

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

BUILDING BYLAW NO. 1753, 2021

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

CONSOLIDATED FOR CONVENIENCE ONLY

Consolidated bylaws are consolidated for convenience only and are merely representative. Each consolidated bylaw consists of the original bylaw, together with amendments which have been made to the original version. Copies of all bylaws (originals and amendments) may be obtained from the RDKB Administration Department.

Bylaw Number	Date Adopted	Section Amended
1816	September 28, 2022	• 3.3 replaced • Section added after 3.4(d) • 7.1(e) deleted • 10.4(k) deleted • Formula for Estimated Value of Construction – Appendix B deleted and replaced with Climatic Design Data Sheet deleted from Appendix A
1839	March 29, 2023	• Section 3.2 replaced • Section 3.4(b) and (h) replaced • Section 3.4(c) deleted • Addition under Part 10 • Section 10.2(a) replaced • Section 10.10 replaced • Section 10.16(b) replaced • Section 10.60 replaced • Section 11.1 replaced • Section 15.2(f) is deleted • Section 15.3 is deleted • Section 17.1 is replaced • Part 19, Value of Work, Appx B deleted • Appendix A, Schedule A Fees is replaced
1864	January 24, 2024	• Section 10.1(e) replaced • Section 10.2 replaced • Section 10.4 replaced • Section 10.7 replaced • Section 10.7(b) replaced • Section 10.7(d) replaced • Section 10.7(e) replaced

1868	February 14, 2024	• Section 10.7 replaced • Section 10.7(d) replaced
1890	August 28, 2024	• Section 3.3 replaced • Section 3.4 (c) replaced • Section 3.4 (g) replaced • Section 3.4 (k) replaced • Part 19.1 definitions, replaced • Part 19.7 Appendix A, replaced
1907	August 27, 2025	• Section 3.4 (g) replaced • Section 19.1 definitions, deleted

Table of Contents

Part 1: TITLE	7
Citation.....	7
Part 2: PURPOSE OF BYLAW	8
Part 3: SCOPE AND EXEMPTIONS	8
Application.....	8
Limited Application to Existing Buildings	11
Part 4: PROHIBITIONS	11
Part 5: CONDITIONS.....	13
Part 6: POWERS OF A BUILDING OFFICIAL	13
Administration	13
Refusal and Revocation of Permits.....	14
Right of Entry	14
Powers.....	14
Part 7: OWNER’S RESPONSIBILITIES.....	16
Permit Requirements.....	16
Owner’s Obligations	16
Demolition	17
Damage to Municipal Works.....	17
Notice.....	16
Part 8: OBLIGATIONS OF OWNER'S CONTRACTOR	19
Part 9: REGISTERED PROFESSIONAL’S RESPONSIBILITIES.....	19
Professional Design and Field Review	19
Requirement for a Registered Professional.....	20
Professional Plan Certification	21
Alternative Solutions	22
Part 10: BUILDING APPLICATION REQUIREMENTS.....	22
Requirements before Applying for a Building Permit.....	22

Building Permit Applications for Complex Buildings.....	24
Building Permit Applications for Simple Buildings.....	28
Site and Location Information	31
Building Permit Fee	32
Permit Fee Refunds.....	32
Design Modification	33
Construction Before Permit Issued	33
Expiration of Application for a Permit	33
Issuance of a Building Permit.....	33
Issuance of Partial Permits.....	34
Refusal to Issue a Building Permit.....	34
Compliance with the <i>Homeowner Protection Act</i>	34
Partial Construction	35
Conditions of a Building Permit	35
Inspections	35
Stop Work Order.....	38
Do Not Occupy Notice.....	39
Inspection and Other Fees.....	39
Permit Expiration	40
Permit Extension.....	40
Building Permit Revocation	40
Building Permit Cancellation	41
Occupancy.....	42
Temporary Buildings	43
Siting Permits	44
Inspections for Temporary Buildings and Siting Permits.....	45
Part 11: RETAINING WALLS AND GRADES.....	45
Part 12: BUILDING MOVE.....	46
Part 13: NUMBERING OF BUILDINGS	46

Part 14: ENERGY CONSERVATION AND GHG EMISSION REDUCTION	47
Part 15: DEMOLITION PERMITS	47
Application Requirements	47
Demolition Sites	48
Part 16: PLUMBING PERMITS	48
Part 17: CLIMATIC DATA	49
Part 18: OFFENCES	49
Violations.....	49
Deemed Offence	49
Part 19: INTERPRETATION	50
Definitions.....	50
Appendices.....	56
Severability	56
20 REPEAL	56
20.1 Building Regulation BYLAW No. 1741, 2020 as amended, is repealed.....	56
20.2 Building Regulation BYLAW No. 449, 1985 as amended, is repealed.....	56
21 Effective Date	56
22 IN FORCE	57
Appendix A – Fees	58
Appendix B – Climatic Data.....	60
Appendix C – Letter of Authorization (Owner’s Representative).....	65
Appendix D – Owner’s Undertaking	67
Appendix E – Confirmation of Professional Liability Insurance	72
Appendix F – Confirmation of Required Documentation	74
Appendix G - Stop Work Order	77
Appendix H - Do Not Occupy Notice	78

Regional District of Kootenay Boundary

BUILDING BYLAW NO. 1753, 2021

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

GIVEN that

- A. The Regional District provides a building regulation service in Electoral Area ‘A’, Electoral Area ‘B’/Lower Columbia-Old Glory, Electoral Area ‘C’/Christina Lake, Electoral Area ‘D’/Rural Grand Forks, and Electoral Area ‘E’/West Boundary;
- B. The Regional Board may by bylaw regulate, prohibit and impose requirements in respect to buildings and structures for the following:
 - (a) the provision of access to a building or other structure, or to part of a building or other structure, for a person with disabilities;
 - (b) the conservation of energy or water;
 - (c) the reduction of greenhouse gas emissions;
 - (d) the health, safety or protection of persons or property;
- C. The Regional Board is enacting this bylaw to regulate construction and administer the British Columbia *Building Code* in the Regional District in accordance with the *Local Government Act* and the *Building Act*;
- D. The Regional District has employed trained building officials for the purposes of this bylaw;

NOW THEREFORE the Regional Board of the Regional District of Kootenay Boundary enacts as follows:

PART 1: TITLE

Citation

- 1.1 This bylaw may be cited as the “Regional District of Kootenay Boundary Building Bylaw No. 1753, 2021”

PART 2: PURPOSE OF BYLAW

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

PART 3: SCOPE AND EXEMPTIONS

Application

- 3.1 This bylaw **applies to** the geographical area of Electoral area ‘A’, Electoral Area ‘B’/Lower Columbia-Old Glory, Electoral Area ‘C’/Christina Lake, Electoral Area ‘D’/Rural Grand Forks, and Electoral Area ‘E’/West Boundary; of the Regional District

and to land, the surface of water, air space, *buildings* or *structures* in the Electoral Areas.

Bylaw 1839 3.2 This bylaw applies to the design, construction and *occupancy* of new *buildings* and *structures*, including *retaining walls*, and the *alteration*, reconstruction, demolition, removal, relocation or change of use or *occupancy*, of existing *buildings* and *structures*.

Bylaw 1816 3.3 This bylaw applies to the installation and alteration of plumbing systems regulated by the plumbing code, except for the repair and replacement of a valve, faucet, plumbing fixture or any water heating appliance and the repair of leaks in the plumbing system **in a single family dwelling**, provided that such fixtures and installation conforms with all the requirements of this bylaw and the *plumbing code*.

Bylaw 1890

Bylaw 1839 3.4 This bylaw **does not** apply to

(a) a fence;

(b) swimming pools;

(c) a building or structure commonly known as “Canadian Standards Association” Z240 MH (**Manufactured** Home) series, except as regulated by the building code and building regulation and does not extend to the onsite preparations such as foundations, connections to services and installation of HVAC equipment or appliances;

Bylaw 1890

(d) A garden shed with a floor area of less than 10 square meters, as long as

- i. the garden shed does not exceed 3 meters in height, measured vertically from the lowest finished ground level to the peak of the roof, and the roof overhang is not greater than 0.3 m measured from the wall to the outer edge of the roof;
- ii. the garden shed is not used for the shelter or accommodation of persons or animals;
- iii. the location of the garden shed complies with the Zoning Bylaw; and
- iv. only one garden shed is permitted to be exempted from this bylaw per legal parcel, and in accordance with this regulation;

Bylaw
1816

(e) a trellis, an arbour, or other similar landscape *structures*, including pre-engineered free-standing gazebos and pergolas without foundations;

Bylaw
1816

(f) *shipping containers* used only for the storage of materials and equipment;

Bylaw
1907

(g) a detached freestanding deck or other accessible exterior platform, supported on surface foundations, such as pier blocks and concrete pads,

- i. not more than 10 sm in floor area,
- ii. not more than 600 mm in height, measured from the finished ground level to the top of the walking surface,
- iii. not supporting a roof,
- iv. is used for residential purposes only, and complies with the Zoning Bylaw, and
- v. only one such deck is permitted to be exempted from this bylaw per legal parcel, and in accordance with this regulation;

(g) free-standing tent-like structures and pre-engineered lightweight structural steel carports without foundations, used or intended to be used only to cover motor vehicles, and other vehicles as defined under the *Motor Vehicle Act*, including recreational vehicles and boats,

- i. covered with plastic, vinyl, canvass or metal roofing,
- ii. having a building area not greater than 28 square meters (300 sf), and
- iii. a building height of not greater than 3.658 meters (12 ft.);

(h) a *building* that is less than 46 m² in area and not more than one storey in building height, and used or intended for

- i. agricultural or horticultural purposes,
- ii. animal raising, or
- iii. Poultry raising;

(i) Non-structural repairs valued at less than one thousand (\$1000) dollars as determined by the Building Official made to buildings used or intended for:

- i. Single family homes;

- ii. Private garages or residential accessory buildings;
- iii. Agricultural or horticultural purposes;
- iv. Animal raising; or
- v. Poultry raising;

Bylaw
1890

- (k) a fixture, valve or faucet, is repaired or replaced, or a stoppage cleared or a leak repaired **in a single-family dwelling**, if no change in the plumbing piping is required.

Limited Application to Existing Buildings

- 3.5 Except as provided in the *building code* and *building regulation* 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 this or another bylaw, regulation or statute.
- 3.6 This bylaw applies if the whole or any part of an *existing building* is moved either within or into the Regional District, including relocation relative to parcel lines created by subdivision or consolidation. Part 12 applies to *building* moves.
- 3.7 If an *alteration* is made to an *existing building* the *alteration* must comply with this bylaw, *building code*, *building regulation* and *plumbing code* and the entire building must be made to comply with this bylaw, the *building code*, *building regulation* and *plumbing code* but only to the extent necessary to address any new infractions introduced in the remainder of the building as a result of the *alteration*.
- 3.8 If an *alteration* creates an *addition* to an *existing building*, the *alteration* or *addition* must comply with this bylaw and the *building code*, *building regulation*, and *plumbing code* and the entire building must be made to comply with this bylaw, *building code*, *building regulation*, and *plumbing code* but only to the extent necessary to address any new infractions introduced in the remainder of the building as a result of the *alteration* or *addition*.

PART 4: PROHIBITIONS

- 4.1 A person must not commence or continue any *construction, alteration, excavation, reconstruction, demolition, removal, relocation or change the use or occupancy* of any *building or structure, plumbing system*, including other work related to construction
- (a) except in conformity with the requirements of the *building code, building regulation, plumbing code* and this bylaw; and
 - (b) Unless a *building official* has issued a valid and subsisting *permit* for the work under this bylaw.
- 4.2 A person must not *occupy* or permit the *occupancy* of any *building or structure* or part of any *building or structure*
- (a) unless a subsisting *final inspection notice* has been issued by a *building official* for the *building or structure* or the part of the *building or structure*; or
 - (b) contrary to the terms of any *permit* issued or any notice given by a *building official*.
- 4.3 A person must not knowingly submit false or misleading information to a *building official* in relation to any *permit* application or construction undertaken pursuant to this bylaw.
- 4.4 Except in accordance with this bylaw, including acceptance of revised plans or supporting documents, a person must not erase, alter or modify plans and supporting documents after the same have been reviewed by the *building official*, or plans and supporting documents which have been filed for reference with the *building official* after a *permit* has been issued.
- 4.5 A person must not, unless authorized in writing by a *building official*, reverse, alter, deface, cover, remove or in any way tamper with any notice, *permit* or certificate posted or affixed to a *building or structure* pursuant to this bylaw.
- 4.6 A person must not do any work that is substantially at variance with the *accepted* design or plans of a *building, structure* or other works for which a *permit* has been issued, unless that variance has been authorized in writing by a *building official*.
- 4.7 A person must not interfere with or obstruct the entry of a *building official* or other authorized official of the Regional District on property in the administration of this bylaw.

- 4.8 A person must not *construct* on a *parcel* unless the civic address is conspicuously posted on the front of the premises or on a sign post so it may be easily read from the public highway from which it takes its address.
- 4.9 A person must not contravene an administrative requirement of a *building official* made under section 6.5 or any other provision of this bylaw.
- 4.10 A person must not change the use, *occupancy* or both of a *building* or *structure* or a part of a *building* or *structure* without first applying for and obtaining a *permit* under this bylaw.

PART 5: CONDITIONS

5.1A *permit* is required if work regulated under this bylaw is to be undertaken.

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

PART 6: POWERS OF A BUILDING OFFICIAL

Administration

- 6.1 Words defining the authority of a *building official* are to be construed as internal administrative powers and not as creating a duty.
- 6.2 A *building official* may
- (a) administer this bylaw, but owes no public duty to enforce or administer this bylaw;
 - (b) keep records of applications received, *permits*, notices and orders issued, inspections and tests made, and may retain copies of all papers and documents connected with the administration of this bylaw;
 - (c) 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*, *building regulation* and *plumbing code*; and
 - (d) 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, *building code*, *building regulation* and *plumbing code*.

Refusal and Revocation of Permits

- 6.3 A *building official* may refuse to issue a *permit*:
- (a) if the proposed work will contravene the requirements of the *building code*, *building regulation*, *plumbing code* or the provisions of this bylaw or any other bylaw of the Regional District;
 - (b) the information submitted with the application for the permit is not correct;
 - (c) for any other lawful reason; and
- the *building official* must state the reason in writing.

Right of Entry

- 6.4 Subject to applicable enactments, a *building official* may enter on property at any reasonable time to ascertain whether the requirements of this bylaw are being met, or the building official has any reason to believe that an unsafe condition exists.

Powers

- 6.5 Subject to applicable enactments, a *building official* may by notice in writing require
- (a) a person who contravenes any provision of this bylaw to comply with that provision within the time ordered;
 - (b) an *owner* to stop work on a *building* or *structure*, or any part of a *building* or *structure*, if the work is proceeding in contravention of this bylaw, the *building code*, or any other enactment of the Regional District or other applicable enactments, or if there is deemed to be an *unsafe building condition*, and may enter on property to affix or post a stop work order in the form prescribed by the *building official*, and shall also post written notice on site instructing the owner or contractor to correct the *unsafe building condition* prior to leaving the site;
 - (c) an *owner* to remove or prevent any unauthorized encroachment on the Regional District's land, including public parcels and park land, a statutory right of way or easement, or a setback or yard required under an enactment;
 - (d) an *owner* to remove any *building* or *structure*, or any part of a *building* or *structure*, *constructed* in contravention of a provision of this bylaw;
 - (e) an *owner* to have work inspected by a *building official* prior to covering;
 - (f) an *owner* to uncover any work that has been covered without inspection contrary to this bylaw or an order issued by a *building official*;
 - (g) a person to cease any *occupancy* in contravention of a provision of this bylaw;
 - (h) a person to cease any *occupancy* if any *unsafe building condition* exists because of work being undertaken but not complete and where the *building official* has not issued a final inspection notice for the work;
 - (i) an *owner* to correct any *unsafe building condition*; and
 - (j) an *owner* to correct any work that contravenes this bylaw, the *building code*, *building regulation*, *plumbing code* or any other applicable enactments respecting the health, safety or protection of persons and property.

- 6.6 Every reference to “owner” in section 6.5 includes a reference to the *owner’s agent or constructor*.
- 6.7 Every person served with a notice under this Part must comply with that notice
- (a) within the time ordered, or
 - (b) if no time is ordered, immediately.

PART 7: OWNER’S RESPONSIBILITIES

Permit Requirements

- 7.1 Subject to Part 10 of this bylaw, every *owner* must apply for and obtain a *permit*, prior to
- (a) *constructing, repairing or altering a building or structure or plumbing system;*
 - (b) *moving a building or structure into or within the Regional District;*
 - (c) *demolishing a building or structure;*
 - (d) *occupying a new building or structure;*
 - (e) *deleted*
 - (f) *changing the use or occupancy of a building, unless the works are the subject of another valid and subsisting building permit.*
- 7.2 Every *owner* must ensure that plans submitted with a *permit* application bear the name, phone number, address and email address of the *designer* of the *building or structure*.

Bylaw
1816

Owner’s Obligations

- 7.3 Every *owner* must
- (a) *comply with the building code, building regulation, plumbing code, the requirements of this bylaw and the conditions of a permit, and must not omit any work required by the building code, building regulation, plumbing code, this bylaw or the conditions of a permit;*
 - (b) *ensure that all permits, all plans and specifications and supporting documents on which a permit was based, all municipal inspection certificates, and all professional field reviews are available at the site of the work for inspection during working hours*

by the *building official*, and that all *permits* are posted conspicuously on the site during the entire execution of the work; and

- (c) prior to the issuance of a *building permit*, execute and submit to the Regional District an *owner's* undertaking in the form attached as Appendix D, where required by the *building official*.

- 7.4 Every *owner* and every *owner's agent*, must carry out *construction* or have the *construction* carried out in accordance with the requirements of the *building code*, *building regulation*, *plumbing code*, this bylaw and other bylaws of the Regional District and none of the issuance of a *permit* under this bylaw, the review of plans and supporting documents, or inspections made by a *building official* or a *registered professional* shall relieve the *owner*, or his or her *agent*, from full and sole responsibility to perform the work in strict accordance with this bylaw, the *building code*, *building regulation*, *plumbing code* and all other applicable codes, standards and enactments.
- 7.5 Every *owner* must allow a *building official* to enter any *building* or premises at any reasonable time to administer and enforce this bylaw. Every *owner* to whom a *permit* is issued must, during construction,
 - (a) post the civic address on the property so that it may be easily read from the public highway from which the property takes its address; and
 - (b) post the *permit* on the property so that it may be easily read from the public highway;
 - (c) provide building officials with safe access to the work site and all areas requiring inspection.

Damage to Municipal Works

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

Demolition

- 7.8 Prior to obtaining a *permit* to demolish a *building* or *structure*, the *owner* must

- (a) provide to the Regional District a vacancy date;
- (b) pay capping and inspection chamber installation fees as set out in the Regional District's bylaws governing waterworks and sewer; and
- (c) ensure that all municipal services and other services are capped and terminated at the property line in a Regional District standard inspection chamber and valve arrangement.

7.9 Every *owner* must ensure that, on completion of all demolition procedures:

- (a) all debris and fill are cleared;
- (b) the *site* is levelled or graded, or made safe if levelling and grading are not possible; and
- (c) the site of the demolition will be left in a neat condition and compatible with the form and character of the neighbouring properties to the satisfaction of the *building official*

Notice

7.10 Every *owner* must, at least 2 business days prior to commencing work at a *building site*, give written or online notice to a *building official* of the date on which the *owner* intends to begin such work.

7.11 Every *owner* must give written or online notice to a *building official* of any change in or termination of engagement of a *registered professional*, including a *coordinating registered professional*, during construction, within 2 business days of when the change or termination occurs.

7.12 If an *owner* or a *registered professional* terminates the engagement of a *registered professional*, including a *coordinating registered professional*, the *owner* must terminate all work under a *building permit* until the *owner* has engaged a new *registered professional*, including a *coordinating registered professional*, and has delivered to a *building official* new letters of assurance.

7.13 Without limiting sections 10.26 to 10.39, every *owner* must give at least 2 business days of notice, by telephone, online or 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 a final inspection can be made.
- 7.14 Every *owner* must give notice in writing to a *building official* and pay to the Regional District the non-refundable fee set out in Appendix A immediately and prior to the date of any change in ownership of the property that is the subject of a *permit* or change in the address of the *owner* which occurs prior to the issuance of an *occupancy permit*.
- 7.15 Every *owner* must give such other notice to a *building official* as may be required by the *building official* or by a provision of this bylaw.

PART 8: OBLIGATIONS OF OWNER'S CONSTRUCTOR

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

PART 9: REGISTERED PROFESSIONAL'S RESPONSIBILITIES

Professional Design and Field Review

- 9.1 The *owner* shall submit to the Regional District the final letters of assurance in accordance with the format prescribed in the *building code* prior to
- (a) the pre-occupancy site review coordinated by the *coordinating registered professional* or other *registered professional* for a *complex building*, or
 - (b) 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 Regional District with letters of assurance in

the form of Schedules C-A or C-B, as appropriate, referred to in subsection 2.2.7, Division C, of the *building code*.

- 9.2 If a *registered professional* provides letters of assurance in accordance with the *building code*, they must also provide proof of professional liability insurance to the *building official* in the form and amount set by Appendix E to this bylaw.

Requirement for a Registered Professional

- 9.3 The *building official* shall require the *owner* to retain a *registered professional* to provide a *professional design* and plan certification and letters of assurance in the form of Schedules A, B, C-A and C-B referred to in subsection 2.2.7, Division C, of the *building code*, in respect of a *permit* application
- (a) prior to issuance of a building permit, or prior to the pre-occupancy site review coordinated by the *coordinating registered professional* or other *registered professional* for a *complex building*, or
 - (b) prior to 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 Regional District with letters of assurance in the form of Schedules C-A or C-B, as appropriate, referred to in subsection 2.2.7, Division C, of the *building code*;
 - (c) A *registered professional of record* or *coordinating registered professional* who is responsible for a *field review* shall keep a record of the *field review* and of any corrective action taken as a result of the *field review*, and shall make the record available to the *authority having jurisdiction* on the request of that authority, as required by subsection 2.2.7, Division C, of the *building code*;
 - (d) except for garages, carports and garden structures, *foundation* and *excavation* components of new *simple buildings* and *additions* not more than 55 square metres to *simple buildings* in accordance with the *building code*;
 - (e) a *building* that is designed with common egress systems for the occupants and requires the use of *firewalls* in accordance with the *building code*;
 - (f) prior to *alterations* to a *building*, or to a structural component of a *building* described in paragraph (b);

- (g) for a *building* in respect of which the *building official* determines that site conditions, size or complexity so warrant in the interests of safety of persons or protection of property under the *building code*;
 - (h) 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*; and
 - (i) for a parcel of land on which a *building* or *structure* is proposed if the *building official* believes the parcel is or is likely to be subject to flooding, mud flows, debris flows, debris torrents, erosion, land slip, rock falls, subsidence or avalanche, and the requirement for a *professional design* is in addition to a requirement under Division 8 of Part 3 of the *Community Charter*:
 - i. for a report certified by a professional engineer with experience in geotechnical engineering that the parcel may be used safely for the use intended, and
 - ii. that the plans submitted with the application comply with the relevant provisions of the *building code*, *building regulation*, *plumbing code* and applicable bylaws of the Regional District, including the *Zoning Bylaw*, *Official Community Plan* and *Floodplain Management Bylaw*.
- 9.4 The *building official* may require any *registered professional* carrying out *professional design* and *field review* required under section 9.3 to provide evidence that they have experience and expertise in respect of the *professional design* and *field review* of the context and scope required.
- 9.5 Without limiting sections 9.3(a) through (h) and 9.4 of this bylaw, when a *building official* considers the size, conditions or complexity of a development or an aspect of a development warrants it, the *building official* may require that an owner provide to the Regional District *written certification*.

Professional Plan Certification

- 9.6 The letters of assurance in the form of Schedules A and B as referred to in subsection 2.2.7, Division C, of the *building code* referred to in sections 9.1 and 9.3 and if applicable, *written certification*, are relied upon by the Regional District and *its building officials* as certification that the design and plans to which the letters of assurance refer and if applicable, the items addressed in the *written assurance*, comply with the

building code, building regulation, plumbing code, this bylaw and other applicable enactments.

- 9.7 Letters of assurance must be in the form of Schedules A and B referred to in subsection 2.2.7, Division C, of the *building code*.
- 9.8 For a building permit issued for the construction of a *complex building*, the building official shall provide the *owner* with a notice that the *building permit* is issued in reliance on *written certification*, if applicable, and the certification of the *registered professional, registered professional of record* and *coordinating registered professional* that the *professional design* and plans submitted in support of the application for the *building permit* comply with the *building code, building regulation* 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 Regional District or its *building officials* on the *registered professionals* and *qualified professional*.
- 9.9 If a *building permit* is issued for a construction of a *complex building*, the *permit fee* is reduced by 5% of the fees payable under Appendix A to this bylaw, up to a maximum reduction of \$500.00 (five hundred dollars).

Alternative Solutions

- 9.10 An *Owner* who wishes to provide alternative solutions to satisfy one or more of the requirements of the *Building Code* or this bylaw, must submit sufficient evidence, certified by a registered professional engineer or architect, to demonstrate that the proposed alternative solutions will provide the level of performance required by the *Building Code* or this bylaw and pay the fee specified in Schedule A of this bylaw.

PART 10: BUILDING APPLICATION REQUIREMENTS

Requirements before Applying for a Building Permit

- 10.0 Before receiving an application for a permit for a building or structure, the owner must first pay to the Regional District:

- (a) a non-refundable application fee in accordance with Schedule A of this bylaw.

This fee is separate from the cost of the permit fee and is payable on the date of Application.

10.1 Prior to issuance of a *building permit*, the *owner* must satisfy the following requirements or conditions:

- (a) the *owner* must apply for and obtain a development permit if the *building* or *structure* is in an area designated by the *Official Community Plan* as a development *permit* area;
- (b) the *owner* must provide a site survey from a British Columbia Land Surveyor ** showing the existing ground elevations on sloping lots and the average of such existing ground elevations where the zoning bylaw specifically indicates that the height of a proposed *building* shall be determined from “the level of ground in existence prior to construction or grading”; and
- (c) when the proposed building height is within one metre of the maximum height permitted under the zoning bylaw or the building is in excess of two storeys or a height variance has been approved or in the opinion of the *building official*, the elevation of the plans submitted do not accurately reflect the existing ground elevations of a sloped lot, a British Columbia Land Surveyor must prepare and submit a site plan which shows the average of the existing ground elevations and the elevations at the perimeter of the foundation that were used to establish the average of the existing ground elevations; and
- (d) ** a British Columbia Land Surveyor must survey the elevations again on completion of a framing inspection and must submit a Height Survey Verification form certifying that the building is below the maximum height permitted;
- (e) the *owner* must ensure that the proposed *building* or *structure* complies with all bylaws of the Regional District, except to the extent a variance of a bylaw is authorized by a development *permit*, development variance permit or order of the Board of Variance;
- (f) an approving officer must have approved the subdivision plan that, once registered, would create the parcel on which the proposed *building* or *structure* will be *constructed*, and the subdivision plan must have been registered in the Land Title Office;
- (g) the *owner* must provide evidence to the *building official* showing that the person applying for the *building permit* is either the *owner* of the parcel that is the subject of the proposed *building permit*, or is the *agent* of the *owner*, in which case, the *agent* must provide the name and contact information of the *owner*;

Bylaw
1864

- (h) the *owner* must determine that the building site is safe and will not be affected by flooding water caused by surface run-off or otherwise, or by other hazards; and
- (i) the *owner* must, if applicable, obtain elevation and construction requirements relative to provincial floodplain restrictions from the Ministry of Environment;
- (j) the owner must ensure that the design and construction of *buildings* and *structures* in the Regional District complies with the snow load and climatic data posted on the Regional District's website, and as amended from time to time, in place of the corresponding datum in Division B of Appendix C of the *building code*;
- (k) if the parcel that is the subject of the *building permit* application is not intended to be connected to the Regional District's sewage disposal system, the *owner* must apply for and obtain approval from the Regional District and other applicable public authorities for an alternate *private sewage disposal system*;
- (l) if the parcel that is the subject of the *building permit* application is not intended to be connected to the Regional District's waterworks system, the *owner* must apply for and obtain approval from the Regional District and other applicable public authorities for an alternate water supply system;
- (m) if the parcel that is the subject of the *building permit* application is not intended to be connected to The Regional District's storm water drainage system, the *owner* must apply for and obtain approval from the Regional District and other applicable public authorities for the alternate storm water drainage and detention system; and
- (n) if all on site and off site works and services required by a Regional District bylaw or other enactment have not been completed in accordance with the enactments, the *owner* must enter into a completion agreement with the Regional District and deliver to the Regional District letters of credit or cash security for completion of the works and service.

Building Permit Applications for Complex Buildings

Bylaw
1864

10.2 An application for a *building permit* with respect to a *complex building* must be submitted digitally, and

Bylaw
1839

- (a) be made in the form prescribed by the building official and signed by the owners, or signing officer if the owner is a corporation or a society;

- (b) be accompanied by the *owner's* acknowledgement of responsibility and undertaking made in the form attached as Appendix D to this bylaw and signed by the *owner*, or a signing officer if the *owner* is a corporation;
- (c) include a copy of a title search for the relevant property made within 30 days of the date of the *permit* application;
- (d) include a *building code* compliance analysis summary including the applicable edition of the *building code*, such as without limitation whether the building is designed under Part 3 or Part 9 of the *building code*, *major occupancy* classification(s) of the *building*, *building area* and *building height*, number of streets the *building* faces, and *accessible* entrances, work areas, washrooms, firewalls and facilities;
- (e) include a copy of a survey plan prepared by a British Columbia land surveyor; and
- (f) when required to establish the building height of a building as referenced in Subsection 10.1.(b)(c) a British Columbia Land Surveyor must submit a Height Survey Verification Form certifying that the building is below the maximum height permitted;
- (g) include a site plan prepared by a *registered professional* showing
 - (i) the bearing and dimensions of the parcel taken from the registered subdivision plan;
 - (ii) the legal description and civic address of the parcel;
 - (iii) the location and dimensions of *existing* and proposed statutory rights of way, easements and setback requirements, adjacent street and lane names;
 - (iv) the location and dimensions of *existing* and proposed *buildings* or *structures* on the parcel;
 - (v) as applicable, setbacks to the natural boundary of any lake, swamp, pond or watercourse;
 - (vi) north arrow;
 - (vii) as applicable, the location of an approved *existing* or proposed private or other alternative sewage disposal system, water supply system or storm water drainage system;

- (viii) zoning compliance summary;
- (ix) the location, dimensions and gradient of parking and parking access;
- (x) proposed and *existing* setbacks to property lines;
- (xi) natural and finished grade at *building* corners and significant breaks in the building plan and proposed grade around the *building* faces in order to ascertain *foundation* height;
- (xii) first storey floor elevation;
- (xiii) location, setbacks and elevations of all *retaining walls*, steps, stairs and decks;
- (xiv) line of upper floors;
- (xv) location and elevation of curbs, sidewalks, manholes, and service poles;
- (xvi) location of *existing* and proposed service connections;
- (xvii) location and species of all trees greater than 10 centimetres in diameter;
- (xviii) location of top bank and water courses;
- (xix) access routes for firefighting;
- (xx) *accessible* paths of travel from the street to the *building*;
- (xxi) geodetic elevation of the underside of a wood floor system or the top of a finished concrete slab of a *building* or *structure* where the Regional District's land use regulations or provincial flood mapping regulations establish siting requirements related to minimum floor elevation,

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

- (h) include floor plans showing the dimensions and uses and *occupancy* classification of all areas, including: the dimensions and height of crawl and roof spaces; the location, size and swing of doors; the location, size and opening of windows; floor, wall, and ceiling finishes; fire separations; plumbing fixtures; structural elements; and stair dimensions;

- (i) include a cross-section through the *building* or *structure* in sufficient detail and locations to illustrate *foundations*, drainage, ceiling heights and constructions systems;
 - (j) include elevations of all sides of the *building* or *structure* showing finish details, roof slopes, windows, doors, natural and finished *grade*, spatial separations and ridge height to comply with the *building code* and to illustrate that the *building* or *structure* conforms with the *Zoning Bylaw* and development permit areas;
 - (k) include cross-sectional details drawn at an appropriate scale and at sufficient locations to illustrate that the *building* conforms to the *building code*, *building regulation* and other applicable enactments respecting safety;
 - (l) include all other requirements of sections 2.2.1, 2.2.3, 2.2.4, 2.2.5, 2.2.6 and 2.2.9, Division C of the *building code*;
 - (m) include copies of approvals required under any enactment relating to health or safety, including, without limitation, sewage disposal *permits*, highway access *permits* and ministry of health approvals;
 - (n) include a letter of assurance in the form of Schedule A referred to in subsection 2.2.7 Division C, of the *building code*, signed by the *owner*, or a signing officer if the *owner* is a corporation or a society, and the *coordinating registered professional*;
 - (o) include letters of assurance in the form of Schedule B referred to in subsection 2.2.7 Division C, of the *building code*, each signed and sealed by such *registered professionals* as the *building official* or *building code* may require to prepare the design for and conduct *field reviews* of the construction of the *building*;
 - (p) include two sets of British Columbia registered professional sealed drawings at a suitable scale of the design prepared by each *registered professional* containing the information set out in section 10.2(g) to 10.2(k); and
 - (q) include illustration of any slopes on the subject parcel that exceed 30%.
- 10.3 In addition to the requirements of section 10.2 of this bylaw, a *building official* may require the following to be submitted with a *permit* application for the construction of a *complex building* if the complexity of the proposed *building* or *structure* or siting circumstances warrant:
- (a) a section through the site showing grades, *buildings*, *structures*, parking areas and driveways; and

- (b) *written certification* and any other information required by the *building official* or the *building code* to establish substantial compliance with this bylaw, the *building code*, *building regulation*, *plumbing code* and other bylaws, including the *Zoning Bylaw*, *Official Community Plan* and Regional District's *Floodplain Management Bylaw*, and enactments relating to the *building* or *structure*.

Building Permit Applications for Simple Buildings

Bylaw
1864

10.4 An application for a *building permit* with respect to a *simple building* must be submitted digitally, and

- (a) be made in the form prescribed by the *building official* and signed by the *owner*, or a signing officer if the *owner* is a corporation or a society;
- (b) be accompanied by the *owner's* acknowledgment of responsibility and undertaking made in the form attached as Appendix D and signed by the *owner*, or a signing officer if the *owner* is a corporation or a society;
- (c) include a copy of a title search for the relevant property made within 30 days of the date of the *permit* application;
- (d) include a copy of a survey plan prepared by a British Columbia land surveyor except that the *building official* may waive the requirement for a survey plan, in whole or in part, where conditions warrant;
- (e) include a site plan drawn to scale showing the following, as applicable:
 - (i) the bearing and dimensions of the parcel taken from the registered subdivision plan;
 - (ii) the legal description and civic address of the parcel;
 - (iii) the location and dimensions of *existing* and proposed statutory rights of way, easements and setback requirements, adjacent street and lane names;
 - (iv) the location and dimensions of *existing* and proposed *buildings* or *structures* on the parcel;
 - (v) setbacks to the natural boundary of any lake, swamp, pond or watercourse;
 - (vi) north arrow;

- (vii) the location of an approved *existing* or proposed alternative private or other sewage disposal system, water supply system or storm water drainage system;
- (viii) the location, dimensions and gradient of parking and parking access;
- (ix) proposed and *existing* setbacks to property lines;
- (x) natural and finished grade at *building* corners and datum determination points;
- (xi) *first storey* floor elevation;
- (xii) location, setbacks and elevations of all *retaining walls*, steps, stairs and decks;
- (xiii) line of upper floors;
- (xiv) location and elevation of curbs, sidewalks, manholes and service poles;
- (xv) location of *existing* and proposed service connections;
- (xvi) location and species of all trees greater than 10 centimetres in diameter;
- (xvii) location of the top of a bank and water courses;
- (xviii) access routes for firefighting;
- (xix) *accessible* paths of travel from the street to the *building*;
- (xx) zoning compliance summary; and
- (xxi) the geodetic elevation of the underside of a wood floor system or the top of a finished concrete slab of a *building* or *structure* where the Regional District's land use regulations or provincial flood mapping regulations establish siting requirements related to minimum floor elevation,

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

- (f) 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;

- (g) include a cross-section through the *building* illustrating *foundations*, drainage, ceiling heights and construction systems;
- (h) include elevations of all sides of the *building* showing finish details, roof slopes, windows, doors, the *grade*, the maximum *building height* line, ridge height, spatial separations and natural and finished *grade* to comply with the *building code*, *building regulation* and to illustrate that the *building* or *structure* conforms with the Regional District zoning and development permit areas;
- (i) 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*, *building regulation* and other applicable enactments respecting safety;
- (j) include copies of approvals required under any enactment relating to health or safety, including, without limitation, sewage disposal *permits*, highway access *permits* and Ministry of Health approvals;
- (k) ~~except for garages, carports and garden structures located on land, include a foundation and excavation design prepared by a registered professional in accordance with the *building code*;~~
- (l) include geotechnical letters of assurance, in addition to a required geotechnical report, if the *building official* determines that the site conditions so warrant;
- (m) include two sets of drawings at a suitable scale of design including the information set out in section 10.4(f) to 10.4(i); and
- (n) include a *building code* and *building regulation* compliance summary including the applicable edition of the *building code*, such as, without limitation, whether the *building* is designed under Part 3 or Part 9 and compliance with article 2.2.2.1(2), Division C of the *building code*.

10.5 In addition to the requirements of section 10.4 of this 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;
- (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*:

- (d) a section through the site showing grades, *buildings*, *structures*, parking areas and driveways;
- (e) a roof plan and roof height calculations;
- (f) architectural, structural, mechanical, plumbing, fire suppression system, electrical, geotechnical and civil drawings prepared and sealed by a *registered professional*;
- (g) letters of assurance in the form of Schedule B referred to in Division C of the *building code*, signed and sealed by a *registered professional*; and
- (h) *written certification* and any other information required by the *building official* or the *building code* to establish substantial compliance with this bylaw, the *building code*, *building regulation*, *plumbing code* and other bylaws, including the *Zoning Bylaw*, *Official Community Plan* and Regional District's *Floodplain Management Bylaw*, and enactments relating to the *building* or *structure*.

10.6 The Building Official may waive requirements of this section in whole or in part, where the permit is sought for a project of limited scope.

Site and Location Information

10.7 Without limiting sections 10.2(f) or 10.4(e), the *building official shall* require the *property owner* to submit a digital copy of a certificate of location for formwork prepared by a registered British Columbia land surveyor, which contains sufficient information respecting the site and location of any *building* to:

- (a) establish, before *construction* begins, that all the provisions of this bylaw in relation to this information will be complied with;
- (b) verify, on completion of the *construction* of the formwork, that all provisions of this and other applicable bylaws have been complied with;
- (c) in relation to an *existing building*, substantiate its location, size, including appurtenances whether above, at or below ground level, relative to the site or its relationship to neighbouring grades; and

Bylaw
18 64

Bylaw
18 64

Bylaw
1868

Bylaw
18 64

Bylaw
1868

(d) in relation to *construction* of a new building, or addition to an existing building, after footing **formwork** and foundation **formwork** are complete, but prior to the placement of concrete in such formwork, confirm that the setback distances to property lines shown on the approved site plan issued with the building permit and/or development variance permit have been met, prior to requesting such an inspection; and

(e) in relation to construction of a new building, or addition to an existing building, where it can be shown that property pins are visible and the required setback distances to property lines will be met, the *building official* may waive the requirement for a certificate of location for formwork, in whole or in part, where conditions warrant;

(f) 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 every person served with a written requirement under this section must comply with the requirement.

Building Permit Fee

10.8 Before receiving a *building permit* for a *building* or *structure*, the *owner* must first pay to the Regional District

(a) a non-refundable plan-processing fee in accordance with Schedule A of this bylaw. If a permit is issued the plan processing fee shall be credited to the building permit fee; and

(b) the *building permit* fee prescribed in Appendix A of this bylaw; and

(c) any fees, charges, levies, or taxes imposed by the Regional District and payable under an enactment at the time of issuance of the *building permit*.

Permit Fee Refunds

10.9 No fee or part of a fee paid to the Regional District may be refunded if construction of the *building* has started. The building official may approve a refund of an application fee or portion thereof only if plan checking has not commenced.

Bylaw
1839

10.10 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.

10.11 A *building permit* or other *permit* fee is not refundable after the *permit* has been extended under section 10.46.

Design Modification

10.12 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 Regional District a *building permit* fee based on the plan review hourly rate set out in Appendix A.

Construction Before Permit Issued

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

Expiration of Application for a Permit

10.14 A *building permit* or a mechanical *permit* application expires on the date indicated in the permit, and if there is no such date, 180 days from the date a complete application is received under this Part if the *building permit* or mechanical *permit* is not issued by the application expiration date, unless the *permit* is not issued only due to delays caused by the Regional District.

Issuance of a Building Permit

10.15 Each building, structure or part thereof constructed on a site requires a separate permit and shall be assessed as a separate permit fee based on the value of that building, structure or part thereof.

10.16 If:

- (a) a completed application in compliance with sections 10.1, 10.2, 10.3 and 10.7 or sections 10.4, 10.5 and 10.7, including all required supporting documentation, has been submitted;

- (b) the *owner* has paid all applicable fees set out in sections 10.0, 10.8, and 10.13 and Appendix A;
- (c) the *owner* or his or her representative has paid all charges and met all requirements imposed by any other statute or bylaw;
- (d) the *owner* has retained a professional engineer or geoscientist if required under this bylaw;
- (e) the *owner* has retained an architect if required under this bylaw;
- (f) the *owner* has provided a hazardous materials assessment and remediation compliance letter or clearance letter for additions, alterations or demolitions to buildings constructed prior to 1990; and
- (g) no covenant, agreement, resolution or regulation of the Regional District requires or authorizes the *permit* to be withheld,

the *building official* must issue the *permit*, in the form prescribed by the *building official*, for which the application is made, and the date of issuance is deemed to be the date the Regional District gives written notice to the *owner* that the *permit* is ready to be picked up by the *owner*.

Issuance of Partial Permits

10.17 The *Building Official* may issue a permit for a portion of a *building* or *structure* before the design, plans and supporting documents for the entire *building* or *structure* have been reviewed provided sufficient information has been provided to the Regional District to demonstrate to the *Building Official* that the portion authorized to be constructed substantially complies with this and any other applicable Regional District bylaws and the permit fee applicable to that portion of the *building* or *structure* has been paid. Notwithstanding the issuance of the permit, the requirements of this bylaw shall apply to the remainder of the *building* or *structure* as if the permit for the portion of the *building* or *structure* had not been issued.

Refusal to Issue a Building Permit

10.18 Despite sections 10.15 and 10.17 the *building official* may refuse to issue a *permit* when the *owner* has been notified of a violation of this bylaw about the construction of another *building* or *structure* by the *owner*.

Compliance with the *Homeowner Protection Act*

- 10.19 If the application is in respect of a *building* that includes, or will include, a *residential occupancy* governed by the *Homeowner Protection Act*, the *building permit* must not be issued unless the *owner* provides evidence under section 30(1) of the *Homeowner Protection Act*, that the proposed *building*
- (a) is covered by home warranty insurance; and
 - (b) the *constructor* is a licensed “residential builder” as defined in the *Homeowner Protection Act*.
- 10.20 Section 10.19 of this Part does not apply if the *owner* is not required to be licensed and to obtain home warranty insurance in accordance with sections 20(1) or 30(1) of the *Homeowner Protection Act*.
- 10.21 Every *permit* is issued subject to the *owner* and *constructor* maintaining compliance with the *Homeowner Protection Act* and negotiations under it during the term of the *permit*.

Partial Construction

- 10.22 If a site has been *excavated* under a *building permit* for *excavation* issued under this bylaw and a *building permit* is not subsequently issued or a subsisting *building permit* has expired under section 10.44, but without the construction of the *building* or *structure* for which the *building permit* was issued having commenced, the *owner* must fill in the *excavation* to restore the original gradients of the site within 60 days of being served notice by the Regional District to do so.
- 10.23 If a *building permit* has expired and partial construction has progressed, with no extension requested of the *building official* under section 10.46, permanent type fencing with privacy screen complying with the *Zoning Bylaw*, must be erected around the *building* site for protection of the public.

Conditions of a Building Permit

- 10.24 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 under Appendix A. The transfer or assignment of a *building permit* is not an extension of the expiration date of a *building permit*.
- 10.25 The review of plans and supporting documents and issuance of a *building permit* do not prevent the *building official* from subsequently requiring the correction of errors in the

plans and supporting documents, or from prohibiting *building* construction or *occupancy* being carried on when in violation of this or another bylaw.

Inspections

- 10.26 If a *qualified professional* provides *written certification* and *registered professional* provides letters of assurance in accordance with this Part, the Regional District will rely solely on *field reviews* undertaken by the *registered professional* for the scope of work being addressed by the *registered professional* and the letters of assurance submitted pursuant to this bylaw and the *building code*, *building regulation* and *plumbing code*, and *written certification*, if applicable, as assurance that the construction substantially conforms to the design, plans and specifications and that the construction complies with the *building code*, *building regulation*, *plumbing code*, this bylaw and other applicable enactments respecting health, safety and protection of persons and property.
- 10.27 Despite section 10.26 of this Part, a *building official* may attend the site from time to time during the course of construction to ascertain that the *field reviews* are taking place and to monitor the *field reviews* undertaken by the *registered professionals*.
- 10.28 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*, *building regulation*, *plumbing code*, this bylaw and any other applicable enactments concerning health, safety and protection of persons and property.
- 10.29 For all work in respect of *simple buildings* the *owner* must give at least 2 business days notice to the Regional District when requesting an inspection and must obtain an inspection and receive a *building official's* written acceptance of the following aspects of the work prior to concealing them
- (a) after demolition, the grading of and removal of debris from the site;
 - (b) *foundation* and footing forms, before concrete is poured or the placement permanent wood foundations;
 - (c) prior to inspection under section 10.29(e), installation of a radon mitigation system, as applicable and underslab plumbing located below the finished slab level;
 - (d) the preparation of ground, including a drainage layer and underslab poly when required, and perimeter insulation on the concrete *foundation* walls;
 - (e) installation of above slab rough-in plumbing before it is covered;

- (f) after installation of foundation drains, dampproofing and drain rock, but prior to backfilling against the foundation. Approvals for installation of perimeter drains are subject to completion of backfilling within 24 hours of inspection;
 - (g) when any pipes in a *plumbing system* or when plumbing appurtenances are installed in a location where they could be covered at a later stage of construction;
 - (h) framing, sheathing, fire stopping (including drywall in fire separations), bracing, rough-in factory built chimneys, fireplaces and solid fuel burning appliances, chimney and ductwork, rough wiring, rough plumbing, rough heating, gas venting, exterior doors and windows, but prior to the installation of insulation, interior finishes, sheathing paper or exterior finishes which would conceal such work;
 - (i) interior insulation and vapor barrier and/or the installation of wall sheathing membrane, externally applied vapor or air barrier, stucco wire or lath, and flashings, but prior to the installation of exterior finishes which could conceal such work; and
 - (j) the *health, safety and accessibility aspects of the work* when the *building* or *structure* is substantially complete, ready for *occupancy* but prior to *occupancy*.
- 10.30 A *building official* may only carry out an inspection under section 10.29 if the *owner* or the *owner's agent* has requested the inspection by telephone, by email or in writing in accordance with this bylaw.
- 10.31 Despite the requirement for the *building official's* acceptance of the work outlined in section 10.29, if a *registered professional* provides letters of assurance, the Regional District will rely solely on *field reviews* undertaken by the *registered professional* and the letters of assurance submitted pursuant to this bylaw as assurance that the aspects of the construction referenced by those letters of assurance substantially conform to the *design*, plans and specifications and that the construction complies with the *building code*, *building regulation*, *plumbing code*, this bylaw and other applicable enactments respecting safety.
- 10.32 No person may conceal any aspect of the work referred to in section 10.29 of this bylaw until a *building official* has *accepted* it in writing.
- 10.33 If any aspect of work described in section 10.29 cannot be inspected due to a contravention of section 10.32:
- (i) the owner must pay the re-inspection fee specified in Appendix “A” and expose the aspect of the work requiring inspection to the satisfaction of the *building official* prior to the conduct of the relevant inspection; and

- (ii) the Regional District may require the owner to provide a survey certificate prepared by a British Columbia land surveyor, at the time of conducting any of the inspections referred to in this Bylaw, showing that building footings and foundation walls or formwork for footings and foundation walls have been located properly in relation to approved building plans and *Zoning Bylaw* prior to the placing of any concrete.

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

- (a) give at least 2 business days notice by email or written notice to the Regional District when requesting a preconstruction meeting with the *building official* prior to the start of construction, and the owner or his or her representative must ensure that the *coordinating registered professional*, the *constructor*, as well as representatives of major trades, are in attendance;
- (b) give at least 2 business days notice by email or written notice to the Regional District when requesting a pre-occupancy coordinated by the *coordinating registered professional* or other *registered professional* to have the owner, the *constructor* and the *registered professionals* demonstrate to the *building official* 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 Regional District requirements and other enactments respecting safety and *accessibility* aspects of the work; and
- (c) cause the *coordinating registered professional* to provide, at least 2 business days notice prior to the pre-occupancy coordinated site review coordinated by the *coordinating registered professional*, to deliver to the *building official* the Confirmation of Required Documentation described in Appendix F, complete with all documentation in a hard covered three ring binder and in digital pdf format on a memory stick.

Stop Work Order

10.35 The *building official* may direct the immediate suspension or correction of all or a portion of the construction on a *building* or *structure* by attaching a stop work order notice in the form described in Appendix G on the premises whenever it is found that the work is not being performed in accordance with the requirements of the *building code*, *building regulation*, *plumbing code*, any applicable bylaw of the Regional District, including the *Zoning Bylaw*, *Official Community Plan* and the *Floodplain Management Bylaw*, or the applicable provisions of the *Homeowner Protection Act*.

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

Do Not Occupy Notice

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

Inspection and Other Fees

- 10.43 In addition to the fees required under other provisions of this bylaw, the *owner* must pay the non-refundable fee set out in Appendix A for

- (a) each subsequent re-inspection where it has been determined by the *building official* that due to non-compliance with the provisions of this bylaw or due to non-complying work, more than one site visit is required for any required inspection;
- (b) a special inspection during the Regional District'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
- (c) an inspection that requires transportation other than by Regional District vehicles or other than during regular hours and the owner shall make arrangements in advance for such inspections and shall pay the Regional District's actual costs.

Permit Expiration

10.44 Every *permit* is issued on the condition that the *permit* expires and the rights of the *owner* under the *permit* terminate if

- (a) the work authorized by the *permit* is not commenced by the date set out in the *permit*, and if there is no such date, 180 days from the date of issuance of the *permit*;
- (b) work is discontinued for a period of time set out in the permit, and if there is no such date, 180 days; or
- (c) the work is not completed by the date set out in the permit, and if there is no such date, within two years of the date of issuance of the *permit*.

10.45 When a permit has expired, no *construction* or other work may continue or commence until a valid permit authorizes the work.

Permit Extension

10.46 A *building official* may extend the period set out under section 10.44 for only one period, which may be less than but is not to exceed twelve months, if construction has not been commenced or has been discontinued due to adverse weather, strikes, material or labour shortages, other similar hardship beyond the *owner's* control, or if the size and complexity of the construction warrants, if

- (a) application for the extension is made at least 30 days prior to the date of *permit* expiration; and
- (b) the non-refundable fee set out in Appendix A has been paid.

10.47 If a permit has been extended once, or a new *building code* or *building regulation* or *plumbing code* comes into force after extending the permit for 12 months, the existing permit will lapse and cannot be renewed a second time. Any outstanding work from the original permit will have to be completed under a new permit and in compliance with the *building code*, *building regulation* and *plumbing code* in effect at the time of application for a new building permit.

Building Permit Revocation

10.48 The *building official* may revoke a building permit if

- (a) there is a violation of
 - (i) a condition under which the permit was issued; or
 - (ii) the requirements of the *building code*, *building regulation*, *plumbing code*, this bylaw, other bylaws of the Regional District, including the *Zoning Bylaw*, *Official Community Plan* and *Floodplain Management Bylaw*, or any other applicable enactment related to health or safety;
- (b) in the *building official's* opinion, the *building official* determines that the permit was issued in error;
- (c) the *building official* determines that an owner, or his or her agent, has provided incorrect or misleading information on the application or otherwise obtained the permit fraudulently;
- (d) in the *building official's* opinion the results of tests on materials, devices, construction methods, structural assemblies or *foundation* conditions contravene the *building code*, *building regulation* and *plumbing code*;
- (e) if all permits under this bylaw have not been obtained;
- (f) if any person has prevented or obstructed or sought or attempted to prevent or obstruct the entry of the *building official* onto or into the land, building or structure or premises in the course of carrying out work in relation to the administration of this bylaw;
- (g) any other lawful reason; and

such *permit* revocation must be in writing and sent to the *permit* holder or to the registered owner of the land by registered mail to or by personal service on the *permit* holder or registered owner of the land.

Building Permit Cancellation

- 10.49 A *building permit*, or a *building permit* application, may be cancelled by the *owner*, or his or her *agent*, on delivery of written notification of the cancellation to the *building official*.
- 10.50 On receipt of the written cancellation notice, the *building official* must mark on the application, and a *permit* if applicable, the date of cancellation and the word "cancelled".
- 10.51 If the *owner*, or his or her *agent*, submits changes to an application after a *permit* has been issued and the changes, in the opinion of the *building official*, substantially alter the scope of the work, design or intent of the application in respect of which the *permit* was issued, the *building official* may cancel or amend the *permit* and mark on the *permit* the date of cancellation or amendment and the word "cancelled" or "amended".
- 10.52 If a *building permit* application or *permit* is cancelled, and construction has not commenced under the *permit*, the *building official* must return to the *owner* any fees deposited under Appendix A, less any non-refundable portion of the fee.

Occupancy

- 10.53 No person may occupy a *building* or *structure* or part of a *building* or *structure* until a final inspection notice has been issued by a *building official* for
- (a) the first occupancy of a building or structure or part thereof after completion of construction; or
 - (b) any change of class of occupancy of any building or structure or part thereof.
- 10.54 A final inspection notice 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 7.10 to 7.15 of Part 7 of this bylaw have both been inspected and *accepted* or the inspections and acceptance are not required in accordance with this bylaw;
 - (c) the *owner* has delivered to the Regional District as-built plans of works and *services* in digital format as required by the Regional District;
 - (d) the *owner* has provided to the Regional District a *building* survey prepared by a British Columbia Land Surveyor showing the *building* height, size, location and

elevation determined in accordance with the Regional District's land use regulations;

- (e) all other documentation required under applicable enactments has been delivered to the Regional District; and
- (f) the *owner* has delivered to the Regional District as-built drawings of the *building* or *structure* in digital format as required by the Regional District.

10.55 When a registered professional, registered professional of record and coordinating registered professional provides letters of assurance, and if applicable, a qualified professional provides *written certification* or provides professional certification or a geotechnical report respectively under sections 55 and 56 of the *Community Charter*, the Regional District will rely solely on the letters of assurance, and if applicable, *written certification* and professional certification and a geotechnical report when issuing a final report authorizing occupancy as assurance that the items identified in the *written assurance*, if applicable, and items identified in the letters of assurance, professional certification and geotechnical report substantially comply with the design, the *building code*, *building regulation*, this bylaw, and other applicable Regional District Bylaws, including the *Floodplain Management Bylaw*, and other applicable enactments respecting health, safety and protection of persons and property.

10.56 A *building official* may issue a final inspection notice for partial *occupancy* of a portion of a *building* or *structure* under construction when

- (a) that portion of the *building* or *structure* is self-contained and provided with essential services respecting *health and safety aspects* of the work, and if applicable, accessibility, GHG emissions and conservation; and
- (b) the requirements set out in section 10.54 have been met with respect to it.

10.57A final inspection notice may not be issued unless

- (a) all letters of assurance, and if applicable, *written assurance*, and professional certification and geotechnical report, and the Confirmation of Required Documentation described in Appendix F 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 and sections 10.26 through 10.34 of this bylaw have both been inspected and *accepted*;

- (c) the *owner* has executed and delivered to the Regional District every agreement, instrument or form required by the Regional District in relation to the work or the site; and
- (d) all required offsite works respecting safety have been completed.

Temporary Buildings

10.58 Subject to the bylaws and orders of the Regional District, the *building official* may issue a *building permit* for the erection or placement of a *temporary building* or *structure* for *occupancy* if

- (a) the *permit* is for a period not exceeding one year; and
- (b) the *building* or *structure* is located in compliance with the Regional District's bylaws, including the *Floodplain Management Bylaw*, *Zoning Bylaw* and *Official Community Plan*, and the building or structure is built in compliance with the *building code*, *building regulation*, *plumbing code* and this bylaw, and connected, as required by enactments, to Regional District utility services.

10.59 An application for a *building permit* for the erection or placement of a *temporary building* or *structure* must be made in the form of a temporary *permit* application in the form prescribed by the *building official*, signed by the *owner* or *agent*, and must include

- (a) plans and supporting documents showing the location and *building height* of the *building* or *structure* on the parcel;
- (b) plans and supporting documents showing construction details of the *building* or *structure*;
- (c) a statement by the *owner* indicating the intended use and duration of the use;
- (d) plans and supporting documents showing the proposed parking and loading space;
- (e) a written description of the *project* explaining why the *building* is temporary;
- (f) a copy of an issued development *permit*, if required;
- (g) in the case of a manufactured *building*, a CSA label in respect of manufacture and, without limitation, a Quonset or other steel *building* must be certified in accordance with CSA Standard A660;

- (h) a report or drawing by an engineer, architect or designer confirming compliance with the *building code*, *building regulation*, this bylaw, *Zoning Bylaw* and other applicable bylaws; and
- (i) in the case of a *temporary building*, information to comply with article 1.1.1.1(2)(f), Division C of the *building code*.

10.60 Before receiving a *building permit* for a *temporary building* or *structure* for occupancy, the *owner* must pay to the Regional District the applicable *building permit* fee set out in Appendix A.

10.61A permit fee for a temporary building or structure is not refundable.

Siting Permit

10.62 Subject to the bylaws and orders of the Regional District, the *building official* may issue a *building permit* for the erection or placement of a portable self-contained container. The application must be made in the prescribed form and signed by the *owner* or *agent*, or a signing officer if the owner is a corporation 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;
- (c) Plans and supporting documents showing the proposed parking and loading space (if applicable);
- (d) Be accompanied by the *owner's* acknowledgement of responsibility and undertaking made in the prescribed form and signed by the *owner*, or a *signing officer* if the owner is a corporation;
- (e) A copy of an issued development *permit*, if required; and
- (f) Include a copy of a title search for the relevant property made within 30 days of the date of the *permit* application;

Inspections for Temporary Buildings and Siting Permits

10.63 Despite section 10.31, the *owner* must give at least 2 business days notice to the Regional District when requesting an inspection and must obtain an inspection and receive a *Building Official's* written *acceptance* of the following aspects of the work prior to concealing them:

- (a) Verification of siting – before concrete is poured or construction commences; and
- (b) Verification of use when the *building* or *structure* is substantially complete.

10.64 A *Building Official* may attend periodically at the site of the construction to ascertain whether the work is being carried out in substantial conformance with this bylaw and the *building permit*.

PART 11: RETAINING WALLS AND GRADES

- Bylaw
1839
- 11.1 No person may construct, or structurally repair, a *retaining wall* greater than 1.22 m in height, without first obtaining a valid and subsisting permit for the work to be undertaken, and without engaging the services of a registered professional to review such work.
- 11.2 Except as certified by a professional engineer with expertise in geotechnical engineering registered in the province of British Columbia, fill material placed on a parcel, unless restrained by permitted *retaining walls*, must not have a surface slope exceeding a ratio of one linear unit vertically to two linear units horizontally.
- 11.3 Without limiting section 11.2, no person may occupy a *building* unless the finished *grade* complies with all applicable enactments.
- 11.4 If a *building official* determines that an unsafe condition exists as a result of the construction of a retaining wall requiring a building permit, a guard or fence may be required in addition to compliance with the applicable requirements of this bylaw and all other Regional District's bylaws, including the *Floodplain Management Bylaw*, *Zoning Bylaw* and *Official Community Plan* and all other applicable codes, standards and enactments.

PART 12: BUILDING MOVE

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

- (a) except where certified by a *registered professional* that the *building*, including its *foundation*, will substantially comply with the current version of the *building code*; and
- (b) a *building permit* has been issued for the *building* or *structure*; and
- (c) the parcel is left in a clean and safe condition after relocation and removal of the *building* or *structure*.

Part 13: NUMBERING OF BUILDINGS

- 13.1 Immediately upon issuance of a *building permit* governing 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 Regional District
- (d) on or over the entrance to the *building* or where landscaping or *structures* obscure the visibility of a *building* entrance from the adjacent highway, on the *building* property within sight of the adjacent highway; and
 - (e) until such time as the *building* is removed from the site or has been demolished.
- 13.2 Despite section 13.1, the Regional District may renumber or alter the assigned numbers in respect of any *building* on any parcel, including those already in existence or numbered.
- 13.3 Without limiting sections 13.1 or 13.2, the *building official* must, 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.
- 13.4 Without limiting sections 13.1 through 13.3, on issuance of an *occupancy permit*, the *owner* or occupier of the parcel must affix the numbers permanently in a conspicuous place on the *building* such that the number is visible from an adjacent highway that is not a lane.

PART 14: ENERGY CONSERVATION AND GHG EMISSION REDUCTION

- 14.1 [Reserved]

Part 15: DEMOLITION PERMITS

- 15.1 Without limiting section 7.8 of this bylaw, a person must not demolish or partially demolish a *building* or *structure* without making application and receiving a valid permit.

Application Requirements

- 15.2 An application for a demolition permit must:

- (a) be made in the prescribed form and signed by the *owner*, or a signing officer if the owner is a corporation;
- (b) Pay applicable fees pursuant to Schedule A of this bylaw;
- (c) Provide a site plan showing all *buildings* and *structures* and servicing locations;
- (d) Provide a vacancy date;
- (e) Provide a hazardous materials assessment and clearance letter for *buildings* or *structures* constructed prior to 1990;
- (f) ~~Include a Waste Disposal Plan or a Waste Disposal application for Demolition and Renovation Waste in a form prescribed by the Regional District; and~~
- (g) Include a site profile under the *Environmental Management Act* and regulations thereunder if the proposed demolition is a demolition or partial demolition of a *building* or *structure* on land used for commercial or industrial activity.

Bylaw
1839

- 15.3 deleted

Bylaw
1839

Demolition Sites

- 15.4 The demolition of buildings and structures shall be in accordance with Part 8 of the Building Code “Safety Measures at Construction and Demolition Sites”.
- 15.5 The demolition of a *building* or *structure* on land used for commercial or industrial activity must be undertaken pursuant to the requirements of the *Environmental Management Act* and regulations thereunder as amended from time to time and all other enactments respecting health and safety.

PART 16: PLUMBING PERMITS

- 16.1 Without limiting section 5.1 of this bylaw, a person must not install, replace or alter a *plumbing system* that is not included as part of a building permit, without making application and receiving a valid plumbing permit.
- 16.2 An application for a plumbing permit shall
- (a) Be made in the prescribed form and signed by the *owner*, *agent* or a signing officer if the owner a corporation;
 - (b) Include the applicable fee as set out in Schedule A of this bylaw;
 - (c) Include two (2) isometric drawings
- 16.3 The design, installation and maintenance of *plumbing systems* shall conform to the *plumbing code*.

PART 17: CLIMATIC DATA

- Bylaw
1839
- 17.1 The climatic data for the design of *buildings* and *structures* are set out in the attached Appendix B. The *building official* shall determine the applicable zone in respect to any particular *building* location.

PART 18: OFFENCES

Violations

- 18.1 Without limiting Part 4 of this bylaw, every person who contravenes, violates or fails to comply with any provision of this bylaw, or who suffers or permits any act or thing to be done in contravention or violation of this bylaw, or who fails or neglects to do anything required by this bylaw, commits an offence and shall be liable upon conviction of a fine of not more than \$10,000 (Ten Thousand Dollars) and subject to any other penalty or order imposed or remedies available to the Regional District pursuant to the *Local Government Act*, *Community Charter*, *Offence Act* and *Local Government Bylaw Notice Enforcement Act*. Each day during which a violation, contravention or breach of this bylaw continues is deemed to be a separate offence. Every person who fails to comply with any order or notice issued by a *building official*, or who allows a violation of this bylaw to continue, contravenes this bylaw.
- 18.2 Every person who commences work requiring a *building permit* without first obtaining such a *permit* must, if a Stop Work notice is issued and remains

outstanding for 30 days, pay an additional fee as outlined in Appendix A of this bylaw.

Deemed Offence

18.3 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.

18.4 No person is deemed liable under section 18.3 who establishes, on a balance of probabilities, that the construction or change of use or *occupancy* occurred before he or she became the *owner* of the parcel.

18.4 Nothing in section 18.4 affects

(a) the Regional District'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.

PART 19: INTERPRETATION

Definitions

19.1 In this bylaw

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

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

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

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

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

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

Average Existing Ground Elevation means the level of ground in existence prior to construction or site grading, averaged at the perimeter of a proposed exterior foundation of a proposed building;

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 Energy Label means information about a buildings' energy use, efficiency ratings, how the rating was calculated and where energy is consumed in the building which is posted in a location that is protected from moisture and damage;

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

Building Regulation has the same meaning as defined under the *Building Act*, SBC 2015, c. 2, which as of the date of enactment of this bylaw includes the *British Columbia Building Code* established by the order of the Minister of Municipal Affairs and Housing numbered BA 2018 1 and dated July 16, 2018, effective December 10, 2018;

Complex building means:

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

- (i) *post-disaster buildings*,
- (ii) *Group A, assembly occupancies Group B, care, treatment, or detention occupancies, or*
- (iii) *Group F, high hazard industrial occupancies*;

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

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

(iii) *mercantile occupancy*; or

(iv) *medium and low hazard industrial occupancy*;

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

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

Constructor means a person who *constructs*;

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

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

Farm building means a building or part thereof that does not contain a residential occupancy and that is associated with livestock, or the production, storage or processing of agricultural and horticultural produce or feeds.

Floodplain Management Bylaw means the *Regional District of Kootenay Boundary Floodplain Management Bylaw No. 677, 1994*, as re-enacted and amended from time to time;

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;

Garden Shed has the same meaning as provided in section 3.4 (d) of this bylaw;

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;

Manufactured Home means a transportable, factory-built single-family dwelling, designed to provide year-round accommodation for one family, connectable to utility

services, exempt under Section 1.1.1.1. (2)(g), of the British Columbia Building Code, and constructed in conformance with the CAN/CSA Z240 MH (Manufactured Home) Series Standard.

Official Community Plan means whichever of the following applies in relation to the building or structure: *Regional District of Kootenay Boundary's Electoral Area 'A' Official Community Plan Bylaw No. 1410, 2010; Electoral Area 'B'/Lower Columbia-Old Glory Official Community Plan Bylaw No. 1470, 2012; Electoral Area 'C'/Christina Lake Official Community Plan Bylaw No. 1250; Electoral Area 'E' Big White Ski Resort Official Community Plan Bylaw No. 1125, 2001; and Electoral Area 'E'/Mt. Baldy Ski Resort OCP Bylaw No. 1335, 2007, all as replaced and amended from time to time.*

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

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

Plumbing code has the same meaning as defined in the *Building Act General Regulation*, BC Reg. 131/2016;

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

Project means any construction operation;

Qualified Professional has the same meaning as defined in section 55 of the *Community Charter*, SBC 2003, c. 26;

Referenced Documents means the documents referred to in section 1.5 (Division A) and section 1.3 (Division B) of the *building code*;

Retaining Wall means a *structure* exceeding 1.22 metres in height that holds or retains soil or other material behind it;

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

(a) *residential occupancy*;

(b) *business and personal services occupancy*;

(c) *mercantile occupancy*;

(d) *medium hazard industrial occupancy*; or

(e) *low hazard industrial occupancy*,

Structure means a *construction* or portion of *construction*, of any kind, whether fixed to, supported by or sunk into land or water, except landscaping, fences, paving and retaining *structures* less than 1.22 meters in height;

Shipping Container or *Sea Can* means a steel dry storage container with lockable doors used primarily in the shipping industry to temporarily store or move materials from one location to another;

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

Unsafe Building Condition means any condition that could cause undue hazard or risk to life, limb or health of any person authorized, expected, or anticipated to be on or about a premise or a building or construction;

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

(a) for construction of a *building* containing a *residential occupancy* that is served by only one stove, or two stoves if permitted as an auxiliary and secondary *residential occupancy*, the greater of

(i) the declared *value of the work*; or

(ii) the value calculated using annually published Canadian construction or cost guides; or

(b) for all other construction, the greater of

(i) the declared *value of the work*; or

(ii) the value calculated using a method stipulated in the “Marshall Valuation Service”.

Written certification means a written report from a *qualified professional* in the form as is appropriate in the circumstances and the *building official* may consider is warranted, other than or in addition to letters of assurance, which are in the form of Schedules A, B, C-A

Bylaw
1839

and C-B referred to in section 2.2.7 (Division C) of the *building code*, that the plans submitted with a *permit* application, or specified aspects of those plans, with respect to the site conditions, complexity of developments, or aspects of development comply with the *building code*, including design according to good engineering practices as such practices are provided and described in *referenced documents*, including documents referenced within those *referenced documents*, the then current *building code*, *building regulation* and other applicable statutes and regulations respecting health, safety and protection of persons and property.

Zoning Bylaw means whichever of the following applies in relation to the *building* or *structure*: the Regional District of Kootenay Boundary's *Electoral Area 'A' Zoning Bylaw No. 1460, 2014*; *Electoral Area 'B'/Lower Columbia – Old Glory Zoning Bylaw No. 1540, 2015*; *Electoral Area 'C'/Christina Lake Zoning Bylaw No. 1300, 2007*; *Electoral Area 'D'/Rural Grand Forks Zoning Bylaw No. 1675, 2019*; *Electoral Area 'E'/Big White Ski Resort Zoning Bylaw No. 1166, 2001*; *Electoral Area 'E'/Mt. Baldy Ski Resort Zoning Bylaw No. 1340, 2010*; *Electoral Area 'E'/Jewel Lake Zoning Bylaw No. 855, 1995*; and *Electoral Area 'E'/Bridestville Town site Land Use Bylaw No. 1485, 2012*, all as re-enacted and amended from time to time.

19.2 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, authority having jurisdiction, building, building area, building height, business and personal services occupancy, care occupancy, constructor, coordinating registered professional, designer, detention occupancy, excavation, field review, firewall, first storey, grade, high-hazard industrial occupancy, industrial occupancy, low hazard industrial occupancy, major occupancy, medium- hazard industrial occupancy, mercantile occupancy, occupancy, plumbing system, post disaster occupancy, private sewage disposal system, registered professional, registered professional of record, residential occupancy, treatment occupancy or unsafe condition*;
- (b) subject to this bylaw, set out in the Schedule to the *Community Charter*: *assessed value, highway, land, occupier, parcel, public authority, service and soil*; and
- (c) subject to this bylaw, set out in section 29 of the *Interpretation Act*: *may, must, obligation, person, property, writing, written and year*.

- 19.3 Every reference to this bylaw in this or another bylaw of the Regional District is a reference to this bylaw as amended to the date of the reference.
- 19.4 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.
- 19.5 Every reference to a statute or a statutory provision shall be construed as a reference to the same as it may have been, or may from time to time be, amended, modified or re-enacted and shall include any subordinate legislation made from time to time under that provision.
- 19.6 Definitions of words and phrases used in this bylaw that are not included in the definitions in this Part have the meanings commonly assigned to them in the context in which they are used in this bylaw, considering the specialized use of terms with the various trades and professions to which the terminology applies.

Appendices

- 19.7 Appendices A through F are attached to and form part of this bylaw.

Severability

- 19.8 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.

20 REPEAL

- 20.1 Building Regulation Bylaw No. 449, 1985, as amended is repealed.
- 20.2 Building Bylaw No. 1741, 2020, as amended is repealed.

21 EFFECTIVE DATE

- 21.1 Despite the repeal of the Regional District Building Regulation Bylaw No. 449, 1985, as amended, and Regional District Building Regulation Bylaw No.1741, 2020, as amended, a building or occupancy permit may be issued pursuant to those bylaws in relation to a complete permit application that was made prior to coming into force of this Bylaw.

22 IN FORCE

This bylaw comes into force on February 10, 2021.

Read a First, Second and Third time this 10th day of February 2021.

I, Anitra Winje, Manager of Corporate Administration/Corporate Officer of the Regional District of Kootenay Boundary, do hereby certify the foregoing to be a true and correct copy of Bylaw No. 1753 cited as “Regional District of Kootenay Boundary Building Bylaw No. 1753, 2021” as read a Third time this 10th day of February 2021.

Manager of Corporate Administration/Corporate Officer

Adopted this 10th day of February, 2021.

ChairManager of Corporate Administration/Corporate Officer

I, Anitra Winje, Manager of Corporate Administration/Corporate Officer of the Regional District of Kootenay Boundary, do hereby certify the foregoing to be a true and correct copy of Bylaw No. 1753 cited as “Regional District of Kootenay Boundary Building Bylaw No. 1753, 2021” as Adopted this 10th day of February 2021.

Manager of Corporate Administration/Corporate Officer

Regional District of Kootenay Boundary

BUILDING BYLAW No. 1753, 2021

Appendix A - Fees

A. BUILDING PERMIT FEES

The Schedule of fees to be charged for the issuance of a permit under this Bylaw is as follows:

Declared or Assessed Value

The permit fee for the construction, reconstruction, addition, extension, alteration and repair of any buildings or any other work requiring a permit and not specifically listed here:

*Minimum fee:\$100.00

*Plus \$11.00 per \$1,000 or portion thereof.

The fee for each plumbing fixture, which includes all traps and hot water tanks, shall be:

\$11.00 per fixture when issued in conjunction with a Building Permit or

\$11.00 per fixture plus \$100.00 flat rate when issued separately from a building permit.

B. NON-REFUNDABLE APPLICATION FEE

Every permit application shall include a non-refundable application fee:

- \$50.00 for each application under \$10,000.00
- \$100.00 for each application between \$10,000.00 and \$50,000.00
- \$150.00 for each application over \$50,000.00
-

**This fee is separate from the cost of the permit fee and is payable on the date of application.

C. NON-REFUNDABLE PLAN PROCESSING FEE

Every permit application shall include a non-refundable plan processing fee:

Actual Permit Fee up to \$10,000.00 of Construction Cost:

- \$100.00 for each application valued up to \$10,000.00.
- \$150.00 for each application valued between \$10,001.00 to \$50,000.00
- \$200.00 for each application valued between \$50,001.00 to \$250,000.00
- \$300.00 for each application valued over \$250,000.

**This fee will be applied against the cost of the permit.

D. RELATED BUILDING PERMIT FEES

Building Permit Renewal

- Construction Values up to \$10,000.00 \$100.00
- Construction Values between \$10,000.00 and \$50,000.00 \$150.00
- Construction Value in excess of \$50,000.00 \$3.00 / \$1,000

Re-inspection Fee \$150.00

Demolition Fee: Residential \$100.00

Commercial/Industrial \$200.00

Moving Permit Fee \$100.00**

Temporary Building Permit \$200.00**

Manufactured Home Placement: Single Wide \$200.00**

Double Wide \$300.00**

Minimum Inspection Fee \$150.00

Occupant Load Calculation Fee \$100.00

Alternative Solution Fee \$200.00

Design Modification Fee \$75.00 per Hour

**Plus, construction values of new on-site work such as foundations, basements, additions, and plumbing.

E. BUILDING PERMIT REFUNDS

Where a permit has been issued pursuant to this Bylaw and construction has not commenced:

- 75% of the permit fee may be refunded upon application for cancellation of the permit;
- No refund in the amount of less than \$100 shall be made;
- Applications for refunds must be received within 12 months of the issuance of the permit.

F. NOTICE ON TITLE

Administration charge to place Notice on Title \$200.00

Administration charge to remove Notice on Title \$1,000.00

Adopted by the Board of Directors, March 31, 2005

*** Amendment Bylaw No. 1601, Adopted February 25, 2016**

****Amendment Bylaw No. 1839, Adopted March 29, 2023**

Amendment Bylaw No. 1890, Adopted August 28, 2024

Regional District of Kootenay Boundary

BUILDING BYLAW No. 1753, 2021

Appendix B – Climatic Design Data

Bylaw
1816

REGIONAL DISTRICT OF KOOTENAY BOUNDARY CLIMATIC DESIGN DATA

(Revised November 03, 2020)

Location	Area	Elevation Approx. ft.(m)	Degree- Days Below 18°C	GSL (S _s) (1/50)		Hourly Wind Pressures (KPa)		Min. Footing Depth
				Psf	KPa	1/10	1/50	
Beaverdell	E	2592 (790)	4700	69	3.3	0.24	0.38	30"
Beaver Falls	A	2034 (620)	3750	88	4.2	0.24	0.38	30"
Big White	E	5810 (1771)	4800	209	10	0.36	0.48	36"
Big Sheep Creek	B	2231 (680)	3800	97	4.6	0.25	0.38	30"

Bridesville	E	3412 (1040)	4850	92	4.4	0.29	0.46	30"
Carmi	E	2772 (845)	4750	84	4.0	0.29	0.38	30"
Casino Elev. Midpoint	B	2510 (765)	4000	109	5.2	0.24	0.34	30"
Christian Valley	E	2231 (680)	4600	69	3.3	0.27	0.38	30"
Christina Lake	C	1493 (455)	4000	69	3.3	0.26	0.41	30"
Eholt	E	3084 (940)	5000	99	4.7	0.28	0.39	30"
Fife	C	1962 (598)	4100	82	3.9	0.26	0.41	30"
Fruitvale		2001 (610)	3750	86	4.1	0.24	0.38	30"
Genelle	B	1552 (473)	3700	80	3.8	0.26	0.35	30"
Grand Forks-Rural	D	1854 (565)	3820	59	2.8	0.31	0.40	30"
Greenwood		2444 (745)	4100	84	4.0	0.31	0.40	30"
Idabel Lake	E	4069 (1240)	5550	104	5.0	0.28	0.40	36"
Jewel Lake	E	3741 (1140)	5500	115	5.5	0.28	0.39	30"
Jolly Lake	E	3840 (1170)	5400	94	4.5	0.31	0.40	30"
Marsh Creek	A	2057 (627)	4150	111	5.3	0.22	0.34	30"
Midway		1903 (580)	4000	69	3.3	0.29	0.44	30"
Montrose		2018 (615)	3700	86	4.1	0.22	0.35	30"
Mt. Baldy Tin Horn Rd	E	5896 (1797)	5600	159	7.6	0.29	0.46	36"
Nicholson Creek	E	3544 (1080)	5650	92	4.4	0.30	0.44	30"
Nine Mile Pass	A	2822 (860)	4000	111	5.3	0.22	0.34	30"
Park Siding	A	2100 (640)	4150	111	5.3	0.22	0.34	30"
Patterson	B	2200 (670)	3900	84	4.0	0.26	0.41	30"

Phoenix Ski Hill Base	D	4200 (1280)	5500	146	7.0	0.29	0.44	36"
Red Mtn. Base	B	3806 (1160)	4700	161	7.7	0.26	0.35	36"
Rock Creek	E	2034 (620)	4000	69	3.3	0.31	0.45	30"
Rossland		3400 (1036)	4600	159	7.6	0.26	0.41	36"
Timber Wolf	E	4350 (1325)	5200	111	5.3	0.31	0.40	30"
Trail		1444 (440)	3600	86	4.1	0.27	0.35	30"
28 Mile Bridge	D	2100 (640)	4800	82	3.9	0.26	0.36	30"
Waneta Landing	A	1400 (427)	3700	80	3.8	0.26	0.35	30"
Warfield		2001 (610)	3700	86	4.1	0.26	0.41	30"
Westbridge	E	2057 (627)	4250	76	3.6	0.33	0.48	30"
Wilgress Lake	D	3281 (1000)	5000	99	4.7	0.26	0.40	30"

Rain Load (S_r) (1/50)

Areas A, B, C, D and Municipalities 2 psf/0.1 KPa

Area E, 28 Mile Bridge, Marsh Crk. Nine Mile Pass, Park Siding 5 psf/0.2 KPa

Big White, Mt. Baldy 7 psf/0.3 KPa

Regional District of Kootenay Boundary

BUILDING BYLAW No. 1753, 2021

Appendix C – Letter of Authorization (Owner's Representative)

Property owner's agreement:

As owner(s) of the land described in this application, as defined in the current "Building Bylaw", I/we hereby consent to the submission of this building application, and hereby authorize the following person to act as the applicant in regard to this application:

Name of Authorized Agent: _____

Agent's Business Name (If Applicable): _____

Agent's Contact Information: Tel. No.: _____ Cell No.: _____

Fax No.: _____ Email: _____

I have examined the contents of the application, certify that the information submitted with it is correct insofar as I have knowledge of these facts, and concur with the submission of the application. I acknowledge that it is my legal responsibility as the Property Owner to ensure full compliance with the Building Code, the Zoning Bylaw, Building Bylaw and other applicable legislation.

Property Address: _____

Legal Description: _____

Please check where applicable.

To represent me in an application for:

- ☐ Building Permit Application
- ☐ (If Registered Professional is involved, use Appendix E, Confirmation of Professional Liability Insurance)
- ☐ Demolition Permit Application
- ☐ Sub-trade Permit

To obtain copies of:

☐ Building Permit Plans (Archive Copies)

Owner's Information:

Name:

(PRINT)

Address:

Tel. No.: _____ Cell No.: _____ Fax No.:

E-mail:

Date: _____ Signature: _____

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

Regional District of Kootenay Boundary

BUILDING BYLAW No. 1753, 2021

Appendix D – Owner’s Undertaking

Property Address:_____

Legal Description:_____

Building Permit #:_____

1. This undertaking is given by the undersigned, as the owner of the property described above, with the intention that it be binding on the owner and that the Regional District will rely on same.
2. I confirm that I have applied for a building permit pursuant to “Regional District Building Bylaw 1753, 2021” (the “Bylaw”) and that I have carefully reviewed and fully understand all of the provisions of the Bylaw and in particular, understand, acknowledge and accept the provisions describing the purpose of the Bylaw, the conditions under which permits are issued, the disclaimer of warranty or representation and the limited extent of the scope of the Bylaw and inspections thereunder.
3. Without in any way limiting the foregoing, I acknowledge fully that it is my responsibility to ensure compliance with the *building code, building regulation, plumbing code*, the Bylaw, and other Regional District bylaws, including the *Zoning Bylaw, Official Community Plan, and Floodplain Management Bylaw*, and all other applicable enactments, codes and standards whether any work to be performed pursuant to the permit applied for is done by me, a contractor or a registered professional.
4. I am not in any way relying on the Regional District or its building officials, as defined under the Bylaw, to protect the owner or any other persons as set out in Part 2 of the Bylaw and I will not make any claim alleging any such responsibility or liability on the part of the Regional District or its building officials.
5. I hereby agree to indemnify and save harmless the Regional District and its employees from all claims, liability, judgments, costs and expenses of every kind which may result from negligence or from the failure to comply fully with all bylaws, statutes and regulations relating to any work or undertaking in respect of which this application is made.

6. I am authorized to give these representations, warranties, assurance and indemnities to the Regional District.

Owner's Information:

Name: _____

(PRINT)

Address: _____

Tel. No.: _____ Cell No.: _____ Fax No.: _____

Email: _____

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

(Day) (Month) (Year)

1. Where owner is an individual:

Signed, sealed and delivered in the presence
of:

Owner's Signature

Witness's Signature

Owner's Name

Witness's Name

(PRINT)

(PRINT)

Witness's Address

2. Where owner is a corporation:

Signed, sealed and delivered in the presence
of:

Name of Corporation

Witness's Signature

Per:

Witness's Name

Authorized Signatory

(PRINT)

Name

(PRINT)

Witness's Address

3. Where owner is a partnership:

Signed, sealed and delivered in the presence
of:

Witness's Signature

Name of Partnership

Witness's Name

Per:

Authorized Signatory

(PRINT)

Name

Witness's Address

(PRINT)

4. Where owner is a society:

Signed, sealed and delivered in the presence
of:

Witness's Signature

Name of Society

Per: Authorized Signatory _____ Name _____ (PRINT)	Witness's Name (PRINT) Witness's Address _____

Regional District of Kootenay Boundary

BUILDING BYLAW No. 1753, 2021

Appendix E – Confirmation of Professional Liability Insurance

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

Attention: Manager, Inspections

Property Address: _____

Legal Description: _____

The undersigned hereby gives assurance that:

- a) I have fulfilled my obligation for insurance coverage as outlined in the Regional District Building Bylaw No. 1753, 2021;
- b) I am insured by a policy of insurance covering liability to third parties for errors and omissions in respect to the above project, in the amount of at least One Million Dollars (\$1,000,000.00);
- c) I have enclosed a copy of my certificate of insurance coverage indicating the particulars of such coverage;
- d) I am a registered professional; and
- e) I will notify the building official in writing immediately if the undersigned's insurance coverage is reduced or terminated at any time during construction.

Name (PRINT)

Signature

Date

Address (PRINT)

Phone

(Affix professional seal here)

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

I am a member of this firm:

Name of Firm (PRINT)

Address (PRINT)

I sign this letter on behalf of myself and the firm.

Note: This Confirmation letter must be signed by a registered professional. The BC Building Code defines a registered professional as a person who is registered or licensed to practice (a) as an architect under the Architects Act, or (b) as a professional engineer under the Engineers and Geoscientists Act

Regional District of Kootenay Boundary

BUILDING BYLAW No. 1753, 2021

Appendix F – Confirmation of Required Documentation

Building Permit Number: _____

Note:

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

	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)
- 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 & Report (include field work sheets)
 - ☐ ☐ Letter of Signed Contract from ULC Listed Monitoring Agency
- TAB 6 ☐ ☐ SPRINKLER SYSTEMS
 - ☐ ☐ Material and Test Certificate – Above ground piping
 - ☐ ☐ Material and Test Certificate – Underground piping
 - ☐ ☐ Fire Pump Test Report
- TAB 7 ☐ ☐ PROVINCIAL APPROVALS
 - ☐ ☐ Certificate to Operate Elevating Device (one per each device)
 - ☐ ☐ Health Approval (on-site sewage disposal)
 - ☐ ☐ Health Approval (food services)
- TAB 8 ☐ ☐ REGIONAL DISTRICT 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)

SignatureDate

Address (PRINT)Phone

Regional District of Kootenay Boundary

BUILDING BYLAW No. 1753, 2021

Appendix G – STOP WORK ORDER

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

BUILDING INSPECTION DEPARTMENT

STOP WORK ORDER

**YOU ARE HEREBY ORDERED TO CEASE
WORK ON THIS SITE IMMEDIATELY**

FOR THE FOLLOWING REASONS:

THIS CARD ONLY TO BE REMOVED BY BUILDING OFFICIAL

DATE

BUILDING & PLUMBING OFFICIAL

Regional District of Kootenay Boundary

BUILDING BYLAW No. 1753, 2021

Appendix H – DO NOT OCCUPY NOTICE

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

BUILDING INSPECTION DEPARTMENT

DO NOT OCCUPY

**YOU ARE HEREBY ORDERED TO CEASE
OCCUPANCY OF THIS BUILDING IMMEDIATELY**

Address: _____

FOR THE FOLLOWING REASONS:

THIS CARD ONLY TO BE REMOVED BY BUILDING OFFICIAL

DATE

BUILDING & PLUMBING OFFICIAL