



BUILDING BYLAW NO. 892, 2024

A BYLAW FOR ADMINISTRATION OF THE BUILDING CODE AND REGULATION OF CONSTRUCTION WITHIN THE BOUNDARIES OF THE VILLAGE OF VALEMOUNT IN ACCORDANCE WITH THE PROVISIONS OF THE *COMMUNITY CHARTER*

WHEREAS the Village of Valemount provides a building regulation service within the Boundaries of the Village;

AND WHEREAS the Village Council is enacting this bylaw to regulate construction and administer the British Columbia *Building Code* in accordance with the *Community Charter* and the *Building Act*;

NOW THEREFORE the Village Council of the Village of Valemount enacts as follows:

1. The regulations contained in Schedule 'A' are attached to and form part of this Bylaw and are enforceable in the same manner as this Bylaw.

Read a 1st time on this 26th Day of March, 2024.

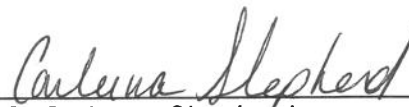
Read a 2nd time on this 26th Day of March, 2024.

Read a 3rd time on this 9th day of April, 2024.

Adopted on this 23rd day of April, 2024.

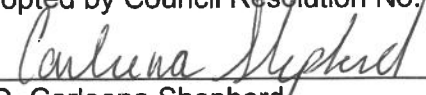


Mayor, Owen Torgerson



CO, Carleena Shepherd

Certified to be a true copy of Village of Valemount Building Bylaw No. 892, 2024 as adopted by Council Resolution No. 108/24.



CO, Carleena Shepherd

Schedule 'A' to Building Bylaw No. 892, 2024

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PART 1: INTERPRETATION

Definitions

1.1 In this bylaw

accepted means reviewed by the *building official* under the applicable provisions of the *building code* and this bylaw;

addition means an *alteration* to any building which will increase the total aggregate floor area or the *building height* (in storeys), and includes the provision of two or more separate *buildings* with openings between each other for intercommunication;

agent includes a firm, corporation or other person representing the *owner*, by written designation or contract, and includes a hired tradesperson or *constructor* who may be granted a *permit* for work within the limitations of his or her license;

alternative solution means an alternative solution authorized under the *building code*;

alteration means a change, repair or modification of the *construction* or arrangement of or use of any *building* or *structure*, or to an *occupancy* regulated by this bylaw;

application fee means the non-refundable fee in the amount as described as "Permit Application Fee" in Fees & Charges Bylaw No. 869, 2023.

Architects Act means the *Architects Act*, RSBC 1996, c. 17;

building code means 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 means the person designated in or appointed to that position referred to in the *Building Act* by the Village, and includes a building inspector, plan checker and plumbing inspector designated or appointed by the Village, and for certainty the *building official* is the "building inspector" referred to in the *Community Charter and Local Government Act*;

complex building means:

(a) a *building* used for a *major occupancy* classified as:

- (i) *assembly occupancy*;
- (ii) *care occupancy*;
- (iii) *detention occupancy*;
- (iv) *high hazard industrial occupancy*,
- (v) *treatment occupancy*; or
- (vi) *post-disaster building*,

(b) a *building* exceeding 600 square meters in *building area* or exceeding three storeys in *building height* used for a *major occupancy* classified as:

- (i) *residential occupancy*;
- (ii) *business and personal services occupancy*;

- (iii) *mercantile occupancy*; or
- (iv) *medium and low hazard industrial occupancy*,

coordinating registered professional means a *registered professional* retained pursuant to the *building code* to coordinate all design work and field reviews of the *registered professionals* required for a development;

construct or *construction* includes build, erect, install, repair, alter, add, enlarge, move, locate, relocate, reconstruct, demolish, remove, excavate or shore;

constructor means a person who *constructs*;

Energy Step Code means the system of energy performance standards set out in Division B, Parts 9 and 10 of the *building code* and a reference to a numbered step in the *Energy Step Code* is reference to a step established by the *building code*;

Engineers and Geoscientist Act means the Engineers and Geoscientist Act RSBC 1996, c. 116;

existing, in respect of a *building*, means that portion of a *building constructed* prior to the submission of a *permit* application required under this bylaw;

final means an inspection required under this bylaw after further work was identified during the occupancy inspection as necessary to confirm compliance with this bylaw, but which further work did not prevent the issuance of an *occupancy permit*;

foundation means a system or arrangement of *foundation* units through which the loads from a *building* are transferred directly to supporting soil or rock and includes any portion of the exterior walls of a *building* that lie below the finished grade immediately adjacent to the *building*;

GHG means greenhouse gas;

health and safety aspects of the work means design and construction regulated by Parts 3 through 10, Division B, of the *building code*; and subject to Parts 1 and 2 in relation to Parts 3 through 10, Division B;

occupancy is the use of a *building* as declared on the permit and that complies with the building code and this bylaw;

occupancy permit refers to the *occupancy permit* of the building official authorizing occupancy;

owner means the registered owner in fee simple, or an *agent* duly authorized by the *owner* in writing in the form attached as Appendix C;

permit means permission or authorization in writing by the *building official* to perform work regulated by this bylaw and, in the case of an *occupancy permit*, to occupy a *building* or part of a *building*;

professional design means the plans and supporting documents bearing the date, seal or stamp, and signature of a *registered professional*;

Professional Governance Act means the *Professional Governance Act*, SBC 2018, c. 47;

project means any *construction* operation;

retaining wall means a *structure* exceeding 1.2 metres in height that holds or retains *soil* or other material behind it;

simple building means a *building* of three storeys or less in *building height*, having a *building area* not exceeding 600 square metres and used for a *major occupancy* classified as

- (a) *residential occupancy*;
- (b) *business and personal services occupancy*;
- (c) *mercantile occupancy*;
- (d) *medium hazard industrial occupancy*; or
- (e) *low hazard industrial occupancy*;

structure means a *construction* or portion of *construction*, of any kind, whether fixed to, supported by or sunk into land or water, except landscaping, fences, paving and retaining *structures* 1.2 meters or less in height;

temporary building includes a sales office, construction office or a *structure* in which tools are stored during construction of a *building* or other *structure*;

value of the work means that amount that is calculated as follows:

- (a) for *construction* of a *building* containing a *residential occupancy* that is served by only one stove, or two stoves if permitted as an auxiliary and secondary *residential occupancy*, the greater of
 - (i) the declared *value of the work*; or
 - (ii) the value calculated using Appendix "A"; or
- (b) for all other construction, the greater of
 - (i) the declared *value of the work*; or
 - (ii) the value calculated using a method stipulated in the "Gordian-Square Foot Costs with RSMeans Data".

Village means the Village of Valemount

1.2 In this bylaw the following words and terms have the meanings

- (a) set out in section 1.4.1.2 of the *building code* as of the date of the adoption of this bylaw: *accessible assembly occupancy, building, building area, building height, business and personal services occupancy, care occupancy, constructor, coordinating registered professional, designer, detention occupancy, excavation, farm building, field review, firewall, first storey, grade, high hazard industrial occupancy, industrial occupancy, low hazard industrial occupancy, major occupancy, medium hazard industrial occupancy, mercantile occupancy, occupancy, post disaster occupancy, private sewage disposal system, registered professional, residential occupancy, treatment occupancy or unsafe condition*

- (b) subject to this bylaw, set out in the Schedule to the *Community Charter*: *assessed value, highway, land, occupier, parcel, public authority, service and soil*; and
 - (c) subject to this bylaw, set out in section 29 of the *Interpretation Act*: *may, must, obligation, person, property, writing, written* and *year*.
- 1.3 Every reference to this bylaw in this or another bylaw of the *Regional District* is a reference to this bylaw as amended to the date of the reference.
- 1.4 Every reference to
 - (a) the *building code* is a reference to the current edition as of the date of issuance of the *building permit*; and
 - (b) a section of the *building code* is a reference to the applicable successor sections, as the code or section may be amended or re-enacted from time to time.
- 1.5 Definitions of words and phrases used in this bylaw that are not included in the definitions in this Part have the meanings commonly assigned to them in the context in which they are used in this bylaw, considering the specialized use of terms with the various trades and professions to which the terminology applies.

Appendices

- 1.6 Appendices “A” through “F” are attached to and form part of this bylaw.

Severability

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

PART 2: PURPOSE OF BYLAW

- 2.1 Despite any other provision in this bylaw, this bylaw must be interpreted in accordance with this Part.
- 2.2 Every permit issued under this bylaw is issued expressly subject to the provisions of this Part.
- 2.3 This bylaw is enacted to regulate, prohibit and impose requirements in regards to *construction* in the *Village* in the public interest.
- 2.4 The purpose of this bylaw does not extend to
 - (a) the protection of *owners, designers or constructors* from economic loss;
 - (b) the assumption by the *Village* or any *building official* of any responsibility for ensuring the compliance by any *owner*, his or her representatives or any employees, *constructors* or *designers* retained by the *owner*, with the *building code*, the requirements of this bylaw, or other applicable enactments, codes or standards;
 - (c) providing any person a warranty of design or workmanship with respect to any *building* or *structure* for which a *building permit* or *occupancy permit* is issued under this bylaw;

- (d) providing any person a warranty or assurance that *construction* undertaken under *building permits* issued by the *Village* is free from latent, or any, defects; or
- (e) the protection of adjacent real property from incidental damage or nuisance.

PART 3: SCOPE AND EXEMPTIONS

Application

- 3.1 This bylaw applies to the geographical area of the *Village* and to land, the surface of water, air space, *buildings* or *structures* within the *Village*.
- 3.2 This bylaw applies to the design, *construction* or *occupancy* of new *buildings* or *structures*, and the *alteration*, reconstruction, demolition, removal, relocation or *occupancy* or change of use or *occupancy* of *existing buildings* and *structures*.
- 3.3 This bylaw does not apply to
 - (a) except as set out in Part 11 [*Retaining Walls*] of this bylaw, a fence;
 - (b) an accessory *building* with a floor area of less than 10 square metres;
 - (c) a trellis, an arbour, a wall supporting soil that is 1.2 metres or less in height, or other similar landscape *structures* on a parcel zoned for single-family *residential occupancy* uses under the *Village* zoning bylaws;
 - (d) existing masonry chimneys or fireplaces and solid fuel burning appliances, factory-built chimneys or fireplaces and equipment;
 - (e) detached decks that are less than 600mm above finished ground level and do not have a roof structure;
 - (f) polyethylene covered greenhouses on a parcel zoned for single-family *residential occupancy* uses under the *Village* zoning bylaws;
 - (g) fabric covered temporary parking structure with a capacity of two passenger vehicles or less;
 - (h) a *structure* used to facilitate access onto the surface of a body of water, including a dock, a wharf, boat ramp or boat lift so long as there is no *business and personal services occupancy* and *residential occupancy*;
 - (i) low human occupancy *farm buildings* used only for farm purposes, on land designated for agricultural use and with farm status pursuant to the *Assessment Act*;
 - (j) repair or replacement of existing plumbing fixtures that do not affect the venting or sewerage system;
 - (k) replacement of roofing material provided no structural work will occur and the new material will not impact the existing structure; and
 - (l) replacement of windows and doors in the same rough opening provided that no structural work will occur.

Where a *building permit* is not required under this bylaw, the *owner* is solely responsible for ensuring, the design, construction, siting and occupancy of the *building* or *structure* complies with all applicable bylaws, enactments and regulations, including the *building code*.

Limited Application to Existing Buildings

- 3.4 Except as provided in the *building code* or to the extent an *existing building* is under *construction* or does not have an *occupancy permit*, when an *existing building* has been *constructed* with the required *permits* before the enactment of this bylaw, the enactment of this bylaw is not to be interpreted as requiring that the *building* must be *reconstructed* and *altered*, unless it is expressly so provided by this or another bylaw, regulation or statute.
- 3.5 This bylaw applies if the whole or any part of an *existing building* is moved either within or into the *Village*, including relocation relative to parcel lines created by subdivision or consolidation. Part 12 of this bylaw applies to *building* moves.
- 3.6 If an *alteration* is made to an *existing building* the *alteration* must comply with this bylaw and the *building code* and the entire building must be made to comply with this bylaw and the *building code*, but only to the extent necessary to address any new infractions introduced in the remainder of the building as a result of the *alteration*.
- 3.7 If an *alteration* creates an *addition* to an *existing building*, the *alteration* or *addition* must comply with this bylaw and the *building code* and the entire building must be made to comply with this bylaw and the *building code*, but only to the extent necessary to address any new infractions introduced in the remainder of the building as a result of the *alteration* or *addition*.
- 3.8 Notwithstanding anything in this Part, if the *existing building* was *constructed* without *permits*, the *building official* may decline to issue a *building permit* for an *existing building* that is more than two years old. This section does not prevent the *building official* from issuing a *building permit* for an *existing building* older than two years old where the *building official* can verify that the *health and safety aspects of the work* in the *existing building* meet the current building code.

PART 4: PROHIBITIONS

- 4.1 A person must not commence or continue any *construction*, *alteration*, *excavation*, *reconstruction*, *demolition*, *removal*, *relocation* or change the use or *occupancy* of any *building* or *structure*, including other work related to *construction*
- (a) except in conformity with the requirements of the *building code* and this bylaw; and
 - (b) unless a *building official* has issued a valid and subsisting *permit* for the work under this bylaw.
- 4.2 A person must not *occupy* or *permit* the *occupancy* of any *building* or *structure* or part of any *building* or *structure*
- (a) unless a subsisting *occupancy permit* has been issued by a *building official* for the *building* or *structure* or the part of the *building* or *structure*; or
 - (b) contrary to the terms of any *permit* issued or any notice given by a *building official*.
- 4.3 A person must not knowingly submit false or misleading information to a *building official* in relation to any *permit* application or *construction* undertaken pursuant to this bylaw.

- 4.4 Except in accordance with this bylaw, including acceptance of revised plans or supporting documents, a person must not erase, alter or modify plans and supporting documents after the same have been reviewed by the *building official*, or plans and supporting documents which have been filed for reference with the *building official* after a *permit* has been issued.
- 4.5 A person must not, unless authorized in writing by a *building official*, reverse, alter, deface, cover, remove or in any way tamper with any notice, *permit* or certificate posted or affixed to a *building* or *structure* pursuant to this bylaw.
- 4.6 A person must not do any work that is substantially at variance with the *accepted* design or plans of a *building*, *structure* or other works for which a *permit* has been issued, unless that variance has been authorized in writing by a *building official*.
- 4.7 A person must not interfere with or obstruct the entry of a *building official* or other authorized official of the *Village* on property in the administration of this bylaw.
- 4.8 A person must not *construct* on a *parcel* unless the civic address is conspicuously posted on the front of the premises or on a sign post so it may be easily read from the public *highway* from which it takes its address.
- 4.9 A person must not contravene an administrative requirement of a *building official* made under Section 6.6 or any other provision of this bylaw.

PART 5: PERMIT CONDITIONS

- 5.1 A *permit* is required if work regulated under this bylaw is to be undertaken.
- 5.2 Neither the issuance of a *permit* under this bylaw, nor the acceptance or review of plans, drawings, specifications or supporting documents, nor any inspections made by or on behalf of the *Village* will in any way
- (a) relieve the *owner* (and if the *owner* is acting through an *agent*, the *agent* of the *owner*) from full and sole responsibility to perform the work in respect of which the *permit* was issued in strict compliance with this bylaw, the *building code*, and all other applicable codes, standards and enactments;
 - (b) constitute a representation, warranty, assurance or statement that the *building code*, this bylaw or any other applicable enactments respecting safety, protection, land use and zoning have been complied with; or
 - (c) constitute a representation or warranty that the *building* or *structure* meets any standard of materials or workmanship.
- 5.3 No person shall rely on any *permit* as establishing compliance with this bylaw or assume or conclude that this bylaw has been administered or enforced according to its terms.
- 5.4 Without limiting Section 5.2(a), it is the full and sole responsibility of the *owner* (and if the *owner* is acting through a representative, the representative of the *owner*) to carry out the work in respect of which the *permit* was issued in compliance with the *building code*, this bylaw and all other applicable codes, standards and enactments.

PART 6: POWERS OF A BUILDING OFFICIAL

Administration

- 6.1 Words defining the authority of a *building official* are to be construed as internal administrative powers and not as creating a duty.
- 6.2 A *building official* may:
- (a) administer this bylaw, but owes no public duty to enforce or administer this bylaw;
 - (b) create, amend, publish and prescribe any forms, notices, policies, or other documents that may be convenient for the administration of this bylaw;
 - (c) establish the form and minimum amount of professional liability insurance to be carried by a *registered professional* providing letters of assurance;
 - (d) keep records of applications received, *permits*, notices and orders issued, inspections and tests made, and may retain copies of all papers and documents connected with the administration of this bylaw;
 - (e) establish or require an *owner* to establish whether a method or type of *construction* or material used in the *construction* of a *building* or *structure* complies with the requirements and provisions of this bylaw and the *building code*; and
 - (f) direct that tests of materials, equipment, devices, construction methods, structural assemblies or *foundations* be carried out, or that sufficient evidence or proof be submitted by the *owner*, at the *owner's* sole expense, where such evidence or proof is necessary to determine whether the material, equipment, device, *construction* or *foundation* condition complies with this bylaw and the *building code*.

Refusal and Revocation of Permits

- 6.3 A *building official* may refuse to issue a *permit* if the proposed work will contravene the requirements of the *building code* or the provisions of this or any other bylaw of the *Village*, and must state the reason in writing.
- 6.4 A *building official* may revoke a *permit* if, in their opinion:
- (a) the results of tests on materials, devices, construction methods, structural assemblies or *foundation* conditions contravene the *building code* or the provisions of this bylaw, or both;
 - (b) if all *permits* required under this bylaw have not been obtained;
 - (c) the *building* or *structure* is being *constructed* or has been *constructed* in contravention of any condition under which the *building permit* was issued; or
 - (d) if any matter is found to exist which would have been cause for the *building official* to deny such a *building permit* if the matter had been known at the time of issuance of the *building permit*.

Right of Entry

- 6.5 Subject to applicable enactments, a *building official* may enter on property at any time to ascertain whether the requirements of this bylaw are being met.

Powers

- 6.6 Subject to applicable enactments, a *building official* may by notice in writing require
- (a) a person who contravenes any provision of this bylaw to comply with that provision within the time ordered;
 - (b) an *owner* to stop work on a *building* or *structure*, or any part of a *building* or *structure*, if the work is proceeding in contravention of this bylaw, the *building code*, or any other enactment of the *Village* or other applicable enactments, or if there is deemed to be an *unsafe condition*, and may enter on property to affix or post a stop work order in the form prescribed by the *building official*;
 - (c) an *owner* to remove or prevent any unauthorized encroachment on a public parcel, a statutory right of way or easement, or a setback or yard required under an enactment;
 - (d) an *owner* to remove any *building* or *structure*, or any part of a *building* or *structure*, *constructed* in contravention of a provision of this bylaw;
 - (e) an *owner* to have work inspected by a *building official* prior to covering;
 - (f) an *owner* to uncover any work that has been covered without inspection contrary to this bylaw or an order issued by a *building official*;
 - (g) a person to cease any *occupancy* in contravention of a provision of this bylaw;
 - (h) a person to cease any *occupancy* if any *unsafe condition* exists because of work being undertaken but not complete and where the *building official* has not issued an *occupancy permit* for the work;
 - (i) an *owner* to correct any *unsafe condition*; and
 - (j) an *owner* to correct any work that contravenes this bylaw, the *building code*, or any other enactment.
- 6.7 Every reference to “*owner*” in Section 6.6 includes a reference to the *owner’s* agent or *constructor*.
- 6.8 Every person served with a notice under this Part must comply with that notice
- (i) within the time ordered, or
 - (ii) if no time is ordered, immediately.
- 6.9 If an *owner* fails to comply with the directions of the *building official* made under Section 6.6, the *Village* may, by its employees or by other persons authorized by the *building official* enter the property and bring about such compliance at the cost of the *owner*. Such costs shall include all costs and expenses incurred by the *Village* to achieve compliance with this bylaw including, without limitation, administrative costs, costs to attend property by *Village* employees or contractors, and the costs of removal, clean up, and disposal.
- 6.10 Where the *owner* does not pay the costs described in Section 6.9 within thirty days of receipt of an invoice for such work, the costs may be:
- (i) recover from the *owner*, in any court of competent jurisdiction, the costs as a debt to the *Village*; or

- (ii) direct that the amount of the cost be added to the real property tax roll as a charge imposed in respect of work or service provided to the real property of the *owner* and be collected in the same manner as property taxes.

PART 7: OWNER'S RESPONSIBILITIES

Permit Requirements

- 7.1 Subject to Part 10 of this bylaw, every *owner* must apply for and obtain a *permit*, prior to
- (a) *constructing*, repairing or *altering* a *building* or *structure*, including a *retaining wall*;
 - (b) moving a *building* or *structure* into or within the *Village*;
 - (c) demolishing a *building* or *structure*;
 - (d) *occupying* a new *building* or *structure*;
 - (e) *constructing* a new masonry fireplace or installing a new solid fuel burning appliance or chimney attached to or within a *building*;
 - (f) changing the use or *occupancy* of a *building*; or
 - (g) installing plumbing systems that are regulated by the building code and related to the inspections undertaken under this bylaw;
- unless the works are the subject of another valid and subsisting *building permit*.
- 7.2 Every *owner* must ensure that plans submitted with a *permit* application bear the name, phone number, address and email address of the *designer* of the *building* or *structure*.

Owner's Obligations

- 7.3 Every *owner* must
- (a) comply with the *building code*, the requirements of this bylaw and the conditions of a *permit*, and must not omit any work required by the *building code*, this bylaw or the conditions of a *permit*;
 - (b) ensure that all *permits*, all plans and specifications and supporting documents on which a *permit* was based, all *Village* inspection certificates, and all professional *field reviews* are available at the site of the work for inspection during working hours by the *building official*, and that all *permits* are posted conspicuously on the site during the entire execution of the work; and
 - (c) prior to the issuance of a *building permit*, execute and submit to the *Village* an *owner's* acknowledgement of responsibility and undertaking in the form provided by the *Village*, where required by the *building official*.
- 7.4 Every *owner* and every *owner's agent*, must carry out *construction* or have the *construction* carried out in accordance with the requirements of the *building code*, this bylaw and other bylaws of the *Village* and none of the issuance of a *permit* under this bylaw, the review of plans and supporting documents, or inspections made by a *building official* or a *registered professional* shall relieve the *owner*, or his or her *agent*, from full and sole responsibility to perform the work in strict accordance with this bylaw, the *building code* and all other applicable codes, standards and enactments.

- 7.5 Every *owner* must allow a *building official* to enter any *building* or premises at any reasonable time to administer and enforce this bylaw. Every *owner* to whom a *permit* is issued must, during *construction*,
- (a) post the civic address on the property so that it may be easily read from the public *highway* from which the property takes its address; and
 - (b) post the permit identification card on the property so that it may be easily read from the public *highway* from which the property takes its address.

Damage to Village Works

- 7.6 Every *owner* to whom a *permit* is issued is responsible for the cost to repair any damage to *Village* works or land that occurs during and arises directly or indirectly from the work authorized by the *permit*.
- 7.7 In addition to payment of a security deposit under Sections 10.8 to 10.11, every *owner* must pay to the *Village*, within 30 days of receiving an invoice for same from the *Village*, the cost to repair any damage to public property or works located on public property arising directly or indirectly from work for which a *permit* was issued.

Demolition

- 7.8 Prior to obtaining a *permit* to demolish a *building* or *structure*, the *owner* must
- (a) provide to the *Village* a vacancy date;
 - (b) pay disconnection fees as set out in the *Village* bylaws governing *Village* owned utility services; and
 - (c) ensure that all utility services are capped or terminated, or both, in accordance with the *Village* bylaws governing *Village* owned utility services.
- 7.9 Every *owner* must ensure that, on completion of all demolition procedures, all debris and fill are cleared and the site is levelled or graded to the same surface grades and elevations of the adjacent properties and roadways, or made safe with suitable facilities to manage surface water if levelling and grading are not possible.

Notice

- 7.10 Every *owner* must give written notice to a *building official* of any change in or termination of engagement of a *registered professional*, including a *coordinating registered professional*, during *construction*, within 24 hours of when the change or termination occurs.
- 7.11 If an *owner* or a *registered professional* terminates the engagement of a *registered professional*, including a *coordinating registered professional*, the *owner* must terminate all work under a *building permit* until the *owner* has engaged a new *registered professional*, including a *coordinating registered professional*, and has delivered to a *building official*, new letters of assurance.
- 7.12 Without limiting Sections 10.28 to 10.43, every *owner* must give at least 48 hours' notice to a *building official*
- (a) of intent to do work that is required or ordered to be corrected during *construction*;

- (b) of intent to cover work that is required under this bylaw to be, or has been ordered to be inspected prior to covering; and
 - (c) when work has been completed so that an *occupancy* inspection can be made.
- 7.13 Every *owner* must give notice in writing to a *building official* and pay the non-refundable fee set out in Fees & Charges Bylaw No. 869, 2023, immediately upon any change in ownership or change in the address of the *owner* which occurs prior to the issuance of an *occupancy permit*.
- 7.14 Every *owner* must give notice in in the form prescribed by the *building official* to a *building official* and pay the fee set out in Fees & Charges Bylaw No.869, 2023, immediately upon notice to the *Village* that the condition that gave rise to the filing of a Notice on Title under 57(3) of the *Community Charter* has been corrected and request an inspection by a building official for the purpose of confirming that the notice can be discharged.
- 7.15 Every *owner* must give such other notice to a *building official* as may be required by the *building official* or by a provision of this bylaw.

PART 8: OBLIGATIONS OF OWNER'S CONSTRUCTOR

- 8.1 Every *constructor* must ensure that all *construction* is done in compliance with all requirements of the *building code*, this bylaw and all other applicable, codes, standards and enactments.
- 8.2 Every *constructor* must ensure that no *excavation* or other work is undertaken on public property, and that no public land is disturbed, no *building* or *structure* erected, and no materials stored thereon, in whole or in part, without first having obtained approval in writing from the appropriate authority over such public property.
- 8.3 For the purposes of the administration and enforcement of this bylaw, every *constructor* is responsible jointly and severally with the *owner* for all work undertaken.

PART 9: REGISTERED PROFESSIONAL'S RESPONSIBILITIES

Professional Design and Field Review

- 9.1 The provision by the *owner* to the *Village* of letters of assurance in accordance with the requirements of the *building code* shall occur prior to
 - (a) the pre-occupancy site review coordinated by the *coordinating registered professional* or other *registered professional* for a *complex building*, or
 - (b) an inspection for a *simple building* in circumstances where letters of assurance have been required in accordance with the requirements of the *building code*, in which case the *owner* must provide the *Regional District* with letters of assurance in the form of Schedules C-A or C-B, as appropriate, referred to in subsection 2.2.7, Division C, of the *building code*.
- 9.2 If a *registered professional* provides letters of assurance in accordance with the *building code*, they must also provide proof of professional liability insurance to the *building official* in the form and amount prescribed by the *building official*.

Requirement for a Registered Professional

- 9.3 The *owner* must retain a *registered professional* to provide a *professional design* and plan certification and letters of assurance in the form of Schedules A, B, C-A and C-B referred to in subsection 2.2.7, Division C, of the *building code*, in respect of a *permit* application
- (a) prior to the pre-occupancy site review coordinated by the *coordinating registered professional* or other *registered professional* for a *complex building*, or
 - (b) prior to an inspection for a *simple building* in circumstances where letters of assurance have been required in accordance with the requirements of the *building code*, in which case the *owner* must provide the *Village* with letters of assurance in the form of Schedules C-A or C-B, as appropriate, referred to in subsection 2.2.7, Division C, of the *building code*;
 - (c) prior to *alterations* to a *building*, or to a structural component of a *building* described in paragraph (b);
 - (d) for a *building* in respect of which the *building official* determines that site conditions, size or complexity so warrant in the interests of safety of persons or protection of property under the *building code*;
 - (e) if the *building* envelope components of the *building* fall under Division B Part 3 of the *building code* or if the *building* envelopes do not comply with the prescriptive requirements of Division B Part 9 of the *building code*; and
 - (f) for a parcel of land on which a *building* or *structure* is proposed if the *building official* believes the parcel is or is likely to be subject to flooding, mud flows, debris flows, debris torrents, erosion, land slip, rock falls, subsidence, or avalanche, and the requirement for a *professional design* is in addition to a requirement under Division 8 of Part 3 of the *Community Charter*
 - (i) for a report certified by a professional engineer with experience in geotechnical engineering that the parcel may be used safely for the use intended, and
 - (ii) that the plans submitted with the application comply with the relevant provisions of the *building code* and applicable bylaws of the *Village*.
- 9.4 The *building official* may require any *registered professional* carrying out the *professional design* and *field review* required under Section 9.3 to provide evidence that they have experience and expertise in respect of the *professional design* and *field review* of the context and scope required.

Professional Plan Certification

- 9.5 The letters of assurance in the form of Schedules A and B as referred to in subsection 2.2.7, Division C, of the *building code* referred to in Sections 9.1 and 9.3 are relied upon by the *Regional District* and *its building officials* as certification that the design and plans to which the letters of assurance refer comply with the *building code*, this bylaw and other applicable enactment.
- 9.6 Letters of assurance must be in the form of Schedules A and B referred to in subsection 2.2.7, Division C, of the *building code*.
- 9.7 For a *building permit* issued for the *construction* of a *complex building*, the building official shall provide the *owner* with a notice that the *building permit* is issued in reliance on the certification

of the *registered professional* that the *professional design* and plans submitted in support of the application for the *building permit* comply with the *building code* and other applicable enactments. Any failure on the part of the building official to provide the *owner* with the notice will not diminish or invalidate the reliance by the *Village* or its *building officials* on the *registered professionals*.

- 9.8 If a *building permit* is issued for a *construction* of a *complex building* or where letters of assurance are provided for the entire *simple building*, the *permit fee* is reduced by 5% of the fees payable under Fees & Charges Bylaw No. 869, 2023, up to a maximum reduction of \$500.00 (five hundred dollars).

PART 10: BUILDING APPLICATION REQUIREMENTS

Requirements Before Applying for a Building Permit

- 10.1 Prior to issuance of a *building permit*, the *owner* must satisfy the following requirements or conditions:
- (a) the *owner* must apply for and obtain a development permit if the *building* or *structure* is in an area designated under the *Village* Official Community Plan as a development *permit* area;
 - (b) the *owner* must ensure that the proposed *building* or *structure* complies with all bylaws of the *Village*, except to the extent a variance of a bylaw is authorized by a development *permit*, development variance permit or order of the Board of Variance;
 - (c) an approving officer must have approved the subdivision plan that, once registered, would create the parcel on which the proposed *building* or *structure* will be *constructed*, and the subdivision plan must have been registered in the Land Title Office;
 - (d) the *owner* must provide evidence to the *building official* showing that the person applying for the *building permit* is either the *owner* of the parcel that is the subject of the proposed *building permit*, or is the *agent* of the *owner*, in which case, the *agent* must provide the name and contact information of the *owner*;
 - (e) if the parcel that is the subject of the *building permit* application is not intended to be connected to the *Village* sewage disposal system, the owner must apply for and obtain approval from the *Village* and other applicable authorities for an alternate private sewage disposal system.
 - (f) if the parcel that is the subject of the *building permit* application is not intended to be connected to the *Village* waterworks system, the owner must apply for and obtain approval from the *Village* and other applicable authorities for an alternate water supply system; and
 - (g) if the parcel that is the subject of the *building permit* application is within an area that has been identified as likely to be subject to flooding, mud flows, debris flows, debris torrents, erosion, land slip, rock falls, subsidence, or avalanche, the *owner* must provide a report certified by a professional engineer that the parcel may be used safely for the intended use. The *building official* may require that the professional engineer preparing the report under this section is qualified to give a professional opinion on the type of hazard present in the area, having regard for the professional engineer's area of expertise, the scope of their professional practice, and any guidance offered by their regulatory body.

Building Permit Applications for Complex Buildings

10.2 An application for a *building permit* with respect to a *complex building* must

- (a) Include payment of the *application fee*;
- (b) be made in the form prescribed by the *building official* and signed by the *owner*, or a signing officer if the *owner* is a corporation;
- (c) be accompanied by the *owner's* acknowledgement of responsibility and undertaking made in the form provided by the *Regional District* and signed by the *owner*, or a signing officer if the *owner* is a corporation;
- (d) include a copy of a current title search for the relevant property made within 30 days of the date of the *permit* application;
- (e) include a *building code* compliance summary including the applicable edition of the *building code*, such as without limitation whether the building is designed under Part 3 or Part 9 of the building code, *major occupancy* classification(s) of the *building*, *building area* and *building height*, number of streets the *building* faces, firefighting provisions, *accessible* entrances, work areas, washrooms, firewalls, facilities and confirmation that the *building* has been designed to meet the performance requirements for the applicable step under the *Energy Step Code* as required by Part 14 of this bylaw;
- (f) include a copy of a survey plan prepared by a British Columbia land surveyor;
- (g) include a site plan prepared by a *registered professional* showing
 - (i) the bearing and dimensions of the parcel taken from the registered subdivision plan;
 - (ii) the legal description and civic address of the parcel;
 - (iii) the location and dimensions of *existing* and proposed statutory rights of way, easements and setback requirements, adjacent street and lane names;
 - (iv) the location and dimensions of *existing* and proposed *buildings* or *structures* on the parcel;
 - (v) setbacks to the natural boundary of any lake, swamp, pond or watercourse;
 - (vi) north arrow;
 - (vii) if applicable, location of an approved *existing* or proposed private or other alternative sewage disposal system, water supply system or storm water drainage system;
 - (viii) zoning compliance summary;
 - (ix) the location, dimensions and gradient of parking and parking access;
 - (x) proposed and *existing* setbacks to property lines;
 - (xi) natural and finished grade at *building* corners and significant breaks in the building plan and proposed grade around the *building* faces in order to ascertain *foundation* height;
 - (xii) first storey floor elevation;
 - (xiii) location, setbacks and elevations of all *retaining walls*, steps, stairs and decks;
 - (xiv) line of upper floors;

- (xv) location and elevation of curbs, sidewalks, manholes, and service poles;
- (xvi) location of *existing* and proposed service connections;
- (xvii) location of top bank and water courses;
- (xviii) access routes for firefighting;
- (xix) *accessible* paths of travel from the street to the *building*;
- (xx) geodetic elevation of the underside of a wood floor system or the top of a finished concrete slab of a *building* or *structure* where the *Regional District's* land use regulations or provincial flood mapping regulations establish siting requirements related to minimum floor elevation,

except that the *building official* may waive, in whole or in part, the requirements for a site plan, if the *permit* is sought for the repair or *alteration* of an *existing building* or *structure*;

- (h) include floor plans showing the dimensions and uses and *occupancy* classification of all areas, including: the dimensions and height of crawl and roof spaces; the location, size and swing of doors; the location, size and opening of windows; floor, wall, and ceiling finishes; fire separations; plumbing fixtures; structural elements; and stair dimensions;
- (i) include a cross-section through the *building* or *structure* in sufficient detail and locations to illustrate *foundations*, drainage, ceiling heights and constructions systems;
- (j) include elevations of all sides of the *building* or *structure* showing finish details, roof slopes, windows, doors, natural and finished *grade*, spatial separations and ridge height to comply with the *building code* and to illustrate that the *building* or *structure* conforms with the *Regional District* zoning bylaw and development permit;
- (k) include cross-sectional details drawn at an appropriate scale and at sufficient locations to illustrate that the *building* conforms to the *building code*;
- (l) include all other requirements of sections 2.2.1, 2.2.3, 2.2.4, 2.2.5, 2.2.6 and 2.2.9, Division C of the *building code*;
- (m) include copies of approvals required under any enactment relating to health or safety, including, without limitation, sewage disposal *permits*, highway access permits and ministry of health approvals;
- (n) include a letter of assurance in the form of Schedule A referred to in subsection 2.2.7 Division C, of the *building code*, signed by the *owner*, or a signing officer if the *owner* is a corporation, and the *coordinating registered professional*;
- (o) include letters of assurance in the form of Schedule B referred to in subsection 2.2.7 Division C, of the *building code*, each signed by such *registered professionals* as the *building official* or *building code* may require to prepare the design for and conduct *field reviews* of the *construction* of the *building*;
- (p) include two sets of drawings at a suitable scale of the design prepared by each *registered professional* containing the information set out in (g) to (k) of this section; and
- (q) include illustration of any slopes on the subject parcel that exceed 30%.

- 10.3 In addition to the requirements of Section 10.2 of this bylaw, a *building official* may require the following to be submitted with a *permit* application for the *construction* of a *complex building* if the complexity of the proposed *building* or *structure* or siting circumstances warrant

- (a) site servicing drawings, including sufficient detail of off-site services to indicate locations at the property line, prepared and sealed by a *registered professional*, in accordance with the *Village* subdivision and development servicing bylaw;
- (b) a section through the site showing grades, *buildings*, *structures*, parking areas and driveways; and
- (c) any other information required by the *building official* or the *building code* to establish substantial compliance with this bylaw, the *building code* and other bylaws and enactments relating to the *building* or *structure*.

Building Permit Applications for Simple Buildings

10.4 An application for a *building permit* with respect to a *simple building* must

- (a) include payment of the *application fee*;
- (b) be made in the form prescribed by the *building official* and signed by the *owner*, or a signing officer if the *owner* is a corporation;
- (c) be accompanied by the *owner's* acknowledgment of responsibility and undertaking made in the form prescribed by the *building official* and signed by the *owner*, or a signing officer if the *owner* is a corporation;
- (d) include a copy of a title search for the relevant property made within 30 days of the date of the *permit* application;
- (e) include a copy of a survey plan prepared by a British Columbia land surveyor except that the *building official* may waive the requirement for a survey plan, in whole or in part, where conditions warrant;
- (f) include a site plan showing
 - (i) the bearing and dimensions of the parcel taken from the registered subdivision plan;
 - (ii) the legal description and civic address of the parcel;
 - (iii) the location and dimensions of *existing* and proposed statutory rights of way, easements and setback requirements, adjacent street and lane names;
 - (iv) the location and dimensions of *existing* and proposed *buildings* or *structures* on the parcel;
 - (v) setbacks to the natural boundary of any lake, swamp, pond or watercourse;
 - (vi) north arrow;
 - (vii) if applicable, location of an approved *existing* or proposed alternative private or other sewage disposal system, water supply system or storm water drainage system;
 - (viii) the location, dimensions and gradient of parking and parking access;
 - (ix) proposed and *existing* setbacks to property lines;
 - (x) natural and finished grade at *building* corners and datum determination points;
 - (xi) *first storey* floor elevation;
 - (xii) location, setbacks and elevations of all *retaining walls*, steps, stairs and decks;
 - (xiii) line of upper floors;

- (xiv) location and elevation of curbs, sidewalks, manholes and service poles;
- (xv) location of *existing* and proposed service connections;
- (xvi) location of top bank and water courses;
- (xvii) access routes for firefighting;
- (xviii) *accessible* paths of travel from the street to the *building*;
- (xix) zoning compliance summary; and
- (xx) the geodetic elevation of the underside of a wood floor system or the top of a finished concrete slab of a *building* or *structure* where the *Village* land use regulations or provincial flood mapping regulations establish siting requirements related to minimum floor elevation,

except that for a *simple building* the *building official* may waive, in whole or in part, the requirements for a site plan, if the *permit* is sought for the repair or *alteration* of an *existing building*;

- (g) include floor plans showing the dimensions and uses of all areas, including: the dimensions and height of crawl and roof spaces; the location, size and swing of doors; the location, size and opening of windows; floor, wall, and ceiling finishes; plumbing fixtures; structural elements; and stair dimensions;
- (h) include a cross-section through the *building* illustrating *foundations*, drainage, ceiling heights and construction systems;
- (i) include elevations of all sides of the *building* showing finish details, roof slopes, windows, doors, the *grade*, the maximum *building height* line, ridge height, spatial separations and natural and finished *grade* to comply with the *building code* and to illustrate that the *building* or *structure* conforms with the *Village* zoning and development permit;
- (j) include cross-sectional details drawn at an appropriate scale and at sufficient locations to illustrate that the *building* or *structure* substantially conforms to the *building code*;
- (k) include copies of approvals required under any enactment relating to health or safety, including, without limitation, sewage disposal *permits*, highway access permits and Ministry of Health approvals;
- (l) include geotechnical letters of assurance, in addition to a required geotechnical report, if the *building official* determines that the site conditions so warrant;
- (m) include two sets of drawings at a suitable scale of design including the information set out in (f) to (j) of this section; and
- (n) include a *building code* compliance summary including the applicable edition of the *building code*, such as, without limitation, whether the *building* is designed under Part 3 or Part 9, confirmation that the *building* has been designed to meet the performance requirements for the applicable step under the *Energy Step Code* as required by Part 14 of this bylaw, and compliance with article 2.2.2.1(2), Division C of the *building code*.

10.5 In addition to the requirements of Section 10.4 of this bylaw, if the complexity of the proposed building or structure or siting circumstances warrant, a *building official* may require the following be submitted with a *permit* application for the *construction* of each *simple building* in the *project*:

- (a) a section through the site showing grades, *buildings*, *structures*, parking areas and driveways;

- (b) a roof plan and roof height calculations;
- (c) structural, electrical, plumbing, mechanical or fire suppression drawings prepared and sealed by a *registered professional*;
- (d) letters of assurance in the form of Schedule B referred to in Division C of the *building code*, signed by a *registered professional*; and
- (e) any other information required by the *building official* or the *building code* to establish substantial compliance with this bylaw, the *building code* and other bylaws and enactments relating to the *building* or *structure*.

Site and Location Information

10.6 Without limiting Sections 10.2(f) or 10.4(e) of this Part, the *building official* may in writing require an *owner* to submit an up-to-date plan or survey prepared by a registered British Columbia land surveyor which contains sufficient information respecting the site and location of any *building* to

- (a) establish, before *construction* begins, that all the provisions of this bylaw in relation to this information will be complied with;
- (b) verify, on completion of the *construction*, that all provisions of this and other applicable bylaws have been complied with;
- (c) in relation to an *existing building*, substantiate its location, size, including appurtenances whether above, at or below ground level, relative to the site or its relationship to neighbouring grades; and
- (d) in relation to *construction* of a new *building*, or *addition* to an *existing building*, prior to and after the placement of concrete for *foundations* and footings, show the *elevation* at the proposed top of concrete on all *building* elevations and at all significant changes of elevation to substantiate its size, location and elevation,

and every person served with a written requirement under this section must comply with the requirement.

Building Permit Fee

10.7 Before receiving a *building permit* for a *building* or *structure*, the *owner* must first pay to the *Village*

- (a) the *building permit* fee prescribed in Fees & Charges Bylaw No. 869, 2023; and
- (b) any fees, charges, levies or taxes imposed by the *Village* and payable under an enactment at the time of issuance of the *building permit*.

Security Deposit with Building Permit Application

10.8 An applicant for a *building permit* must pay to the *Village*, at the time of the issuance of the permit, security deposits as prescribed in Fees & Charges Bylaw No. 869, 2023.

10.9 The security deposit sum set out in Fees & Charges Bylaw No. 869, 2023

- (a) covers the cost borne by the *Village* to make the site safe if the *permit* holder abandons or fails to complete the work as designated on the *permit*;

- (b) repair any damage to or clear any debris, material or equipment from *Village* property occurring as a result of the *construction* authorized by the *permit*;
- (c) serves as the security deposit for the requirement that an *occupancy permit* be obtained; or
- (d) serves as a security deposit to effect compliance with any condition under which the *permit* was issued.

10.10 The security deposit or applicable portion must be returned to the applicant

- (a) when the *building official* is satisfied that no further damage to public works or public lands will occur;
- (b) when the inspections required by this bylaw are complete and acceptable to the *building official*; and
- (c) when the conditions or provisions of a provisional certificate of *occupancy* are completed to the satisfaction of the *building official*.

only if the applicant has requested the return of the security.

10.11 Any credit greater than the amount of the security deposit used by the *Village* for the purposes described in Sections 10.8 to 10.10 of this Part will be returned to the *permit* holder unless otherwise so directed by the *permit* holder. Any amount in excess of the security deposit required by the *Village* to complete corrective work to public lands, public works, or the site is recoverable by the *Village* from the *permit* holder, the *constructor* or the *owner* of the property.

Permit Fee Refunds

10.12 No fee or part of a fee paid to the *Village* may be refunded if *construction* of the *building* has started.

10.13 A *building permit* or other *permit* fee, excluding the *application fee*, may be partially refunded in the amount of 75% of the fees, only if

- (a) the *owner* has submitted a written request for a refund;
- (b) the *building official* has certified a start has not been made on the *construction* of the *building* or *structure*; and
- (c) the *permit* has not expired.

10.14 A *building permit* or other *permit* fee is not refundable after the *permit* has been extended under Section 10.45 of this Part.

Design Modification

10.15 If an issued *building permit* or other *permit* is active and the *owner* proposes modification to the *building* design whereby the value of the work does not increase or the value of the work decreases, the *owner* must pay to the *Village* a *building permit* fee based on the plan review rate set out in Fees & Charges Bylaw No. 869, 2023.

Construction Before Permit Issued

10.16 The *building permit* or other *permit* fee may be doubled for every *permit* application if *construction* commenced before the *building official* issued a *permit*, to a maximum increase in the *permit* fee of \$10,000.00.

Expiration of Application for a Permit

10.17 A *building permit* application expires:

- (a) 180 days from the date an application is received under this bylaw if the *building permit* is not issued by the application expiration date, unless the *permit* is not issued only due to delays caused by the *Village*; or
- (b) 90 days from the date the *building official* confirms that the *permit* is ready to be issued if the *Village* has not received the *building permit* fees required by Section 10.7 or the security required by Section 10.8.

Notwithstanding that a *building permit* application expires, any submitted application packages will be retained in accordance with the *Village* Records Management retention schedule.

Issuance of a Building Permit

10.18 If

- (a) a completed application in compliance with Sections 10.2 and 10.3 or sections 10.4 and 10.5 of this Part, including all required supporting documentation, has been submitted;
- (b) the *owner* has paid all applicable fees set out in Sections 10.7 to 10.16 of this Part and Fees & Charges Bylaw No. 869, 2023;
- (c) the *owner* or his or her representative has paid all charges and met all requirements imposed by any other statute or bylaw;
- (d) the *owner* has retained a professional engineer or geoscientist if required under this bylaw;
- (e) the *owner* has retained an architect if required under this bylaw; and
- (f) no covenant, agreement, resolution or regulation of the *Village* requires or authorizes the *permit* to be withheld,

the *building official* must issue the *permit*, in the form prescribed by the *building official*, for which the application is made, and the date of issuance is deemed to be the date the *Village* receives payment of *building permit* or other *permit* fees as set out in Fees & Charges Bylaw No. 869, 2023.

10.19 Despite Section 10.18, the *building official* may refuse to issue a *permit* when the *owner* has been notified of a violation of this bylaw about the *construction* of another *building* or *structure* by the *owner*.

Compliance with the Homeowner Protection Act

10.20 If the application is in respect of a *building* that includes, or will include, a *residential occupancy* governed by the *Homeowner Protection Act*, the *building permit* must not be issued unless the *owner* provides evidence under section 30(1) of the *Homeowner Protection Act*, that the proposed *building*

- (a) is covered by home warranty insurance; and
- (b) the *constructor* is a licensed “residential builder” as defined in that *Homeowner Protection Act*.

10.21 Section 10.20 of this Part does not apply if the *owner* is not required to be licensed and to obtain home warranty insurance in accordance with Sections 20(1) or 30(1) of the *Homeowner Protection Act*.

10.22 Every *permit* is issued subject to the *owner* and *constructor* maintaining compliance with the *Homeowner Protection Act* and negotiations under it during the term of the *permit*.

Partial Construction

10.23 If a site has been *excavated* under a *building permit* for *excavation* issued under this bylaw and a *building permit* is not subsequently issued or a subsisting *building permit* has expired under Section 10.44, but without the *construction* of the *building* or *structure* for which the *building permit* was issued having commenced, the *owner* must fill in the *excavation* to restore the original gradients of the site within 60 days of being served notice by the *Village* to do so.

10.24 If a *building permit* has expired and partial *construction* has progressed, with no extension requested of the *building official* under Section 10.45, permanent type fencing with privacy screen, must be erected and maintained around the *building* site for protection to the public to the satisfaction of the *building official*.

Conditions of a Building Permit

10.25 A *building permit* or an application for a *building permit* that is in process may not be transferred or assigned until the *owner* has notified the *building official* in writing, the *building official* has authorized the transfer or assignment in writing and the *owner* has paid the non-refundable fee for the change in owner required under Fees & Charges Bylaw No. 869, 2023. The transfer or assignment of a *building permit* is not an extension of a *building permit*.

10.26 The review of plans and supporting documents and issuance of a *building permit* do not prevent the *building official* from subsequently requiring the correction of errors in the plans and supporting documents, or from prohibiting *building construction* or *occupancy* being carried on when in violation of this or another bylaw.

Inspections

10.27 If a *registered professional* provides letters of assurance in accordance with this Part, the *Village* will rely solely on *field reviews* undertaken by the *registered professional* and the letters of assurance submitted pursuant to this bylaw and the *building code* as assurance that the *construction* substantially conforms to the design, plans and specifications and that the *construction* complies with the *building code*, this bylaw and other applicable enactments respecting safety, including the *Architects Act* and the *Professional Governance Act*.

10.28 Despite Section 10.27 of this Part, a *building official* may attend the site from time to time during the course of *construction* to ascertain that the *field reviews* are taking place and to monitor the *field reviews* undertaken by the *registered professionals*.

- 10.29 A *building official* may attend periodically at the site of the *construction of simple buildings or structures* to ascertain whether the work is being carried out in substantial conformance with the *building code*, this bylaw and any other applicable enactments concerning safety.
- 10.30 For all work in respect of *simple buildings* the *owner* must give at least 48 hours' notice to the *Village* when requesting an inspection and must obtain an inspection and receive a *building official's* written acceptance of the following aspects of the work prior to concealing them and as set out as follows:
- (a) Demolition:
 - (i) Once the building or structure is removed and the grading of and removal of debris from the site is complete;
 - (ii) Proof of utilities being disconnected in accordance with the *Village* bylaws governing *Village* owned utility services by certified person.
 - (b) Footing and *foundation* forms:
 - (i) before concrete is poured; and
 - (ii) before metal foundation posts are installed to ensure correct property line clearances from the structure;
 - (c) Pre-backfill:
 - (i) when the perimeter drain tile, drain rock and damp-proofing is completed, prior to backfilling;
 - (ii) if required, below grade exterior insulation is installed; and
 - (iii) if required, the survey for the foundation location is to be received by the *Village* prior to approval of backfill;
 - (d) Plumbing located below the finished slab level:
 - (i) prior to inspection under Section 10.30(e);
 - (ii) water or air test must be visually confirmed by the *building official*; and
 - (iii) pipe must be bedded in material free of stones, boulders, cinders and frozen earth
 - (e) Preslab:
 - (i) before the concrete slab is poured;
 - (ii) the preparation of ground is complete, including:
 - if required, ground cover;
 - if required, soil gas control;
 - if required, below slab insulation;
 - (iii) if required, perimeter insulation on inside of concrete *foundation* walls is complete;
 - (f) Plumbing located above the finished slab level:
 - (i) water or air test must be visually confirmed by the Building Official;
 - (g) Rough in of factory-built chimneys and fireplaces and solid fuel burning appliances;
 - (h) Framing:

- (i) when framing, sheathing, fire stopping (including drywall in fire separations), bracing, chimney and ductwork, rough-in of factory-built chimneys, rough wiring, and rough plumbing are in place; and
- (ii) prior to the installation of insulation, interior finishes, sheathing paper or exterior finishes which would conceal such work;

(i) Insulation and vapour barrier:

- (i) prior to the installation of gypsum or other interior finishes; and
- (ii) wall sheathing membrane, externally applied vapour or air barrier, stucco wire or lath, and flashings, but prior to the installation of exterior finishes which could conceal such work;

(j) Occupancy:

- (i) the *health and safety aspects of the work* and the conservation, GHG emission reduction, including the requirements of the *Energy Step Code* set out in Part 14 of this bylaw, and accessibility aspects of the work when the *building or structure* is substantially complete, ready for *occupancy* but prior to *occupancy*;
- (ii) documentation is provided to the *Village* in accordance to Section 10.52; and

(k) Final:

- (i) Once all work described in the provisional *occupancy permit* is complete.

10.31 A *building official* will only carry out an inspection under Section 10.30 if the *owner* or the *owner's agent* has requested the inspection in accordance with this bylaw.

10.32 Despite the requirement for the *building official's* acceptance of the work outlined in Section 10.30, if a *registered professional* provides letters of assurance, the *Village* will rely solely on *field reviews* undertaken by the *registered professional* and the letters of assurance submitted pursuant to this bylaw as assurance that the aspects of the *construction* referenced by those letters of assurance substantially conform to the *design*, plans and specifications and that the *construction* complies with the *building code*, this bylaw and other applicable enactments respecting safety.

10.33 No person may conceal any aspect of the work referred to in Section 10.30 of this bylaw until a *building official* has *accepted* it in writing.

10.34 For work in respect of *complex buildings*, the *owner* must:

- (a) give at least 48 hours' written notice to the *Village* when requesting a preconstruction meeting with the *building official* prior to the start of *construction*, and the *owner* or his or her representative must ensure that the *coordinating registered professional*, the *constructor*, as well as representatives of major trades, are in attendance;
- (b) give at least 48 hours' written notice to the *Village* when requesting a pre- occupancy coordinated by the *coordinating registered professional* or other *registered professional* to have the *owner*, the *constructor* and the *registered professionals* demonstrate to the *building official* the compliance with *the health and safety aspects of the work*, the coordination and integration of the fire and life safety system, applicable

Village requirements and other enactments respecting safety and the conservation, GHG emission and accessibility aspects of the work; and

- (c) cause the *coordinating registered professional*, at least 48 hours prior to the pre-occupancy coordinated site review coordinated by the *coordinating registered professional*, to deliver to the *building official* the Confirmation of Required Documentation provided by the Village, complete with all documentation in a hard covered three ring binder and in digital pdf format on a memory stick.

Stop Work Order

- 10.35 The *building official* may direct the immediate suspension or correction of all or a portion of the *construction* on a *building* or *structure* by attaching a stop work order notice as prescribed by the *building official* on the premises whenever it is found that the work is not being performed in accordance with the requirements of the *building code* or any applicable bylaw of the *Village*.
- 10.36 The *coordinating registered professional* may request, in writing, that the *building official* order the immediate suspension or correction of all or a portion of the *construction* on a *building* or *structure* by attaching a stop work order notice on the premises. The *building official* must consider such a request and, if not acted upon, must respond, in writing, to the *coordinating registered professional* and give reasons.
- 10.37 If a *registered professional's* services are terminated, the *owner* must immediately stop any work that is subject to his or her *design* or *field review* and the *building official* is deemed to have issued a stop work order under Section 10.35.
- 10.38 The *owner* must immediately, after the posting of a notice under Section 10.35, secure the *construction* and the lands and premises surrounding the *construction* in compliance with the safety requirements of every statute, regulation or order of the Province or of a provincial agency and of every applicable bylaw of the *Village*.
- 10.39 Subject to Section 10.35, no work other than the required remedial measures may be carried out on the parcel affected by the notice referred to in Section 10.35 until the stop work order notice has been removed by the *building official* or the Stop Work Order has been rescinded in writing by a *building official*.
- 10.40 The notice referred to in Section 10.35 must remain posted on the premises until that which is contrary to the enactments has been remedied.

Do Not Occupy Notice

- 10.41 If a person occupies a *building* or *structure* or part of a *building* or *structure* in contravention of this bylaw, a *building official* may post a Do Not Occupy Notice in the form prescribed by the *building official* on the affected part of the *building* or *structure*.
- 10.42 If a notice is posted under Section 10.41, the *owner* of a parcel on which a Do Not Occupy Notice has been posted, and every other person, must cease *occupancy* of the *building* or *structure* immediately and refrain from further *occupancy* until all applicable provisions of the *building code* and this bylaw have been substantially complied with and the Do Not Occupy Notice has been rescinded in writing by a *building official*.

Inspection and Other Fees

- 10.43 In addition to the fees required under other provisions of this bylaw, the *owner* must pay the non-refundable fee set out in Fees & Charges Bylaw No. 869, 2023 for
- (a) a third and each subsequent re-inspection where it has been determined by the *building official* that due to non-compliance with the provisions of this bylaw or due to non-complying work, more than two site visits are required for any required inspection;
 - (b) a special inspection during *Village* normal business hours to establish the condition of a *building*, or if an inspection requires special arrangements because of time, location or *construction* techniques;
 - (c) inspection required under this bylaw which cannot be carried out during the *Village* normal business hours;
 - (d) calculation of occupancy loads; and
 - (e) a request from the *owner* or *agent* that the *building official* review an application or part of an application that has already been reviewed by the *building official*.

Permit Expiration

- 10.44 Every *permit* is issued on the condition that the *permit* expires and the rights of the *owner* under the *permit* terminate if
- (a) the work authorized by the *permit* is not commenced within 270 days from the date of issuance of the *permit*; or
 - (b) the work is not completed within three years of the date of issuance of the *permit*.

Permit Extension

- 10.45 A *building official* may extend the period set out under Section 10.44 for only two periods, not to exceed twelve months each occurrence, if *construction* has not been commenced or has been discontinued due to adverse weather, strikes, material or labour shortages, other similar hardship beyond the *owner's* control, or if the size and complexity of the *construction* warrants, if
- (a) application for the extension is made prior to the date of permit expiration; and
 - (b) the non-refundable fee for a permit extension set out in Fees & Charges Bylaw No. 869, 2023, has been paid.

Building Permit Revocation

- 10.46 Where the *building official* revokes a *building permit* under Section 6.4, such *permit* revocation must be in writing and sent to the *permit* holder by signature mail to, or personal service on, the *permit* holder.

Building Permit Cancellation

- 10.47 A *building permit*, or a *building permit* application, may be cancelled by the *owner*, or his or her *agent*, on delivery of written notification of the cancellation to the *building official*.

- 10.48 On receipt of the written cancellation notice, the *building official* must mark on the application, and a *permit* if applicable, the date of cancellation and the word "cancelled".
- 10.49 If the *owner*, or his or her *agent*, submits changes to an application after a *permit* has been issued and the changes, in the opinion of the *building official*, substantially alter the scope of the work, design or intent of the application in respect of which the *permit* was issued, the *building official* may cancel or amend the *permit* and mark on the *permit* the date of cancellation or amendment and the word "cancelled" or "amended".
- 10.50 If a *building permit* application or *permit* is cancelled, and *construction* has not commenced under the *permit*, the *building official* must return to the *owner* any fees deposited under Fees & Charges Bylaw No. 869, 2023, less the amounts stipulated in Section 10.13, 10.14 and 10.58.

Occupancy

- 10.51 No person may occupy a *building* or *structure* or part of a *building* or *structure* until an *occupancy permit* has been issued by a *building official*.
- 10.52 An *occupancy permit* will not be issued unless
- (a) all letters of assurance have been submitted when required in accordance with this bylaw;
 - (b) all aspects of the work requiring inspection and acceptance pursuant to *complex buildings* and Sections 10.34 of this bylaw have both been inspected and *accepted* or the inspections and acceptance are not required in accordance with this bylaw;
 - (c) the *owner* has delivered to the *Village* as-built drawings of works and *services* in a format as required by the *Village*;
 - (d) when requested by the *building official*, the *owner* has provided to the *Village* a *building* survey prepared by a British Columbia Land Surveyor showing the *building* height, size, location and elevation determined in accordance with the *Village* land use regulations; all other documentation required under applicable enactments has been delivered to the *Village*;
 - (e) the *owner* has delivered to the *Village* as-built drawings of the *building* or *structure* in digital format as required by the *Village*.
 - (f) all letters of assurance and the Confirmation of Required Documentation described in documentation provided by the *Village* have been submitted when required in accordance with the requirements of this bylaw;
 - (g) all aspects of the work requiring inspection and review pursuant to Part 9 and sections 10.30 of this bylaw have both been inspected and *accepted*;
 - (h) *Final* declarations from Technical Safety BC for electrical, gas, boiler and elevator works have been received;
 - (i) Sewerage usage has been approved by the Health Authority;
 - (j) Proof of potable water is received;
 - (k) the *owner* has executed and delivered to the *Village* every agreement, instrument or form required by the *Village* in relation to the work or the site; and
 - (l) all required offsite works respecting safety have been completed.

- 10.53 When a *registered professional* provides letters of assurance in accordance with this bylaw, the *Village* will rely solely on the letters of assurance when issuing an *occupancy permit* or final report authorizing *occupancy* as assurance that the items identified on the letters of assurance substantially comply with the *design, the building code*, this bylaw and other applicable enactments respecting safety, including the *Architects Act* and the *Professional Governance Act*.
- 10.54 A *building official* may issue an *occupancy permit* for partial *occupancy* of a portion of a *building* or *structure* under *construction* when
- (a) that portion of the *building* or *structure* is self-contained and provided with essential services respecting *health and safety aspects of the work*, and if applicable, accessibility, GHG emissions and conservation; and
 - (b) the requirements set out in Section 10.52 have been met with respect to it.

Temporary Buildings

- 10.55 Subject to the bylaws and orders of the *Village*, the *building official* may issue a *building permit* for the erection or placement of a *temporary building* or *structure* for *occupancy* if:
- (a) the *permit* is for a period not exceeding one year; and
 - (b) the *building* or *structure* is located in compliance with the *Village* zoning bylaw, built in compliance with the *building code* and this bylaw, and connected, as required by enactments, to approved utility services.
- 10.56 An application for a *building permit* for the erection or placement of a *temporary building* or *structure* must be made in the form of a temporary *permit* application in the form prescribed by the *building official*, signed by the *owner* or *agent*, and must include
- (a) plans and supporting documents showing the location and *building height* of the *building* or *structure* on the parcel;
 - (b) plans and supporting documents showing *construction* details of the *building* or *structure*;
 - (c) a statement by the *owner* indicating the intended use and duration of the use;
 - (d) plans and supporting documents showing the proposed parking and loading space;
 - (e) a written description of the *project* explaining why the *building* is temporary;
 - (f) a copy of an issued development *permit*, if required;
 - (g) in the case of a manufactured *building*, a CSA label in respect of manufacture and, without limitation, a Quonset or other steel *building* must be certified in accordance with CSA Standard A660;
 - (h) a report or drawing by an engineer, architect or designer confirming compliance with the *building code*, this bylaw, the *Village* zoning bylaw and other applicable bylaws;
 - (i) security in the form of a fee as set out in Fees & Charges Bylaw No. 869, 2023, which security
 - (i) may be used by the *Village* to remove the *building* after one year of the date of the *final* inspection required under this bylaw; or

- (ii) must be returned to the *owner* if the *owner* removes the *temporary building* within one year of the date of the *final* inspection of the *temporary building* required under this bylaw; and
 - (j) in the case of a *temporary building*, information to comply with article 1.1.1.1(2)(f), Division A of the *Building Code*.
- 10.57 Before receiving a *building permit* for a *temporary building* or *structure* for *occupancy*, the *owner* must pay to the *Village* the applicable *building permit* fee set out in Fees & Charges Bylaw No. 869, 2023.
- 10.58 A *permit fee* for a *temporary building* or *structure* is not refundable.

Sanitary Facilities

- 10.59 During the time a *building permit* has been issued and remains valid under this bylaw, the *owner* must provide on the parcel of land in respect of which the *permit* has been issued, sanitary facilities for the disposal of human waste from individual persons who enter on the parcel in relation to the work referred to in the *permit*, which facilities must be accessible and unlocked when not occupied while work is being carried out on the parcel under this bylaw, and every sanitary facility that is not connected to a
- (a) sanitary sewer; or
 - (b) septic disposal system approved under the *Health Act*,
- by plumbing that complies with the *Building Code* and this bylaw, must be provided, at all times the facility is required under this bylaw, with toilet paper, a locking door for privacy, and ventilation, and must be kept in sanitary condition without leaking beyond the facility and without overflowing within the facility. Such facilities must be located so as not to create a nuisance to neighbouring parcels or highways.

PART 11: RETAINING WALLS AND GRADES

- 11.1 No person may construct, or structurally repair, a *retaining wall* without a *building permit*.
- 11.2 Except as certified by a professional engineer with expertise in geotechnical engineering registered in the province of British Columbia, fill material placed on a parcel, unless restrained by permitted *retaining walls*, must not have a surface slope exceeding a ratio of one linear unit vertically to two linear units horizontally.
- 11.3 Without limiting Section 11.2, no person may occupy a *building* unless the finished *grade* complies with all applicable enactments.

PART 12: BUILDING MOVE

- 12.1 No person may move a building or structure into or within the *Village* building regulation service areas

- (a) except where certified by a registered professional that the building, including its foundation, will comply with the current version of the building code; and
 - (b) a building permit has been issued for the building or structure;
- 12.2 Manufactured building or structure will not be permitted unless it is bearing a CSA label in respect of manufacture and, without limitation, a Quonset or other steel building must be certified in accordance with CSA Standard A660. Proof of the CSA label and all other construction documentation must be supplied to confirm compliance with the building code, this bylaw, the *Village* zoning bylaw and other applicable bylaws.

PART 13: NUMBERING OF BUILDINGS

- 13.1 The *Village* must, prior to the issuance of a *building permit*, designate a house number or set of house numbers related to the *building* authorized by the *permit*. The *owner* or occupier must post the number or numbers on the site immediately after obtaining the *building permit* and keep the numbers posted in a conspicuous location at all times during *construction* and after *occupancy* such that the number is visible from an adjacent roadway.

PART 14: POOLS

- 14.1 Swimming pools shall be enclosed with a fence of not less than 1.83 M in height with no openings greater than 100 mm in their least dimension. Access through the fence enclosing the swimming pool shall be equipped with a self-closing gate so designed as to cause the gate to return to a locked position when not in use and secured by a spring lock which can be opened from the outside only with a key. For the purpose of this section, the words "swimming pool" shall include any constructed or prefabricated pool used or intended to be used for swimming, bathing, or wading, having either a surface area exceeding 15m² or a depth of more than 500 mm or both

PART 15: ENERGY STEP CODE

The BC Building Code requires that new construction be more energy efficient than a building constructed in 2018.

- 15.1 Construction must be in accordance with the BC Building Code sections 9.36 for simple (Part 9) buildings and section 10.2 for complex (Part 3) building.
- 15.2 In relation to the conservation of energy, simple (Part 9) dwellings may be constructed in accordance with sections 9.36.2 to 9.36.4 of the BC Building Code (prescriptive pathway) to meet Step 3 of the BC Energy Step Code.

PART 16: ACCESS ROUTE FOR FIRE VEHICLE

Prior to the issuance of a *building permit* for a *building* under Part 9 of the *building code*, the *owner* must satisfy the *building official* that the *building* or *structure* for which the *permit* is issued will be served by a fire access route that satisfies the following:

- (a) the width of an access route must be not less than 6 meters;
- (b) the centerline radius of an access route must be 12 meters;
- (c) the overhead clearance of an access route must be 5 meters;
- (d) the gradient of the access route must not change more than 1 in 12.5 over a minimum distance of 15 meters;
- (e) the access route must comply with the bearing load and surface material standards of the *Village Subdivision and Development Servicing Bylaw*, as amended or replaced from time to time; and
- (f) the length above which a dead-end portion of an access route requires turnaround facilities is 90 meters.

PART 17: OFFENCES

Offences

17.1 Without limiting Part 4 of this bylaw, every person who

- (a) violates a provision of this bylaw;
 - (b) *permits*, suffers or allows any act to be done in violation of any provision of this bylaw;
 - (c) who fails to comply with any order or notice issued by a *building official*, or
 - (d) neglects to do anything required to be done under any provision of this bylaw,
- commits an offence and where the offence is a continuing one, each day that the offence continues is deemed to be a separate offence.

Deemed Offence

- 17.2 An *owner* is deemed to have knowledge of and be liable under this bylaw in respect of any *construction* on the parcel the *owner* owns and any change in the use, *occupancy* or both of a *building* or *structure* or part of a *building* or *structure* on that parcel.
- 17.3 A person who employs or contracts with a *constructor* is deemed to have knowledge of and be liable under this bylaw in respect of any work performed by the constructor in the course of that employment or contract.
- 17.4 No person is deemed liable under Section 15.2 who establishes, on a balance of probabilities, that the *construction* or change of use or *occupancy* occurred before the person became the *owner* of the parcel.

17.5 Nothing in Section 15.4 affects

- (a) the *Village* right to require and the *owner's* obligation to obtain a *permit*; and
- (b) the obligation of the *owner* to comply with this bylaw.

Ticketing and Prosecutions

17.6 This bylaw may be enforced by the *building official* or other bylaw enforcement officers designated by Village Council.

17.7 The Village Bylaw Notice Enforcement and Dispute Adjudication System Bylaw No. 698, 2013 also applies to offences committed under this bylaw.

17.8 A person who commits an offence that is prosecuted under the *Offence Act* is liable to a fine of not more than \$50,000 or to imprisonment for not more than 6 months, or both.

Additional Fees Associated with Enforcement

17.9 Every person who commences work requiring a *building permit* without first obtaining such a *permit* must, if a Stop Work order is issued and remains outstanding for 30 days, pay an additional fee to cover the extra administrative costs incurred by the *Village* as outlined in Fees & Charges Bylaw No. 869, 2023.

17.10 An *owner* requesting the *Village* discharge any notice that has been registered against the title to a property must pay an additional fee to cover the extra administrative costs incurred by the *Village* as outlined in the Village of Valemount Fees & Charges Bylaw.

PART 18: REPEAL

18.1 Building Bylaw No. 542, 2003, is repealed.

PART 19: TITLE

Citation

19.1 This bylaw may be cited as "Building Bylaw No. 892", 2024.

Appendix A – Value of Work

Appendix “A” applies to single- and two-family dwellings, townhomes, row housing, apartments, condominiums and residential accessory building. The following values are to be used in calculating the *value of the work* as per s. 1.1 of this Bylaw:

	Unit Value Per:	
	Square Foot	Square Metre
Single and Two Family Dwellings:		
i. Slab on grade foundation	\$10.00	\$107.64
ii. Crawl space foundation	\$18.00	\$193.75
iii. Basement foundation	\$65.00	\$699.66
iv. iv.Pier or block foundation	\$10.00	\$107.64
v. Each story above crawlspace, basement or slab on grade	\$130.00	\$1,399.32
vi. Log or timber walled structure	\$140.00	\$1,506.96
vii. Seasonal Recreational Cabin	\$65.00	\$699.66
Multi-Family Dwellings – Townhome or Row Housing		
i. Slab on grade foundation	\$10.00	\$107.64
ii. Crawl space foundation	\$18.00	\$193.75
iii. Basement foundation	\$65.00	\$699.66
iv. Each story above crawlspace, basement or slab on grade	\$115.00	\$1,237.86
Multi-Family Dwellings – Apartments or Condominiums		
i. Slab on grade foundation	\$10.00	\$107.64
ii. Crawl space foundation	\$18.00	\$193.75
iii. Basement foundation	\$65.00	\$699.66
iv. Each story above crawlspace, basement or slab on grade	\$120.00	\$1,291.68
Residential Accessory Buildings		
i. Attached garage	\$40.00	\$430.56
ii. Detached garage	\$50.00	\$538.20
iii. Accessory building	\$65.00	\$699.66
iv. Carport structure	\$25.00	\$269.10
v. Open deck	\$25.00	\$269.10
vi. Covered deck	\$35.00	\$376.74
vii. Interior renovations (impacting structure or vapour barrier)	\$50.00	\$538.20
Work Camps / Temporary Buildings		
i. Dorm Unit	\$50.00	\$538.20
ii. Office Building	\$50.00	\$538.20
iii. Gymnasium	\$100.00	\$1,076.39
iv. Kitchen/Dining	\$150.00	\$1,614.59
Plumbing		
i. Plumbing value per fixture	\$300.00 each	
Other Values	Total Unit Value Each	
i. Solid fuel burning appliance	\$4000.00	
ii. Certified metal chimney	\$3000.00	
iii. Masonry chimney	\$4000.00	
	Linear Foot	Linear Metre
iv. Retaining wall	\$150.00	\$492.13

BUILDING BYLAW No. 892, 2024

Appendix B – Climate Data

Climatic data for the design of buildings in the Village of Valemount shall be deemed to be the following values:

Design Temperatures (Celsius):

January – 1%	-32
January – 2.5%.....	-29
July – 2.5% Drybulb	29
July 2.5% Wetbulb	18
Degree – Days below 18	See Climate Zone Map Below
15 min rain (mm).....	15
One day rain, 1/50 (mm).....	54
Annual rain, (mm).....	475
Moisture index... ..	0.64
Annual total precipitation (mm)	650
Driving rain wind pressure (Pa) 1/5.....	80

Snow Load 1/50:

Rain Load (Sr) (kPa)	0.2
Ground Snow Load (Ss) (kPa).....	4.3

Seismic Data:

Sa (0.2)	0.27
Sa (0.5)	0.16
Sa (1.0)	0.076
Sa (2.0)	0.042
PGA	0.14

Hourly Wind Pressure:

Probability 1/10 (kPa)	0.29
Probability 1/50 (kPa)	0.37
Radon rough-in	required

Required NAFS Fenestration performance of windows and doors in Part 9 buildings:

2. For any of the exceptions listed above, the climatic design values shall be computed using the closest weather observations collected by the Atmospheric Environment Service, Environment Canada, to the site of the building or structure, which computation is intended to follow the methodology described in Division B, Appendix C – Climatic and Seismic Information for Building Design in British Columbia of the building code.
3. The entirety of the Village of Valemount is within Climate Zone 6 of the BC Building Code.

Village of Valemount
Building Bylaw No.
892, 2024
Appendix C – Letter of Authorization

To whom it may concern:

Property Address: _____

Legal Description: _____

I am the owner, as defined in the current "Building Bylaw", of the above referenced property
and hereby authorize:

Representative/Contact: _____

(PRINT)

Tel. No.: _____ Cell No.: _____

E-mail: _____

Please check where applicable.

To represent me in an application for:

- Building Permit Application
(If Registered Professional is involved, use Appendix D, Owner's Undertaking)
- Demolition Permit Application
- Subtrade

Permit To obtain copies of:

- Building Permit Plans (Archive Copies)

Owner's Information:

Name: _____

(PRINT)

Address: _____

Tel. No.: _____ Cell No.: _____

E-mail: _____

Date: _____ Signature: _____

This form may be emailed, mailed or delivered in person.

Village of Valemount

Building Bylaw No.

892, 2024

Appendix D – Owner's Undertaking

Property Address: _____

Legal Description: _____

Building Permit #: _____

1. This undertaking is given by the undersigned, as the owner of the property described above, with the intention that it be binding on the owner and that the Village will rely on same.
2. I confirm that I have applied for a building permit pursuant to "Village of Valemount Building Bylaw No. 892, 2024 (the "Bylaw") and that I have carefully reviewed and fully understand all of the provisions of the Bylaw and in particular, understand, acknowledge and accept the provisions describing the purpose of the Bylaw, the conditions under which permits are issued, the disclaimer of warranty or representation and the limited extent of the scope of the Bylaw and inspections thereunder.
3. Without in any way limiting the foregoing, I acknowledge fully that it is my responsibility to ensure compliance with the Building Code and the Bylaw whether any work to be performed pursuant to the permit applied for is done by me, a contractor or a registered professional.
4. I am not in any way relying on the Village or its building officials, as defined under the Bylaw, to protect the owner or any other persons as set out in Part 3 of the Bylaw and I will not make any claim alleging any such responsibility or liability on the part of the Village or its building officials.
5. I hereby agree to indemnify and save harmless the Village and its employees from all claims, liability, judgments, costs and expenses of every kind which may result from negligence or from the failure to comply fully with all bylaws, statutes and regulations relating to any work or undertaking in respect of which this application is made.
6. I am authorized to give these representations, warranties, assurance and indemnities to the Town.

Owner's Information:

Name: _____
(PRINT)

Address: _____

Tel. No.: _____ Cell No.: _____

Email: _____

This undertaking is executed by the owner this _____ day of _____, _____.

1. Where owner is an individual:

Owner's Signature

Owner's Name

(PRINT)

2. Where owner is a corporation:

Name of Corporation

Per:

Authorized Signatory

Name

(PRINT)

3. Where owner is a partnership:

Name of Partnership

Per:

Signed, sealed and delivered in the presence of:

Witness's Signature

Witness's Name

(PRINT)

Witness's Address

Signed, sealed and delivered in the presence of:

Witness's Signature

Witness's Name

(PRINT)

Witness's Address

Signed, sealed and delivered in the presence of:

Witness's Signature

Witness's Name

(PRINT)

Village of Valemount
Building Bylaw No. 892,
892, 2024

Appendix E – Confirmation of Professional Liability Insurance

1. *This Confirmation letter must be submitted along with each BC Building Code Schedule A and Schedule B before issuance of a building permit. A separate Confirmation Letter must be submitted for each registered professional.*
2. *This Confirmation Letter must be submitted with each BC Building Code Schedule C after completion of the building but before a final inspection is made by the building official. A separate Confirmation Letter must be submitted for each registered professional.*
3. *Only an original Confirmation Letter, printed by the Village or an unaltered photocopy of this document is to be completed and submitted.*

Attention: Manager, Inspections

Property Address: _____

Legal Description: _____

The undersigned hereby gives assurance that:

- a) I have fulfilled my obligation for insurance coverage as outlined in the Village Building Bylaw 892, 2024;
- b) I am insured by a policy of insurance covering liability to third parties for errors and omissions in respect to the above project, in the amount of at least One Million Dollars (\$1,000,000.00);
- c) I have enclosed a copy of my certificate of insurance coverage indicating the particulars of such coverage;
- d) I am a registered professional; and
- e) I will notify the building official in writing immediately if the undersigned's insurance coverage is reduced or terminated at any time during construction. _____

Name (PRINT)

Signature

Date

Address (PRINT)

Phone

(Affix professional seal here)

(If the registered professional is a member of a firm, complete the following)

I am a member of this firm:

Village of Valemount
Building Bylaw No.
892, 2024

Appendix F – Confirmation of Required Documentation

Building Permit Number: _____

Note:

1. *The Confirmation of Required Documentation and all required documentation must be submitted to the Chief Building Inspector 48 hours prior to the Pre-Occupancy Coordinated Review.*
2. *The Confirmation of Required Documentation and all required documentation must be submitted in a tabbed ringed binder, with tab sections as per this Appendix.*

TAB 1	Provided N/A ☐☐	CONFIRMATION OF REQUIRED DOCUMENTATION
TAB 2	☐☐ ☐☐ ☐☐ ☐☐ ☐☐ ☐☐ ☐☐	

Provided
N/A

- | | | |
|-------|---|---|
| TAB 5 | ☐ ☐ | FIRE ALARM |
| | ☐ ☐ | Fire Alarm Verification Certificate (include field work sheets) |
| | ☐ ☐ | Letter of Signed Contract from ULC Listed Monitoring Agency |
| | | |
| TAB 6 | ☐ ☐ | SPRINKLER SYSTEMS |
| | ☐ ☐ | Material and Test Certificate – Above ground piping |
| | ☐ ☐ | Material and Test Certificate – Underground piping |
| | ☐ ☐ | Fire Pump Test Report |
| | | |
| TAB 7 | ☐ ☐ | PROVINCIAL APPROVALS |
| | ☐ ☐ | Certificate to Operate Elevating Device (one per each device) |
| | ☐ ☐ | Health Approval (on-site sewage disposal) |
| | ☐ ☐ | Health Approval (food services) |
| | | |
| TAB 8 | ☐ ☐ | VILLAGE APPROVALS |
| | ☐ ☐ | Sprinkler Permit – Pre-occupancy Co-ordinated Review |
| | ☐ ☐ | Fire Department Acceptance (Fire Safety Plan) |
| | ☐ ☐ | Final Inspection (Building Inspector– pre-occupancy review) |
| | ☐ ☐ | Developmental Engineering Final Inspection |
| | ☐ ☐ | Planning Technicians Final Inspection |
| | | |
| TAB 9 | ☐ ☐ | DEFICIENCY LIST |

Submitted by Coordinating Registered Professional

Name (PRINT)

Signature

Date

