



BYLAW No. 1924

Building Bylaw

A Bylaw for the Administration of the British Columbia Building Code and
Regulation of Construction in the Town of Smithers.

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Town of Smithers

BYLAW NO. 1924 - BUILDING

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

GIVEN that the Town Council

- A. may by bylaw regulate, prohibit, and impose requirements in respect to buildings and structures under sections 8(3)(g) and (l) of the *Community Charter* for the following under section 53(2):
 - I. the provision of access to a building or other structure, or to part of a building or other structure, for a person with disabilities;
 - II. the conservation of energy or water;
 - III. the reduction of greenhouse gas emissions;
 - IV. the health, safety or protection of persons or property;
- B. is enacting this bylaw to regulate construction and administer the British Columbia *Building Code* in Smithers in accordance with the *Community Charter* and the *Building Act*;
- C. has employed trained building officials for the purposes of this bylaw;

NOW THEREFORE the Council of the Town of Smithers enacts as follows:

PART 1: TITLE

Citation

- 1.1 This bylaw may be cited as "Bylaw No. 1924 - Building".

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 Town 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 Town or any *building official* of any responsibility for ensuring the compliance by any *owner*, his or her or their representatives or any employees, *constructors* or *designers* retained by the *owner*, with the *Building Code*, the requirements of this bylaw, or other applicable enactments, codes, or standards;
- c) providing any person, a warranty of design or workmanship with respect to any *building* or *structure* for which a *building permit* or *occupancy permit* is issued under this bylaw;
- d) providing any person, a warranty or assurance that *construction* undertaken under *building permits* issued by the Town is free from latent, or any, defects; or
- e) the protection of adjacent real property from incidental damage or nuisance.

PART 3: SCOPE AND EXEMPTIONS

Application

- 3.1 This bylaw applies to the geographical area of the Town and to land, the surface of water, air space, *buildings*, or *structures* in the Town.
- 3.2 This bylaw applies to the design, construction or *occupancy* of new *buildings* or *structures*, and the *alteration*, reconstruction, demolition, removal, relocation or *occupancy* or change of use or *occupancy* of *existing buildings* and *structures*.
- 3.3 This bylaw does not apply to
 - a) except as set out in Part 11 [*Retaining Walls*] of this bylaw, a fence;
 - b) an accessory *building* with a floor area of less than 10 square metres;
 - c) a trellis, an arbour, a wall supporting soil that is less than 1.2 metres in height, or other similar landscape *structures* on a parcel zoned for single-family *residential occupancy* uses under the Town's zoning bylaw;
 - d) a *building* or *structure* commonly known as "Canadian Standards Association Z240 MH series, Z241 series or A277 series", except as regulated by the Building Code. This exemption does not extend to on site preparations (foundations, mountings), connection to services and installation of appliances;

- e) Repair and maintenance of lawfully conforming structures where the level of life safety and building performance shall not be decreased below a level that already exists;
- f) Existing masonry chimneys;
- g) Sizing of ducting for HVAC systems;
- h) Hydronic heating systems;
- i) Decks that are less than 600mm above average grade and not attached to the main structure and have no walls or roofs;
- j) Polyethylene covered greenhouses;
- k) The replacement or repair of existing plumbing fixtures as long as venting and drainage systems remain unchanged,
- l) Roofing;
- m) The replacement of doors and windows as long as there is no change to the building structure;
- n) Temporary fabric parking or storage structures designed to store 2 or less vehicles;
- o) Site and factory-built wood heating installations will require the owner to provide a written inspection report by a WETT certified professional. The Building Official will use this documentation as assurance of Code compliance.

Limited Application to Existing Buildings

- 3.4 Except as provided in the *Building Code* or to the extent an *existing building* is under *construction* or does not have an *occupancy permit*, when an *existing building* has been *constructed* before the enactment of this bylaw, the enactment of this bylaw is not to be interpreted as requiring that the *building* must be *reconstructed* and *altered*, unless it is expressly so provided by this or another bylaw, regulation, or statute.
- 3.5 This bylaw applies if the whole or any part of an *existing building* is moved either within or into the Town, including relocation relative to parcel lines created by subdivision or consolidation. Part 12 applies to *building moves*.
- 3.6 If an *alteration* is made to an *existing building* the *alteration* must comply with this bylaw and the *Building Code* and the entire building must be made to comply with this bylaw and the *Building Code*, but only to the extent necessary to addresses

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

- 3.7 If an *alteration* creates an *addition* to an *existing building*, the *alteration* or *addition* must comply with this bylaw and the *Building Code* and the entire building must be made to comply with this bylaw and the *Building Code*, but only to the extent necessary to address any new infractions introduced in the remainder of the building as a result of the *alteration* or *addition*.

PART 4: PROHIBITIONS

- 4.1 A person must not commence or continue any *construction, alteration, excavation, reconstruction, demolition, removal, relocation* or change the use or *occupancy* of any *building* or *structure*, including other work related to construction
- a) except in conformity with the requirements of the *Building Code* and this bylaw; and
 - b) unless a *building official* has issued a valid and subsisting *permit* for the work under this bylaw.
- 4.2 A person must not *occupy* or *permit* the *occupancy* of any *building* or *structure* or part of any *building* or *structure*
- a) unless a subsisting *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 Town 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 signpost so it may be easily read from the public highway from which it takes its address.
- 4.9 A person must not contravene an administrative requirement of a *building official* made under section 6.6 or any other provision of this bylaw.
- 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 *building permit* under this bylaw.

PART 5: PERMIT CONDITIONS

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

Building Code, this bylaw and all other applicable codes, standards, and enactments.

PART 6: POWERS OF A BUILDING OFFICIAL

Administration

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

Refusal and Revocation of Permits

- 6.3 A *building official* may refuse to issue a *permit* if the proposed work will contravene the requirements of the *Building Code* or the provisions of this or any other bylaw of the Town.
- 6.4 A *building official* may revoke a *permit* if, in their opinion, the results of tests on materials, devices, construction methods, structural assemblies or *foundation* conditions contravene the *Building Code* or the provisions of this bylaw, or both, or if all *permits* required under this bylaw have not been obtained.
- 6.5 A *building official* may revoke a *permit* if, in their opinion,
- (a) a condition under which the *permit* was issued is not fulfilled;
 - (b) the *permit* was issued in error;

(c) the *permit* was issued based on false or incorrect information;

and the *building official* may deliver such permit revocation by mail to the *owner*.

Right of Entry

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

Powers

6.7 Subject to applicable enactments, a *building official* may by notice in writing require

- a) a person who contravenes any provision of this bylaw to comply with that provision 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 Town or other applicable enactments, or if there is deemed to be an *unsafe condition*, and may enter on property to affix or post a stop work order in the form prescribed by the *building official*;
- c) an *owner* to remove or prevent any unauthorized encroachment on a public parcel, a statutory right of way or easement, or a setback or yard required under an enactment;
- d) an *owner* to remove any *building* or *structure*, or any part of a *building* or *structure*, *constructed* in contravention of a provision of this bylaw;
- e) an *owner* to have work inspected by a *building official* prior to covering;
- f) an *owner* to uncover any work that has been covered without inspection contrary to this bylaw or an order issued by a *building official*;
- g) a person to cease any *occupancy* in contravention of a provision of this bylaw;
- h) a person to cease any *occupancy* if any *unsafe condition* exists because of work being undertaken but not complete and where the *building official* has not issued a final inspection notice for the work;
- i) an *owner* to correct any *unsafe condition*; and
- j) an *owner* to correct any work that contravenes this bylaw, the *Building Code*, or any other enactment.

- 6.8 Every reference to “*owner*” in section 6.7 includes a reference to the *owner’s* agent or *constructor*.
- 6.9 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*, including a *pool* or *retaining wall* more than 1.2m in height;
 - b) moving a *building* or *structure* into or within the Town;
 - c) demolishing a *building* or *structure*;
 - d) *occupying* a new *building* or *structure*;
 - e) *constructing* a masonry fireplace or installing a wood-burning appliance or chimney, whether attached to, part of or detached from a *building*.
 - f) changing the 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*.

Owner’s Obligations

- 7.3 Every *owner* must
- a) comply with the *Building Code*, the requirements of this bylaw and the conditions of a *permit*, and must not omit any work required by the *Building Code*, this bylaw or the conditions of a *permit*;
 - b) ensure that all *permits*, all plans, and specifications and supporting documents on which a *permit* was based, all 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 Town an *owner's* undertaking in the form attached as Appendix E, where required by the *building official*.

7.4 Every *owner* and every *owner's agent*, must carry out *construction* or have the *construction* carried out in accordance with the requirements of the *Building Code*, this bylaw and other bylaws of the Town 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 or their *agent*, from full and sole responsibility to perform the work in strict accordance with this bylaw, the *Building Code* and all other applicable codes, standards and enactments.

7.5 Every *owner* must allow a *building official* to enter any *building* or premises at any reasonable time to administer and enforce this bylaw. Every *owner* to whom a *permit* is issued must, during construction,

- a) post the civic address on the property so that it may be easily read from the public highway from which the property takes its address; and
- b) post the *permit* on the property so that it may be easily read from the public highway from which the property takes its address.

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 In addition to payment of a security deposit under sections 10.11 to 10.15, every *owner* must pay to the Town, within 30 days of receiving an invoice for same from the Town, 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 Town a vacancy date;

- b) pay capping and inspection chamber installation fees as set out in the Town'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 Town standard inspection chamber and valve arrangement.
- 7.9 Every *owner* must ensure that, on completion of all demolition procedures, all debris and fill are cleared, and the *site* is levelled or graded, or made safe if levelling and grading are not possible.
- 7.10 Every *owner* of a building that has suffered damage from a fire shall, within 24 hours after the fire investigation is complete, ensure the building is secured and safe to public health.

Notice

- 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 24 hours 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 10.29 to 10.44, every *owner* must give at least 48 hours' 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 the non-refundable fee set out in Appendix A immediately upon any change in ownership or change in the address of the *owner* which occurs prior to the issuance of an *occupancy permit*.
- 7.15 Every *owner* must give such other notice to a *building official* as may be required by the *building official* or by a provision of this bylaw.

PART 8: OBLIGATIONS OF OWNER'S CONSTRUCTOR

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

PART 9: REGISTERED PROFESSIONAL'S RESPONSIBILITIES

Professional Design and Field Review

- 9.1 The provision by the *owner* to the Town of letters of assurance in accordance with the requirements of the *Building Code* shall occur prior to
 - a) the pre-occupancy site review coordinated by the coordinating registered professional or other registered professional for a complex building, or
 - b) 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 Town 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 F to this bylaw.

Requirement for a Registered Professional

- 9.3 The *owner* must retain a *registered professional* to provide a *professional design* and plan certification and letters of assurance in the form of Schedules A, B, C-A and C-B referred to in subsection 2.2.7, Division C, of the *Building Code*, in respect of a *permit* application
 - a) prior to the pre-occupancy site review coordinated by the *coordinating registered professional* or other *registered professional* for a *complex building*, or

- b) prior to 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 Town 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 *building* that is designed with common egress systems for the occupants and requires the use of *firewalls* in accordance with the *Building Code*;
- d) prior to *alterations* to a *building*, or to a structural component of a *building* described in paragraph (b);
- e) for a *building* in respect of which the *building official* determines that site conditions, size or complexity so warrant in the interests of safety of persons or protection of property under the *Building Code*;
- f) if the *building* envelope components of the *building* fall under Division B Part 3 of the *Building Code*, the *building* contains more than two dwellings, or if the *building* envelopes do not comply with the prescriptive requirements of Division B Part 9 of the *Building Code*; and
- g) for a parcel of land on which a *building* or *structure* is proposed if the *building official* believes the parcel is or is likely to be subject to flooding, mud flows, debris flows, debris torrents, erosion, land slip, rock falls, subsidence or avalanche, and the requirement for a *professional design* is in addition to a requirement under Division 8 of Part 3 of the *Community Charter*
 - I. for a report certified by a professional engineer with experience in geotechnical engineering that the parcel may be used safely for the use intended, and
 - II. that the plans submitted with the application comply with the relevant provisions of the *Building Code* and applicable bylaws of the Town.

9.4 The *building official* may require any *registered professional* carrying out the *professional design* and *field review* required under section 9.3 to provide evidence that they have experience and expertise in respect of the *professional design* and *field review* of the context and scope required.

Professional Plan Certification

9.5 The letters of assurance in the form of Schedules A and B as referred to in subsection 2.2.7, Division C, of the *Building Code* referred to in sections 9.1 and 9.3 are relied upon by the Town and *its building officials* as certification that the

design and plans to which the letters of assurance refer comply with the *Building Code*, this bylaw and other applicable enactment.

- 9.6 Letters of assurance must be in the form of Schedules A and B referred to in subsection 2.2.7, Division C, of the *Building Code*.
- 9.7 For a building permit issued for the construction of a *complex building*, the building official shall provide the *owner* with a notice that the *building permit* is issued in reliance on the certification of the *registered professional* that the *professional design* and plans submitted in support of the application for the *building permit* comply with the *Building Code* and other applicable enactments. Any failure on the part of the building official to provide the *owner* with the notice will not diminish or invalidate the reliance by the Town or its *building officials* on the *registered professionals*.
- 9.8 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).

PART 10: BUILDING APPLICATION REQUIREMENTS

Requirements Before Applying for a Building Permit

- 10.1 Prior to issuance of a *building permit*, the *owner* must satisfy the following requirements or conditions:
- a) the *owner* must apply for and obtain a development permit if the *building* or *structure* is in an area designated by the Town's Official Community Plan as a development *permit* area;
 - b) the *owner* must ensure that the proposed *building* or *structure* complies with all bylaws of the Town, except to the extent a variance of a bylaw is authorized by a development *permit*, development variance permit or order of the Board of Variance;
 - c) an approving officer must have approved the subdivision plan that, once registered, would create the parcel on which the proposed *building* or *structure* will be *constructed*, and the subdivision plan must have been registered in the Land Title Office;
 - d) the *owner* must provide evidence to the *building official* showing that the person applying for the *building permit* is either the *owner* of the parcel that is the subject of the proposed *building permit*, or is the *agent* of the *owner*, in which case, the *agent* must provide the name and contact information of the *owner*;

- e) if the parcel that is the subject of the *building permit* application is not intended to be connected to the Town's sewage disposal system, the *owner* must apply for and obtain approval from the Town and other applicable public authorities for an alternate *private sewage disposal system*;
- f) if the parcel that is the subject of the *building permit* application is not intended to be connected to the Town's waterworks system, the *owner* must apply for and obtain approval from the Town and other applicable public authorities for an alternate water supply system;
- g) if the parcel that is the subject of the *building permit* application is not intended to be connected to The Town's storm water drainage system, the *owner* must apply for and obtain approval from the Town and other applicable public authorities for the alternate storm water drainage and detention system; and
- h) if all on site and off site works and services required by a Town bylaw or other enactment have not been completed in accordance with the enactments, the *owner* must enter into a completion agreement with the Town and deliver to the Town letters of credit or cash security for completion of the works and service.

Building Permit Applications for Complex Buildings

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

- a) be made in the form attached as Appendix A to this bylaw and signed by the *owner*, or a signing officer if the *owner* is a corporation;
- b) be accompanied by the *owner's* acknowledgement of responsibility and undertaking made in the form attached as Appendix E 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 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;
- f) include a site plan prepared by a *registered professional* showing

- I. the bearing and dimensions of the parcel taken from the registered subdivision plan;
- II. the legal description and civic address of the parcel;
- III. the location and dimensions of *existing* and proposed statutory rights of way, easements, and setback requirements, adjacent street, and lane names;
- IV. the location and dimensions of *existing* and proposed *buildings* or *structures* on the parcel;
- V. setbacks to the natural boundary of any lake, swamp, pond, or watercourse;
- VI. north arrow;
- VII. if applicable, location of an approved *existing* or proposed private or other alternative sewage disposal system, water supply system or storm water drainage system;
- VIII. zoning compliance summary;
- IX. the location, dimensions and gradient of parking and parking access;
- X. proposed and *existing* setbacks to property lines;
- XI. natural and finished grade at *building* corners and significant breaks in the building plan and proposed grade around the *building* faces in order to ascertain *foundation* height;
- XII. first storey floor elevation;
- XIII. location, setbacks, and elevations of all *retaining walls*, steps, stairs and decks;
- XIV. line of upper floors;
- XV. location and elevation of curbs, sidewalks, manholes, and service poles;
- XVI. location of *existing* and proposed service connections;
- XVII. location 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 Town'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*;

- g) 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;
- h) include a cross-section through the *building* or *structure* in sufficient detail and locations to illustrate *foundations*, drainage, ceiling heights and constructions systems;
- i) 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 Town zoning bylaw and development permit;
- j) include cross-sectional details drawn at an appropriate scale and at sufficient locations to illustrate that the *building* conforms to the *Building Code*;
- k) 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*;
- l) 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;
- m) include a letter of assurance in the form of Schedule A referred to in subsection 2.2.7 Division C of the *Building Code*, signed by the *owner*, or a signing officer if the *owner* is a corporation, and the *coordinating registered professional*;
- n) include letters of assurance in the form of Schedule B referred to in subsection 2.2.7 Division C of the *Building Code*, each signed by such *registered professionals* as the *building official* or *Building Code* may require to prepare the design for and conduct *field reviews* of the construction of the *building*;

- o) include two sets of drawings at a suitable scale of the design prepared by each *registered professional* containing the information set out in (g) to (k) of this section; and
 - p) include illustration of any slopes on the subject parcel that exceed 30%.
- 10.3 In addition to the requirements of section 10.2 of this bylaw, a *building official* may require the following to be submitted with a *permit* application for the construction of a *complex building* if the complexity of the proposed *building* or *structure* or siting circumstances warrant
- a) site servicing drawings, including sufficient detail of off-site services to indicate locations at the property line, prepared and sealed by a *registered professional*, in accordance with the Town's Subdivision Servicing & Development Standards bylaw;
 - b) a section through the site showing grades, *buildings*, *structures*, parking areas and driveways; and
 - c) any other information required by the *building official* or the *building code* to establish substantial compliance with this bylaw, the *building code* and other bylaws and enactments relating to the *building* or *structure*.

Building Permit Applications for Simple Buildings

- 10.4 An application for a *building permit* with respect to a *simple building* must
- a) 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;
 - b) be accompanied by the *owner's* acknowledgment of responsibility and undertaking made in the form attached as Appendix E 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 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 showing
 - l. the bearing and dimensions of the parcel taken from the registered subdivision plan;

- II. the legal description and civic address of the parcel;
- III. the location and dimensions of *existing* and proposed statutory rights of way, easements and setback requirements, adjacent street and lane names;
- IV. the location and dimensions of *existing* and proposed *buildings* or *structures* on the parcel;
- V. setbacks to the natural boundary of any lake, swamp, pond or watercourse;
- VI. north arrow;
- VII. if applicable, location of an approved *existing* or proposed alternative private or other sewage disposal system, water supply system or storm water drainage system;
- VIII. the location, dimensions and gradient of parking and parking access;
- IX. proposed and *existing* setbacks to property lines;
- X. natural and finished grade at *building* corners and datum determination points;
- XI. *first storey* floor elevation;
- XII. location, setbacks, and elevations of all *retaining walls*, steps, stairs and decks;
- XIII. line of upper floors;
- XIV. location and elevation of curbs, sidewalks, manholes and service poles;
- XV. location of *existing* and proposed service connections;
- XVI. location and species of all trees greater than 10 centimetres in diameter;
- XVII. location of top bank and water courses;
- XVIII. access routes for firefighting;
- XIX. *accessible* paths of travel from the street to the *building*;
- XX. 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 Town'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, including thermal and building envelope assemblies;
- 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* and to illustrate that the *building* or *structure* conforms with the Town's Zoning Bylaw and Development Permit;
- i) include cross-sectional details drawn at an appropriate scale and at sufficient locations to illustrate that the *building* or *structure* substantially conforms to the *Building Code*;
- 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, at the request of the building official 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 (f) to (i) of this section; and
- n) include a *Building Code* compliance summary including the applicable edition of the *Building Code*, such as, without limitation, whether the *building* is designed under Part 3 or Part 9 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 1,000 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 construction fire safety, material staging and trucking route plan;
- e) a section through the site showing grades, *buildings*, *structures*, parking areas and driveways;
- f) a roof plan and roof height calculations;
- g) structural, electrical, plumbing, mechanical or fire suppression drawings prepared and sealed by a *registered professional*;
- h) letters of assurance in the form of Schedule B referred to in Division C of the *Building Code*, signed by a *registered professional*; and
- i) any other information required by the *building official* or the *Building Code* to establish substantial compliance with this bylaw, the *Building Code* and other bylaws and enactments relating to the *building* or *structure*.

10.6 Notwithstanding any other provision of this bylaw, whenever in the opinion of the building official the proposed method of construction requires specialized technical knowledge or is not referenced in the *Building Code*, it may be required as a condition of the issuance of any building permit that all drawings, specifications and site plans or any part thereof be prepared, signed, and sealed by, and construction carried out under the supervision of a registered professional.

Site and Location Information

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

- a) establish, before *construction* begins, that all the provisions of this bylaw in relation to this information will be complied with;

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

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

- a) the *building permit* fee prescribed in Schedule E of the Fees and Charges Bylaw; and
- b) any fees, charges, levies, or taxes imposed by the Town and payable under an enactment at the time of issuance of the *building permit*.

In calculating the building permit fee, the fee will be based on the declared value of construction, or as accepted by the Building Inspector.

Valuation for Permits

10.9 The valuation of construction set out in the application for a permit shall be the total current monetary worth of all construction or work related to the building or structure, and shall include:

- a) site preparation and civil work including excavation and the use of hoisting, pile driving, compaction, or erection devices;
- b) all design documents, labour, and management, even if provided by the owner, or donated voluntarily by others, contractors profit and overhead, sales taxes and construction insurance; and
- c) all mechanical, electrical, plumbing, drainage, and gas installations necessary for the construction to its completed form.

10.10 The *building official* may place a value on the construction or work for the purpose of determining applicable permit fees by using an appropriate method from the "Marshall Valuation Services" publications updated with the "current cost multipliers," or such universal source or calculating valuation, as the *building official* deems reasonable, practical, and expedient.

Security Deposit with Building Permit Application

10.11 At the Town's discretion, an applicant for a building permit must pay to the Town, at the time of the application, the following security deposit:

- a) for a new single-family dwelling or *simple building*: \$2,000 and
- b) for a *complex building*: \$5,000.

10.12 The security deposit sum set out in section 10.11 of this Part;

- a) covers the cost borne by the Town to maintain, restore or replace any public works or public lands which are destroyed, damaged or otherwise impaired in the carrying out of the work referred to in any *building permit* held by the applicant;
- b) covers the cost borne by the Town to make the site safe if the *permit* holder abandons or fails to complete the work as designated on the *permit*;
- c) serves as the security deposit for provisional *occupancy* when the final inspection notice makes provision for a security deposit; or
- d) serves as a security deposit to effect compliance with any condition under which the *permit* was issued.

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

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

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

10.14 Any credit greater than the amount of the security deposit used by the Town for the purposes described in sections 10.11 to 10.13 of this Part will be returned to

the *permit* holder unless otherwise so directed by the *permit* holder. Any amount in excess of the security deposit required by the Town to complete corrective work to public lands, public works, or the site is recoverable by the Town from the *permit* holder, the *constructor* or the *owner* of the property.

- 10.15 If the proposed work includes *excavation* or construction on lands within 10 metres of works or services owned by the Town, the *owner* must deliver to the *building official* a signed agreement in a form prescribed by the Town's Director of Operations under which the *owner* acknowledges and agrees that any damage to municipal works or services arising from the construction associated with the *building permit* will be repaired by the *owner* at its expense and to the satisfaction of the Director of Operations, and the *owner* must deposit with the Town security in accordance with sections 10.11 to 10.14 of this Part.

Permit Fee Refunds

- 10.16 No fee or part of a fee paid to the Town may be refunded if construction of the *building* has started.
- 10.17 A *building permit* or other *permit* fee may be partially refunded as set out in Schedule E of the Fees and Charges Bylaw 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.
- 10.18 A *building permit* or other *permit* fee is not refundable after the *permit* has been extended under section 10.50 of this Part.

Design Modification

- 10.19 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 Town a *building permit* fee based on the plan review hourly rate set out in Schedule E of the Fees and Charges Bylaw.

Construction Before Permit Issued

- 10.20 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

10.21 A *building permit* or a mechanical *permit* application expires 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 Town.

Issuance of a Building Permit

10.22 If

- a) a completed application in compliance with sections 10.2 and 10.3 or sections 10.4 and 10.5 of this Part, including all required supporting documentation, has been submitted;
- b) the *owner* has paid all applicable fees set out in sections 10.8 to 10.18 of this Part;
- c) the *owner* or his or her or their representative has paid all charges and met all requirements imposed by any other statute or bylaw;
- d) the *owner* has retained a professional engineer or geoscientist if required under this bylaw;
- e) the *owner* has retained an architect if required under this bylaw; and
- f) no covenant, agreement, resolution or regulation of the Town 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 Town gives written notice to the *owner* that the *permit* is ready to be picked up by the *owner*.

10.23 Despite section 10.22, the *building official* may refuse to issue a *permit* when *he or she or they* have 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

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

- a) is covered by home warranty insurance; and

- b) the *constructor* is a licensed “residential builder” as defined in that Act.
- 10.25 Section 10.24 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*.
- 10.26 Every *permit* is issued subject to the *owner* and *constructor* maintaining compliance with the *Homeowner Protection Act* and negotiations under it during the term of the *permit*.

Partial Construction

- 10.27 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 10.49, 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 Town to do so.
- 10.28 If a *building permit* has expired and partial construction has progressed, with no extension requested of the *building official* under section 10.50, the site must be secured with permanent type fencing for protection of the public.

Conditions of a Building Permit

- 10.29 A *building permit* or an application for a *building permit* that is in process may not be transferred or assigned until the *owner* has notified the *building official* in writing, the *building official* has authorized the transfer or assignment in writing and the *owner* has paid the non-refundable fee required under Schedule E of the Fees and Charges Bylaw. The transfer or assignment of a *building permit* is not an extension of a *building permit*.
- 10.30 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

- 10.31 If a *registered professional* provides letters of assurance in accordance with this Part, the Town will rely solely on *field reviews* undertaken by the *registered professional* and the letters of assurance submitted pursuant to this bylaw and the *Building Code* as assurance that the construction substantially conforms to the

design, plans and specifications and that the construction complies with the *Building Code*, this bylaw and other applicable enactments respecting safety.

- 10.32 Despite section 10.31 of this Part, a *building official* may attend the site from time to time during the course of construction to ascertain that the *field reviews* are taking place and to monitor the *field reviews* undertaken by the *registered professionals*.
- 10.33 A *building official* may attend periodically at the site of the construction of *simple buildings* or *structures* to ascertain whether the work is being carried out in substantial conformance with the *building code*, this bylaw and any other applicable enactments concerning safety.
- 10.34 For all work in respect of *simple buildings* the *owner* must give at least 48 hours' notice to the Town 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) *excavation*, within 24 hours of the start of *excavation*;
 - c) *foundation* and footing forms, before concrete is poured;
 - d) prior to inspection under section 10.34(e), plumbing located below the finished slab level;
 - e) the preparation of ground, including ground cover when required, perimeter insulation on inside of concrete *foundation* walls and reinforcing steel;
 - f) below slab insulation;
 - g) installation of rough-in plumbing before it is covered;
 - h) installation of *building* services before being covered;
 - i) rough in of factory-built chimneys and fireplaces and solid fuel burning appliances;
 - j) framing, sheathing, fire stopping (including drywall in fire separations), bracing, chimney and ductwork, rough wiring, rough plumbing, exterior doors and windows, but prior to the installation of insulation, interior finishes, sheathing paper or exterior finishes which would conceal such work;
 - k) insulation and vapour barrier;
 - l) *construction* of an exterior deck if the deck serves as a roof;

- m) on-site *constructed* tubs or showers and tub or shower trap tests;
 - n) the installation of wall sheathing membrane, externally applied vapour or air barrier, stucco wire or lath, and flashings, but prior to the installation of exterior finishes which could conceal such work; and
 - o) the *health and safety aspects of the work* and the conservation, Greenhouse Gas (GHG) emission reduction and accessibility aspects of the work when the *building* or *structure* is substantially complete, ready for *occupancy* but prior to *occupancy*.
- 10.35 A *building official* will only carry out an inspection under section 10.34 if the *owner* or the *owner's agent* has requested the inspection online or in writing in accordance with this bylaw.
- 10.36 Despite the requirement for the *building official's* acceptance of the work outlined in section 10.34, if a *registered professional* provides letters of assurance, the Town will rely solely on *field reviews* undertaken by the *registered professional* and the letters of assurance submitted pursuant to this bylaw as assurance that the aspects of the construction referenced by those letters of assurance substantially conform to the *design*, plans and specifications and that the construction complies with the *building code*, this bylaw and other applicable enactments respecting safety.
- 10.37 No person may conceal any aspect of the work referred to in section 10.34 of this bylaw until a *building official* has *accepted* it in writing.
- 10.38 For work in respect of *complex buildings*, the *owner* must
- a) give at least 48 hours' online or written notice to the Town when requesting a preconstruction meeting with the *building official* prior to the start of construction, and the *owner* or his or her or their representative must ensure that the *coordinating registered professional*, the *constructor*, as well as representatives of major trades, are in attendance;
 - b) give at least 48 hours' online or written notice to the Town 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 Town requirements and other enactments respecting safety and the conservation, Greenhouse Gas (GHG) emission and accessibility aspects of the work; and

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

Stop Work Order

- 10.39 The *building official* may direct the immediate suspension or correction of all or a portion of the construction on a *building or structure* by attaching a stop work order notice in the form described in Appendix I on the premises whenever it is found that the work is not being performed in accordance with the requirements of the *Building Code*, any applicable bylaw of the Town or the applicable provisions of the *Homeowner Protection Act*.
- 10.40 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.
- 10.41 If a *registered professional's* services are terminated, the *owner* must immediately stop any work that is subject to his or her or their *design or field review* and the *building official* is deemed to have issued a stop work order under section 10.39.
- 10.42 The *owner* must immediately, after the posting of a notice under section 10.39, secure the construction and the lands and premises surrounding the construction in compliance with the safety requirements of every statute, regulation or order of the Province or of a provincial agency and of every applicable bylaw of the Town.
- 10.43 Subject to section 10.39, no work other than the required remedial measures may be carried out on the parcel affected by the notice referred to in section 10.34 until the stop work order notice has been removed by the *building official*.
- 10.44 The notice referred to in section 10.39 must remain posted on the premises until that which is contrary to the enactments has been remedied.

Do Not Occupy Notice

- 10.45 If a person occupies a *building or structure* or part of a *building or structure* in contravention of this bylaw, a *building official* may post a Do Not Occupy Notice in the form prescribed by the *building official* on the affected part of the *building or structure*.

10.46 If a notice is posted under section 10.45, the *owner* of a parcel on which a Do Not Occupy Notice has been posted, and every other person, must cease *occupancy* of the *building* or *structure* 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*.

Unsafe Conditions

10.47 If the supply of electricity or natural gas has been disconnected due to a hazardous or potentially hazardous situation existing in the *building* or *structure* or part thereof, the supply of electricity or natural gas to the *building* or *structure* shall not be reconnected, and the *building* shall not be occupied until

- a) The owner has applied to the *building official* for a special safety inspection pursuant to this part;
- b) The *building*, *structure* or part thereof has been inspected by the building official and, if considered necessary by the building official, by the Fire Chief for compliance with this bylaw and any other bylaws or Provincial statutes or regulations relating to building, electrical, gas or fire safety;
- c) The *owner* has obtained permits required to carry out the works necessary to bring the *building*, *structure*, or part thereof into compliance with bylaws, statutes, and regulations; and
- d) All work required by the *building official* has been completed and the building or structure has been brought into compliance with bylaws, statutes, and regulations.

Inspection and Other Fees

10.48 In addition to the fees required under other provisions of this bylaw, the *owner* must pay the non-refundable fee set out in Schedule E of the Fees and Charges Bylaw.

- a) a second and each subsequent re-inspection where it has been determined by the *building official* that due to non-compliance with the provisions of this bylaw or due to non-complying work, more than one site visit is required for any required inspection;
- b) a special inspection during the Town'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) inspection required under this bylaw which cannot be carried out during the Town's normal business hours.

Permit Expiration

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

- a) the work authorized by the *permit* is not commenced within 180 days from the date of issuance of the *permit*;
- b) work is discontinued for a period of 180 days; or
- c) the work is not completed within two years of the date of issuance of the *permit*.

Permit Extension

10.50 A *building official* may extend the period set out under section 10.49 for only one period, 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 Schedule E of the Fees and Charges Bylaw, has been paid.

Building Permit Cancellation

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

10.52 On receipt of the written cancellation notice, the *building official* must mark on the application, and a *permit* if applicable, the date of cancellation and the word "cancelled".

10.53 If the *owner*, or his or her or their *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".

10.54 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 Schedule E of the Fees and Charges Bylaw, less

- a) any non-refundable portion of the fee; and
- b) 15% of the refundable portion of the fee.

Occupancy

10.55 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*.

10.56 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 7.11 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 Town as-built plans of works and *services* in digital format as required by the Town;
- d) the *owner* has provided to the Town a *building* survey prepared by a British Columbia Land Surveyor showing the *building* height, size, location and elevation determined in accordance with the Town's land use regulations;
- e) all other documentation required under applicable enactments has been delivered to the Town; and
- f) the *owner* has delivered to the Town as-built drawings of the *building* or *structure* in digital format as required by the Town.

10.57 When a *registered professional* provides letters of assurance in accordance with this bylaw, the Town will rely solely on the letters of assurance when issuing a final report authorizing *occupancy* as assurance that the items identified on the letters of assurance substantially comply with the *design*, the *building code*, this bylaw, and other applicable enactments respecting safety.

10.58 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, Greenhouse Gas (GHG) emissions and conservation; and
- b) the requirements set out in section 10.57 have been met with respect to it.

10.59 A final inspection notice may not be issued unless

- a) all letters of assurance and the Confirmation of Required Documentation described in Appendix G 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 10.31 through 10.38 of this bylaw have both been inspected and *accepted*;
- c) the *owner* has executed and delivered to the Town every agreement, instrument or form required by the Town in relation to the work or the site; and
- d) all required offsite works respecting safety have been completed.

10.60 A *building official* may issue a provisional occupancy permit provided the essential services relating to life, safety and health have been met, and the building official may require the owner to provide a security deposit and determine a specified time limit for the provisional occupancy permit.

Temporary Buildings

10.61 Subject to the bylaws of the Town and orders of Council, the *building official* may issue a *building permit* for the erection or placement of a *temporary building* or *structure* for *occupancy* if

- a) the *permit* is for a period not exceeding one year; and
- b) the *building* or *structure* is located in compliance with the Town's zoning bylaw, built in compliance with the *Building Code* and this bylaw, and connected, as required by enactments, to Town utility services.

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

- a) plans and supporting documents showing the location and *building height* of the *building* or *structure* on the parcel;

- b) plans and supporting documents showing construction details of the *building* or *structure*;
- c) a statement by the *owner* indicating the intended use and duration of the use;
- d) plans and supporting documents showing the proposed parking and loading space;
- e) a written description of the *project* explaining why the *building* is temporary;
- f) a copy of an issued development *permit*, if required;
- g) in the case of a manufactured *building*, a CSA label in respect of manufacture and, without limitation, a Quonset or other steel *building* must be certified in accordance with CSA Standard A660;
- h) a report or drawing by an engineer, architect or designer confirming compliance with the *Building Code*, this bylaw, the Town's zoning bylaw and other applicable bylaws;
- i) security in the form of cash or a letter of credit for 10% of the value of the *temporary building*, which security
 - I. may be used by the Town to remove the *building* after one year of the date of the final inspection required under this bylaw; or
 - II. must be returned to the *owner* if the *owner* removes the *temporary building* within one year of the date of the final inspection of the *temporary building* required under this bylaw; and
- j) in the case of a *temporary building*, information to comply with article 1.1.1.1(2)(f), Division C of the *Building Code*.

10.63 Before receiving a *building permit* for a *temporary building* or *structure* for *occupancy*, the *owner* must pay to the Town the applicable *building permit* fee set out in Schedule E of the Fees and Charges Bylaw.

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

Sanitary Facilities

10.65 During the time a *building permit* has been issued and remains valid under this bylaw, at the discretion of the building official, the *owner* must provide on the parcel of land in respect of which the *permit* has been issued, sanitary facilities for the disposal of human waste from individual persons who enter on the parcel in relation to the work referred to in the *permit*, which facilities must be accessible

and unlocked when not occupied while work is being carried out on the parcel under this bylaw, and every sanitary facility that is not connected to a

- a) sanitary sewer; or
- b) septic disposal system approved under the *Health Act*,

by plumbing that complies with the *Building Code* and this bylaw, must be provided, at all times the facility is required under this bylaw, with toilet paper, a locking door for privacy, and ventilation, and must be kept in sanitary condition without leaking beyond the facility and without overflowing within the facility. Such facilities must be located so as not to create a nuisance to neighbouring parcels or highways.

PART 11: RETAINING WALLS AND GRADES

- 11.1 No person may construct, or structurally repair, a *retaining wall* more than 1.2m in height without a *building permit*.
- 11.2 Except as certified by a professional engineer with expertise in geotechnical engineering registered in the province of British Columbia, fill material placed on a parcel, unless restrained by permitted *retaining walls*, must not have a surface slope exceeding a ratio of one linear unit vertically to two linear units horizontally.
- 11.3 Without limiting section 11.2, no person may occupy a *building* unless the finished *grade* complies with all applicable enactments.

PART 12: BUILDING MOVE

- 12.1 No person may move a *building* or *structure* into or within the Town
 - 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*.

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 Town

- a) 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
 - b) until such time as the *building* is removed from the site or has been demolished.
- 13.2 Despite section 13.1, the Town's Director of Development Services 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: POOLS

Swimming Pool Permit and Fencing

- 14.1 Without limiting section 5.1 of this bylaw, a person must not construct, or structurally repair, a swimming *pool* without a valid *building permit*.
- 14.2 A swimming *pool*, including a spa or hot tub must be enclosed within a fence constructed without footholds or grips that children may use to climb into the enclosed area, having a minimum height of 1.2 metres and no openings greater than 100 mm at their greatest dimension.

Pool Gate

- 14.3 Access through a fence enclosing a swimming *pool*, spa or hot tub must be only through a self-closing and self-latching gate designed and constructed or installed so as to cause the gate to return to a closed position when not in use and secured by a latch located on the swimming *pool*, spa or hot tub side of the gate.

Spa or Hot Tub Lid

- 14.4 In lieu of a fence, a spa or hot tub may be covered with a locking cover, which would prevent unauthorized access to the water.

Maintenance

- 14.5 A person may not use or *occupy* a swimming *pool*, including a spa or hot tub unless the *owner* or *occupier* of property on or in which a *pool*, spa or hot tub is located maintains every fence or cover required under sections 14.2 to 14.4 in good order and without limitation maintains and repairs in good order at all times all sagging gates, loose parts, torn mesh, missing materials, worn latches, locks or broken or binding members.

Leaks or Other Failures

- 14.6 A person may not obtain a valid and subsisting *building permit* for or use or *occupy* a swimming *pool* without first delivering to the *building official* at the time of the *building permit* application an opinion of a *registered professional* that the *design* of the *pool* will not cause or result in leaks or other failures of the *pool*.

PART 15: ACCESS ROUTE FOR FIRE VEHICLE

- 15.1 Prior to the issuance of a *building permit* for a *building* under Part 9 of the *Building Code*, the *owner* must satisfy the *building official* that the *building* or *structure* for which the *permit* is issued will be served by a fire access route that satisfies the following:
- a) the width of an access route must be not less than 6m;
 - b) the centerline radius of an access route must be 12m;
 - c) the overhead clearance of an access route must be 5m;
 - d) the gradient of the access route must not change more than 1 in 12.5 over a minimum distance of 15m;
 - e) the access route must comply with the bearing load and surface material standards of the Town's Subdivision Servicing & Development Standards bylaw, as amended, or replaced from time to time; and
 - f) the length above which a dead-end portion of an access route requires turnaround facilities is 90m.

PART 16: OFFENCES

Violations

- 16.1 Without limiting Part 4 of this bylaw, every person who

- a) violates a provision of this bylaw;
 - b) *permits*, suffers, or allows any act to be done in violation of any provision of this bylaw; and
 - c) neglects to do anything required to be done under any provision of this bylaw, commits an offence and on summary conviction by a court of competent jurisdiction, the person is subject to a fine of not more than \$10,000.00, or a term of imprisonment not exceeding three months, or both, in addition to the costs of prosecution. Each day during which a violation, contravention or breach of this bylaw continues is deemed to be a separate offence.
- 16.2 Every person who fails to comply with any administrative requirements issued by a *building official*, or who allows a violation of this bylaw to continue, contravenes this bylaw.
- 16.3 Every person who commences work requiring a *building permit* without first obtaining such a *permit* must, if a Stop Work notice is issued and remains outstanding for 30 days, pay an additional charge as outlined in Schedule E of the Fees and Charges Bylaw.

Deemed Offence

- 16.4 An *owner* is deemed to have knowledge of and be liable under this bylaw in respect of any construction on the parcel the *owner* owns and any change in the use, *occupancy* or both of a *building* or *structure* or part of a *building* or *structure* on that parcel.
- 16.5 No person is deemed liable under section 16.2 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.
- 16.6 Nothing in section 16.5 affects
- a) the Town'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.

Ticketing

- 16.7 The offences in Appendix H are designated for enforcement under section 264 of the *Community Charter*.

- 16.8 The following persons are designated as bylaw enforcement officers under section 264(1) (b) of the *Community Charter* for enforcing the offences in Appendix H: *building officials*, fire inspectors and persons designated by Council as bylaw enforcement officers.
- 16.9 The words or expressions set forth in Column 1 of Appendix H are authorized pursuant to section 264(1)(c) of the *Community Charter* to designate the offence committed under the bylaw section number appearing in Column 2 opposite the respective words or expressions.
- 16.10 The amounts appearing in Column 3 of Appendix H are the fines established pursuant to section 265(1)(a) of the *Community Charter* for the corresponding offence designated in Column 1.

PART 17: INTERPRETATION

Definitions

17.1 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 or their 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;

Building Code means the *British Columbia Building Code* as adopted by the Minister responsible under provincial legislation, as amended or re-enacted from time to time;

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

complex building means:

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

- I. *assembly occupancy*;
- II. *care occupancy*;
- III. *detention occupancy*;
- IV. *high hazard industrial occupancy*,
- V. *treatment occupancy*; or
- VI. *post-disaster building*,

b) a *building* exceeding 600 square 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;

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;

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;

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

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*;

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

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;

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

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

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

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

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

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 as per parts 10.8 and 10.9, or
- b) for all other construction, the greater of
 - I. the declared *value of the work*; or

the value calculated using a method stipulated in the "Marshall Valuation Service".

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

- a) set out in section 1.4.1.2 of the *Building Code* as of the date of the adoption of this bylaw: *accessible assembly occupancy, building, building area, building height, business and personal services occupancy, care occupancy, constructor, coordinating registered professional, designer, detention occupancy, excavation, field review, firewall, first storey, grade, high hazard industrial occupancy, industrial occupancy, low hazard industrial occupancy, major occupancy, medium hazard industrial occupancy, mercantile occupancy, occupancy, post disaster occupancy, private sewage disposal system, registered professional, residential occupancy, treatment occupancy or unsafe condition*;
- b) subject to this bylaw, set out in the Schedule to the *Community Charter*: *assessed value, highway, land, occupier, parcel, public authority, service and soil*; and
- c) subject to this bylaw, set out in section 29 of the *Interpretation Act*: *may, must, obligation, person, property, writing, written* and *year*.

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

17.4 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.

- 17.5 Definitions of words and phrases used in this bylaw that are not included in the definitions in this Part have the meanings commonly assigned to them in the context in which they are used in this bylaw, considering the specialized use of terms with the various trades and professions to which the terminology applies.

Appendices

- 17.6 Schedule E of the Fees and Charges Bylaw and Appendices A through J are attached to and form part of this bylaw.

Severability

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

PART 18: REPEAL

- 18.1 *BYLAW NO. 1673 CITED AS "BYLAW NO.1673 – BUILDING BYLAW" AND ANY AMENDMENTS THERETO, ARE HEREBY REPEALED.*

PART 19: IN FORCE

19.1 This bylaw comes into force on the date of adoption.

READ A FIRST TIME THIS 22ND DAY OF MARCH, 2022.

READ A SECOND TIME THIS 22ND DAY OF MARCH, 2022.

READ A THIRD TIME THIS 22ND DAY OF MARCH, 2022.

ADOPTED THIS 12TH DAY OF APRIL, 2022.

The Corporate Seal of the Town of Smithers
was hereto affixed in the presence of



Gladys Atrill
Mayor



Dianna Plouffe
Chief Administrative Officer

**CERTIFIED A TRUE AND CORRECT
COPY** cited as "Bylaw No.1924 – Building".



Duncan Malkinson
Corporate Officer

APPENDIX A - APPLICATION



APPLICATION FOR A BUILDING PERMIT

BUILDING BYLAW - APPENDIX A

MUNICIPAL OFFICE
1027 ALDOUS ST.
BOX 879
SMITHERS, B.C. V0J 2N0

TELEPHONE (250) 847-1600
FAX (250) 847-1601

**BUILDING
PERMIT NO:** _____

Application Fee: \$75.00 (or as per the Fees & Charges Bylaw)

Owner: _____ Email: _____

Civic Address: _____

Present Mailing Address: _____ Telephone: _____

Legal Description: Lot _____ Block or DL _____ Plan _____

Folio No: _____ P.I.D(s): _____

Class of Work: New _____ Addition _____ Alteration _____ Conversion _____ Moving _____ Demolition _____

Description of Work: _____

Standard Building _____ Complex Building _____ Owner's Undertaking of Building Foundation _____
(complete Form 'N') (complete Form 'M')

Estimated Cost of Project Including Labour: \$ _____

This Section for Commercial, Institutional and Industrial Projects:

Coordinating Registered Professional: _____ Address _____ Telephone _____

General Contractor: _____

The applicant shall, where required by the Building Inspector, include copies in duplicate of the Drawings and Specifications of the building with respect to the work that is to be carried out.

A building permit application expires 180 days from the date that a complete application is received if the permit has not been issued.

A permit is issued upon the condition that from the date the permit is issued:

- (a) the work is to be started within 180 days, or the permit expires;
- (b) the work is not to be discontinued or suspended for a period of more than 180 days; and
- (c) the work is completed within two years.

Any owner of property for which a permit is issued shall be responsible for the cost of repair of any damage to municipal works that occurs as a result of the work covered by the permit.

Neither the granting of a permit nor the approval of the drawings and specifications nor inspections made shall in any way relieve the owner of such building from full responsibility for carrying out the work or having the work carried out in accordance with the requirements of Municipal Bylaws and/or Provincial laws regulating building.

I HEREBY AGREE to indemnify and keep harmless the Town of Smithers and its employees against all claims, liabilities, judgments, costs and expenses of whatsoever kind which may in any way occur against the said Town and its employees in consequence of and incidental to the granting of the permit, if issued, and I further agree to conform to all requirements of the Building Bylaws in force in the Town of Smithers.

I hereby acknowledge that I have read this application and state that the above is correct.

(Signed by Owner or Authorized Agent)

Date

OFFICE USE ONLY

The following applicable fees are payable before a permit will be issued:

Municipal Services:	Size	Amount	T.P.W.O.#
Water Meter	_____	\$ _____	_____
Water Service Connection (Main to Property)	_____	_____	_____
Sewer Service Connection (Main to Property)	_____	_____	_____
Storm Sewer Connection (Main to Property)	_____	_____	_____
Culverts: _____ Length _____ and _____	_____	_____	_____
Curbs and Pavement Cuts	_____	_____	_____
Building Permit Fee		\$ _____	
Less 5% reduction for Complex building (if applicable)		- _____	
Total Payment Due		\$ _____	

Approved by Building Inspector and issuing permit is authorized.

Building Inspector

Date

APPENDIX B – INSPECTION LETTER



INSPECTIONS Building Bylaw – Appendix B

MUNICIPAL OFFICE
1027 ALDOUS ST.
BOX 879
SMITHERS, B.C. V0J 2N0

TELEPHONE (250) 847-1600
FAX (250) 847-1601

Date: <<mm/dd/year>>

Dear Sir or Madam,

BUILDING PERMIT NO: _____
FOLIO: 478. _____
ADDRESS: _____

Attached herewith is your approved Building Permit for the above referenced project. All construction must comply with the Town of Smithers' Building and Zoning Bylaws and the B.C. Building Regulations. Inspections are required at the following stages of the work. Inspections will be done between 9:00 a.m. and 2:30 p.m., Monday to Friday, with 24 hours' notice. **Please call Town of Smithers at 847-1600 to book an inspection.**

- ☐ Addressing staked or posted at work site
- ☐ Complex Building fee reduction to reflect reduced plan review by Building Inspector
- ☐ Excavation and Footings (prior to pouring concrete)
- ☐ Water and Sewer Service Connections (prior to backfilling)
- ☐ Foundations (prior to backfilling)
- ☐ Certificate of Location
- ☐ Rough-In Plumbing (with water test and prior to covering)
- ☐ Framing (prior to Insulation)
- ☐ Insulation and Vapor Barrier (prior to covering)
- ☐ Fire Separations
- ☐ Water Meter Installation
- ☐ Outstanding DP or DVP requirements
- ☐ Final
- ☐ Civic Address Assigned and Correctly Posted
- ☐ Lot Consolidation - Form 14 (if required)
- ☐ Occupancy

Please note that on new construction, a Certificate of Location prepared by a qualified surveyor is to be submitted to the Town prior to proceeding with the framing. Twenty-four hours prior notice of the Inspection is required.

Should you have any further questions, please feel free to contact me at 847-1600 between the hours of 8:00 a.m. and 3:00 p.m.

Sincerely,

Building Inspector

TO: BUILDERS AND CONTRACTORS

Please be advised that it is your responsibility to carry out all your building operations in a manner which protects, and does not damage, Municipal infrastructure such as sidewalks, curbs, pavement, water valves, hydrants, streetlights and manholes.

For example, sidewalks are not designed to take heavy wheel loads such as concrete trucks, etc. If you cannot avoid taking a heavy vehicle across a sidewalk, lay minimum 2" thick planks, parallel to the sidewalk, in order to spread the load as much as possible.

Should any damage to Municipal facilities occur immediately adjacent to your site or as a result of your activities, you will be held responsible for the full cost of proper repair. This also applies for any Municipal facilities covered over with any type of pavement.

Please also be advised that curbs or retaining structures bordering driveways may not be constructed any closer than 1 meter from Municipal curbs, sidewalks or pavement edges at an elevation higher than the curb, sidewalk or pavement edge, as the case may be. The Town will not be responsible for any damage to any curb or retaining structure built in contravention of the above restriction.

Please note that construction noise, which disturbs or tends to disturb persons in the neighborhood or vicinity, is prohibited. In particular, construction activity in a residential district may not be undertaken except during the hours of 7 a.m. to 10:00 p.m.



BUILDING BYLAW APPENDIX C – CLIMATIC DATA

Based on 2018 BC Building Code To be used for building design and construction in the Town of Smithers	
1. January 2.5% Design Temperature	-29°C
2. January 1% Design temperature	-31°C
3. July 2.5% Design Temperature (dry)	26°C
4. July 2.5% Design temperature (wet)	17°C
5. Annual Total Degree-Days below 18°C	5040
6. Elevation (geodetic)	500
7. Frost Penetration (based on local experience)	1.2m
8. Maximum 1 Day Rainfall	60mm
9. 15 Minute Rainfall	13mm
10. Annual Total Precipitation	500mm
11. Ground Snow Load	3.5kPa, plus 0.2 rain component
12. Wind Effect 1/10	0.31 kPa
13. Wind Effect 1/50	0.4 kPa
14. Seismic Design data Sa(0.2)	0.1
15. Moisture index	0.6
16. Radon Rough-in Required	Yes



BUILDING BYLAW

APPENDIX D – LETTER OF AUTHORIZATION

To whom it may concern:

Property Address: _____

Legal Description: _____

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

and hereby authorize:

Representative/Contact: _____

(PRINT)

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

E-mail: _____

Please check where applicable.

To represent me in an application for:

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

To obtain copies of:

- Building Permit Plans (Archive Copies)

Owner's Information:

Name: _____

(PRINT)

Address: _____

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

E-mail: _____

Date: _____ Signature: _____



BUILDING BYLAW
APPENDIX E – OWNERS UNDERTAKING

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

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 Town will rely on same.
2. I confirm that I have applied for a building permit pursuant to "Town Building Bylaw 2022, No. 1924" (the "Bylaw") and that I have carefully reviewed and fully understand all of the provisions of the Bylaw and in particular, understand, acknowledge and accept the provisions describing the purpose of the Bylaw, the conditions under which permits are issued, the disclaimer of warranty or representation and the limited extent of the scope of the Bylaw and inspections thereunder.
3. Without in any way limiting the foregoing, I acknowledge fully that it is my responsibility to ensure compliance with the *Building Code* and the Bylaw whether any work to be performed pursuant to the permit applied for is done by me, a contractor or a registered professional.
4. I am not in any way relying on the Town or its building officials, as defined under the Bylaw, to protect the owner or any other persons as set out in Part 3 of the Bylaw and I will not make any claim alleging any such responsibility or liability on the part of the Town or its building officials.
5. I hereby agree to indemnify and save harmless the Town and its employees from all claims, liability, judgments, costs and expenses of every kind which may result from negligence or from the failure to comply fully with all bylaws, statutes and regulations relating to any work or undertaking in respect of which this application is made.
6. I am authorized to give these representations, warranties, assurance and indemnities to the Town.

Owner's Information:

Name:

(PRINT)

Address:

Tel. No.: _____ Cell No.: _____ 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)

2. Where owner is a corporation:

Name of Corporation

Witness's Address

Per:

Signed, sealed and delivered in the presence of:

Authorized Signatory

Witness's Signature

Name

(PRINT)

Witness's Name

(PRINT)

3. Where owner is a partnership:

Name of Partnership

Per:

Authorized Signatory

Witness's Address

Signed, sealed and delivered in the presence of:

Witness's Signature

Witness's Name

(PRINT)

Name

(PRINT)

Witness's Address



BUILDING BYLAW
APPENDIX F – 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 Town 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 Town Building Bylaw 2020, No. 1924;
- 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)

(Affix professional seal here)

Phone

(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



BUILDING BYLAW
APPENDIX G – CONFIRMATION OF REQUIRED
DOCUMENTATION

Building Permit Number: _____

Note:

1. *The Confirmation of Required Documentation and all required documentation must be submitted to the 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 (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 ☐ ☐ TOWN APPROVALS
- ☐ ☐ Sprinkler Permit – Pre-occupancy Co-ordinated Review
- ☐ ☐ Fire Department Acceptance (Fire Safety Plan)
- ☐ ☐ Final Inspection (Building Inspector– pre-occupancy review)
- ☐ ☐ Developmental Engineering Final Inspection
- ☐ ☐ Planning Technicians Final Inspection
- TAB 9 ☐ ☐ DEFICIENCY LIST

Submitted by Coordinating Registered Professional

Name (PRINT)

Signature

Date

Address (PRINT)

Phone



BUILDING BYLAW
APPENDIX H – OFFENCES

COLUMN 1	COLUMN 2	COLUMN 3
DESIGNATED EXPRESSION	SECTION	FINE
Interference with building official's right of entry	6.6	\$500
Construction without building permit	4.1	\$300
Demolition without building permit	4.1	\$300
Moving building without building permit	4.1	\$300
Failure to having permit and supporting documents on site	7.3	\$200
Failure to post civic address	13.1	\$200
Failure to comply with permit conditions	5.4	\$300
Failure to obtain final inspection notice	10.34	\$300
Failure to obtain building official's written acceptance prior to concealing work	10.34	\$300
Failure to stop work after a registered professional's services are terminated	10.41	\$300
Violation of Stop Work Order	10.42	\$500
Violation of Do Not Occupy Notice	10.46	\$500



BUILDING BYLAW
APPENDIX I – STOP WORK ORDER

STOP WORK ORDER

PURSUANT TO THE SMITHERS BUILDING BYLAW, ALL WORK ON THE BUILDING WHEREUPON THIS NOTICE IS POSTED IS SUSPENDED BY ORDER OF THE BUILDING INSPECTOR.

PARTICULARS MAY BE OBTAINED AT THE OFFICE OF THE BUILDING INSPECTOR, MUNICIPAL HALL.

ANY PERSON WHO FAILS TO COMPLY WITH THIS ORDER WILL BE GUILTY OF AN OFFENCE AGAINST AND AN INFRACTION OF THE BYLAW AFORESAID FOR WHICH A PENALTY OF UP TO \$2000 AND THE COSTS OF PROSECUTION MAY BE IMPOSED.

IT IS UNLAWFUL FOR ANY PERSON TO ALTER OR REMOVE THIS NOTICE.

DATE

BUILDING INSPECTOR



BUILDING BYLAW
APPENDIX J – DO NOT OCCUPY

DO NOT OCCUPY

PURSUANT TO THE SMITHERS BUILDING BYLAW, THE BUILDING OR STRUCTURE WHEREUPON THIS NOTICE IS POSTED SHALL NOT BE OCCUPIED OR OTHERWISE USED BY ORDER OF THE BUILDING INSPECTOR.

PARTICULARS MAY BE OBTAINED AT THE OFFICE OF THE BUILDING INSPECTOR, MUNICIPAL HALL.

ANY PERSON WHO FAILS TO COMPLY WITH THIS ORDER WILL BE GUILTY OF AN OFFENCE AGAINST AND AN INFRACTION OF THE BYLAW AFORESAID FOR WHICH A PENALTY OF UP TO \$10,000 AND THE COSTS OF PROSECUTION MAY BE IMPOSED.

IT IS UNLAWFUL FOR ANY PERSON TO ALTER OR REMOVE THIS NOTICE.

DATE

BUILDING INSPECTOR