Structure or Retaining Wall*. *Retaining walls* shall be considered as a single wall where individual *structures* are located within a ratio of 1V:1H of each other.
611. The *Building Official* may refuse to issue a *permit* if:
- a) The information is inadequate to determine compliance with this Bylaw, any other enactment, or an encumbrance registered on the title of the land;
 - b) The information submitted is incorrect; or
 - c) Issuance of a *permit* is prohibited by a provision of another Bylaw, any other enactment, or an encumbrance registered on the title of the land, and
- the owner shall be notified in writing of the refusal.

612. The *Building Official* shall issue a *permit* when:

- a) A completed application, including all required supporting documentation has been submitted and reviewed;
- b) The owner has paid all applicable fees set out in this Bylaw;
- c) Off-site works to service the property are completed, or designed, to the approval of the *District*, and all appropriate connection fees or other *construction* costs have been paid;
- d) Any required securities, in the form of cash or an irrevocable letter of credit, have been posted;
- e) The owner has paid all charges and has met all requirements imposed by this Bylaw and any other applicable statute or Bylaw; and
- f) No covenant, agreement, or regulation of the *District* authorizes the *permit* to be withheld.

613. Unless approved by the *Building Official*, a *permit* is issued upon the condition that *permit* shall expire if the *construction* authorized by the *permit* is:

- a) not substantially commenced within six (6) months of *permit* issuance;
- b) not completed within two (2) years of *permit* issuance; or
- c) discontinued or has been suspended for a period of more than six (6) months.

614. The *Building Official* may renew a *permit* as follows:

- a) An application for renewal must be made prior to expiry of the original *permit*;
- b) The *permit* renewal shall be for a further one (1) year period if, in the determination of the *Building Official*, the *construction* is progressing at a reasonable rate in accordance with the accepted plans;
- c) No *permit* shall be renewed more than once; and
- d) A *permit* renewal fee is paid in accordance with Appendix A of this Bylaw.

615. The *Building Official* may revoke a *permit* where:

- a) There is a contravention of any terms or conditions under which the *permit* was issued;
- b) There is a contravention of any provision of the *Building Code*, any other applicable enactment, or encumbrance registered on the title of the land;
- c) The *permit* was issued based on incorrect information supplied by the owner or *agent* or the *Building Official* determines the *permit* was issued in error;
- d) The *Building Official* determines the *construction* contravenes the approved design, plans or specifications of a building, *structure* or other works for which a Development Permit, Development Variance Permit, or other approval has been issued or given; or
- e) The *permit* was issued based on reliance of a *Registered Professional* and the *Registered Professional's* license to practice has been revoked by their professional association; and

the owner shall be notified in writing of the revocation.

616. Record drawings shall be submitted to the *District*, as requested by the *Building Official*, for changed works, or where plans and specifications were not required at the time of *permit* issuance. Plans shall be submitted in an electronic format acceptable to the *District*, and in hardcopy form.

617. For the purpose of identification, and as a condition of occupancy, every parcel of real property containing a building subject to a *permit* under this Bylaw must display the street address or other lot identification by means of clear and legible sign.
618. Where the *District* has caused a notice to be filed on the title of the property in accordance with the Community Charter, the notice may be removed provided:
- a) The owner has obtained a new *permit* for the correction of the *construction*;
 - b) The deficient *construction* has been corrected and completed so the condition which gave rise to the filing of the notice has been rectified; and
 - c) The owner has paid a Notice on Title removal fee in accordance with Appendix A of this Bylaw.
619. No person shall rely upon any *permit* as establishing compliance with this Bylaw and other applicable enactments or assume or conclude that this Bylaw or other applicable enactments have been administered or enforced according to their terms.

DIVISION SEVEN – PLUMBING

701. Application for a *permit* shall be in writing on the application form available from the *District* and shall:
- a) Be signed by the owner, *agent*, or a signing officer if the owner is a company;
 - b) State the number of fixtures to be installed in the building;
 - c) State the length of building sewer, building storm sewer and water service pipe;
 - d) Include specifications and drawings made to a suitable scale for *complex buildings*, and buildings with complex plumbing systems, showing:
 - i) Site services, including size and location of pipes;
 - ii) Site drainage, including a storm management plan with size and location of pipes, catch basins, and dry wells;
 - iii) Total fixture loads on sanitary, storm, and water supply systems;
 - iv) Riser diagrams with fixture loads at the base of stacks;
 - v) Rainwater leaders, size of pipe and area of roof drained; and
 - vi) Information required by the *Building Code*.
 - e) Contain all information necessary to establish substantial compliance with this Bylaw and other applicable enactments; and
 - f) Include mechanical drawings designed by a *Registered Professional*, for *complex buildings*, and buildings with complex plumbing systems as determined by the *Building Official*.
702. There shall be separate connections to utility services for each separate parcel of land within the *District* connected to such utilities.
703. Except where specifically required by the *District* and where a legal right-of-way or easement has been obtained, and such plans are accepted by the *District*, no plumbing system, drainage system, private sewer system, or parts thereof, shall be located in any lot other than the property which is the site of the building, *structure*, or premises serviced by such facilities.

704. Where a water connection is made to the *District's* water system, or the *construction* requires the issuance of a *permit*, the Owner shall install a water meter downstream of all connections in accordance with the specifications and requirements of the *District of Sicamous* Water Regulations, Rental and Connection Charge Bylaw No. 185, 1995, as amended from time to time, and other applicable enactments.
705. Where a water connection is made to the *District's* water system, or the *construction* requires the issuance of a *permit*, the Owner shall provide the cross-connection prevention requirements as specified and outlined in the *District of Sicamous* Cross Connection Control Bylaw No. 607, 2006, as amended from time to time, and other applicable enactments.
706. Where a potable water supply, other than the *District's* system, is the source of potable water, the applicant shall provide evidence the potable water supply meets all Provincial and Interior Health Authority requirements.
707. Evidence of potable water supply shall be submitted prior to occupancy for a *permit* for a building or *structure* where the occupancy of which requires a supply of potable water. Such water supply shall comply to the British Columbia Drinking Water Protection Act and regulations, as amended from time to time.
708. Where a proposed building or *structure*, requiring connection to a potable water supply, is located adjacent to or within reasonable proximity to the *District's* water system, such building or *structure* shall be connected to the *District's* water system.
709. Where a proposed building or *structure*, requiring connection to a sanitary sewer system, is located adjacent to or within reasonable proximity to the *District's* sanitary system, such building or *structure* shall be connected to the *District's* sanitary sewer system.
710. Where connection to the *District's* sanitary sewer system is not available, the owner shall provide a sewage disposal report and plan prepared by a Registered Onsite Wastewater Practitioner or a *Registered Professional* in compliance with Interior Health Authority requirements.
711. Where a building or *structure* is demolished or removed from its site the *District* shall determine the extent of *construction* and the costs involved to seal, remove, or leave in place the sanitary sewer, storm sewer, or water service connections. Off-site works shall be performed by the *District* and at the owner's expense.
712. Water service lines shall be installed at a minimum depth of 1.8 metres (5.9 feet).
713. Sanitary sewer service lines shall be installed at a minimum depth of 1.5 metres (4.9 feet).

DIVISION EIGHT – COMMERCIAL SWIMMING POOLS

801. Every application for a *permit* for a public *swimming pool* and/or hot tub shall be accompanied by the following information:

- a) A plot plan showing the location of the proposed public *swimming pool* and ancillary buildings relative to lot boundaries, existing building and *structures*, existing and proposed fences, and *retaining walls*;
- b) Plans and sections prepared by a *Registered Professional* describing the *construction* of the proposed *swimming pool* and ancillary equipment including all water supply piping, waste piping and appurtenances;
- c) Details of water supply and method of disposal of wastewater from backwashing and draining of the *swimming pool*;
- d) Proposed fence *construction* in sufficient detail to show compliance with the requirements of this Bylaw and other applicable enactments;
- e) Interior Health Authority approval to construct; and
- f) Such other information required by the *Building Official*.

802. Approval from the Interior Health Authority shall be required prior to use or operation of a public *swimming pool* or hot tub.

803. No public *swimming pool* shall be designed with direct connection to the domestic water supply unless protected by an approved backflow prevention device.

804. No public *swimming pool* shall be drained to the *District* sanitary sewer system. *Swimming pool* drainage must be contained on-site and discharged in a manner acceptable to the *Building Official*.

805. Public *Swimming pools* and pool equipment contained within a building or *structure* shall comply with the setback requirements for accessory buildings or *structures* contained in the Zoning Bylaw adopted by the *District of Sicamous*.

806. A public *swimming pool* shall be made secure by an enclosure:

- a) Not less than 1.5 metres (4.92 feet) in height;
- b) Constructed to be non-climbable without footholds or handgrips on the outside surface of the enclosure; and
- c) With accesses through the enclosure equipped with self-closing and self-latching devices inaccessible to children at least 1.5m above grade or finished floor.

DIVISION NINE – APPLICATIONS FOR A PERMIT

901. An application for a *permit* shall:

- a) Be signed by the owner, *agent*, or authorized signatory if the owner is a company;
- b) Be accompanied by an Appointment of Agent form available from the *District* where the applicant is not the registered owner of the property;
- c) Include a copy of a title search made no later than thirty (30) days prior to the date of application, or pay the Land Title search fee specified in Appendix A of this Bylaw;
- d) State the intended use or uses of the building;
- e) State the *construction value* of the proposed *construction*;
- f) Include site plans drawn to an acceptable scale, and referenced to the current registered legal survey for the subject property, showing:
 - i) The legal description and dimensions of the parcel on which the building is located or proposed to be located, with a north arrow;

- ii) The setbacks, location, and dimensions of all buildings and *structures*, both existing and proposed, from other buildings and *structures*, parcel boundaries, and watercourses and waterbodies;
- iii) The means of access to service the property and a detailed parking layout;
- iv) Proposed elevation of the building or *structure* to an established datum;
- v) All easements and rights-of-way;
- vi) Existing and finished ground levels to an established datum at, or adjacent to, the site;
- vii) For other than single and two family dwellings, lot coverage and floor area calculations; and
- viii) For other than single and two family dwellings, provision for garbage containers, proposed method of screening and a detailed landscape treatment for the site.

The *Building Official* may waive the requirements for a site plan, in whole or in part, where the *permit* is sought for the repair or alteration of an existing building or *structure*.

- g) Include plans of the proposed building or *structure* drawn to an acceptable scale showing sufficient information to determine compliance with this Bylaw and other applicable enactments, including but not limited to:
 - i) Foundation plans;
 - ii) Floor plans showing the use of all rooms, the location, size and swing of doors and windows, plumbing fixtures, and structural, mechanical, and electrical elements;
 - iii) Stair dimensions, including guard and handrail details;
 - iv) Elevations of all sides of the building or *structure* showing finishes, roof slopes, roof top equipment and screening, windows, doors, and finished grade;
 - v) Cross section(s) through the building or *structure* at sufficient locations indicating details of foundations, drainage, ceiling heights, and *construction* elements;
 - vi) Components of fire protection including:
 - (1) location and degree of fire resistance ratings of firewalls and fire separations;
 - (2) location and degree of fire resistance ratings between storeys, suites, exits, shafts, and corridors; and
 - (3) fire detection, suppression, and alarm systems.
 - vii) Such other information necessary to illustrate all essential features of the design of the building or *structure*; and
 - viii) All other information necessary to establish compliance with this Bylaw and other applicable enactments.
- h) Be accompanied by the following supporting documents where applicable:
 - i) A sewer disposal report and plan prepared by a Registered On-site Wastewater Practitioner or a *Registered Professional* Engineer in compliance with Interior Health Authority requirements;
 - ii) Access permits as required by the *District* or Ministry of Transportation and Transit;
 - iii) A Riparian Assessment Report prepared by a Qualified Environmental Professional in accordance with Provincial regulations;
 - iv) Other such information, which may be required by Federal or Provincial Regulations; and
 - v) Include a pre-*construction* compliance report that demonstrates the energy compliance path to which the building conforms, and, where a building conforms to Subsection 9.36.6 or 10.2.3 of Division B of the *Building Code*, the *Step Code* to

which it conforms; or if the building is designed in conformance to the prescriptive path set out in Subsection 9.36.2- 9.36.4, include an energy compliance summary.

902. In addition to the requirements of Section 901, the following may be required by the *Building Official* to be submitted with a building *permit* application for the *construction* of a building where the complexity, type, or use of the proposed building or *structure* or siting circumstances warrant:
- a) Site servicing drawings, including sufficient detail of off-site services to indicate location at the property line, prepared and sealed by a *Registered Professional*;
 - b) Cross section(s) through the site showing grades, buildings, *structures*, parking areas and driveways;
 - c) A roof plan and building height calculations;
 - d) Structural, electrical, mechanical, architectural, or fire suppression drawings prepared and sealed by a *Registered Professional*; and
 - e) "Assurance of Professional Design and Commitment of Field Review" completed by the *Registered Professional* in accordance with the *Building Code*.
903. With respect to *complex buildings*, applications must include:
- a) Confirmation of commitment by Owner and Coordinating *Registered Professional* required by the *Building Code* from the Coordinating *Registered Professional*, signed by the owner, or *agent*, and the Coordinating *Registered Professional*;
 - b) "Assurance of Professional Design and Commitment for Field Reviews" required by the *Building Code*, each signed by such *Registered Professional* as the *Building Official*, or the *Building Code*, may require, preparing the design for and conducting field reviews of, the *construction* of a building or *structure*; and
 - c) Be accompanied by the owner's acknowledgment of responsibility and undertakings made in the form attached as Appendix B of this Bylaw.
904. The *Building Official* may waive the application requirements, in whole or in part, where the complexity, type, use, or scope of *construction* warrants.
905. Except as specified elsewhere in this Bylaw, every building *permit* shall, prior to issuance, require payment of a security deposit in the amount of:
- a) \$1000.00 for the *construction* of a single or two family dwelling, addition/renovation, accessory building or *structure*, or placement of a factory-built building; or
 - b) \$5000.00 for the *construction* of a commercial, industrial, institutional, or multi-family building.

DIVISION TEN – MOVING OF BUILDINGS

1001. An application for a *moving permit* for the relocation or moving of a building or *structure* shall:
- a) Include information which may be required by the *Building Official* specified in Division 9;
 - b) Include plans and specifications detailing all upgrading required to meet the requirements of this Bylaw and any other enactments after the building is moved to a new site;
 - c) Identify the existing location of the building or *structure* and proposed location to which the building or *structure* is to be moved; and

- d) Provide confirmation of the time, manner, and route of the move have been accepted by the Public Works department, Royal Canadian Mounted Police, utility companies and the Ministry of Transportation, when applicable.

1002. Every person moving a building or *structure* from a site within the *District* shall ensure the site is left in a neat, clean, and safe condition after the removal.

1003. Every application for a *moving permit* to relocate a building or *structure* shall be accompanied by security in the amount of \$2000.00, and in a form acceptable to the *Building Official*.

1004. In the case of a factory-built building shall:

- a) Comply with the Canadian Standards Association standard A277 or Z240 as applicable for a factory-built residential building; and
- b) When placed on a permanent foundation, the site preparation, foundation, and anchorage shall be constructed in compliance with the British Columbia *Building Code*.

1005. Prior to obtaining an occupancy certificate, the owner shall ensure *District* services are terminated to the satisfaction of the *District* and all utilities have been disconnected and/or sealed to the satisfaction of the appropriate utility authority and provide a building location certificate prepared by a British Columbia Land Surveyor, if required.

DIVISION ELEVEN – DEMOLITION OF BUILDINGS

1101. An application for a *permit* for the demolition of a building or *structure* shall:

- a) Include information which may be required by the *Building Official* specified in Division 9;
- b) Identify the existing location of the building or *structure*;
- c) Identify the location of existing utilities; and
- d) Provide written verification by the appropriate utility authorities that all utility services to the building have been disconnected and/or sealed and are rendered safe.

1102. Every person demolishing a building or *structure* within the *District* is to ensure all services and utilities are disconnected prior to the demolition at the property lines and the site is left in a neat, clean, and safe condition after the demolition.

1103. Every application for a *permit* to demolish a building or *structure* shall be accompanied by security in the amount of \$2000.00, and in a form acceptable to the *Building Official*.

DIVISION TWELVE – TEMPORARY BUILDINGS

1201. The word “temporary”, as used in this Division, shall mean a period not exceeding one year.

1202. An application for a *permit* for the location of a temporary building or *structure* shall:

- a) Include information which may be required by the *Building Official* specified by Division 9;
- b) Identify the proposed location of the building or *structure*; and
- c) Identify the location and details of services, including fire protection provisions.

1203. Temporary buildings shall comply with the requirements of this Bylaw, other applicable enactments, and the siting and use requirements in the Zoning Bylaw adopted by the *District*, as amended from time to time.
1204. Every application for a *permit* to locate a temporary building or *structure* shall be accompanied by security in the amount of \$2000.00, and in a form acceptable to the *Building Official*.
1205. In the case of temporary buildings for seasonal commercial use:
- a) The temporary building shall only be in place from April 1st to October 31st in any year;
 - b) The temporary building shall be disassembled, or partly disassembled to a point where the *structure* is no longer a building, or removed from the *District* between November 1st to March 30th of the following year, or posted with a "no occupancy" notice;
 - c) The temporary building shall comply with the siting and use requirements of the Zoning Bylaw adopted by the *District*, as amended from time to time;
 - d) There shall be only one temporary building per property; and
 - e) The maximum size is limited to 60 square metres (645.9 square feet).

DIVISION THIRTEEN- SITING PERMIT

1301. To ensure items are sited in accordance with the Zoning Bylaw adopted by the *District*, a *siting permit* shall be required for:
- a) Park model trailers (Z241)
1302. The *siting permit* fee shall be paid in accordance with Fees and Charges Bylaw adopted by the *District*.
1303. An application for a *siting permit* shall include information which may be required by the *Building Official* specified by Division 9.

DIVISION FOURTEEN – PROFESSIONAL DESIGN AND FIELD REVIEW

1401. When the *Building Official* considers that the site condition, size, complexity of *construction* or a development, or an aspect of *construction* or a development warrant, the *Building Official* may require a *Registered Professional* to provide plan certification and a summary of design and field review requirements.
1402. When more than two *Registered Professional's* provides "Assurance of Professional Design and Commitment of Field Review", a "Confirmation of Commitment by Owner and Coordinating Registered Professional" shall be provided to the *District*.
1403. When a *Registered Professional's* services have been retained for the *construction*, in whole or in part, proof of professional liability insurance shall be provided to the *Building Official* in the form of Appendix C of this Bylaw.
1404. The *Registered Professional* shall provide copies of their field inspection reports at the request of the *Building Official* and keep the *Building Official* informed of the progress of *construction*.

DIVISION FIFTEEN – PROFESSIONAL PLAN CERTIFICATION

1501. The “Assurance of Professional Design and Commitment of Field Review” referred to in Division 9 and Division 14 are relied upon by the *District* and its *Building Officials* as certification the design and plans to which the “Assurance of Professional Design and Commitment of Field Review” relate, substantially comply with the *Building Code* and other applicable enactments relating to *health and safety*.
1502. A building *permit* issued pursuant to the requirements of this Bylaw and other applicable enactments, shall include a notice to the owner the building *permit* is issued in reliance upon the certification of the *Registered Professional* that the design and plans submitted in support of the application for the building *permit* comply with the *Building Code* and other applicable enactments relating to *health and safety*.
1503. When a building *permit* is issued in accordance with the provisions of Section 743 of the Local Government Act relative to building plan approval, the *permit* fee shall be reduced in accordance with Appendix A of this Bylaw.

DIVISION SIXTEEN – INSPECTIONS

1601. When a *Registered Professional* provides “Assurance of Professional Design and Commitment of Field Review” in accordance with Division 9 and Division 14, the *District* will rely solely on field reviews undertaken by a *Registered Professional* and the “Assurance of Professional Design and Commitment of Field Review”, to which the letters relate, as certification that the *construction* substantially conforms to the design, plans and specifications and that the *construction* substantially complies with the *Building Code*, this Bylaw, and other applicable enactments.
1602. The *Building Official* may attend the *construction* site from time to time during *construction* to ascertain that field reviews are taking place and to monitor the field reviews undertaken by the *Registered Professional*.
1603. The *Building Official* may attend the site of the *construction* of buildings or *structures* to ascertain whether the *health and safety* aspects of the *construction* are being carried out in substantial conformance with those portions of the *Building Code*, this Bylaw, and any other applicable enactment concerning *health and safety*.
1604. The owner, or *agent*, shall give a minimum of two (2) working day’s notice to the *District* of the following stages of the *construction*:
- a) When excavation and footing forms are complete, including placement of required reinforcing, but prior to placing of any concrete therein;
 - b) When foundation concrete, damp proofing, waterproofing, and perimeter drains are complete, but prior to any backfill being placed;
 - c) When all pipes, joints, and fittings connecting the building or *structure* to the sewer connection or private disposal system, and the water supply have been completed but prior to any backfill being placed;
 - d) When framing and sheathing of the building are complete, including the installation of roof membrane, all exterior doors and windows, fire-stopping, bracing, lateral bracing

and brace wall bands, chimneys, structural iron, stairs, ductwork, rough-in plumbing, wiring and gas venting, but before any insulation, drywall, or other interior or exterior finish is applied, which would conceal such *construction*;

- e) When insulation, air and vapour barrier, are complete, but prior to installation of interior finish;
- f) When the smoke chamber of a fireplace or the chimney breaching assemblies are complete, but before continuation of the assembly above this point;
- g) When all fixtures, devices, attachments and appurtenances of the building plumbing system are complete; and
- h) When all *construction* is complete but prior to occupancy.

1605. In the case of a *simple building*, the owner, or *agent*, shall obtain an inspection of the *construction* under Section 1604, and prior to concealing the *construction*, shall receive the *Building Officials* written authorization to proceed with the *construction*.

1606. For greater certainty, in the case of *complex buildings*, the requirement under Section 1604 to notify the *District* of the listed stages of *construction* applies but does not oblige the *District* to attend the site for inspections, monitoring, or any other purpose.

DIVISION SEVENTEEN – OCCUPANCY CERTIFICATES

1701. The *Building Official* may issue an Occupancy Certificate if satisfied the building or *structure*, or part thereof, substantially complies with the provisions of the *Building Code*, this Bylaw, and any other applicable enactments.

1702. The *Building Official* may issue an occupancy approval for part of a building or *structure* when that part of the building or *structure* is self-contained, provided with essential services, meets *health and safety* requirements, and if applicable, accessibility, *GHG* emissions and conservation requirements set out in Division Eighteen have been met.

1703. A Final Occupancy Certificate shall not be issued unless:

- a) all “Assurance of Professional Design and Commitment of Field Review” have been submitted when required in accordance with the BC *Building Code*;
- b) all aspects of the work requiring inspection and acceptance in accordance with Division 16 of this bylaw have been inspected and accepted;
- c) the exterior cladding has been substantially completed;
- d) a British Columbia Land Surveyor’s Building Location Certificate has been submitted, if required; and
- e) the street address has been posted and is visible from the street.

DIVISION EIGHTEEN – ENERGY CONSERVATION AND GHG EMISSION REDUCTION

1801. In accordance with sections 1802 through 1809 of this Bylaw, the *District* incorporates by reference the applicable prescriptive and performance provisions under Division B, subsections 9.36, and 10.23 of the British Columbia *Building Code*, pursuant to Ministerial Orders as those enactments are amended or replaced from time to time.

1802. Every owner must design and construct a new building regulated by Part 3 of the *Building Code* to comply with one of the four compliance pathways as described in the

National Energy Code of Canada for Buildings. If the pathway of *Step Code* is chosen, the minimum performance requirements specified in the most recent Ministerial Order must be met.

1803. Every owner must design and construct a new Group C residential building regulated by Part 9 of the *Building Code* to comply with one of the four compliance pathways as described in Section 9.36.1.3(1). If the pathway of 9.36.6 *Step Code* is chosen, the minimum performance requirements specified in the most recent Ministerial Order must be met.

1804. In respect to energy efficiency, if an Energy Advisor or an architect provides energy reports or field reviews in accordance with this Bylaw, the *District* will rely solely on field reviews undertaken by the Energy Advisor or architect, and the reports submitted pursuant to this Bylaw as assurance that the *construction* or applicable aspect of it:

- a) substantially conforms to the design; and
- b) substantially complies with the *Building Code*, this Bylaw, and other applicable enactments.

1805. With respect to a building *permit* for a building or *structure* that falls within the scope of Part 9 of the *Building Code* and for which the path of compliance chosen is 9.36.6, the owner must provide, to the satisfaction of the *building official*, all the materials and documentation required by the *Step Code*, prepared and signed by an Energy Advisor, and such other related reports and materials as required by the *building official*, whether proceeding under section 1804 or under a performance path, the provincial *Building Code*, or the National Energy Code of Canada for Buildings.

1806. The Energy Advisor providing the required materials and documentation set out in the *Step Code* must provide evidence to the *building official* that they are an Energy Advisor registered and in good standing with Natural Resources Canada in accordance with the EnerGuide Rating System (ERS) Administrative Procedures and adhere to the technical standards and procedures of the ERS.

1807. Despite sections 1804 through 1806, if a *Registered Professional* is required under this Bylaw in respect of a building *permit* for a building or *structure* that falls within the scope of Part 3 or Part 9 of the *Building Code*, the professional design and field review shall include the materials and documentation required by the applicable step of the *Step Code* and such other related reports and materials as required by the *building official*.

1808. For a Part 9 or Part 3 building or *structure* that is designed in compliance with the applicable step of the *Step Code* but where the constructed building or *structure* does not meet the performance requirements of the applicable step of the *Step Code*, the *building official* may issue an inspection note for the partial occupancy, or occupancy of the building or *structure* and a Section 57 of the Community Charter will be registered against the property title stating that the building or *structure* has not met the design requirements for the applicable step of the *Step Code*.

1809. The owner of any building subject to a requirement under Part 1805 of this Bylaw must, prior to the issuance of any occupancy *permit* in respect of the building, submit to the *District* a BC Energy Compliance Report – Record Drawings with all sections including section “F” completed.

DIVISION NINETEEN – FEES AND CHARGES

1901. In addition to applicable fees and charges required under other Bylaws, a *permit* fee, calculated in accordance with Appendix A of this Bylaw, shall be paid in full upon issuance of any *permit* under this Bylaw.

1902. An application fee for processing, as set out in Appendix A of this Bylaw, shall accompany an application made for a building *permit*.

1903. The *permit* application fee is non-refundable.

1904. The owner may obtain a refund of the *permit* fee when a written request has been made, and no *construction* has commenced within six (6) months of building *permit* issuance.

1905. Where, due to non-compliance with this Bylaw or other applicable enactments, more than two inspections are necessary, a *re-inspection* fee in accordance with Appendix A of this Bylaw, may be required prior to additional inspections being performed.

1906. Security deposits prescribed in this Bylaw will be:

- a) Returned, if the *construction* is completed for which the *permit* has been issued and the owner receives a final inspection report, or Occupancy Certificate; and
- b) Forfeited, where the *permit* has expired and no final inspection has been requested, final inspection report prepared, or Occupancy Certificate issued.

DIVISION TWENTY – DISCLAIMER OF WARRANTY OR REPRESENTATION

2001. Neither the issuance of a *permit* under this Bylaw and other applicable enactments, nor the acceptance or review of plans, drawings, specifications, or supporting documents, nor any monitoring conducted or inspection made by, or on behalf of the *District*, constitute in any way a representation, warranty, assurance, or statement that the *Building Code*, this Bylaw, or any other applicable enactments have been complied with.

2002. Every person violating any provision of this Bylaw commits an offence punishable on summary conviction to a fine of not less than one hundred dollars (\$100.00) or more than ten thousand dollars (\$10,000.00) or to imprisonment of not more than six (6) months for each offence. A separate offence shall be deemed to be committed on each day during, or on, which a violation occurs or continues.

2003. Every person who fails to comply with any order or notice issued by the *Building Official*, or who allows a violation of this Bylaw and other applicable enactments to continue, contravenes this Bylaw.

DIVISION TWENTY-ONE – ENFORCEMENT, CONTRAVENTIONS AND PENALTIES

2101. This Bylaw may be enforced by a Peace Officer, Bylaw Officer, Royal Canadian Mounted Police, *Building Official*, Chief Administrative Officer, Director of Development Services, Director of Operations, Director of Corporate Services, or Deputy Corporate Officer.
2102. The issuance of a ticket or proceeding under the Offence Act does not preclude the *District* from enforcement and remedy by other proceedings available to it by law.
2103. A ticket may be issued to every person who:
- a) contravenes or violates any of the provisions of this Bylaw;
 - b) causes, permits, suffers, or allows any act or thing to be done in contravention or violation of any of the provisions of this Bylaw; or
 - c) neglects or fails to do anything required to be done by any of the provisions of this Bylaw, commits a violation and an offence
2104. A person convicted of an offence or found guilty of a violation under this Bylaw is liable:
- a) if proceedings are brought under the Offence Act, to pay a minimum fine of \$5000 to a maximum fine of \$50,000 as authorized under the Community Charter and such other amounts as the court may impose in relation to the offence; and
 - b) if a ticket is issued under the Ticketing Information Utilization Bylaw No. 77, 1992 as amended from time to time, to pay a minimum fine of \$100 to a maximum fine of \$1000 as authorized under the Community Charter Bylaw Enforcement Ticket Regulation.
2105. The payment of a fine or other penalty imposed under this Bylaw does not relieve a person from paying amounts owing to the *District* under the Fees and Charges Bylaw or other bylaw in relation to the contravention or offence.
2106. Each day during which any violation of a provision of this bylaw is continued shall constitute a new and separate offence.
2107. A person must not obstruct or interfere with a Peace Officer, Bylaw Officer, *Building Official*, or the Bylaw Administrator lawfully exercising their authority under this bylaw.

DIVISION TWENTY-TWO – APPENDICES

2201. The following appendices are attached to and form part of this Bylaw and are enforceable in the same manner as this Bylaw:

APPENDIX A – Schedule of Fees (Please refer to the Fees and Charges Bylaw adopted by the *District of Sicamous*)

APPENDIX B – Owner(s) Undertaking Letter

APPENDIX C – Registered Professional's Proof of Insurance

District of Sicamous Building Regulations Bylaw No. 1056, 2025

READ A FIRST, SECOND and THIRD TIME the 12th day of November 2025.

ADOPTED THIS 26th day of November, 2025.


MAYOR


CORPORATE OFFICER

APPENDIX B

To District of Sicamous Building Regulations Bylaw No. 1056, 2025

Owner(s) Undertaking Letter

Notes:

1. This Appendix B document must be:
 - a) Signed by the owner(s) of the property for which a Building Permit is sought, in the presence of a witness; and
 - b) Submitted to the *District of Sicamous* Building Department prior to issuance of a Building Permit.
2. **This document has legal consequences for the owner(s).** As such, the owner(s) is strongly encouraged by the *District of Sicamous* to obtain independent advice from a lawyer prior to signing and submitting this Appendix B document.

ATTENTION: BUILDING OFFICIAL

District of Sicamous
446 Main Street, PO Box 219
Sicamous, BC V0E 2V0

To whom it may concern:

Project Civic Address:

(Unit Number, Street Number and Street Name) – the “Property”

Project Legal Description:

In consideration of the *District of Sicamous* accepting and processing an application for a building *permit* in respect of the Project, and as required by the *District's* Building Bylaw, the following representations, warranties and assurances are given to the *District*:

1. I am:
 - a) () the owner of the above Property; or
 - b) () where the Property is owned by a company or corporation, I am authorized by the Owner to sign this undertaking letter on behalf of the company or corporation.

Name (print)

Address (print)

2. I understand and acknowledge that the owner of the Property is fully responsible for carrying out the work, or having the work carried out by a contractor or a *Registered Professional*, to ensure compliance with the current version of the British Columbia *Building Code*, the *District's* Building Bylaw, other applicable *District* Bylaws, or any other applicable enactments.
3. I understand and acknowledge that neither:
 - a) the issuance of a building *permit* by the *District*;
 - b) the acceptance or review of plans and supporting documents in respect of the Project; or
 - c) any monitoring visit made by a *District Building Official*, shall in any way constitute a representation, warranty or statement by or on behalf of the *District* that the Project complies with the current version of the *Building Code*, the *District's* Building Bylaw, other applicable *District* Bylaws, or any other applicable enactments, nor relieve the owner and/or their *agent* from full and complete responsibility to perform the work in accordance with the *Building Code*, the *District's* Bylaws, other applicable enactments respecting safety.
4. I am not in any way relying on the *District* or any of the *District Building Officials* to protect:
 - a) the owner(s) or any future owner(s) of the Property;
 - b) any user or occupier of the Property; or
 - c) any other person(s) as contemplated in Division One of the current version of the *District's* Building Bylaw;

from injury or physical harm, property loss or damage, economic loss or any other form of claim or cause of action and I will not make any claim, counterclaim, or initiate Third Party proceedings, alleging responsibility or liability on the part of the *District* or any of its *Building Officials* in connection with the Project.
5. Where a "Assurance of Professional Design and Commitment for Field Review" is required, I have authorized, and am relying on the following *Registered Professional(s)* to prepare and submit adequate plans and supporting documents and conduct all appropriate and necessary field reviews in respect of the Project:

(Print Name of each *Registered Professional*)

Coordinating

Plumbing

Architectural

Fire Suppression Systems

Building Envelope

Electrical

Structural

Geotechnical (temporary)

Mechanical

Geotechnical (permanent)

(the "*Registered Professional(s)*")

6. In reviewing the plans and supporting documents submitted with this application for a building *permit*, I hereby state:
- a) That I am authorized to give these representations, warranties, assurances, and indemnities to the *District*;
 - b) I understand and acknowledge that the *District* will rely solely upon the "Letters of Assurance of Professional Design and Commitment for Field Review" prepared by the *Registered Professionals* in respect of the Project to ensure compliance with the current version of the *Building Code*, the *District's* Building Bylaw, other applicable *District* Bylaws and any other applicable enactments;
 - c) In the case where the Property is owned by a company or corporation, I have been authorized by the company to make the representation, warrants, and assurances to the *District* as contained in this Appendix B; and
 - d) I have been advised by the *District* that I should obtain independent advice from a lawyer prior to signing and submitting Appendix "B" to the *District*.

Where the owner is an individual:

Signature of Witness

Signature of Owner

Witness (Print Name)

Owner (Print Name)

Address of Witness

Signature of Owner (if additional owner)

Signature of Witness

Owner (Print Name if additional owner)

Witness (Print Name)

If required, attach another copy of this page for additional owner signatures.

Address of Witness

Where owner is a Company or Corporation:

Signature of Witness

Name of Company

Witness (Print Name)

Signature of Authorized Signatory for Company or Corporation

Address of Witness

Name of Authorized Signatory for Company or Corporation

Title of Authorized Signatory for Company or Corporation

APPENDIX C

To District of Sicamous Building Regulations Bylaw No. 1056, 2025

Registered Professional's Proof of Insurance

ATTENTION: BUILDING OFFICIAL

District of Sicamous
446 Main Street, PO Box 219
Sicamous, BC V0E 2V0

To whom it may concern:

Project Civic Address:

(Unit Number, Street Number and Street Name) – the "Property"

Project Legal Description:

This is to confirm that the undersigned *Registered Professional* is insured by a policy of insurance covering liability to third parties for errors and omissions in the provision of professional services in respect of the captioned project, a certificate of which insurance is attached.

The undersigned will notify the *Building Official* and the owner who has engaged the undersigned to provide professional services in respect of the captioned project, in writing, of any termination of or change in terms of the coverage provided by the policy, immediately upon being informed of or becoming aware of such termination or change.

Signature of *Registered Professional*

Name of *Registered Professional* (Print)

Name of Firm

Email of *Registered Professional* (Print)

Phone Number of *Registered Professional*