



THE CORPORATION OF THE CITY OF FERNIE

BUILDING AND PLUMBING BYLAW NO. 2526

2025

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The Corporation of the City of Fernie

BUILDING BYLAW NO. 2526

A Bylaw for Administration of the Building Code, Plumbing Code, and Regulation of Construction

GIVEN that the Council on behalf of The Corporation of the City of Fernie (the “City”)

- A. may by bylaw regulate, prohibit and impose requirements in respect to buildings and structures under sections 8(3)(g), 8 (3) (l), 53(2) and 63 of the *Community Charter*
- B. is enacting this bylaw to regulate construction and administer the British Columbia *Building Code* within the boundaries of the City in accordance with the *Community Charter* and the *Building Act*;
- C. has employed *building officials* for the purposes of this bylaw;

NOW THEREFORE the Council of the City enacts as follows:

PART 1: TITLE

Citation

- 1.1 This bylaw may be cited as “Building Bylaw, No. 2526”.

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 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 City 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 *British Columbia 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 *permit* or *occupancy certificate* is issued under this bylaw;
 - (d) providing any person a warranty or assurance that *construction* undertaken under *permits* issued by the City is free from latent, or any, defects; or
 - (e) the protection of adjacent real property from incidental damage or nuisance.

PART 3: DEFINITIONS

3.1 In this bylaw:

abandoned means any work for which a permit was issued and expired for more than 18 months;

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 or **altered** 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;

authority having jurisdiction means the governmental body responsible for the enforcement of any part of this Bylaw or the BC *Building Code* or the official or agency designated by that body to exercise such a function;

British Columbia Land Surveyor means a person practicing land surveying in British Columbia registered with the Association of British Columbia Land Surveyors;

building means any *structure* used or intended for supporting or sheltering any *use* or *occupancy* and includes a manufactured home;

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 to that position by the Council of the City, and includes a building inspector, plan checker, plumbing inspector designated by the City, and for certainty the *building official* is the “building inspector” referred to in the *Community Charter* and *Local Government Act*;

Certificate of Occupancy means a certificate issued by the *building official* after the works subject to a building permit have passed their final inspection and been issued a *Final Inspection Report*. A *Certificate of Occupancy* may include conditions in which case it is a *Provisional Certificate of Occupancy*;

Certificate of Occupancy, Provisional means an occupancy certificate that is issued subject to conditions specified therein that must be met by a specified date;

complex building means:

- (a) a *building* used for a *major occupancy* classified as:
 - *assembly occupancy*;
 - *care occupancy*;
 - *detention occupancy*;
 - *high hazard industrial occupancy*;
 - *treatment occupancy*; or
 - *post-disaster building*,
- (b) a *building* exceeding 600 square metres in *building area* or exceeding three storeys in *building height* used for a *major occupancy* classified as:
 - *residential occupancy*;
 - *business and personal services occupancy*;
 - *mercantile occupancy*; or
 - *medium and low hazard industrial occupancy*,

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

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

construction means the act of *constructing*;

constructor means a person who *constructs*;

demolition means the removal of works previously constructed;

dwelling unit means a *suite* operated as a housekeeping unit, used or intended to be used by one or more persons and usually containing cooking, eating, living, sleeping and sanitary facilities;

Engineers and Geoscientists Act means the *Engineers and Geoscientists Act* RSBC 1996, 116;

excavation means the space created by the removal of *soil*, *rock* or *fill* for the purposes of construction;

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;

field review means a review of the work

- at a *building site*
- where applicable, at locations where *building* components are fabricated for use at the *building site*
- that a *registered professional* in their professional discretion considers necessary to ascertain whether the work substantially complies in all material respects with the plans and supporting documents prepared by a *registered professional*;

flood construction level means the elevation level, measured in metres Geodetic Survey of Canada datum(GSC);

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*;

grade means the lowest of the average levels of finished ground adjoining each exterior wall of a *building* except that localized depressions need not be considered in the determination of average levels of finished ground;

grade, existing means the geodetic elevations of the surface of land or a portion of land prior to disturbance for the purposes of *construction*. *Grade, proposed* means the proposed geodetic elevations of the surface of land for a *parcel* of portion of land post-*construction*;

GHG means greenhouse gas;

health and safety aspects of the work means design and construction regulated by Parts 3, 4, 5, 6, 7, 8, 9 and 10, Division B, of the *building code*; and subject to Parts 1 and 2 in relation to Parts 3 through 10, Division B;

Inspection Report means the report issued by the *building official* upon successful completion of an inspection for a *permit*;

Inspection Report, Final means the report issued by the *building official* upon successful completion of a final inspection for a *permit*;

letters of assurance mean standardized, legal accountability documents that are required for Part 3 and Part 9 buildings in the *building code* and this bylaw;

maintenance means planned and ongoing inspection and work performed in the ordinary course of a *building* or structure's lifespan to reduce the potential of premature deterioration or failure of a *building* or structure;

occupancy means the *use* or intended *use* of a *building* or part thereof for the shelter or support of persons, animals or property;

occupy means to take up a place or extent in space;

owner means the registered *owner* in fee simple, or an *agent* duly authorized by the *owner* in writing in the form prescribed by the City;

parcel means:

- a) In the case of a permit issued for lands within a strata plan a Strata Lot as defined in the Strata Property Act as amended or replaced from time to time;
- b) In the case of a permit issued for lands considered common property within a Strata *parcel* a part of the lands and *buildings* shown on a strata plan that is not part of a strata lot;

- c) In the case of a permit issued for fee simple lands *parcel* a Parcel as defined in the Land Titles Act as amended or replaced from time to time; or
- d) As defined by the City of Fernie Zoning Bylaw as amended from time to time;

permit means permission or authorization in writing by the *building official*, in the form prescribed by the City, to perform work regulated by this bylaw and, in the case of a final inspection notice, to *occupy a building* or part of a *building*;

pool means a *structure* or *constructed* depression used or intended to be used for swimming, bathing, wading or diving which is designed to contain water and has a depth, at any point, exceeding 0.6 m, including an in-ground *pool* and hot tub;

Pre-occupancy site review means the review conducted by a *qualified registered professional* prior to the submission of final schedules or certificates required prior to a *Certificate of Occupancy* being issued by the *building official*;

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

Professional Governance Act means the Professional Governance Act [SBC 2018] Chapter 47;

project means any construction operation;

Qualified registered professional means a registered professional who possesses the specified knowledge, skills, training and experience required by legislation, government policy, or as required by an organization satisfactory to the provincial government that has the responsibility for specifying the requirements to perform work in British Columbia in the discipline in which they are qualified;

reconstruction means a thing that is rebuilt after being damaged or destroyed;

retaining wall means a *structure* that holds or retains *soil* or other material behind it and or a *structure* that retains soil necessary for frost coverage of a foundation;

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

- *residential occupancy*;
- *business and personal services occupancy*;
- *mercantile occupancy*;
- *medium hazard industrial occupancy*; or
- *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* less than 1.2 meters 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*;

use means *occupancy* as defined in the *building code*;

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

- (a) as submitted by the applicant and *accepted* by the *building official*, or
- (b) as determined by the *building official* on the basis of current construction costs, or
- (c) the value calculated using an approved valuation method such as the Marshall & Swift Valuation Service or equivalent.

3.2 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 area, building height, business and personal services occupancy, care occupancy, designer, detention occupancy, firewall, first storey, high hazard industrial occupancy, industrial occupancy, low hazard industrial occupancy, major occupancy, medium hazard industrial occupancy, mercantile occupancy, post disaster occupancy, private sewage disposal system, registered professional, registered professional of record, residential occupancy, suite, 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, as set out in section 29 of the *Interpretation Act*: *may, must, obligation, person, property, writing, written* and *year*.

3.3 Every reference to this bylaw in this or another bylaw of the City is a reference to this bylaw as amended to the date of the reference.

3.4 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.

3.5 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.

3.6 Where this bylaw refers to a form or document not set out in this bylaw, such shall be the form or bylaw as specified by another bylaw of the City.

PART 4: SCOPE AND EXEMPTIONS

Application

- 4.1 This bylaw applies within the boundaries of the City and to land, the surface of water, air space, *buildings* or *structures* in the City.
- 4.2 This bylaw applies to the design, *construction*, *demolition*, alteration or *reconstruction* of all *plumbing works* governed by the *British Columbia Building Code*.
- 4.3 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*.
- 4.4 This bylaw does not apply to
- (a) fences and landscaping and retaining walls, excepting as set out in Part 12 of this bylaw;
 - (b) an accessory *building* or *structure* with a building area of less than 10 square metres that does not contain plumbing fixtures, sleeping or cooking facilities;
 - (c) a *building* or *structure* manufactured or constructed to the Canadian Standards Association Z240 MH series or Z241 series, except as regulated by the Building Code;
 - (d) An unenclosed deck or raised platform less than 0.6m above finished *grade*; and
 - (e) *maintenance*.

Limited Application to Existing Buildings

- 4.5 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, 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 *the building code*, this or another bylaw, regulation or statute.
- 4.6 This bylaw applies if the whole or any part of an *existing building* is moved either within or into the boundaries of the City, including relocation relative to parcel lines created by subdivision or consolidation. Part 13 applies to *building* moves.
- 4.7 If an *alteration* or *addition* is made 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*, to the extent necessary to addresses any new infractions introduced in the remainder of the building as a result of the *alteration*.

PART 5: PROHIBITIONS

- 5.1 A person must not commence or continue any *construction, alteration, excavation, reconstruction, demolition*, removal, relocation or change the *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) except in accordance with a current, valid and subsisting *permit* for the work under this bylaw.
- 5.2 A person must not *occupy* or permit the *occupancy* of any *building or structure* or part of any *building or structure*
- (a) unless a *final Inspection Report* or *final or Provisional Certificate of Occupancy* 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*.
- 5.3 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.
- 5.4 No person shall erase, alter or modify plans and supporting documents after such have been reviewed and approved 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 unless the *building official* has approved the alteration in writing.
- 5.5 A person must not, unless authorized in writing by a *building official*, revise, 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.
- 5.6 A person must not do any work that is 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*.
- 5.7 A person must not interfere with a *building official* or other authorized official of the City in the administration of this bylaw.
- 5.8 A person must not *construct* on a *parcel* unless the civic address is conspicuously posted on the front of the premises or on a signpost so it may be easily read from the public highway from which it takes its address.
- 5.9 A person must not contravene a requirement of a *building official* made under any provision of this bylaw.
- 5.10 A person must not change the *occupancy* of a *building or structure* or a part of a *building or structure* without first applying for and obtaining a *building permit* under this bylaw.
- 5.11 A person must not locate a plumbing system, drainage system, house sewer, or a private sewage disposal system in any parcel other than the parcel which is the site of the *building, structure, or*

premises serviced except:

- (a) if located in a highway; or
- (b) where specifically required and permitted by the City where a legal right-of-way or easement has been obtained and such right of way or easement are approved by the *authority having jurisdiction*.

- 5.12 A person must not cover any work requiring inspection without the written authorization or approval of the *building official*, in writing.

PART 6: PERMIT CONDITIONS

- 6.1 A *permit* is required prior to the commencement of any construction regulated by this bylaw.
- 6.2 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 City, or the granting of permission to use or *occupy* a *building* or *structure* 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.
- 6.3 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.
- 6.4 Without limiting section 6.2(a), it is the full and sole responsibility of the *owner* (and if the *owner* is acting through an *agent*, the *agent* 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 7: POWERS OF A BUILDING OFFICIAL AND THE CITY

Administration

- 7.1 Words defining the authority of a *building official* are to be construed as internal administrative powers and not as creating a duty. A *building official* may
- (a) administer this bylaw, but owes no public duty to enforce or administer this bylaw;
 - (b) 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

- (c) 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*.

- 7.2 The City may keep records of applications received, *permits*, notices and orders issued, inspections and tests made, and may retain copies of all documents connected with the administration of this bylaw ("Records"). All Records may be stored and retained in an electronic format provided that such records may be readily reproduced in paper form.

Refusal and Revocation of Permits

- 7.3 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 City and must state the reason in writing.
- 7.4 A *building official* may refuse to issue a *permit* if the application does not comply with the requirements of Part 11.
- 7.5 A *building official* may revoke a *permit* or issue a stop work order if, in their opinion, 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, or if all *permits* required under this bylaw or any other bylaw of the City have not been obtained.

Right of Entry

- 7.6 Subject to section 16 of the *Community Charter*, a *building official* may enter on property at any time to ascertain whether the requirements of this bylaw are being met.

Powers

- 7.7 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 by a specified time;
 - (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 City 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 City;
 - (c) an *owner* to have work inspected by a *building official* prior to the covering of or enclosure of the work;
 - (d) an *owner* to uncover or expose any work that has been covered or enclosed without inspection contrary to this bylaw or an order issued by a *building official*;
 - (e) a person to cease any *occupancy* in contravention of a provision of this bylaw;

- (f) 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 a *Final Inspection Report* for the work;
- (g) an *owner* to correct any *unsafe condition*;
- (h) an *owner* to correct any work that contravenes this bylaw, the *building code*, or any other enactment; and
- (i) an *owner* to cease any *occupancy* if the conditions of a *Provisional Certificate of Occupancy* have not been met within the specified timeframe on the *Provisional Certificate of Occupancy*.

7.8 Subject to applicable enactments, the City may by notice in writing require

- (a) an *owner* to remove or prevent any unauthorized encroachment on a parcel owned by the City, a statutory right of way or easement in favour of the City or a setback or yard required under the City's Zoning Bylaw No. 1750, as amended or replaced;
- (b) 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;
- (c) a person to cease any *occupancy* in contravention of a provision of this bylaw.

7.9 Every reference to "*owner*" in section 7.8 includes a reference to the *owner's agent* or *constructor*.

7.10 Every person served with a notice under this Part must comply with that notice within the time ordered, or if no time is ordered, immediately.

PART 8: OWNER'S RESPONSIBILITIES

Requirement for a Permit

8.1 Subject to Part 11 of this bylaw, every *owner* must obtain a *permit*, prior to:

- (a) *constructing*, repairing or *altering* a *building* or *structure*, unless exempted by this bylaw or the building code. including a *pool* or *retaining wall* exceeding 1.2 metres in height;
- (b) moving a *building* or *structure* into or within the boundaries of the City;
- (c) demolishing a *building* or *structure*;
- (d) occupying a new *building* or *structure*;
- (e) *constructing* a masonry fireplace or installing a wood-burning appliance or chimney, whether attached to, part of or detached from a *building*;
- (f) changing the *occupancy* of a *building*;
- (g) altering or adding new plumbing works regulated by the Building Code unless the works are

the subject of another valid and subsisting *building, plumbing, or wood burning appliance permit*.

Owner's Obligations

8.2 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 copies of all *permits*, all plans and specifications and supporting documents on which a *permit* was based, all municipal *Inspection Reports*, and all professional *field review reports* are available at the site of the work. All professional *field reviews* are to be provided 2 business days prior to a request for an 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 City an *owner's undertaking* in a form prescribed by the *City*, where required by the *building official*.

8.3 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 City, and all other applicable Provincial regulations. The issuance of a permit under this bylaw, the review of plans and supporting documents, or inspections made by a building official or a qualified registered professional shall not 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.

8.4 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* on the property so that it may be easily read from the public highway from which the property takes its address; and
- (c) retain a true copy of the approved building *permit* drawings at the construction site when any work is underway on the site.

8.5 If work is abandoned, the owner of a parcel must ensure that any incomplete work is made safe and secured from unauthorized entry and screened from public view and complies with the provisions of the City's Community Standards Bylaw, No. 2456.

Damage to Municipal Works

8.6 Prior to the issuance of a building permit, every owner must document and submit to the City evidence of any existing damage to municipal works on or within 50m of the parcel.

- 8.7 Every *owner* to whom a *permit* is issued is responsible for the cost to repair any damage to municipal works or property that occurs during and arises directly or indirectly from the work authorized by the *permit*, including, but not limited to, mud and debris on municipal highways.
- 8.8 Every *owner* to whom a *permit* is issued is responsible to repair damaged municipal works and property that has not been documented as pre-existing in accordance with section 8.6.
- 8.9 In addition to any security deposits required by the City, every *owner* must pay to the City, within 30 days of the City issuing an invoice for same, the cost to repair any damage to Municipal property or works, including the removal of mud and debris from Municipal highways, arising directly or indirectly from work for which a *permit* was issued. The City may, but is not obligated to, utilize any security deposit to repair any such damage.

Demolition

- 8.10 Prior to obtaining a *permit* to demolish a *building* or *structure*, the *owner* must
- (a) provide the City the date that *demolition* will be initiated, that must be no longer than 6 months from the date of application for a *permit*;
 - (b) pay capping and inspection chamber installation fees as set out in the City's bylaws governing waterworks and sewer;
 - (c) ensure that all municipal services and other services are capped and terminated at the property line in a City standard inspection chamber and valve arrangement;
 - (d) provide BC Hydro and Fortis Gas confirmation of utility disconnection prior to *demolition*, if applicable;
 - (e) provide a Hazardous Materials Assessment report in accordance with WorkSafe BC regulation, if applicable; and
 - (f) provide WorkSafe BC Notice of Project if applicable.

Every *owner* must ensure that, on completion of all *demolition* procedures, all debris and fill are cleared from the *site* and the *site* is levelled or graded or made safe to the satisfaction of the City of Fernie and in accordance with relevant WorkSafe BC regulation.

Notice

- 8.11 Every *owner* must, at least 48 hours prior to commencing work at a *building site*, give written notice to a *building official* of the date on which the *owner* intends to begin such work.
- 8.12 Every *owner* must give written notice to a *building official* of any change in or termination of engagement of a *qualified registered professional*, including a *coordinating qualified registered professional*, during construction, within 24 hours of when the change or termination occurs in accordance with building code regulation.
- 8.13 If an *owner* or a *qualified registered professional* terminates the engagement of a *qualified registered professional*, including a *coordinating qualified registered professional*, the *owner* must terminate all

work under a *building permit* until the *owner* has engaged a new *qualified registered professional*, including a *coordinating qualified registered professional*, and has delivered to a *building official* new *letters of assurance*.

- 8.14 Without limiting sections 11.29 to 11.46, every *owner* must give at least 2 business days written 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 the required stage of work or final inspection can be made.
- 8.15 Every *owner* must apply in writing to a *building official* and pay a non-refundable fee set out by bylaw immediately upon any change in ownership or change in the address of the *owner* which occurs prior to the issuance of an *occupancy permit* to enable a *permit* to be transferred to the new *owner*.
- 8.16 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 9: OBLIGATIONS OF OWNER'S CONSTRUCTOR

- 9.1 Every *constructor* must ensure that all *construction* is done in compliance with all requirements of the *building code*, this bylaw and all other applicable bylaws, codes, standards and enactments.
- 9.2 Every *constructor* must ensure that no *excavation* or other work is undertaken on City property, and that no public property 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.
- 9.3 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 10: QUALIFIED REGISTERED PROFESSIONAL'S RESPONSIBILITIES

Professional Design and Field Review

- 10.1 The *owner* shall provide to the *building official* the applicable building code schedules and *letters of assurance* when required by the building code prior to:
- (a) work under the role and responsibility of a *qualified registered professional* commencing;
 - (b) the *pre-occupancy site review* coordinated by the *coordinating qualified registered professional* or other *qualified registered professional* for a *complex building*, or
 - (c) a final 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 City 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* prior to the issuance of an *occupancy certificate*.

10.2 If a *qualified registered professional* provides *letters of assurance* in accordance with the *building code*, they must:

- (a) provide proof of professional liability insurance to the *building official* in the form and amount set by the City; and
- (b) provide field reviews and field review reports as proof of compliance with the requirements of the building code.

Requirement for a Qualified registered professional

10.3 The *owner* must retain a *qualified 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 qualified registered professional* or other *qualified registered professional* for a *complex building*,
- (b) prior to a final 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 City 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) for a *building* that is designed with common egress systems for the occupants and requires the use of *firewalls* in accordance with the *building code*;
- (d) prior to *alterations* to a *building*, or to a structural component of a *building* described in paragraph (b);
- (e) for a *building* in respect of which the *building official* determines that site conditions, size or complexity warrant, and that such registered professional have particular expertise or qualifications to address the particular site conditions, size or complexity;
- (f) if the *building* envelope components of the *building* fall under Division B Part 3 of the *building code*, the *building* contains more than two dwellings, or if the *building* envelopes do not comply with the prescriptive requirements of Division B Part 9 of the *building code*;
- (g) for a parcel 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*; and
- (h) a report certified by the qualified professional that the parcel may be used safely for the use intended, be provided and that the plans submitted with the application comply with the relevant provisions of the building code and applicable bylaws of the City.

- 10.4 The *building official* may require any *qualified registered professional* carrying out the *professional design* and *field review* required under section 10.3 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

- 10.5 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 10.1 and 10.3 may be relied upon by the City 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.
- 10.6 *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*.
- 10.7 For a *building permit* issued for the construction of a *building* that relies on the certification of a *qualified registered professional*, the *building official* may provide the *owner* with a notice that the *building permit* is issued in reliance on the certification of the *qualified 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 City or its *building officials* on the *qualified registered professionals*.

PART 11: PERMIT APPLICATION REQUIREMENTS

Requirements for all Permit Applications

- 11.1 Prior to an application for a *permit* being accepted by the City, the *owner* must satisfy the following requirements or conditions:
- (a) submit with their application any applicable fees or charges as set out in Appendix A, attached to and forming a part of this bylaw;
 - (b) the *owner* must apply for and obtain a Development Permit if the *building* or *structure* is in an area designated by the City's Official Community Plan as a Development Permit Area
 - (c) the *owner* must ensure that the proposed *building* or *structure* complies with all bylaws of the City except to the extent of a variance granted by way of a Development Variance Permit (DVP), resolution of the Mayor and Council of the City, or order of the Board of Variance;
 - (d) the *parcel* must be registered as a separate and distinct lot pursuant to the *Land Title Act*;
 - (e) be made in a form prescribed by the City and signed by the *owner*, or authorized signatory if the *owner* is a corporation;
 - (f) be accompanied by the *owner's* acknowledgement of responsibility and undertaking made in the form prescribed by the City and signed by the *owner*, or authorized signatory if the *owner* is a corporation or if an *agent* is acting on behalf of a property owner;

- (g) the *owner* or *agent* must provide a copy of a state of title certificate or title search print for the relevant property made within 30 days of the date of the *permit* application;
- (h) the *parcel* that is the subject of the *permit* application must be connected to the City's water, sanitary sewage, and storm water systems, and all roads constructed, in accordance with the City's Subdivision and Development Servicing Bylaw;
- (i) 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*.

Additional Requirements for Building Permit Applications for Complex Buildings

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

- (a) be made in a form prescribed by the City and signed by the *owner*, or authorized signatory if the *owner* is a corporation;
- (b) be accompanied by the *owner's* acknowledgement of responsibility and undertaking made in the form prescribed by the City and signed by the *owner*, or authorized signatory if the *owner* is a corporation;
- (c) include a copy of a state of title certificate or title search print for the relevant property made within 30 days of the date of the *permit* application;
- (d) include a *building code* compliance summary prepared by a *qualified registered professional* 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, and *accessible* entrances, work areas, washrooms, firewalls and facilities;
- (e) include a copy of a survey plan showing all easements, statutory right of ways and covenants prepared by a British Columbia Land Surveyor;
- (f) include a site plan, in metric, prepared by a *qualified 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, covenants defined by plan and setback requirements, adjacent street and lane names;
 - iv. the location and dimensions of *existing* and proposed *buildings* or *structures* on the parcel;
 - v. the location of and setbacks to the natural boundary of any lake, swamp, pond or watercourse which borders on, is situated on or crosses the parcel;

- vi. north arrow;
 - vii. if applicable, the location of an approved *existing* private or other alternative sewage disposal system, water supply system or a storm water drainage system;
 - viii. zoning compliance summary;
 - ix. the location, dimensions and gradient of driveways, parking stalls and parking access;
 - x. proposed and *existing* setbacks to property lines;
 - xi. existing and proposed *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. access routes for firefighting and distance to nearest fire hydrant;
 - xviii. *accessible* paths of travel from the street to the *building*;
 - xix. geodetic elevation of the underside of any floor system or top of any pad of a *building* or *structure* where the City's bylaws establish siting requirements related to minimum floor elevation or *flood construction level*; and
 - xx. geodetic elevation of the site-specific *flood construction level* where the City's bylaws establish siting requirements related to minimum floor elevation or *flood construction level*;
- provided 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*;
- (f) 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;
 - (g) include a cross-section through the *building* or *structure* in sufficient detail and locations to illustrate *foundations*, drainage, ceiling heights and constructions systems;
 - (h) include elevations of all sides of the *building* or *structure* showing finish details, roof slopes, windows, doors, existing and proposed *grade*, spatial separations and ridge height

to comply with the *building code* and to illustrate that the *building or structure* conforms with the City's zoning bylaw and development permit;

- (i) include cross-sectional details drawn at an appropriate scale and at sufficient locations to illustrate that the *building* conforms to the *building code*;
- (j) 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*;
- (k) include copies of approvals required under any enactment relating to health or safety, including, without limitation, highway access *permits* and ministry of health approvals;
- (l) include a letter of assurance in the form of a Schedule referred to in subsection 2.2.7 Division C of the *building code*, signed by the *coordinating qualified registered professional*;
- (m) include *letters of assurance* in the form of a Schedule referred to in subsection 2.2.7 Division C of the *building code*, each signed by such *qualified 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*;
- (n) include drawings at a suitable scale of the design prepared by each *qualified registered professional* containing the information set out in (g) to (k) of this section;
- (o) include illustration of any slopes on the subject parcel that exceed a 15% *grade* and proposed setbacks to the toe and crest of any slope in excess of a 15% *grade*;
- (p) include all required fees as set out in the City's bylaws and Appendix A;
- (q) include a Hazardous Materials Report in accordance with WorkSafe BC where applicable; and
- (r) include a site disclosure statement if required by the Contaminated Sites Regulation adopted pursuant to the Environmental Management Act.

11.3 In addition to the requirements of section 11.2 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 *qualified registered professional*, in accordance with the City's 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*.

Additional Requirements for Building Permit Applications for Simple Buildings

- 11.4 An application for a *building permit* with respect to a *simple building* must
- (a) be made in the form prescribed by the City and signed by the *owner, agent* of the *owner* or an authorized signatory if the *owner* is a corporation;
 - (b) include all fees required by City bylaws and Appendix A;
 - (c) be accompanied by the *owner's* acknowledgment of responsibility and undertaking made in the form prescribed by the City and signed by the *owner*, and the *agent* for the owner where applicable or an authorized signatory if the *owner* is a corporation or if an *agent* is applying on behalf of the property *owner*;
 - (d) include a copy of a title search print or state of title certificate 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 this requirement, in whole or in part, where in the opinion of the *building official* the proposed construction is for a renovation or addition and that it is sufficiently within the zoning regulations and where building separations to warrant the waiver;
 - (f) include a site plan, in metric, or plans 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, covenants defined by plan and setback requirements, adjacent street and lane names;
 - iv. the location and dimensions of *existing* and proposed *buildings* or *structures* on the parcel;
 - v. the location of and setbacks to the natural boundary of any lake, swamp, pond or watercourse which borders on, is situated on or crosses the parcel;
 - vi. north arrow;
 - vii. if applicable, the location of an approved *existing* private or other alternative sewage disposal system, water supply system or a storm water drainage system;
 - viii. zoning compliance summary;
 - ix. the location, dimensions and gradient of driveways, parking stalls and parking access;
 - x. proposed and *existing* setbacks to property lines;

- xi. existing and proposed *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. access routes for firefighting and distance to nearest fire hydrant;
- xviii. *accessible* paths of travel from the street to the *building* (if applicable);
- xix. geodetic elevation of the underside of any floor system or top of any pad of a *building* or *structure* where the City's bylaws establish siting requirements related to minimum floor elevation or *flood construction level*; and
- xx. geodetic elevation of the site-specific *flood construction level* where the City's bylaws establish siting requirements related to minimum floor elevation or *flood construction level*;

provided 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*;

- (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 separation calculations and natural and finished *grade* to comply with the *building code* and to illustrate that the *building* or *structure* conforms with the City 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, highway access *permits* and Ministry of Health approvals;
- (l) include a *foundation* and *excavation* design prepared by a *qualified registered professional* in

accordance with the *building code* except where waived at the discretion of the *building official* pursuant to BC Building Code;

- (m) include geotechnical *letters of assurance*, in addition to a required geotechnical report, if the *building official* determines that the site conditions so warrant;
- (n) include drawings at a suitable scale of design including the information set out in (f) to (i) of this section;
- (o) include a *building code* compliance summary including the applicable edition of the
- (p) *building code*, such as, without limitation, whether the *building* is designed under
- (q) Part 3 or Part 9 and compliance with article 2.2.2.1(2), Division C of the *building code*;
- (r) include a zoning compliance summary;
- (s) include documentation of any existing damage to municipal property surrounding the property;
- (t) include confirmation of new home warranty registration where applicable;
- (u) include a Hazardous Materials Report in accordance with WorkSafe BC where applicable; and
- (v) include a site disclosure statement if required by the Contaminated Sites Regulation adopted pursuant to the Environmental Management Act.

11.5 In addition to the requirements of section 11.4 of this Part, if a *project* involves

- (a) two or more *buildings*, the gross floor areas of which in the aggregate total more than 1000 square metres; or
- (b) two or more *buildings* that will contain four or more *dwelling units*; or
- (c) otherwise 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) architectural, structural, electrical, plumbing, mechanical or fire suppression drawings prepared and sealed by a *qualified registered professional*;
- (d) *letters of assurance* in the form of a Schedule referred to in Division C of the *building code*, signed by a *qualified 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*.

Additional Requirements for Plumbing Permit Applications

- 11.6 An application for a plumbing *permit* is required for all new plumbing fixtures, relocation of existing plumbing fixtures, plumbing systems providing services to standpipes, or fire hydrants, or private site servicing and other similar works and must be made in the form prescribed by the City and signed by the *owner*, *agent* of the *owner* or an authorized signatory if the *owner* is a corporation.

The application shall:

- (a) provide proof of competence in a format acceptable to the *building official*. The City may request construction drawings of the proposed plumbing works;
- (b) be signed by the property *owner* if the *owner* is installing the plumbing fixture or otherwise a certified plumber or indentured apprentice;
- (c) state the number of fixtures to be installed on each floor in the building; and
- (d) In addition, the *building official* may also require any of the following information:
 - i. the length of building sewer, building storm sewer and water service pipe;
 - ii. specifications and suitable drawings made to a scale of not less than 1:100, for the plumbing system with respect to single family, multi-family, institutional, commercial and industrial buildings showing:
 - (a) site services, size and location of pipes;
 - (b) site drainage, size and location of pipes, catch basins and dry wells;
 - (c) total fixture load on sanitary sewer and water supply systems;
 - (d) sanitary riser diagram complete with fixture loads at the base of stacks; and
 - (e) rainwater leaders, size of pipe and area of roof drained;
 - iii. any and all other information necessary to establish compliance with this Bylaw; and compliance to the Building Code (Plumbing Services); and
 - iv. mechanical drawings, designed by a professional engineer registered in the Province of British Columbia, for institutional drawings, buildings over three stories in height, and buildings with complex plumbing systems as determined by the *building official*.

Site and Location Information

- 11.7 Without limiting sections 11.2(f) or 11.4(f) of this Part, the *building official* may in writing require an

owner to submit an up-to-date plan or survey prepared by a *qualified registered professional* 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 bylaw 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*;
- (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 proposed top of concrete on all *building* elevations and at all significant changes of elevation to substantiate its size, location and elevation; and
- (e) in relation to the placement of the *foundation* for a new building, or *addition* provide a BC Land Surveyor's Property Location Certificate prior to a framing inspection.

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

Permit Fee

- 11.8 Before obtaining a *permit* for construction or *demolition* of a *building* or *structure*, the *owner* must first pay to the City
- (a) the relevant *permit* fee prescribed in Appendix A; and
 - (b) any fees, charges, levies or taxes imposed by the City and payable under any other bylaw at the time of issuance of the *permit*.

Security Deposit with Building Permit Application

- 11.9 An applicant for a *building permit* must pay to the City, prior to the issuance of a building permit, the security deposits outlined in Appendix A.
- 11.10 The security deposit amount as set out in section 11.9 of this Part may be used by the City to rectify any defaults pursuant to Articles 8.6 to 8.9 of this bylaw, or any condition under which a *permit* may be issued.
- 11.11 If a *Provisional Certificate of Occupancy* is granted and a security deposit is being held, the deposit shall serve as collateral to ensure compliance with the conditions specified in the *Provisional Certificate of Occupancy*. Should any of these conditions remain unmet within 12 months from the date of the issuance of the *Provisional Certificate of Occupancy*, the security deposit shall be fully forfeited to the City.

- 11.12 The security deposit or applicable portion must be returned to the applicant
- (a) when the *City* is satisfied that no further damage to public works or public lands will occur and all damage, if any, has been rectified; and
 - (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*.
- 11.13 Any credit greater than the amount of the security deposit used by the City for the purposes described in sections 11.9 to 11.12 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 City to complete corrective work to public lands, public works, or the site is recoverable by the City from the *permit* holder, the *constructor* or the *owner* of the property shall be a debt immediately due and payable to the City.

Permit Fee Refunds

- 11.14 No fee or part of a fee paid to the City may be refunded if
- (a) an incomplete or fraudulent application is received by the City; or
 - (b) construction of the *building* has started.
- 11.15 Notwithstanding the building *permit* application fee, a *building permit* or other *permit* fee may be partially refunded as set out in Appendix A, 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.
- 11.16 A *building permit* or other *permit* fee is not refundable after the *permit* has been extended under section 11.49 of this bylaw.

Design Modification

- 11.17 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 increases the *owner* must submit an amendment application to the City and pay to the City the incremental difference in the building permit fee based on costs of construction in addition to the amendment fee as per Appendix A.
- 11.18 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 City a *building permit* amendment fee as per Appendix A.

- 11.19 If an amendment is made to the design during the *building permit* application review, the *owner* must pay to the City a *building permit* amendment fee as per Appendix A.

Construction Before Permit Issued

- 11.20 The *building permit* or other *permit* fee is doubled for every *permit* application if construction commenced before the *building official* has issued a *permit*.

Expiration of Application for a Permit

- 11.21 A *building permit* or a *plumbing permit* application expires 90 days from the date a complete application is received under this Part if the *building permit* or *plumbing permit* is not issued by the application expiration date, unless the *permit* is not issued only due to delays caused by the City.

Issuance of a Building Permit

- 11.22 The *building official* must issue the *permit*, in the form prescribed by the City, for which the application is made, and the date of issuance is deemed to be the date the City gives written notice to the *owner* that the *permit* is available, if:
- (a) a completed application in compliance with sections 11.2 and 11.3 or sections 11.4 and 11.5 of this Part, including all required supporting documentation, has been submitted; and
 - (b) the *owner* has paid all applicable fees set out in this Bylaw including Appendix A; and
 - (c) the *owner* or his or her representative has posted security and met all requirements imposed by any other statute or bylaw; and
 - (d) the *owner* has retained a professional engineer or geoscientist if required under this bylaw or the building code; and
 - (e) the *owner* has retained an architect if required under this bylaw or the building code, or pursuant to *Professional Governance Act*; and
 - (f) the *owner* has, registered any covenant required by the *building official* against title to the land to ensure compliance with any report prepared by a qualified profession, including, but not limited to, flooding, in form and content satisfactory to the *building official*; and
 - (g) no covenant, agreement, resolution or regulation of the City requires or authorizes the *permit* to be withheld.
- 11.23 Despite section 11.22, the *building official* may refuse to issue a *permit* when the *owner* has been notified by the City of a violation of this bylaw about the construction of another subject building or *structure* or another building or *structure* of the owner, the owner's constructor or *agent*.

Compliance with the Homeowner Protection Act

- 11.24 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 the *Homeowner Protection Act*, that the proposed *building as registered with BC Housing*

(a) is covered by home warranty insurance; and

(b) the *constructor* is a licensed “residential builder” as defined in that Act.

11.25 Section 11.24 of this Bylaw does not apply if the *owner* is not required to be licensed and to obtain home warranty insurance in accordance with the *Homeowner Protection Act*.

11.26 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

11.27 If a site has been *excavated* under a *building permit* issued under this bylaw but without the construction of the *building* or *structure* for which the *building permit* was issued having commenced, the *owner* must provide security fencing in compliance with the Building Code and Worksafe BC regulation and fill in the *excavation* to restore the original gradients of the site within 30 days of being served notice by the City to do so.

11.28 If a *building permit* has expired and partial construction has progressed, with no extension granted of the *building official* under section 11.49, permanent type fencing with privacy screen complying with the City’s Zoning Bylaw, must be erected around the *building* site for protection to the public.

Conditions of a Building Permit

11.29 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 required pursuant to Appendix A. The transfer or assignment of a *building permit* is not an extension of a *building permit*.

11.30 The review of plans and supporting documents and issuance of a *building permit* do not preclude 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

11.31 If a *qualified registered professional* provides *letters of assurance* in accordance with this Bylaw, the City will rely solely on *field reviews* undertaken by the *qualified 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. The *qualified registered professional* shall provide *field review* reports for each *field review* conducted upon request of the *building official*.

11.32 Despite section 11.31 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 qualified registered professionals.

- 11.33 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.
- 11.34 For all work in respect of *simple buildings* the *owner* must give at least 2 business days notice to the City 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 enclosing or covering the work
- (a) after *demolition*, the grading of and removal of debris from the site;
 - (b) *excavation*, within 24 hours of the start of *excavation*;
 - (c) *foundation* and footing forms, before concrete is poured;
 - (d) prior to inspection under section 11.34(e), plumbing located below the finished slab level including provision for soil gas (radon) mitigation where required;
 - (e) the preparation of ground, including granular material when required, perimeter insulation on inside of concrete *foundation* walls and reinforcing steel;
 - (f) after inspection under section 11.34(e) and below slab insulation and vapor/soil gas barrier;
 - (g) installation of *building* services before being covered;
 - (h) rough in of factory-built chimneys and fireplaces and solid fuel burning appliances;
 - (i) framing, sheathing, fire stopping (including drywall in fire separations), bracing, chimney and ductwork, rough plumbing, exterior doors and windows, but prior to the installation of insulation, interior finishes, sheathing paper or exterior finishes which would conceal such work;
 - (j) installation of rough-in plumbing before it is covered;
 - (k) insulation, vapour barrier and air barrier;
 - (l) the installation of 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; and
 - (m) the structural, fire, health and life safety *aspects of the work* and the conservation, GHG emission reduction and accessibility aspects of the work when the *building* or *structure* is substantially complete, ready for *occupancy* but prior to *occupancy*.
- 11.35 A *building official* will only carry out an inspection under section 11.34 if the *owner* or the *owner's agent* has requested the inspection in writing in accordance with this bylaw.
- 11.36 Despite the requirement for the *building official's* acceptance of the work outlined in section 11.34, if a *qualified registered professional* provides *letters of assurance*, the City will rely solely on *field*

reviews undertaken by the *qualified 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.

- 11.37 No person may cover or enclose any aspect of the work referred to in section 11.34 of this bylaw until a *building official* has *accepted* it in writing.
- 11.38 For work in respect of *complex buildings*, the *owner* must
- (a) give at least 2 business days written notice to the City 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 qualified registered professional*, the *constructor*, as well as representatives of major trades, are in attendance;
 - (b) give at least 2 business days written notice to the City when requesting a *pre-occupancy site review* coordinated by the *coordinating qualified registered professional* or other *qualified registered professional* to have the *owner*, the *constructor* and the *qualified registered professionals* demonstrate to the *building official* and Fire Services the compliance with *the health and safety aspects of the work*, the coordination and integration of the fire and life safety system, applicable City requirements and other enactments respecting safety and the conservation, *GHG* emission and accessibility aspects of the work; and
 - (c) cause the *coordinating qualified registered professional*, at least 48 hours prior to the pre-occupancy coordinated site review coordinated by the *coordinating qualified registered professional*, to deliver to the *building official* a completed Appendix B with all required documentation.

Stop Work Order

- 11.39 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 in the form prescribed by the City on the premises whenever it is found that the work is not being performed in accordance with the requirements of the *building code*, the conditions, plans or specifications under which the *permit* was approved, any applicable bylaw of the City or the applicable provisions of the *Homeowner Protection Act*.
- 11.40 The *coordinating qualified 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 qualified registered professional* and give reasons.
- 11.41 If a *qualified registered professional's* services are terminated with confirmation provided in writing, 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 11.39.
- 11.42 The *owner* must immediately, after the posting of a notice under section 11.39 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 City.

- 11.43 Subject to section 11.39, no work other than the required remedial measures may be carried out on the *parcel* affected by the notice referred to in section 11.39 until the stop work order notice has been removed by the *building official*.
- 11.44 The notice referred to in section 11.39 must remain posted on the premises until that which is contrary to the enactments has been remedied.

Do Not Occupy Notice

- 11.45 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 City on the affected part of the *building* or *structure*, or part of the *building* or *structure* accessible to the building official.
- 11.46 If a notice is posted under section 11.45 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*, or part of the *building* or *structure* ordered not to be occupied, 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

- 11.47 In addition to the fees required under other provisions of this bylaw, the *owner* must pay the non-refundable fee set out in Appendix A for
- (a) each reassessment of documents that are required to be re-submitted prior to acceptance of a building *permit* application;
 - (b) each re-inspection, after two failed inspections, where non-compliance with the provisions of this bylaw or non-compliant work has been determined by a *building official*;
 - (c) a special inspection during the City's normal business hours to establish the condition of a *building*, or if an inspection requires special arrangements because of time, location or construction techniques; and
 - (d) inspection required under this bylaw which cannot be carried out during the City's normal business hours.

Permit Expiration

- 11.48 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 180 days from the date of issuance of the *permit*;
 - (b) work is discontinued for a period of 180 days; or

- (c) the work is not completed within two years of the date of issuance of the *permit*.

Permit Extension

- 11.49 A *building official* may extend the period set out under section 11.48 for only one period, not to exceed twelve months, if construction has not 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 at least 30 days prior to the date of *permit*;
 - (b) expiration; and
 - (c) the non-refundable fee set out in Appendix A has been paid.

Building Permit Revocation

- 11.50 The *building official* may revoke a *building permit* if there is a violation of

- (a) a condition under which the *permit* was issued; or
- (b) a requirement of the *building code* or of this or another bylaw of the City,

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

- 11.51 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*.
- 11.52 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".
- 11.53 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".
- 11.54 If a *building permit* application or *permit* is cancelled, and construction has not commenced under the *permit*, the City must return to the *owner* any fees deposited under Appendix A, less
- (a) The non-refundable application fee; and
 - (b) 15% of the refundable portion of the fee.

Occupancy

- 11.55 No person may occupy a *building* or *structure* or part of a *building* or *structure* until a *Final Inspection Report* and *Certificate of Occupancy*, where applicable, has been issued by a *building official*.

11.56 A *Final Inspection Report* 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 sections 8.11 to 8.16 of this bylaw have both been inspected and *accepted* or the inspections and acceptance are not required in accordance with this bylaw;
- (c) where required as a condition of the building *permit* the *owner* has delivered to the City as-built plans of works and *services* in digital format as required by the City;
- (d) all other documentation required under applicable enactments has been delivered to the City; and
- (e) the *owner* has delivered to the City as-built drawings of the *building or structure* in digital format where required by the City.

11.57 When a *qualified registered professional* provides *letters of assurance* in accordance with this bylaw, the City will rely solely on the *letters of assurance* when issuing a 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.

11.58 A *building official* may issue a *Final Inspection Report* and *Provisional Certificate of Occupancy* 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 11.56 have been met with respect to it.

11.59 A *Final Inspection Report* may not be issued unless

- (a) all *letters of assurance* and the Confirmation of Required Documentation described in Appendix B have been submitted when required in accordance with the requirements of this bylaw;
- (b) all aspects of the work requiring inspection and review pursuant to Part 9 of this bylaw and sections 11.31 through 11.38 of this bylaw have both been inspected and *accepted*;
- (c) the *owner* has executed and delivered to the City every agreement, instrument or form required by the City in relation to the work or the site; and
- (d) all required offsite works have been completed.

Temporary Buildings

11.60 Subject to the bylaws of the City and, if applicable, any temporary use permits granted by Council, the *building official* may issue a building *permit* for the erection or placement of a *temporary building or structure* for *occupancy* if

- (a) the building or structure is to remain in place for a period not exceeding the greater of one year or the term of any temporary use permit or renewal of a temporary use permit (the “Temporary Term”); and
- (b) the *building* or *structure* is located in compliance with the City’s zoning bylaw or any temporary use permit, or development variance permit granted by the City, built in compliance with the *building code* and this bylaw, and connected, as may be required by bylaw to City utility services; and
- (c) any applicable fees, charges or security as set out in Appendix A of this bylaw have been paid.

11.61 An application for a *building permit* for the erection or placement of a *temporary building* or *structure* must be made in the form prescribed by the *City*, signed by the *owner* or their *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 as may be applicable;
- (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 City’s zoning bylaw and other applicable bylaws, if applicable;
- (i) security in the form of cash or a letter of credit for 10% of the value of the *temporary building*, which security
 - i. may be used by the City to remove the *building* after the expiration of the Temporary Term; or
 - ii. must be returned to the *owner* if the *owner* removes the *temporary building* within the Temporary Term; and
- (k) in the case of a *temporary building*, information to comply with article 1.1.1.1(2)(f), Division C of the *Building Code*.

- 11.62 Before receiving a *building permit* for a *temporary building* or *structure* for *occupancy*, the *owner* must pay to the City the applicable *building permit* fee set out in Appendix A.
- 11.63 A *permit fee* for a *temporary building* or *structure* is not refundable.

Sanitary Facilities

- 11.62 From the date of issuance of a *building permit* to the date of expiration of a *building permit*, or renewal of a *building permit* pursuant to 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 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 12: RETAINING WALLS AND GRADES

- 12.1 No person may *construct* or make repairs affecting the structure of a *retaining wall* any part of which is greater than or equal to 1.2 meters in height without first obtaining a *building permit*. Such application for a *building permit* shall require assurance from a *qualified registered professional*.
- 12.2 Except as certified by a *qualified registered professional*, 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.
- 12.3 Without limiting section 12.2, no person may *occupy* a *building* unless the finished *grade* complies with all applicable enactments.
- 12.4 *Retaining wall* height shall be measured from the *grade* at the base of the wall to the *grade* at the top of the wall.
- 12.5 A series of *retaining walls* that individually are less than 1.2 metres in height but cumulatively exceed 1.2 metres in height and have a slope greater than 1:2 measured from the base of the lowest wall to the top of the highest shall comply with Section 12.1 and 12.2 and require a *building permit*.

PART 13: BUILDING RELOCATION

- 13.1 No person may relocate an *existing building* or *structure* into or within the boundaries of the City except
- (a) where certified by a *qualified registered professional* that the *building* or *structure*,

including its *foundation*, if applicable, will substantially comply with the current version of the *building code*;

(b) when a *building permit* has been issued for the relocation of the *building* or *structure*; and

(c) with provision of evidence of Ministry of Transportation and Infrastructure approval, if required.

- 13.2 The location or relocation of a *building* or *structure* manufactured or constructed to the “Canadian Standards Association A277, Z240 MH series or Z241 series”, from the factory or another manufactured home site to any property into or within the boundaries of the City shall require a *building permit*.

PART 14: NUMBERING OF BUILDINGS

- 14.1 Immediately upon issuance of a *building permit* for the *construction*, *alteration* or repair of a *building*, or prior to and during the *occupancy* of a *building*, the *owner* or occupant must display the address number assigned to it by the City

(a) in accordance with the City’s Fire Protection and Life Safety Bylaw No. 2029 and any amendment or replacement thereof; and

(b) until such time as the *building* is removed from the site or has been demolished.

- 14.2 Despite section 14.1, the City may renumber or alter the assigned numbers in respect of any *building* on any *parcel*, including those already in existence or numbered.

- 14.3 Without limiting sections 14.1 or 14.2, the *building official* is authorized to, on 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.

- 14.4 Without limiting sections 14.1 through 14.3, on issuance of an *occupancy permit*, the *owner* or occupier of the *parcel* must affix the address numbers permanently in accordance with the City’s Fire Protection and Life Safety Bylaw No. 2029.

PART 15: ACCESS ROUTE FOR FIRE VEHICLE

- 15.1 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 not less than 12 meters;

(c) the overhead clearance of an access route must be not less than 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 City's Subdivision and Development Servicing Bylaw, as amended or replaced from time to time;
- (f) the length above which a dead-end portion of an access route requires turnaround facilities is 90 meters; and
- (g) be connected with a public highway or statutory right of way leading to a public highway.

PART 16: OFFENCES

Violations

16.1 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; and
- (c) neglects to do anything required to be done under any provision of this bylaw,

commits an offence and on summary conviction by a court of competent jurisdiction, the person is subject to a fine of not more than \$10,000.00, or a term of imprisonment not exceeding three months, or both, in addition to the costs of prosecution; or

a fine and penalty as set out in the Municipal Ticket Information Bylaw No. 204 if issued a violation ticket;

Each day during which a violation, contravention or breach of this bylaw continues is deemed to be a separate offence.

16.2 Every person who fails to comply with any administrative requirement issued by a *building official*, or who allows a violation of this bylaw to continue, contravenes this bylaw.

16.3 Every person who commences work requiring a *building permit* without first obtaining such a *permit* must, if a Stop Work notice is issued, pay an additional charge as outlined in Appendix A.

Deemed Offence

16.4 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*.

16.5 No person is deemed liable under section 16.4 who establishes, on a balance of probabilities, that the construction or change of *use* or *occupancy* occurred before they became the *owner* of the *parcel* or occupied the *parcel*.

16.6 Nothing in section 16.5 affects

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

Appendices

16.7 Appendices A through C are attached to and form part of this bylaw.

Severability

16.8 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 17: REPEAL

17.1 Building Bylaw No. 1946, as amended, is repealed.

PART 18: ENACTMENT

18.1

This Bylaw may be cited as "Building and Plumbing Bylaw No. 1750, Bylaw No. 2526, 2025".

READ A FIRST TIME this 8th day of April, 2025.

READ A SECOND TIME this 8th day of April , 2025.

READ A THIRD TIME this this 8th day of April, 2025.

Advertised in the Fernie Free Press on the 20th day of March and the 3rd day of April; on Fernie.ca on the 20th day of March; on Facebook.com on the 20th day of March; on LetsTalk.Fernie.ca on the 14th day of March; and on the City's public bulletin boards.

ADOPTED this 15th day of April, 2025.

Mayor

Corporate Officer

I hereby certify the foregoing to be the original
Bylaw No. 2526

Appendix A – Fees

1. Building Permit Application Fee:

Upon application for a *building permit*, a non-refundable application fee must be paid to the City of Fernie as follows:

As per Section 11.1(a)	<i>Value of the Work</i> < \$49,999	\$250.00
As per Section 11.1(a)	<i>Value of the Work</i> between \$50,000 - \$999,999	\$800.00
As per Section 11.1(a)	<i>Value of the Work</i> > \$1,000,000	\$1600.00 + \$800.00 per subsequent \$1,000,000 in <i>Value of the Work</i>

2. Permit Fees and Charges:

Permit fees and charges must be paid to the City of Fernie at issuance of a *permit* and must be calculated on the total *Value of the Work*. The *permit* fees are as follows:

As per Section 11.8	Building Permit Fees	\$10.00 per \$1000 of submitted and approved <i>Value of the Work</i> or \$250.00, whichever is greater.
As per Section 11.20 and 16.3	Building Permit Fees (After a Stop-Work Order has been issued)	200% of the Building Permit Fees noted above
As per Section 11.8	Plumbing Permit Fees <5 fixtures	\$100.00
As per Section 11.8	Plumbing Permit Fees >6 fixtures	\$100.00 + \$20.00/fixture over 5 fixtures
As per Section 11.8	Temporary Building	\$250.00
As per Section 11.8	Solid Fuel-Burning Appliance, Wood Stove, Fireplace and/or Chimney	\$150.00
As per Section 11.8	Demolition Permit	\$200.00
As per Section 11.49	Building Permit Extension Fee (based on the remaining <i>Value of the Work</i>)	\$250.00 + \$6.00 per \$1000 of submitted and approved <i>Value of the Work</i>

3. Security Deposits:

As per Section 11.9	For a residential accessory <i>building</i> or <i>structure</i> greater than 25 square metres including <i>demolition</i> .	\$100.00/m x length of property line in metres adjacent to a public road
As per Section 11.9	For a single-family dwelling <i>addition</i> , <i>alteration</i> , <i>renovation</i> , or <i>demolition</i> .	\$100.00/m x length of property line in metres adjacent to a public road
As per Section 11.9	For a new single-family dwelling, <i>simple building</i> , or relocating a single-family dwelling	\$200.00/m x length of property line in metres adjacent to a public road
As per Section 11.9	For a <i>complex building</i>	\$200.00/m x length of property line in metres adjacent to a public road

4. Other Fees:

As per Section 11.47	Reassessment of re-submitted documents fee	\$100.00
As per Section 8.15 and 11.29	Transfer of Building Permit fee	\$100.00
As per Section 11.47	Re-Inspection Fee (for building and document re-inspections)	\$250.00
As per Section 11.47	Special Inspection (Normal Business Hours)	At cost + 10%
As per Section 11.47	Special Inspection (Outside of Normal Business Hours)	At cost + 10%
As per Section 11.17	Design Modification plan review fee	\$250.00

Appendix B – Confirmation of Required Documentation

Building Permit Number: _____

Note:

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

	Provided N/A	
TAB 1	☐ ☐	CONFIRMATION OF REQUIRED DOCUMENTATION
TAB 2	☐ ☐	DIRECTORY OF PRINCIPALS (Role/Firm/Name/Telephone)
	☐ ☐	Owner
	☐ ☐	Co-ordinating Registered Professional
	☐ ☐	Registered Professionals
	☐ ☐	Warranty Provided
	☐ ☐	Licensed Builder
	☐ ☐	Sub-Contractors
TAB 3	☐ ☐	LETTERS OF ASSURANCE (A, B, C-A, C-B)
	☐ ☐	Co-ordinating Registered Professional
	☐ ☐	Architectural
	☐ ☐	Structural
	☐ ☐	Mechanical
	☐ ☐	Plumbing
	☐ ☐	Electrical
	☐ ☐	Geotechnical Temporary
	☐ ☐	Geotechnical Permanent
	☐ ☐	Fire Suppression
	☐ ☐	Other – Specify:
TAB 4	☐ ☐	PROFESSIONAL REVIEW LETTERS
	☐ ☐	Alternative Solution (Confirmation of Field Review – sealed)
	☐ ☐	Site Services – Civil Engineer
	☐ ☐	Building Envelope Specialist
	☐ ☐	Roofing Consultant
	☐ ☐	Generator Test Report / Certificate
	☐ ☐	Other – Specify:
	☐ ☐	Other – Specify:

TAB 5	☐ ☐	FIRE ALARM
	☐ ☐	Fire Alarm Verification Certificate (include field work sheets)
	☐ ☐	Letters 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	☐ ☐	CITY 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

Address (PRINT)

Phone

Appendix C – City of Fernie Snow and Rain Load Calculations

1. For all elevations less than or equal to 1010m ground snow and rain load values shall be those specified in the BC Building Code and the National Building Code of Canada as S_s 4.5 kPa + S_r 0.2 kPa.
2. For all elevations between 1010m and 1200m the following table shall be used to determine ground snow and rain load values in accordance with Environment and Climate Change Canada data where S_s (1/50) is found to increase by 0.009 kPa/m while S_r (1/50) remains constant to 1200 m.:

Elevation (z, m)	S_s (1/50, kPa)	S_r (1/50, kPa)
$z=1010$	4.5	0.2
$1010 < z \leq 1200$	$4.5 + 0.009 \times (z-1010)$	0.2

3. For all elevations above 1200m a qualified registered professional must be engaged to design and certify the structure.