



The Region of BC's Best

THOMPSON-NICOLA REGIONAL DISTRICT

BUILDING REGULATIONS

BYLAW NO. 2066, 2005

Thompson-Nicola Regional District
300-465 Victoria Street
Kamloops, BC V2C 2A9
Telephone: 1-250-377-8673
Toll Free in BC: 1-877-377-8673
Facsimile: 1-250-372-5048

CONSOLIDATED TO MARCH 5, 2026

CONSOLIDATED FOR CONVENIENCE ONLY

This information has been prepared by the Thompson-Nicola Regional District (TNRD) for convenience only. The TNRD does not represent that this consolidated bylaw is up to date or complete and anyone using this material should confirm its content by reference to the original legislation, codes, bylaws and their amendments.

CONTENTS

<u>Division</u>	<u>Title</u>	<u>Page</u>
Division One	Preamble	1
Division Two	Definitions	5
Division Three	Prohibitions	8
Division Four	Authority of Building Official	9
Division Five	Duties and Responsibilities of the Owner	11
Division Six	General Permit Regulations	14
Division Seven	Plumbing	19
Division Eight	Complex Buildings	21
Division Nine	Standard Buildings	25
Division Ten	Relocation of a Building or Structure	29
Division Eleven	Demolition	31
Division Twelve	Temporary Buildings	33
Division Thirteen	Professional Design and Field Review	35
Division Fourteen	Professional Plan Certification	36
Division Fifteen	Inspections	37
Division Sixteen	Occupancy Approval	40
Division Seventeen	Fees and Charges	41
Division Eighteen	Disclaimer of Warranty or Representation	43
Division Nineteen	Penalties and Enforcement	44
Division Twenty	Appendices	46
Appendix A	Schedule of Fees	47

THOMPSON-NICOLA REGIONAL DISTRICT

BYLAW NO. 2066

A BYLAW TO REGULATE THE CONSTRUCTION, ALTERATION, REPAIR, MOVING OR DEMOLITION OF BUILDINGS AND STRUCTURES

Bylaw No.
2661, 2018

WHEREAS the **Board** of Directors of the Thompson-Nicola Regional District has, by "Thompson-Nicola Regional District Building Inspection Service Bylaw No. 1161, 1989", established the service of building inspection;

AND WHEREAS the **Board** may by bylaw, for the health, safety and protection of **persons** or property, regulate the **construction**, alteration, repair, or demolition of buildings and **structures** including the installation, alteration, and repair of plumbing; the conservation of energy or water; and the provision of access for a **person** with disabilities;

AND WHEREAS Order in Council 295 was approved December 18, 1998, the **Board** is enacting this Bylaw to regulate **construction** and administer the British Columbia **Building Code** in the **Regional District** in accordance with the Local Government Act and the Building Act, both as amended from time to time;

NOW THEREFORE, the **Board** of Directors of the Thompson-Nicola Regional District in open meeting assembled enacts as follows:

1. This Bylaw may be cited for all purposes as the "Thompson-Nicola Regional District Building Regulations Bylaw No. 2066, 2005".
2. Thompson-Nicola Regional District Building Regulations Bylaw No. 1947, 2003 and all amendments thereto are hereby repealed.

DIVISION ONE - PREAMBLE

1.1 Purpose of Bylaw

The bylaw, shall, notwithstanding any other provision herein, be interpreted in accordance with this section.

1.1.1 This bylaw has been enacted for the purpose of regulating **construction** within the **Regional District** in the general public interest. The activities undertaken by or on behalf of the **Regional District** pursuant to this bylaw are for the sole purpose of providing a limited and interim spot-checking and **monitoring** function for reason of health, safety and the protection of **persons** and property. It is not contemplated nor intended, nor does the purpose of this bylaw extend:

- 1.1.1.1 to the protection of **owners**, **owner**/builders, constructors or occupiers from bodily injury or economic loss;

- 1.1.1.2 to the assumption by the **Regional District** or any **Building Official** of any responsibility for ensuring the conformance by any **owner**, his or her **agent** or any employees, constructors or designers retained by him or her, with the **Building Code**, the requirements of this bylaw or other applicable enactments respecting safety;
- 1.1.1.3 to providing any **person** a warranty of design or workmanship with respect to any building or **structure** for which a building **permit** or **occupancy certificate** is issued under this bylaw;
- 1.1.1.4 to providing a warranty or assurance that **construction** undertaken pursuant to building **permits** issued by the **Regional District** is free from latent or any defects or complies with this bylaw;
- 1.1.1.5 to the assumption by the **Regional District** or any **Building Official** of any responsibility for ensuring that any **construction** will be geotechnically sound and will not be subject to flooding, mud flows, debris flows, debris torrents, erosion, land slip, rock falls, subsidence, avalanche or other geohazards.

1.2 Metric Units

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

1.3 Scope and Exemptions

1.3.1 This bylaw shall apply to:

- 1.3.1.1 the design, **construction** and occupancy of a building when a building, or part thereof, is constructed on **site** or is assembled or placed on **site** as a factory-built unit or component;
- 1.3.1.2 the work involved in the demolition when the whole or any part of a building is demolished or removed;
- 1.3.1.3 all parts of the building when the whole or any part of a building is moved;
- 1.3.1.4 any alteration and to any part of a building affected by alterations to an extent which, in the opinion of the **Building Official** reduces the levels of public health and safety below the levels existing prior to the alteration;
- 1.3.1.5 all parts of the building affected by the change of use when occupancy and/or use of a building is changed;

- 1.3.1.6 all such replacements and alterations when materials and equipment regulated are replaced or altered in a building;
- 1.3.1.7 any part remaining when a building is damaged or destroyed to the extent of seventy-five (75%) percent or more of its value above its foundations as determined by the **Building Official**;
- 1.3.1.8 the design and **construction** of retaining walls where the difference in finish grade elevation is greater than 1.2 m (4 ft) in height;
- 1.3.1.9 the design and installation of the entire system when a plumbing system is installed, repaired, renovated or altered;
- 1.3.1.10 the design and repair of the entire plumbing system where a condition exists that is, or may become dangerous or injurious to health, except where the portion of the system affected is completely independent from any other part of the system;
- 1.3.1.11 the design, **construction**, or installation of fireplaces and chimneys

Bylaw No.
2734, 2021

1.3.2 This bylaw does not apply to:

Bylaw No.
2431, 2013

- 1.3.2.1 Buildings or **structures** exempted by Division A – Part 1 of the **Building Code** except as expressly provided herein;
- 1.3.2.2 Single-storey accessory buildings less than 20 m² (215 ft²) in building area;
- 1.3.2.3 Single-storey accessory buildings less than 55 m² (592 ft²) in building area, when situated within the AF-1, RL-1, SH-1 and CR-1 zones;
- 1.3.2.4 **farm buildings**, as defined in Division Two this Bylaw, of less than 600 m² (6458 ft²) in gross floor area, when situated on land used for a **Bona Fide Agricultural Operation** and provided support space such as a washroom, office, control room, and similar human occupancy is limited to 10% of gross floor area to a maximum of 20 m²;
- 1.3.2.5 Unroofed decks attached to or adjacent to single and two-family dwellings if the deck surface is 600 mm (24 in) or less above the adjacent ground level.

Bylaw No.
2734, 2021

1.3.3 Limited Application to Existing Buildings:

1.3.3.1 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 before the enactment of this Bylaw or any prior building bylaw in effect at the time, 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.

Bylaw No.
2661, 2018

1.3.3.2 This Bylaw applies if the whole or any part of an existing building is moved either within or into the **Regional District**, including relocation relative to parcel lines created by subdivision or consolidation.

Bylaw No.
2661, 2018

1.3.3.3 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 addresses any new infractions introduced in the remainder of the building as a result of the alteration.

Bylaw No.
2661, 2018

1.3.3.4 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.

Bylaw No.
2661, 2018

Bylaw No.
2813, 2023

1.4 In relation to the conservation of energy, **construction** on or after May 1, 2023 may meet the prescriptive requirements of s. 9.36.2 to 9.36.4 of Division B of the **Building Code**.

1.5 Other Enactments

Where any provincial act or regulation or any other **Regional District** bylaw may apply to any matter covered by this bylaw, conformance with this bylaw shall not relieve the **owner** or his or her **agent** from conforming with provisions of such other act, regulation or bylaw.

1.6 Severability

If any provision of this bylaw is found invalid, such provision is severable and shall not affect the validity of the remainder of this bylaw.

DIVISION TWO - DEFINITIONS

All words and phrases shall have their normal or common meaning except where this is changed, modified, or expanded by the definitions set forth in this Division, or Part 1 of the British Columbia **Building Code**.

2.1 **"Accepted"** means accepted in writing.

Bylaw No.
2661, 2018

2.2 **"Addition"** means an alteration to any building which will increase the total aggregate floor area or height and includes provision of two or more separate buildings with openings between each other.

Bylaw No.
2661, 2018

2.3 **"Agent"** means a **person**, firm, or company representing the **owner**, by written designation or contract, and includes a hired trades**person** or contractor.

Bylaw No.
2661, 2018

2.4 **"Alteration"** means a change, repair, or modification of the **construction** or arrangement of use of any building or **structure**, or to an occupancy regulated by this Bylaw.

2.5 **"Board"** means the Board of Directors of the Thompson-Nicola Regional District.

2.6 **"Bona Fide Agricultural Operation"** means an operation classified as a farm by the Assessor under the Assessment Act.

2.7 **"Building Code"** means the current edition of the British Columbia Building Code adopted by the Minister pursuant to Section 692 (1) of the *Local Government Act*, as amended or re-enacted from time to time.

Bylaw No.
2624, 2017

2.8 **"Building Official"** includes a **person** or **persons** designated by the **Regional District** as Chief Building Inspector, Building Inspectors, Plumbing Inspectors or Plan Checkers, and includes supervisors for these positions.

Bylaw No.
2813, 2023

2.9 **Combination Building** means: a building composed of a factory-constructed finished living space in combination with **site**-built components to form one building.

2.10 **"Complex Building"** means:

2.10.1 all buildings used for major occupancies classified as:

2.10.1.1 assembly occupancies;

2.10.1.2 care or detention occupancies; or

2.10.1.3 high hazard industrial occupancies; and

2.10.2 all buildings exceeding 600 m² (6458 ft²) in building area or exceeding three storeys in building height used for major occupancies classified as:

2.10.2.1 residential occupancies;

2.10.2.2 business and **personal** services occupancies;

2.10.2.3 mercantile occupancies;

2.10.2.4 medium and low hazard industrial occupancies.

2.11. "**Construction**" includes erection, repair, alteration, enlargement, addition, installation, demolition, removal, replacement, renovation, reconstruction, or relocation of a building or **structure**.

2.12. "**Farm Building**" means a building which does not contain any residential or accessory residential occupancy but rather is devoted to livestock, poultry, and farm equipment; farm storage for items such as feed, produce, grain, hay, pesticides, fertilizers, and manure tanks; and for clarity includes structures such as silos, hay sheds, greenhouses, or barns but excludes buildings with farm retail, vehicle garages, workshops, processing facilities, or similar.

Bylaw No.
2734, 2021

2.13. "**Health and Safety Aspects of the Work**" means design and **construction** regulated by Part 3, Part 4, Part 7 and sections 9.4, 9.6, 9.8, 9.9, 9.10, 9.12, 9.14, 9.15, 9.17, 9.18, 9.19, 9.20, 9.21, 9.22, 9.23, 9.24, 9.25, 9.31, 9.32, 9.35, 9.36 and subsections 9.13.4, 9.18.7 and articles 9.33.5.2, 9.33.5.3 and 9.33.10.2 of the **Building Code**.

Bylaw No.
2431, 2013

2.14. "**Monitor**" means the method by which a **Building Official** reviews the process of field reviews as conducted by registered professionals pursuant to the **Building Code** and this bylaw. The **Building Official's monitoring** function is satisfied by the **Building Official's** receipt of the applicable letters of assurance submitted by the registered professionals and as referred to in subsection 2.2.7 of the **Building Code**. Although a **Building Official** may review registered professionals' field inspection reports to ascertain field review frequency, or visit a **site** from time-to-time to verify that registered professional field reviews are taking place, the **Building Official** is under no duty to do so. **Monitoring** does not include assessment of conformity with the **Building Code**, this bylaw or another enactments or the approval of any aspect of **construction**.

Bylaw No.
2431, 2013

2.15. "**Occupancy Certificate**" means a certificate required or issued pursuant to this Bylaw and includes a provisional **occupancy certificate** or, for minor **construction**, a written occupancy approval otherwise provided by the **Building Official**.

Bylaw No.
2619, 2017

2.16. "**Owner**" means any **person**, firm or company controlling the property under consideration.

Bylaw No.
2624, 2017

2.17. "**Permit**" means a **permit** required or issued pursuant to this bylaw.

2.18. "**Person**" means in addition to its ordinary meaning, a partnership, association, company, society and body corporate.

2.19. "**Regional District**" means the Thompson-Nicola Regional District.

-
- 2.20 **"Site"** means a lot or lots upon which work regulated under this bylaw is undertaken or intended to be undertaken and includes the **construction** thereon.
- 2.21 **"Standard Building"** means a building of three storeys or less in building height, having a building area not exceeding 600 m² (6458 ft²) and used for major occupancies classified as:
- 2.21.1 residential occupancies,
 - 2.21.2 business and personal services occupancies,
 - 2.21.3 mercantile occupancies, or
 - 2.21.4 medium and low hazard industrial occupancies.
- 2.22 **"Structure"** means a **construction** or portion thereof of any kind, whether fixed to, supported by or sunk into land or water, but specifically excludes landscaping, fences, paving and retaining **structures** less than 1.2 m (4 ft) in height.

DIVISION THREE - PROHIBITIONS

- | | | |
|-------|---|---------------------------------|
| 3.1 | No person shall, unless exempted by this bylaw or any enactment: | |
| 3.1.1 | commence or continue any construction or change the occupancy of any building or structure , or other work related to construction unless a Building Official has issued a valid permit for the work; | No Permit |
| 3.1.2 | 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 upon or affixed to any building, structure or site pursuant to this bylaw; | Remove Notice |
| 3.1.3 | perform any construction that is substantially at variance with the reviewed design or plans and specifications for the building, structure or other construction for which a permit has been issued, unless that variance has been accepted by a Building Official ; | Deviation From Plans |
| 3.1.4 | occupy, use or allow the occupancy or use of any building or part thereof contrary to the terms of this bylaw or any permit , notice, certificate, or decision given or posted by the Building Official ; | Illegal Occupancy |
| 3.1.5 | knowingly or recklessly submit false or misleading information to a Building Official in relation to any permit application or construction undertaken pursuant to this bylaw. | False or Misleading Information |
| 3.1.6 | interfere with or obstruct the entry of a Building Official or other authorized official of the Regional District on property in the administration of this bylaw. | Obstruction of Entry |
| 3.2 | No person having authority for construction , on a site shall cause, allow, or maintain any unsafe condition. | Unsafe Condition |

DIVISION FOUR - AUTHORITY OF *BUILDING OFFICIAL*

4.1	The <i>Building Official</i> :	Administration
4.1.1	may administer this bylaw;	
4.1.2	may enter any land, building, <i>structure</i> , or premises at any reasonable time for the purpose of ascertaining that the terms of this or any other <i>Regional District</i> bylaw are being observed;	Right of Entry
4.1.3	may keep records of <i>permit</i> applications, <i>permits</i> , notices and orders issued, inspections and tests made, and shall retain copies of all documents related to the administration of this bylaw;	Record Keeping
4.1.4	may establish whether the <i>construction</i> of a building or <i>structure</i> for which a <i>permit</i> is sought or issued under this bylaw substantially conforms to the requirements of the <i>Building Code</i> ; and	<i>Construction</i> Conformance
4.1.5	shall carry proper credentials confirming his or her status as a <i>Building Official</i> .	Proper Credentials
4.2	The <i>Building Official</i> may order:	Empowered to Order Conformance
4.2.1	a <i>person</i> who contravenes this bylaw to conform with the bylaw in a specified time period;	
4.2.2	the removal of any unauthorized encroachment on public property;	Encroachment
4.2.3	the removal of any building or part thereof constructed in contravention of this bylaw;	Illegal <i>Construction</i>
4.2.4	the termination of any occupancy, in contravention of this bylaw; and	Terminate Occupancy
4.2.5	the termination of any occupancy if in the opinion of the <i>Building Official</i> an unsafe condition exists because of <i>construction</i> undertaken or not completed.	Unsafe Condition
4.3	The <i>Building Official</i> may, before issuing an <i>occupancy certificate</i> , require the <i>owner</i> to provide a professional engineer's or other appropriate certification, at the expense of the <i>owner</i> , where in the opinion of the <i>Building Official</i> such evidence is necessary to determine that the requirements of this bylaw and other applicable enactments respecting safety have been substantially complied with.	Certification Before Occupancy

- 4.4 The **Building Official** may direct the immediate cessation or correction of all or any portion of the **construction** on any **site**, by attaching an order to that effect on such premises, when, in his or her opinion such work is not being performed substantially in accordance with the provisions of the **Building Code** or any relevant bylaws of the **Regional District**. Such order shall remain posted on the premises until all work that is not being performed in accordance with the **Building Code** or this or any other relevant bylaw has been remedied to the satisfaction of the **Building Official**. No work, other than the required remedial measures, shall be carried out on the portion of the work affected by the order until such order has been removed, and shall only be removed by the **Building Official** in writing.
- Stop Work Order
- 4.5 Upon expiration of a building **permit**, the **Building Official** may grant **permit** renewal for a period of one year each, up to three times, provided **construction** is progressing and inspections are being called and passing; notwithstanding the forgoing, if **construction** is impacted by a declaration of a provincial *State of Emergency* or a *State of Local Emergency*, then additional renewals may be approved.
- Renewal
Permits
- 4.6 The **Building Official** may refuse to issue a **permit**:
- Permit Refused**
- 4.6.1 if the information submitted is inadequate to determine substantial conformance with, or is contrary to the provisions of this bylaw or any other applicable enactment;
 - 4.6.2 if the information submitted is incorrect;
 - 4.6.3 if issuance is prohibited by or is contrary to a provision of this bylaw or any other enactment;
 - 4.6.4 for the connection of a fireplace insert to an existing chimney if the existing chimney has not been previously inspected and **accepted**; or
 - 4.6.5 for the connection of a wood heater or furnace to an existing chimney if the existing chimney has not been previously inspected and **accepted**.

Bylaw No.
2813, 2023

DIVISION FIVE - DUTIES AND RESPONSIBILITIES OF THE **OWNER**

- Bylaw No.
2661, 2018
- 5.1 It is the **owner's** responsibility, prior to commencing **construction** to:
- Before
Construction
- 5.1.1 confirm that every building or **structure** or addition to a building or **structure** meets the siting requirements and any height limitations of the zoning bylaw in effect;
- 5.1.2 investigate the status of the **construction site** and ensure that any concerns relating to flooding, drainage, soil stability or other potential hazards are addressed;
- Investigate
Status
- 5.1.3 obtain a current State of Title Certificate from the Land Title Office to determine whether there are encumbrances, which may affect the proposed **construction**; and
- State of Title
- 5.1.4 investigate the availability, location and capacity of utility services to determine whether the proposed **construction** can be accommodated and arrange the plumbing to suit the location of the connections provided for the lot in a manner satisfactory to the **Building Official**.
- Utilities
- 5.2 The **owner** shall, during **construction**:
- 5.2.1 allow the **Building Official** to enter the building or premises at any reasonable time for the purpose of administering and enforcing this or any other relevant **Regional District** bylaw;
- Right of Entry
- 5.2.2 keep posted in a conspicuous place on the property in respect of which the **permit** was issued, the placard provided by the Development Services Department; and
- Placard On **Site**
- 5.2.3 ensure that the reviewed plans and specifications on which the **permit** is based are continuously available at the **site** during working hours.
- Reviewed Plans
On **Site**
- 5.3 The **owner** shall not continue building **construction** beyond the foundation stage until:
- Work Beyond
Foundation
Stage
- 5.3.1 the **owner** has provided a current certificate of location by a registered British Columbia Land Surveyor to certify that the building and/or **structure**
- Surveyors
Certificate

under **construction** is located on the property in conformance with **Regional District** regulations. Notwithstanding the requirements of this Division, where:

5.3.1.1 the building or **structure** is located on a large parcel such that setback distances to the nearest property line are not a concern;

5.3.1.2 the building or **structure** is located greater than 300 mm (12 in) from a minimum setback as determined by exposing survey pins; or

5.3.2 the **Building Official** may accept a letter of certification from the Land Surveyor in lieu of a Certificate of Location, or may waive the requirement entirely if satisfied that no certification is necessary.

- | | | |
|-----|--|---|
| 5.4 | The owner , when required by the Building Official , shall uncover and replace at his or her own expense any work that has been covered contrary to an order issued by the Building Official . | Uncover and Replace |
| 5.5 | The owner when requested by the Building Official shall provide at his or her expense, tests or inspections necessary to establish substantial conformance with this bylaw in a form satisfactory to the Building Official . | Tests |
| 5.6 | The owner when requested by the Building Official shall provide, in a form satisfactory to the Building Official , evidence to certify substantial conformance with the requirements of this bylaw, other applicable enactments respecting health and safety and any permits issued. | Certification |
| 5.7 | The owner shall ensure that all work is confined within the boundaries of the property and does not adversely affect adjacent properties for which the permit has been issued. | Protect Adjacent Properties |
| 5.8 | The owner is responsible for the cost to repair any damage to Regional District property that may occur as a result of undertaking work for which a permit was required under this bylaw. | Repair Damage to Regional District |
| 5.9 | When a site is in an unsafe condition, the owner shall promptly take all action necessary to put the site in a safe condition. | Correct Unsafe Condition |

-
- 5.10 The **owner** shall:
- 5.10.1 prior to the occupancy or use of any **building** or **structure** or part thereof, after completion of **construction** of the building, or part thereof, including work required in connection with any change in classification of occupancy of any building, or part thereof, obtain from the **Building Official** an **occupancy certificate**. Notice of Intent to Occupy
- 5.11 Neither the issuance of a **permit** under this bylaw nor the acceptance or review of plans, drawings or supporting documents, nor any inspections made by or on behalf of the **Regional District** shall in any way relieve the **owner** and his or her **agent** from full and complete responsibility to perform the work in strict accordance with this bylaw, the **Building Code** and other applicable enactments respecting safety. Work in Accordance with Bylaws
- 5.12 Where, at the time of application for a building **permit**, works and services exist on the land to be developed or within that portion of a highway immediately adjacent to the land up to the highway centre line, and if such works and services do not meet the minimum standards established by the **Regional District** Subdivision and Development Servicing Bylaw, as amended from time to time, then as a condition of issuing a building **permit**, the **owner** may be required to improve the substandard works and services to at least the minimum standards as required by the **Regional District** Subdivision and Development Servicing Bylaw. Work and Services Adjacent to Property
- 5.13 Where work is being done subject to a **permit** under the provisions of this bylaw, the **owner** and his or her **agent** shall be completely responsible for any damage or cost to adjacent property arising out of or incidental to the work and shall save the **Regional District** harmless in this regard. Protection of Adjacent Properties **Regional District** Saved Harmless

DIVISION SIX – GENERAL **PERMIT** REGULATIONS

- 6.1 A **permit** is required whenever work regulated by this bylaw is to be undertaken. **Permit** Required
- 6.2 Each **building** or **structure** to be constructed on a **site** requires a separate building **permit** and shall be assessed a separate building **permit** fee as determined in accordance with Appendix "A" to this bylaw. Separate Building **Permit**
- 6.3 The Chief Building Inspector shall prescribe, and may from time to time modify, the form of application for matters within the scope of this Bylaw; and in so doing, may prescribe different forms for different categories of applications. Such forms may require, but not be limited to, the following: Application for **Permit**
- Bylaw No. 2624, 2017
- 6.3.1 name and contact information of **owner** and any **agents** delegated on their behalf;
- 6.3.2 disclosures such as a condition upon lands, history of buildings, and the intended use of the lands and buildings;
- 6.3.3 copy of certificate of title, including applicable encumbrances thereupon; and
- 6.3.4 **site** or property plans, surveys, surveyor **site** certificates, geotechnical reports, building plans and specifications, utility information, engineering, **site** servicing information, photos, and related information.
- 6.4 No **person** shall rely upon any **permit** as establishing conformance with this bylaw or assume or conclude that this bylaw has been administered or enforced according to its terms. The **person** to whom the building **permit** is issued and his or her **agents** are responsible for making such determination.
- 6.5 The **Building Official** may require a registered professional to provide design and plan certification and field reviews supported by letters of assurance in the form of Schedules A, B, C-A and C-B as referred to in subsection 2.2.7 of the **Building Code**, if in the opinion of the **Building Official**: Registered Professional Required
- Bylaw No. 2431, 2013
- 6.5.1 the **site** conditions, soil types, contours or drainage require special foundation design;
- 6.5.2 the proposed building or **structure** is not **standard construction**; or

Bylaw No.
2619, 2017

- 6.5.3 the proposed building or **structure** is of a category requiring professional design.
- 6.5.4 work has been commenced or concealed prior to an inspection having been conducted by the **Building Official** in accordance with Section 15.4 of this Bylaw.
- 6.6 Sufficient information shall be filed with each application to clearly identify the property to be developed and to establish that the proposed work will substantially conform to this bylaw and other applicable enactments. Complete Description of Work and Occupancy
- 6.7 The **Building Official** may require any **owner** to submit an up-to-date plan of survey by a registered British Columbia Land Surveyor which shall contain sufficient information regarding the **site** and the location of any building or **structure** to: Survey
- 6.7.1 establish prior to **construction** that requirements of this bylaw and any other applicable enactments will be complied with.
- 6.8 No **permit** shall be issued until: Service Costs and **Permit** Fees
- 6.8.1 off-**site** utilities to service the subject property are completed to the approval of the authority having jurisdiction or the utility providing service and all appropriate connection fees or other **construction** costs have been paid;
- 6.8.2 the prescribed **permit** fee as detailed in Appendix "A" attached to this bylaw has been paid; and
- 6.8.3 where required, security has been posted.
- 6.9 In instances where sanitary sewer is not available, no **permit** will be issued until the **Building Official** is provided with written verification that the proposed sewage disposal system is **accepted** by the Interior Health Authority or other authority charged with enforcement of prevailing sanitary regulations. Sewage Disposal
- 6.10 When: Issue **Permits**
- 6.10.1 a completed application in conformance with Division 7, 8, 9, 10, 11 or 12 of this bylaw, including all required supporting documentation has been submitted and reviewed;

6.10.2 the **owner** or his or her **agent** has paid all applicable fees set out in this bylaw;

6.10.3 the **owner** or his or her **agent** has paid all charges and met all requirements imposed by any other applicable statute or bylaw; and

6.10.4 no covenant, agreement, or regulation of the **Regional District** authorizes the **permit** to be withheld; then

6.10.5 a **Building Official** shall issue the **permit** for which the application is made.

6.11 The **Building Official** may issue, at the risk of the **owner**, a **permit** for the **construction** of a portion of a building or **structure** prior to all required plans and specifications for the whole building or complex having been submitted or reviewed, provided:

Phased
Construction

6.11.1 plans and specifications for the portion in question have been submitted in sufficient detail to satisfy the **Building Official** that the work to be done will substantially conform with all requirements of the **Building Code** and any other applicable enactment; and

6.11.2 adequate information and detailed statements have been filed to the extent that the **Building Official** is satisfied the remainder of the building or **structure** will substantially conform with all applicable enactments.

6.13 Every **permit** is issued upon the condition that the **permit** shall expire and the rights of the **owner** under the **permit** shall terminate if the work authorized by the **permit** is not commenced within six (6) months or is not completed within three (3) years of the issuance of a **permit**.

Permit Expiry

Bylaw No.
2464, 2014

6.14 The **Building Official** may grant renewal **permits** for a further twelve (12) months each if he or she is satisfied the **construction** is progressing in accordance with the reviewed plans at a reasonable rate of progress. A **permit** renewal fee shall be paid in accordance with Appendix "A" attached to and forming part of this bylaw.

Permit Renewal

6.15 The **Building Official** may revoke a **permit** where:

Permit
Revocation

6.15.1 there is a contravention of any term or condition under which the **permit** was issued;

- 6.15.2 there is a contravention of any provision of the **Building Code** or other applicable enactment; or
- 6.15.3 the **permit** was issued on the basis of incorrect information supplied by or on behalf of the applicant; and
- 6.15.4 the **permit** holder shall be notified in writing of the revocation.

Bylaw No.
2431, 2013

6.16

A registered professional shall undertake the design and conduct field reviews of the **construction** of a retaining **structure** greater than 1.2 m (4 ft) in height. Sealed copies of the design and plan certification and field reviews by means of letters of assurance in the form of Schedule B and C-B as referred to in subsection 2.2.7 of the **Building Code** shall be submitted to the **Building Official**.

Retaining Wall
Greater Than
1.2m High

Bylaw No.
2619, 2017

6.17

As a condition of **occupancy certificate** issuance, every parcel of real property containing a building subject to a **permit** under this Bylaw must display a civic address meeting the following criteria:

- 6.17.1 a civic address sign must be posted on a property upon which a building or substantial addition to a building has been approved for **construction** under this Bylaw;
- 6.17.2 each numeral must be at least 9 cm (3.5 inches) in height on engineering grade or better reflective material on an aluminum sign plate;
- 6.17.3 the civic address sign must be double-sided with reflective green background and reflective white numerals;
- 6.17.4 the civic address sign must be permanently affixed to a signpost or fixed object adjacent to the driveway and perpendicular to the public access road so as to be clearly visible from the access road at all times; and
- 6.17.5 where a property is accessed via shared driveway or an easement, the civic address sign location is at the discretion of the **Building Official**.
- 6.17.6 Notwithstanding the requirements of Subsection 6.17, properties with street lighting subject to a statutory building scheme with design guidelines may post the civic address on the front of the building in a form prescribed by the design

guidelines and properties in a semi-urban community with street lamps or other lighting may post a civic address on the front of a building where the address can be made completely visible and legible when viewed from the public road or street

- | | | |
|--------|---|-----------------------|
| 6.18 | Where the Regional District has caused a notice to be filed on the title of a property in accordance with Section 57 of the Community Charter, the notice may be removed provided: | Notice Removal
Fee |
|
 | | |
| 6.18.1 | The owner has obtained a new permit for the correction of the construction ; | |
| 6.18.2 | The deficient construction has been corrected and completed so that the conditions which gave rise to the filing of the notice have been rectified; and | |
| 6.18.3 | The owner has paid a title notice removal fee in accordance with Appendix “A” attached to this bylaw. | |

DIVISION SEVEN – PLUMBING

- | | | |
|---------|---|---|
| 7.1 | Application for a permit shall be in writing on the form available from the Development Services Department, and shall: | Application for
Permit |
| 7.1.1 | be submitted to the Building Official in the form provided by the Building Official and signed by the owner , his or her agent , or a signing officer if the owner is a company; | |
| 7.1.2 | state the number of fixtures to be installed in the building; | Number of
Fixtures |
| 7.1.3 | include specifications and drawings made to a suitable scale, for the plumbing system with respect to multi-family, institutional, commercial and industrial buildings showing: | Plans and
Specifications |
| 7.1.3.1 | site services, including size and location of pipes; | |
| 7.1.3.2 | site drainage, including size and location of pipes, catch basins and dry wells; | |
| 7.1.3.3 | total fixture load on sanitary sewer and water supply systems; | |
| 7.1.3.4 | sanitary riser diagram complete with fixture loads at the base of stacks; and | |
| 7.1.3.5 | rainwater leaders, size of pipe and area of roof drained; | |
| 7.1.4 | contain any and all other information necessary to establish substantial conformance with this bylaw; and | Other
Information |
| 7.1.5 | include drawings designed by a registered professional, for complex buildings , and buildings with complex plumbing systems as determined by the Building Official . | Registered
Professional For
Complex
Plumbing |
| 7.2 | There shall be separate connections to utility services for each separate parcel of land within the Regional District connected to such utilities. | Individual
Services |

-
- | | | |
|-----|--|--|
| 7.3 | Except where specifically required by the Regional District and where a legal right-of-way has been obtained and such plans are accepted by the Utilities Department, no plumbing system, drainage system, house sewer, private sewage disposal system or parts thereof, shall be located in any lot other than the property which is the site of the building, structure , or premises serviced by such facilities. | Connection On
Property It
Serves |
|-----|--|--|

DIVISION EIGHT – **COMPLEX BUILDINGS**

8.1 An application for a building **permit** with respect to a **complex building** shall:

Application For
Permit

8.1.1 be submitted to the **Building Official** in the form provided by the **Building Official** and signed by the **owner**, or a signing officer if the **owner** is a company;

8.1.2 be accompanied by the **owner's** acknowledgment of responsibility and undertakings made in a form provided by the Building Official and signed by the **owner**, or a signing officer if the **owner** is a company;

Owner's
Undertaking

8.1.3 include a copy of a title search made within thirty (30) days of the date of the application;

Title Search

8.1.4 include **site** plans drawn to suitable scale and referenced to the current registered legal survey for the subject property which shall show:

Site Plans

8.1.4.1 the legal description and address of the **site**;

8.1.4.2 by dimensions from property lines, the location of any proposed building or **structure**;

8.1.4.3 means of access and egress to service the property and a detailed parking layout;

8.1.4.4 by dimension from property lines, the location of any other existing building or buildings on the **site**;

8.1.4.5 existing and finished ground levels to an established datum;

8.1.4.6 all easements and rights-of-way whether registered or not, and the setbacks to the natural boundary of any lake, swamp, pond or watercourse;

8.1.4.7 for other than single and two family dwellings, provisions for garage containers, proposed method of screening and a detailed landscape treatment for the **site**; and

Bylaw No.
2734, 2021

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

8.1.5 include **building** plans drawn to suitable scale showing sufficient information to determine substantial conformance with this bylaw including but not limited to:

Building Plans

8.1.5.1 foundation plans

8.1.5.2 floor plans showing the dimensions and uses of all areas;

8.1.5.3 the dimensions and height of crawl and roof spaces;

8.1.5.4 the location, size and swing of doors;

8.1.5.5 the location, size and opening of windows;

8.1.5.6 floor, wall, ceiling and roof finishes;

8.1.5.7 components of fire protection including;

8.1.5.7.1 firewalls

8.1.5.7.2 degree of fire separation of storeys, shafts and rooms

8.1.5.7.3 fire detection, suppression and alarm system

8.1.5.8 plumbing fixtures;

8.1.5.9 structural, mechanical, and electrical elements;

8.1.5.10 stair, handrail and guard dimensions;

8.1.5.11 a cross section, through the building or **structure** illustrating foundations, drainage, ceiling heights and **construction** systems;

8.1.5.12 elevations of all sides of the building or **structure** showing finishes, roof slopes, roof top equipment screening, windows, doors, and finished grade; and

8.1.5.13 cross-sectional details drawn at sufficient locations to illustrate that the building or **structure** substantially conforms to the **Building Code**;

8.1.6 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 approval;

Approvals From Other Agencies

Bylaw No.
2431, 2013

8.1.7 include a letter of assurance in the form of Schedule A as referred to in subsection 2.2.7 of the **Building Code**, signed by the **owner**, or a signing officer of the **owner** if the **owner** is a company, and the Coordinating Registered Professional.

Schedule A

Bylaw No.
2431, 2013

8.1.8 include letters of assurance in the form of Schedule B as referred to in subsection 2.2.7 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 or **structure**.

Schedule B

8.1.9 include one (1) copy of specifications and two (2) sets of drawings at a suitable scale of the design prepared by each registered professional and including the information set out in section 8.1.5 of this bylaw.

Number of Plans

8.1.10 include any other information required by the **Building Official** or the **Building Code** to establish substantial conformance with this bylaw, the **Building Code** and other applicable enactments relating to the building or **structure**.

Complete Description of Work and Occupancy

8.2 In addition to the requirements of section 8.1.4, the following may be required by a **Building Official** to be submitted with a building **permit** application for the **construction** of a **complex building** where in the opinion of the **Building Official** the complexity of the proposed building or **structure** or siting circumstances warrant:

Other Information May Be Required

8.2.1 **site** servicing drawings, including sufficient detail of off-**site** services to indicate locations at the property line, prepared and sealed by a registered professional;

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

- 8.2.3 any other information required by the ***Building Official*** or the ***Building Code*** to establish substantial conformance with this bylaw, the ***Building Code*** and other bylaws and applicable enactments relating to the building or ***structure***.

DIVISION NINE – STANDARD BUILDINGS

- | | | |
|---------|---|----------------------------------|
| 9.1 | An application for a building permit with respect to a standard building shall: | Application For
Permit |
| 9.1.1 | be submitted to the Building Official in the form provided by the Building Official and signed by the owner , or a signing officer if the owner is a company; | |
| 9.1.2 | be accompanied by the owner's acknowledgment of responsibility and undertakings made in a form provided by the Building Official and signed by the owner , or a signing officer if the owner is a company; | Owner's
Undertaking |
| 9.1.3 | include a copy of a title search made within thirty (30) days of the date of the application; | Title Search |
| 9.1.4 | include site plans drawn to suitable scale and referenced to the current registered legal survey for the subject property which shall show: | Site Plans |
| 9.1.4.1 | the legal description and address of the site ; | |
| 9.1.4.2 | by dimensions from property lines, the location of any proposed building or structure ; | |
| 9.1.4.3 | means of access and egress to service the property and a detailed parking layout; | |
| 9.1.4.4 | by dimension from property lines, the location of any other existing building or buildings on the site ; | |
| 9.1.4.5 | existing and finished ground levels to an established datum; | |
| 9.1.4.6 | all easements and rights-of-way whether registered or not, and the location of natural water courses; | |
| 9.1.4.7 | for other than single and two family dwellings, lot coverage and floor area ratio calculation; | |
| 9.1.4.8 | for other than single and two family dwellings, provision for garbage containers, proposed method of screening and a | |

Bylaw No.
2734, 2021

detailed landscape treatment for the **site**;
and

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

9.1.5 include **building** plans drawn to suitable scale showing sufficient information to determine substantial conformance with this bylaw including but not limited to:

Building Plans

9.1.5.1 foundation plans

9.1.5.2 floor plans showing the dimensions and uses of all areas:

9.1.5.3 the dimensions and height of crawl and roof spaces;

9.1.5.4 the location, size and swing of doors;

9.1.5.5 the location, size and opening of windows;

9.1.5.6 floor, wall, ceiling and roof finishes;

9.1.5.7 components of fire protection including;

9.1.5.7.1 firewalls;

9.1.5.7.2 degree of fire separation of storeys, shafts and rooms; and

9.1.5.7.3 fire detection, suppression and alarm system.

9.1.5.8 plumbing fixtures;

9.1.5.9 structural, mechanical and electrical elements;

9.1.5.10 stair, handrail and guard dimensions;

9.1.5.11 a cross section, through the building or **structure** illustrating foundations, drainage, ceiling heights and **construction** systems;

9.1.5.12 elevations of all sides of the building or **structure** showing finishes, roof slopes, roof top equipment screening, windows, doors, and finished grade; and

9.1.5.13 cross-sectional details drawn at sufficient locations to illustrate that the building or **structure** substantially conforms to the **Building Code**.

Bylaw No.
2431, 2013

9.1.6 include copies of approvals required under any enactment relating to health or safety, including, without limitation, sewerage disposal **permits**, and Ministry of Health approvals.

Approvals From
Other Agencies

9.1.7 include two (2) sets of drawings at a suitable scale including the information set out in sections 9.1.5 of this bylaw.

Complete
Description of
Work and
Occupancy

9.1.8 include any other information required by the **Building Official** or the **Building Code** to establish substantial conformance with this bylaw, the **Building Code**, and any other bylaw or enactments relating to the building or **structure**.

9.2 In addition to the requirements of section 9.1.4, the following may be required by a **Building Official** to be submitted with a building **permit** application for the **construction** of a **Standard building** where in the opinion of the **Building Official** the complexity of the proposed building or **structure** or siting circumstances warrant:

Other
Information May
Be Required

9.2.1 **site** servicing drawings, including sufficient detail of off-**site** services to indicate locations at the property line, prepared and sealed by a registered professional;

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

9.2.3 a roof plan and roof height calculations;

9.2.4 structural, electrical, mechanical or fire suppression drawings prepared and sealed by a registered professional;

Bylaw No.
2431, 2013

9.2.5 letters of assurance in the form of Schedule B as referred to in subsection 2.2.7 of the **Building Code**, signed by the registered professional; and

-
- 9.2.6 any other information required by the ***Building Official*** or the ***Building Code*** to establish substantial conformance with this bylaw, the ***Building Code***, and other bylaws and any other bylaw or enactments relating to the building or ***structure***.

Other
Information May
Be Required

DIVISION TEN – RELOCATION OF A BUILDING OR **STRUCTURE**

- | | | |
|----------|---|-------------------------------|
| 10.1 | An application for a permit with respect to the relocation of a building other than a factory built building shall: | Application For Permit |
| 10.1.1 | be submitted to the Building Official in the form provided by the Building Official and signed by the owner , or a signing officer if the owner is a company; | |
| 10.1.2 | be accompanied by the owner's acknowledgment of responsibility and undertakings made in a form provided by the Building Official and signed by the owner , or a signing officer if the owner is a company; | Owner's Undertaking |
| 10.1.3 | include a copy of a title search made within thirty (30) days of the date of the application; | Title Search |
| 10.1.4 | include site plans drawn to suitable scale and referenced to the current registered legal survey for the subject property and shall show: | Site Plans |
| 10.1.4.1 | the legal description and civic address of the parcel; | |
| 10.1.4.2 | by dimensions from property lines, the location of any proposed building or structure ; | |
| 10.1.4.3 | means of access and egress to service the property and a detailed parking layout; | |
| 10.1.4.4 | by dimension from property lines, the location of any other existing building or structure on the site ; | |
| 10.1.4.5 | existing and finished ground levels to an established datum; | |
| 10.1.4.6 | all easements and rights-of-way whether registered or not, and the location of natural water courses; | |
| 10.1.4.7 | for other than single and two family dwellings, lot coverage and floor area ratio calculation; and | |
| 10.1.4.8 | for other than single and two family dwellings, provision for garbage containers, proposed method of screening | |

Bylaw No.
2734, 2021

and a detailed landscape treatment for the **site**.

10.1.5 identify the existing location of the building or **structure** and proposed location to which the building or **structure** is to be moved; and

10.1.6 provide written verification by the appropriate utility authorities that all utility services have been disconnected and/or sealed as required.

10.2 Every application for a **permit** to relocate a building or **structure** shall be accompanied by security in a form acceptable to the **Building Official**, and in an amount equal to the estimated cost of completing the building or **structure** in its new location. The amount so estimated shall be acceptable to the **Building Official**, but in no case shall the security be less than Five Thousand Dollars (\$5,000.00).

Security

10.3 Should a building or **structure** which has been relocated subject to the provisions of this Division not be completed within one year from the date of issuance of the **permit**, the **Building Official** may send a written notice to the **owner** stating that the building does not conform with this bylaw or other enactment and direct the **owner** to remedy the non-conformance within thirty (30) days from the date of service of the notice. If the non-conformance is not remedied within the period of thirty (30) days, the **Building Official** may draw upon the security on deposit and take whatever action is necessary to effect completion of the building and **site**.

Action to
Complete

DIVISION ELEVEN – DEMOLITIONS

- 11.1 An application for a **permit** with respect to a demolition shall:
- 11.1.1 be submitted to the **Building Official** in the form provided by the **Building Official** and signed by the **owner**, or a signing officer if the **owner** is a company;
- 11.1.2 be accompanied by the **owner's** acknowledgment of responsibility and undertakings made in a form provided by the Building Official and signed by the **owner**, or a signing officer if the **owner** is a company;
- 11.1.3 include a copy of a title search made within thirty (30) days of the date of the application; and
- 11.1.4 include **site** plans drawn to a suitable scale and referenced to the current registered legal survey for the subject property which shall show:
- 11.1.4.1 the legal description and civic address of the parcel;
- 11.1.4.2 location of any existing buildings or **structures** on the **site**; and
- 11.1.4.3 identify the building or buildings to be demolished.
- 11.2 Every **person** making application for a **permit** to demolish a building or **structure** shall, as part of his or her application, provide the **Building Official** with satisfactory evidence that:
- 11.2.1 no unsafe condition will be created or **permitted**; and
- 11.2.2 provide written verification by the appropriate utility authorities that all utility services have been disconnected and/or sealed as required.
- 11.3 Before issuing a **permit** to demolish any building or **structure**, the **Building Official** may demand, as a condition of issuance that security be provided in a form satisfactory to the **Building Official** to ensure that the **site** of the demolition will be left in a safe, neat condition, free from debris or dust, and compatible with neighbouring properties. The amount of the security shall be equal to the estimated cost of **site** restoration and shall be acceptable to

Permit Required**Owner's**
Undertaking**Site** PlanDisconnect
ServicesSecurity
RequiredBylaw No.
2734, 2021

the **Building Official**. In the event that the **site** is not properly restored to a standard satisfactory to the **Building Official**, the **Building Official** may send written notice to the **owner** requiring that the **site** be properly restored within thirty (30) days from the date of service of the notice. If the restoration is not carried out within the period of thirty (30) days the **Building Official** may draw upon the security and take whatever action is necessary to effect restoration of the **site**.

DIVISION TWELVE – TEMPORARY BUILDINGS

Bylaw No.
2813, 2023

12.1 The word “temporary” as cited in this Division shall mean a period not exceeding two (2) years.

12.2 An application for a **permit** with respect to a temporary building or **structure** shall:

Application for
Permit

12.2.1 be submitted to the **Building Official** in the form provided by the **Building Official** and signed by the **owner**, or a signing officer if the **owner** is a company;

Owner's
Undertaking

12.2.2 be accompanied by the **owner's** acknowledgment of responsibility and undertakings made in a form provided by the Building Official and signed by the **owner**, or a signing officer if the **owner** is a company;

Owner's
Undertaking

12.2.3 include a copy of a title search made within thirty (30) days of the date of the application;

Title Search

12.2.4 include **site** plans drawn to suitable scale and referenced to the current registered legal survey for the subject property which shall show:

Site Plans

12.2.4.1 the legal description and civic address of the parcel;

12.2.4.2 by dimensions from property lines, the location of proposed building or **structure**;

12.2.4.3 means of access and egress to service the property and a detailed parking layout;

12.2.4.4 by dimension from property lines, the location of any other existing building or **structure** on the **site**;

12.2.4.5 existing and finished ground levels to an established datum;

12.2.4.6 all easements and rights-of-way whether registered or not, and the location of natural water courses;

12.2.4.7 for other than single and two family dwellings, lot coverage and floor area ratio calculation; and

12.2.4.8 for other than single and two family dwellings, provision for garbage containers, proposed method of screening and a detailed landscape treatment for the **site**; and

12.2.5 include security in a form and amount satisfactory to the **Building Official** but in any event not less than Two Thousand Dollars (\$2,000.00) in value, to guarantee that the building or **structure** will be removed from the **site** within the time limit indicated.

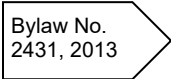
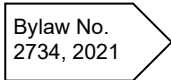
Security

12.3 Temporary buildings shall conform to the requirements of this bylaw and the siting requirements of the Thompson-Nicola **Regional District** Zoning Bylaw No. 2400 as amended from time to time.

Conformance
With Zoning
Bylaw

Bylaw No.
2431, 2013

DIVISION THIRTEEN – PROFESSIONAL DESIGN AND FIELD REVIEW

- | | | |
|--|--|------------------------|
|  | <p>13.1 When a Building Official considers that the site conditions, size or complexity of a development or an aspect of a development warrant, he or she may require a registered professional to provide design and plan certification and field review supported by letters of assurance in the form of Schedules B and C-B referred to in subsection 2.2.7 of the Building Code.</p> | Certification of Plans |
|  | <p>13.2 Prior to the approval of a final inspection for a complex building, or standard building in circumstances where letters of assurance have been required in accordance with sections 6.5, 6.16, 8.1.7, 8.1.8, 9.2.5 or 13.1 of this bylaw, the owner shall provide the Regional District with letters of assurance in the form of Schedules C-A or C-B, as is appropriate, referred to in subsection 2.2.7 of the Building Code.</p> | Schedule C |
|  | <p>13.3 When a registered professional provides letters of assurance in accordance with s. 6.5, 6.16, 8.1.7, 8.1.8, 9.2.5, 13.1 or 13.2 of this bylaw, he or she shall also provide proof of professional liability insurance in a form provided by the Building Official.</p> | Liability Insurance |

DIVISION FOURTEEN – PROFESSIONAL PLAN CERTIFICATION

Bylaw No.
2431, 2013

- | | | |
|------|--|--|
| 14.1 | The letters of assurance in the form of Schedule B referred to in subsection 2.2.7 of the Building Code and provided pursuant to sections 6.5, 6.16, 8.1.7, 8.1.8, 9.2.5, and 13.1 of this bylaw are relied upon by the Regional District and its Building Officials as certification that the design and plans to which the letters of assurance relate substantially conform to the Building Code and other applicable enactments relating to health and safety. | Letters of Assurance |
| 14.2 | A building permit issued pursuant to the requirements of this bylaw shall include a notice to the owner that the building permit is issued in reliance upon the certification of the registered professionals that the design and plans submitted in support of the application for the building permit conform with the Building Code and other applicable enactments relating to safety. | Notice of Reliance to the Owner |
| 14.3 | When a building permit is issued in accordance with the requirements of this Division the permit fee shall be reduced pursuant to Appendix "A" to this bylaw. | Fee Reduction |

DIVISION FIFTEEN – INSPECTIONS

- | | | |
|----------|---|--------------------------------------|
| 15.1 | When a registered professional provides letters of assurance in accordance with sections 6.5, 6.16, 8.1.7, 8.1.8, 9.2.5, 13.1 or 13.2 of this bylaw, the Regional District will rely solely on the letters of assurance submitted pursuant to section 13.2 of this bylaw as certification that the construction substantially conform to the design, plans and specifications and that the construction complies with the Building Code , this bylaw and other applicable enactments. | Rely Solely on Letters of Assurance |
| 15.2 | Notwithstanding section 15.1 of this bylaw, 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. | Monitor Field Reviews |
| 15.3 | A Building Official may attend periodically at the site of the construction of standard buildings or structures to ascertain whether the Health And Safety Aspects Of The Work are being carried out in substantial conformance with those portions of the Building Code , this bylaw and any other applicable enactment concerning safety. | Site Visits |
| 15.4 | The owner , or his or her agent , shall give a minimum of one working day's notice to the Regional District of the following aspects of the work and, in the case of a Standard Building , shall obtain an inspection and receive a Building Official's acceptance of the following aspects of the work prior to concealing it: | Notice of Construction Stages |
| 15.4.1 | of intent to do work that has been ordered by the Building Official inspected during construction ; | |
| 15.4.2 | of intent to cover work that has been ordered by the Building Official to be inspected prior to covering; | |
| 15.4.3 | when work has been completed so that a final inspection can be made; | |
| 15.4.4 | and, while not limiting the generality of the foregoing, at the following stages of construction : | |
| 15.4.4.1 | when the forms for footings are complete, but prior to placing of any concrete therein; | |
| 15.4.4.2 | when concrete slab dampproofing or soil gas control measures have been installed, but prior to pouring a concrete slab; | |

- 15.4.4.3 when foundation concrete damp-proofing, waterproofing and perimeter drains are complete, or after framing of a preserved wood foundation wall and floor assembly and application of damp-proofing, but prior to any backfill being placed;
- 15.4.4.4 when framing and sheathing of the building are complete, including the installation of roof membrane, all exterior doors and windows, fire-stopping, bracing, chimneys, duct work, plumbing, gas venting and wiring, but before any insulation, drywall or other interior or exterior finish is applied which would conceal such work;
- 15.4.4.5 when the rough-in plumbing system, including interior water supply and drain waste and vent piping are complete, but before any such plumbing is covered;
- 15.4.4.6 when exterior stucco wire and flashing is complete but prior to placement of any scratch coat thereon;
- 15.4.4.7 when insulation and vapour barrier are complete but prior to placement of any finish thereon; and, in the case where performance based criteria supported by a blower-door test result is required, an intermediate test must be undertaken at this inspection stage;
- 15.4.4.8 during the **construction** of any masonry fireplace, when cantilevered hearth forms are in place but prior to pouring concrete; at the smoke chamber stage; for a free-standing masonry chimney, at the thimble stage; before any factory-built or **site** constructed fireplace or chimney is enclosed by combustible material; and before the chimney cap is placed on a masonry chimney; and
- 15.4.4.9 when all work is complete but prior to occupancy.

Bylaw No.
2813, 2023

Bylaw No.
2619, 2017

- 15.5. Notwithstanding the requirement for inspection under section 15.4. of this Bylaw, a **Building Official** may, when unable to attend a **construction site** on the date of a required inspection due to travel distance or time constraint, alternatively determine on the basis of information provided by the **owner** or contractor the acceptability of work shown or described within that information. The **Building Official** may require that photographs, electronic data or transmissions or written reports from certified **persons** be provided for review prior to authorizing the concealment of that work.

- 15.6 For greater certainty, in the case of **Complex Buildings**, the requirement under 15.4 to notify the **Regional District** of the listed stages of **construction** does not oblige the **Regional District** to attend the **site** for inspections, **monitoring** or any other purpose.

No Inspection
Obligation For
**Complex
Building**

DIVISION SIXTEEN – OCCUPANCY CERTIFICATE

- 16.1 No **person** shall occupy or use a building or **structure** or part of a building or **structure** until an **occupancy certificate** has been issued. Occupancy Prohibited
- 16.2. An **occupancy certificate** shall not be issued unless: **Occupancy Certificate**
- 16.2.1 all letters of assurance have been submitted when required in accordance with sections 6.5, 6.16, 8.1.7, 8.1.8, 9.2.5, 13.1 and 13.2 of this bylaw; and
- 16.2.2 all aspects of the work requiring inspection and acceptance pursuant to section 15.4 of this bylaw have been inspected and **accepted**.
- 16.3 A **Building Official** may issue a provisional **occupancy certificate** valid for the term of the issued building **permit**, where **construction** of a building or **structure** has been substantially completed and the health and safety requirements of this Bylaw and the **Building Code** have been met. Occupancy may be revoked and an order may be posted if the outstanding conditions have not been met. Provisional Occupancy
- The **owner** shall pay the provisional **occupancy certificate** fee as specified in Appendix “A” to this Bylaw prior to issuance of the certificate.

Bylaw No.
2917, 2026

DIVISION SEVENTEEN – FEES AND CHARGES

- | | | |
|--------|--|--------------------------------------|
| 17.1 | In addition to applicable fees and charges required under other bylaws, a permit fee, calculated in accordance with Appendix "A" to this bylaw, shall be paid in full prior to issuance of any permit under this bylaw. | Permit Fee Calculation |
| 17.2 | The application fee as set out in Appendix "A" shall accompany an application made for a building permit to this bylaw. | Application Fee |
| 17.2.1 | The permit application fee is non-refundable. | Non-refundable Application Fee |
| 17.2.2 | An application shall be cancelled and the permit application fee forfeited if the permit has not been issued and the permit fee paid within six (6) months of the date of notification to the owner that the permit is ready to be issued. | Permit Cancellation |
| 17.2.3 | When an application is cancelled the plans and related documents submitted with the application may be destroyed. | Plans and Documents may be destroyed |
| 17.3 | The owner may obtain a refund of the permit fees set out in Appendix "A" to this bylaw when a permit is surrendered and cancelled before any construction begins, provided: | Refund of Permit Fee |
| 17.3.1 | the refund shall not include the permit application fee paid pursuant to section 17.2 of this bylaw. | |
| 17.4 | Where, due to non-conformance with this bylaw, more than two inspections are necessary when one inspection is normally required, for each inspection after the second inspection, a re-inspection charge as set out in Appendix "A" to this bylaw shall be paid prior to additional inspections being performed. | Re-inspection Fee |
| 17.5 | Where a required inspection is requested to be done after the hours during which the offices of the Regional District are normally open, an inspection charge shall be payable based on the time actually spent in making such inspection, including travel time. | After Hours Inspection |
| 17.6 | Notwithstanding any clause in this Bylaw or Schedules attached hereto, the reconstruction of buildings or structures destroyed or damaged by an event that was the subject of a declaration of a Provincial State of Emergency or State of Local Emergency, pursuant to the authority of the <i>Emergency Program Act</i> , shall be granted a 50% reduction to the applicable fees prescribed in | |

this bylaw except that there shall be no reduction to any refundable surcharge fee or security. Such fee reduction shall be subject to the following conditions:

- (a) limited to documented damage as per damage assessment and no greater;
- (b) limited to restoration of **structure** or building and plumbing prior to the event;
- (c) limited in time to two years from date of the applicable declaration; and
- (d) limited to application by **owners** who owned the property at the time of the declaration.

DIVISION EIGHTEEN – DISCLAIMER OF WARRANTY OR REPRESENTATION

- | | | |
|------|--|------------|
| 18.1 | Neither the issuance of a permit under this bylaw nor the acceptance or review of plans, drawings or specifications or supporting documents, nor any inspections made by or on behalf of the Regional District constitute in any way a representation, warranty, assurance or statement that the Building Code , this bylaw or other applicable enactments have been complied with. | Disclaimer |
|------|--|------------|

DIVISION NINETEEN – PENALTIES AND ENFORCEMENTBylaw No.
2624, 2017

- | | | |
|-------|--|---|
| 19. 1 | Any person who violates or who causes or permits a violation of any provision of this Bylaw or who fails to do any act or thing required to be undertaken pursuant to this Bylaw, commits an offence against this Bylaw and is liable to the penalties imposed herein; whereby, each day that a new contravention of or failure to comply continues constitutes a separate offence of this Bylaw. | Penalties |
| 19.2 | Every person who fails to conform with any order or notice issued by a Building Official , or who allows a violation of this bylaw to continue, contravenes this bylaw. | |
| 19.3 | A Building Official may order the cessation of any work that is proceeding in contravention of the Building Code or this bylaw, or other applicable enactments by posting a Stop Work Order. | Stop Work Order |
| 19.4 | The owner of property on which a Stop Work Order has been posted, and every other person , shall cease all construction work immediately and shall not do any work until all applicable provisions of this bylaw have been substantially complied with and the Stop Work Order has been rescinded in writing by a Building Official . | Stop Work Order
Cease All Work |
| 19.5 | Where a person occupies a building or structure or part of a Building or structure in contravention of section 3.1.4 of this bylaw a Building Official may post a “Do Not Occupy” notice on the affected part of the building or structure . | Do Not Occupy
Portion of the
Building |
| 19.6 | The owner of property on which a “Do Not Occupy” notice has been posted, and every person , shall cease occupancy of the building or structure immediately and shall 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 . | Do Not Occupy
Notice |
| 19. 7 | Any person who contravenes any provision of this Bylaw, or who suffers or permits any act or thing to be done in contravention of any provision of this Bylaw, or who neglects to do or refrains from doing anything required to be done by any provision of this Bylaw, commits an offence against this Bylaw and is subject to: | |
| | 19.7.1 a fine under the Regional District Municipal Ticket Information Bylaw if any information respecting the contravention is laid by means of a ticket; | |

Bylaw No.
2624, 2017

19.7.2 upon summary conviction, a fine not exceeding \$10,000 and costs of prosecution;

19.7.3 a fine not exceeding \$500 in accordance with the **Local Government Bylaw Notice Enforcement Act** if a bylaw notice is issued respecting the contravention; or

19.7.4 any combination of the above.

19.8

Bylaw No.
2624, 2017

Any penalty imposed pursuant to this Bylaw shall be in addition to, and not in substitution for, any other penalty or remedy imposed pursuant to any other applicable statute, law, or regulation.

19.9

Bylaw No.
2734, 2021

Where there is a violation of this Bylaw or Div. 19 of this Bylaw, whether a notice has been registered on the property title or not, the **Building Official** may refuse to issue a building **permit** for an **addition to** or **alternation of** any offending, unsafe, or unpermitted building or **structure** until it has been brought into substantial Bylaw and **Building Code** compliance; qualifying, building **permits** may be issued for any other detached building or **structure** on the property.

DIVISION TWENTY - APPENDICES

- 20.1 The Appendices attached to this bylaw form part of and are enforceable in the same manner as this bylaw.

READ A FIRST TIME this 22nd day of September, 2005.

READ A SECOND TIME this 22nd day of September, 2005.

READ A THIRD TIME this 22nd day of September, 2005.

RECONSIDERED AND ADOPTED this 22nd day of September, 2005.

Clerk

Chair

Bylaw No.
2661, 2018**APPENDIX “A”: SCHEDULE OF *PERMIT* FEES**

- A. For the purpose of calculating the fee for *permits* under this bylaw, the value of **construction** shall be the total contract price for the work including all subcontracts or the value of **construction** as determined by the **Building Official** on the basis of plans, specifications and information available to him or her, whatever value shall be greater.

Bylaw No.
2917, 2026B. **BUILDING *PERMIT* APPLICATION FEES**

A non-refundable *permit* application fee of \$200 shall be charged for all *permits*.

C. **BUILDING *PERMIT* FEE** – based on construction value

(1) <u>Construction Value</u>	<u>Fee</u>
(a) For each \$1,000 up to a maximum of \$1,000,000; and	\$10
(b) each additional \$1,000 or part thereof by which the value exceeds \$1,000,000 as additional fees	\$6

Bylaw No.
2917, 2026D. **PLUMBING *PERMIT* FEE**

(1) Minimum fee for any plumbing <i>permit</i> or first fixture	\$75
(2) <i>Permit</i> fee for each fixture after the first fixture	\$10
(3) <i>Permit</i> fee for an interceptor or catch basin	\$15
(4) <i>Permit</i> fee for the installation of a backflow prevention device in any plumbing system.	\$15
(5) <i>Permit</i> fee for any fire sprinkler system	
(a) First 25 sprinkler heads	\$50
(b) Each additional sprinkler head after the first 25	\$1

E. ***PERMIT* FEE SURCHARGE**

In addition to other fees payable in accordance with this Appendix at the time of *permit* issuance, a surcharge will apply to all building *permits* as follows:

- (a) \$500 where the **construction** value is less than \$50,000; or
 (b) \$1500 where the **construction** value exceeds \$50,000; and

Bylaw No.
2813, 2023

if work associated with a building *permit* is completed and the *permit* closed within three years of the date of issue, the **Regional District** shall rebate the surcharge fee to the original payee.

F. SPECIAL INSPECTIONBylaw No.
2917, 2026

Additional inspections such as those for ICF construction and voluntary inspections such as those to establish compliance, status, or notice on title release.

\$200

G. MANUFACTURED HOMES AND COMBINATION OR RELOCATED BUILDINGSBylaw No.
2917, 2026

(1) **Permit** fee for manufactured homes including skirting, blocking, landing and stairs up to 2m² (21 ft²), water and service connections \$500

(2) **Permit** fee for manufactured homes, combination or relocated buildings on permanent foundations will be \$500 plus an additional fee based on the value of the foundation and **site**-constructed components, as determined by the **Building Official** but shall total no less than \$200 per required inspection

H. RENEWAL **PERMIT** FEE

The fee for a renewal **permit** shall be \$200 each renewal period of one year.

I. PROVISIONAL **OCCUPANCY CERTIFICATE** FEEBylaw No.
2917, 2026

The fee for a provisional **occupancy certificate** shall be \$500.

J. LAND TITLE DOCUMENT SEARCH – COST RECOVERYBylaw No.
2917, 2026

The fee for a land title search or covenant retrieval shall be at Land Title and Survey Authority published rate (including applicable taxes).

K. TEMPORARY BUILDINGBylaw No.
2813, 2023

Fee for a **permit** to construct, place or occupy a temporary building for up to two years or part thereof \$400

L. CHIMNEYBylaw No.
2734, 2021

Fee for the installation of a chimney or masonry fireplace \$100

M. REMOVAL OF NOTICE ON LAND TITLE

Fee for the removal of a land title notice. \$200

N. DEMOLITION OR RELOCATION

The fee for a **permit** to demolish a building. \$50

O. REINSPECTION FEEBylaw No.
2917, 2026

Where any re-inspection carried out pursuant to this Bylaw discloses faulty work and a subsequent inspection is thereby made necessary, the fee for each subsequent inspection shall be \$100.

Bylaw No.
2813, 2023

P. DOUBLE **PERMIT** FEE

Where work for which a **permit** is required by this bylaw has been commenced prior to issuance of a **permit**, the applicant shall pay to the **Regional District** double the fee prescribed in this Schedule, up to an additional \$2,000.

Q. **PERMIT** FEE REFUND

Where no **construction** has commenced within six (6) months of building **permit** issuance, should the **permit** holder apply in writing to cancel the application or **permit**, the **Building Official** shall refund 75% of the original **permit** fee.

R. FEE REDUCTION FOR PROFESSIONAL SUPERVISION

Where a professional engineer or architect is retained by the **owner** and an undertaking is provided to coordinate design and field reviews on the project, the building **permit** fee will be reduced by 5%.

S. BUILDING INFORMATION REQUEST

The fee for researching building **permit** files. \$75

T. **PERMIT** APPLICATION LEGAL CHANGE

The fee for any legal change on title, such as **ownership** or subdivision, requiring revisions to the **permit** application records.
\$75

W. **PERMIT** DESIGN AND **CONSTRUCTION** MAJOR MODIFICATION

If an issued **permit** is active or application plans have been reviewed and the **owner** proposes significant modifications to the building whereby the design changes and the value of the work changes, regardless whether the value increases or decreases, a fee of \$100 per hour will be charged based on the hours, or portions thereof, expended for modified plan review.