

CORPORATION OF THE VILLAGE OF ALERT BAY

BYLAW NO. 712

BUILDING BYLAW

WHEREAS the *Community Charter* empowers the Village of Alert Bay, to regulate, prohibit and impose requirements on buildings and structures within municipal boundaries;

AND WHEREAS the Province of British Columbia has adopted a building code to govern standards in respect of the construction, alteration, repair and demolition of buildings in municipalities in the Province;

AND WHEREAS it is deemed necessary to provide for the administration of the building code;

NOW THEREFORE the Council of the Village of Alert Bay, in open meeting assembled, enacts as follows:

1.0 Title

1.1 This Bylaw may be cited for all purposes as the "Village of Alert Bay Building Bylaw No. 712."

2.0 Definitions

2.1 In this Bylaw:

The following words and terms have the meanings set out in the 2006 *British Columbia Building Code*, as amended or replaced from time to time: **building, building area, building height, constructor, coordinating registered professional, designer, dwelling unit, field review, major occupancy, occupancy, owner, registered professional** and **residential occupancy**.

Building Code means the 2006 *British Columbia Building Code* as adopted, amended, added to or varied by Provincial Regulation under the authority of the *Local Government Act*, as amended or replaced from time to time and the 2006 *Fire Code* as adopted, amended, added to or varied by Provincial Regulation under the authority of the *Local Government Act*, as amended or replaced from time to time.

Development Permit Zone means an area designated by bylaw within which special requirements with respect to construction and/or earthworks may apply.

Mobile Home means a transportable dwelling unit, which arrives at the site where it is to be occupied, complete and ready for occupancy except for placing on foundation supports, connections of utilities, and some incidental assembly, and conforms to the Canadian Standards Association's Z240 MH Series 96 and Z241 Series 92 standards, but specifically excludes recreational vehicles.

Municipality means the Corporation of the Village of Alert Bay.

Permit means a **permit** required by or issued under this Bylaw, unless otherwise stated

Structure means anything that is constructed or erected on land, supported by or sunk into water, and includes swimming pools, and major improvements accessory to the principal use of land, but specifically excludes landscaping, paving improvements and signs under 0.56 square meters (6 square feet) in area, containing the words EXIT or ENTRANCE, signs temporarily erected for the purpose of the sale or lease of the property on which they are erected, or signs erected by the Municipality for any purpose.

3.0 Purpose of Bylaw

3.1 This Bylaw, shall, notwithstanding any other provision herein, be interpreted in accordance with this section.

3.2 This Bylaw has been enacted for the purpose of regulating construction within the **Municipality** in the general public interest. The activities undertaken by or on behalf of the **Municipality** under this Bylaw are for the sole purpose of providing a limited and interim spot-checking function for reason of public health and safety. It is not contemplated nor intended, nor does the purpose of this Bylaw extend:

3.2.1 to the protection of **owners**, owner/builders or **constructors** from economic loss;

3.2.2 to the assumption by the **Municipality** or of the **Municipality** of any responsibility for ensuring the compliance by any **owner**, his or her authorized agents or any employees, **constructors** or **designers** retained by him or her, with the **Building Code**, the requirements of this Bylaw or other applicable enactments respecting safety;

3.2.3 to providing any person a warranty of design or workmanship with respect to any **building** or **structure** for which a building permit or occupancy permit is issued under this Bylaw;

3.2.4 to providing a warranty or assurance that construction undertaken pursuant to building permits issued by the **Municipality** is free from latent, or any, defects;

3.2.5 to providing a warranty to any person that construction is in compliance with the **Building Code**, this Bylaw or any other enactment with respect to a **building** or **structure** for which a **permit** is issued under this Bylaw.

4.0 Permit Conditions

4.1 A **permit** is required whenever work regulated under this Bylaw is to be undertaken.

4.2 It shall be the full and sole responsibility of the **owner** (and where the **owner** is acting through an authorized agent, the authorized agent) to carry out the work in respect of which the **permit** was issued in compliance with the Building Code, this Bylaw and other applicable enactments, codes or standards.

4.3 Neither the issuance of a **permit** under this Bylaw nor the acceptance or review of plans, drawings or supporting documents, nor any inspections made by or on behalf of the **Municipality** shall in any way relieve the **owner** or his or her authorized agents from full and sole responsibility to perform the work in strict accordance with the Building Code, this Bylaw and other applicable enactments, codes or standards.

- 4.4 An owner of property for which a **permit** is issued shall conform to all requirements of this Bylaw and all other enactments and municipal bylaws applicable to the work for which the **permit** was issued.
- 4.5 Neither the issuance of a **permit** or a certificate of occupancy, under this Bylaw nor the acceptance or review of plans, drawings or specifications or supporting documents, nor any inspections made by or on behalf of the **Municipality** constitute in any way a representation, warranty, assurance or statement that the Building Code, this Bylaw and/or other applicable enactments, codes and standards have been complied with.
- 4.6 No person shall rely upon any **permit** as establishing compliance with this Bylaw or assume or conclude that this Bylaw has been administered or enforced according to its terms. The person to whom the building permit is issued and his or her authorized agents are responsible for making such determination.
- 4.7 No **permit** shall be issued for the construction of any residential, institutional, commercial or industrial building by the **Municipality** until the following essential services are provided for:
- a) Municipal water service
 - b) Municipal sanitary sewer service
 - c) A method of storm drainage disposal that does not tie into, or impact in any way, the municipal sanitary sewer service.

5.0 Scope and Exemptions

- 5.1 This Bylaw applies to the design, construction, and **occupancy** of new **buildings** and **structures**, and the alteration, reconstruction, demolition, removal, relocation, **occupancy** and change of **occupancy** of existing **buildings** and **structures**.
- 5.2 This Bylaw does not apply to:
- 5.2.1 **buildings** or **structures** exempted by Part 1 of the **Building Code**, including buildings or structures less than 5 m² in building area, except as expressly provided herein; and
 - 5.2.2 fences and retaining structures less than 2 metres (6.6 feet) in height.

6.0 Prohibitions

6.1 General

- 6.1.1 Work without Permits No person shall commence or continue any new construction, structural alteration, demolition, removal, or relocation of any **building** or **structure**, including excavation or other work related to construction unless the **MUNICIPALITY** has issued a valid and subsisting **permit** for the work.
- 6.1.2 Occupancy No person shall occupy or use any **building** or **structure** unless a valid and subsisting occupancy permit has been issued by the **Municipality** for the **building** or **structure**, or contrary to the terms of any **permit** issued or any notice given by the **Municipality**.

- 6.1.3 False Information No person shall knowingly submit false or misleading information to the **Municipality** in relation to any **permit** application or construction undertaken pursuant to this Bylaw.
- 6.1.4 Tampering with Notices No person shall, unless authorized in writing by the **Municipality**, reverse, alter, deface, cover, remove or in any way tamper with any notice, **permit** or certificate posted upon or affixed to a **building** or **structure** pursuant to this Bylaw.
- 6.1.5 Approved Plans No person shall do any work that is at variance with the accepted design or plans of a **building, structure** or other works for which a **permit** has been issued, unless that variance has been accepted in writing by the **Municipality**.
- 6.1.6 Obstruction No person shall obstruct the entry of any authorized official of the **Municipality** on property in the administration of this Bylaw.
- 6.1.7 Cessation of Work No person shall continue to do any work upon a building or **structure** or any portion of it after the **Municipality** has ordered cessation or suspension of work on it.
- 6.1.8 Contrary No person shall do work or carry out any construction contrary to a provision or requirement of the **Building Code**, this Bylaw or any other applicable enactment, code or standard.
- 6.1.9 Demolition No person shall demolish or deconstruct a **building** or **structure** unless the **Municipality** has issued a valid demolition permit.

7.0 Right to Enter:

- 7.1 Any authorized agent of the Municipality may enter any land, **building, structure**, or premises at any reasonable time for the purpose of ascertaining that the terms of this Bylaw are being observed.
- 7.2 Where any residence is occupied, the Municipality shall obtain the consent of the occupant or provide written notice to the occupant 24 hours in advance of entry.

8.0 Suspension or Correction of Work:

- 8.1 The Municipality may order the suspension or correction of any work which is being done, or has been done improperly under any **permit**.
- 8.2 The Municipality may order the cessation of work that is proceeding in contravention of the **Building Code**, this Bylaw or any other applicable enactment, code or standards by advising the permit holder by letter or by a written notice posted adjacent to the work.
- 8.3 The Municipality may direct the tests of material, devices, construction material, structural assemblies, or foundation conditions be undertaken, or sufficient evidence be submitted at the expense of the **owner**, where such test or

evidence are necessary to determine whether the materials, devices, construction materials or foundations meet the requirements of the **Building Code**, this Bylaw or any other applicable enactment. The records of such tests or evidence shall be kept available for inspection during the construction of the **structure** as required by the **Municipality**.

9.0 Permit Applications

- 9.1 Unless the work is exempted under section 5.2 of this Bylaw, every person shall apply for and obtain from the **Municipality** a:
- 9.1.1 building permit before constructing or making structural alterations to a **building** or **structure**;
 - 9.1.2 demolition permit before demolishing a **building** or **structure**;
 - 9.1.3 moving permit before relocating a **building** or **structure** or part thereof either within or into the **Municipality**.
- 9.2 Permit applications shall be made in the form provided by the **Municipality**, signed by the **owner** or *his or her authorized agent*, or a signing officer if the **owner** is a corporation.
- 9.3 An application for a building permit shall include:
- 9.3.1 the estimated cost of the completed construction, including the market value of all labour and materials;
 - 9.3.2 signed statement of **Owner's** Acknowledgement of Responsibility (Schedule B);
 - 9.3.3 a site plan, drawn to scale, showing:
 - 9.3.3.1 the legal description and civic address of the parcel;
 - 9.3.3.2 the bearing and dimensions of the parcel taken from the registered subdivision plan;
 - 9.3.3.3 the location and dimensions of all statutory rights of way, easements and setback requirements;
 - 9.3.3.4 the location and dimensions of all existing and proposed **buildings** or **structures** on the parcel;
 - 9.3.3.5 setbacks from the natural boundary of any sea, lake, swamp, pond or watercourse of all existing and proposed **buildings** or **structures**;
 - 9.3.3.6 setbacks from all property boundaries of all existing and proposed **buildings** or **structures**;
 - 9.3.3.7 the location, dimension, and gradient of parking and driveway access;

- 9.3.3.8 the location, dimension, and gradient of any sanitary sewer, water and storm sewer lines and connections;
- 9.3.4 floor plans showing the dimensions and uses of all areas: 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;
- 9.3.5 a cross section through the **building** or **structure** illustrating foundations, drainage, ceiling heights and construction systems;
- 9.3.6 elevations of all sides of the **building** or **structure** showing finish details, roof slopes, windows, doors, and finished grade;
- 9.3.7 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**;
- 9.3.8 copies of approvals required under any enactment relating to health or safety, including, but not limited to, sewage disposal permits, Ministry of Health approval, Liquor Control Board approval or other;
- 9.3.9 Copies of Letters of Assurance as required by the Building Code;
- 9.3.10 two complete sets of specifications and drawings, at a suitable scale, which must include all of the items listed in Sections 9.3.2 – 9.3.6.
- 9.4 All plans submitted with **permit** applications shall bear the name and address of the **designer** of the **building** or **structure** and the contractor undertaking the work.
- 9.5 When the application is in respect of a **building** that includes, or will include, a **residential occupancy**, the building permit must not be issued unless the **owner** provides evidence of compliance with the *Homeowner Protection Act*, including provision of an Owner Builder Declaration and Disclosure Notice form if the contractor undertaking the work is not a Licensed Residential Builder.
- 9.6 Each **building** or **structure** to be constructed on a site requires a separate building permit and shall be assessed a separate building permit fee.
- 9.7 In addition to the requirements of section 9.3, the following may be required by the **MUNICIPALITY** to be submitted with a building permit application where the project involves **buildings** exceeding 600 square metres (6458.5 square feet) in **building area** or exceeding 3 storeys in **building height**, or 2 or more buildings, which in the aggregate total more than 1,000 square metres (10,764.3 square feet), or 2 or more **buildings** that will contain 4 or more **dwelling units**, or otherwise where the complexity of the proposed **building** or **structure** or siting circumstances warrant:
 - 9.7.1 site servicing drawings, including sufficient detail of off-site services to indicate locations at the property line, prepared and sealed by a **registered professional**,

- 9.7.2 a section through the site showing grades, **buildings, structures**, parking areas and driveways;
 - 9.7.3 a roof plan and roof height calculations;
 - 9.7.4 architectural, structural, electrical, mechanical, plumbing or fire suppression drawings prepared and sealed by a **registered professional**;
 - 9.7.5 any other information required by the **MUNICIPALITY** 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**.
- 9.8 The **MUNICIPALITY** shall issue the **permit** for which the application is made when the following conditions are met:
- 9.8.1 a completed application including all required supporting documentation has been submitted;
 - 9.8.2 the proposed work set out in the application substantially conforms with the **Building Code**, this Bylaw and all other applicable bylaws and enactments;
 - 9.8.3 the **owner** or his or her authorized agent has paid all applicable fees prescribed in this Bylaw and accompanying schedules;
 - 9.8.4 the **owner** or his or her authorized agent has paid all fees and charges and met all requirements imposed by any other **Municipal** enactment or bylaw;
 - 9.8.5 no enactment, covenant, agreement, or regulation in favour of, or regulation of, the **Municipality** authorizes the **permit** to be withheld;
 - 9.8.6 the **owner** has retained a professional engineer or geoscientist if required by the provisions of this Bylaw, the **Building Code** or any other federal, provincial or **Municipal** enactment, including but not limited to, bylaws respecting Development Permit Zones;
 - 9.8.7 the **owner** has retained an architect if required by the provisions of this Bylaw, the **Building Code** or any other federal, provincial or Municipal enactment.
- 9.9 Every **permit** is issued upon the condition that the **permit** shall expire and the rights of the **owner** under the **permit** shall terminate if:
- 9.9.1 the work authorized by the **permit** is not commenced within 6 months from the date of issuance of the **permit**;
 - 9.9.2 work is discontinued for a period of 12 months;
 - 9.9.3 the work is not completed within 24 months from the date of issuance of the **permit**.
- 9.10 A **MUNICIPALITY** may extend the period of time set out under section 9.9 where construction has not been commenced or where construction has been discontinued due

to adverse weather, strikes, material or labour shortages, or similar hardship beyond the *owner's* control.

- 9.11 A **MUNICIPALITY** may issue a building permit for a portion of a **building** or **structure** before the design, plans and specifications for the entire **building** or **structure** have been accepted, provided sufficient information has been provided to the **Municipality** to demonstrate to the **MUNICIPALITY** that the portion authorized to be constructed substantially complies with this and other applicable bylaws and the **permit** fee applicable to that portion of the **building** or **structure** has been paid. The issuance of the **permit** notwithstanding, the requirements of this Bylaw apply to the remainder of the **building** or **structure** as if the permit for the portion of the **building** or **structure** had not been issued.
- 9.12 When a site has been excavated and a building **permit** is not subsequently issued or an existing building **permit** has expired in accordance with the requirements of this bylaw, but without the construction of the **building** or **structure** for which the building permit was issued having commenced, the **owner** shall fill in the excavation to restore the original gradients of the site within 60 days of being served notice by the **Municipality** to do so.
- 9.13 Neither the issuance of a **permit** under this Bylaw, the review and acceptance of the design, drawings, plans or specifications, nor inspections made by the **MUNICIPALITY**, shall constitute a representation or warranty that the **Building Code** or the Bylaw have been complied with or the **building** or **structure** meets any standard of materials or workmanship, and no person shall rely on any of those acts as establishing compliance with the **Building Code** or this Bylaw or any standard of construction.

10.0 Building Numbering

- 10.1 The **Municipality** may assign a number to all buildings.
- 10.2 The owner of a building, to which a building number has been assigned, shall permanently affix the number to the building in a place that can be readily observed from the street.
- 10.3 The number assigned to the building shall be a minimum of 100 millimetres (3.9 inches) in height, and must be clearly visible from the street.

11.0 Fees and Charges

- 11.1 An application made for a **permit** shall be accompanied by the appropriate permit processing fee calculated in accordance with Appendix A of this Bylaw; the permit-processing fee is non-refundable.
- 11.2 In addition to applicable fees and charges required under other bylaws, a permit fee, calculated in accordance with Appendix A shall be paid in full prior to issuance of any **permit** under this Bylaw.
- 11.3 The **owner** may obtain a refund of the permit fees pursuant to section 11.1 of this Bylaw when a **permit** is surrendered and cancelled before any construction begins, provided:

11.3.1 the refund shall not include the permit-processing fee paid pursuant to section 11.1 of this Bylaw.

11.3.2 No refund shall be made where construction has begun.

12.0 Professional Design and *Field Review*

12.1 When the **MUNICIPALITY** considers that the site conditions, size or complexity of a development or an aspect of a development warrant, it may require that a **registered professional** provide design and plan certification and **field review** by means of letters of assurance in the form set out by the **Building Code**.

12.2 Prior to the issuance of an occupancy permit in circumstances where letters of assurance are required by this Bylaw or by the **Building Code** the **owner** shall provide the **Municipality** with letters of assurance in the form provided by the **Building Code**.

13.0 Responsibilities of the *Owner*

13.1 Every **owner** shall ensure that all construction complies with the **Building Code**, this Bylaw, and other applicable enactments respecting public health and safety.

13.2 Every **owner** to whom a **permit** is issued shall be responsible for the cost of repair of any damage to **Municipality** works that occurs in the course of the work authorized by the **permit**.

13.3 Every **owner** to whom a **permit** is issued shall, during construction:

13.3.1 post and maintain the **permit** in a conspicuous place on the property in respect of which the **permit** was issued;

13.3.2 keep a copy of the accepted designs, plans and specifications on the property;

13.3.3 post the civic address on the property in a location visible from any adjoining streets.

14.0 Inspections

14.1 When a **registered professional** provides letters of assurance in accordance with this Bylaw, the **Municipality** will rely solely on **field reviews** undertaken by the **registered professional** and the letters of assurance submitted as assurance that the construction substantially conforms to the design and that the construction substantially complies with the **Building Code**, this Bylaw and other applicable enactments respecting safety.

14.2 Notwithstanding section 18.1 of this Bylaw, the **MUNICIPALITY** 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**.

14.3 The **Municipality** reserves the right to arrange for a qualified professional to inspect any **building** or **structure** at any stage of construction, including after construction is

considered to be complete, at any time for the purposes of determining whether the **building** or **structure** meets all the requirements of this Bylaw.

15.0 Occupancy Permits

- 15.1 No person shall occupy or change the class of occupancy of a **building** or **structure** or part of a **building** or **structure** until an occupancy permit has been issued in the form provided by the **Municipality**.
- 15.2 An occupancy permit shall not be issued unless all the requirements of this Bylaw have been met.
- 15.3 A **MUNICIPALITY** may issue an occupancy permit for part of a **building** or **structure** when the part of the **building** or **structure** is self-contained, provided with essential services and the requirements set out in section 19.2 of this Bylaw have been met with respect to it.

16.0 Retaining Structures

- 16.1 A **registered professional** shall undertake the design and conduct **field reviews** of the construction of a retaining structure greater than 2.0 metres (6.6 feet) in height. Copies of the design plan and **field review** reports prepared by the **registered professional** for all retaining structures greater than 2.0 metres (6.6 feet) in height shall be submitted to the **MUNICIPALITY** prior to acceptance of the works.

17.0 Moved or Relocated Buildings and Structures

- 17.1 When an existing **building** or **structure** is moved or relocated, the **building** or **structure** shall be certified, prior to placement on the site, as complying with this Bylaw and the **Building Code**.
- 17.2 A Relocation Permit in the form provided by the **Municipality** is required prior to the relocation of any **building** or **structure**.

18.0 Modular Homes, Mobile Homes and Park Model Trailers

- 18.1 Factory built housing and components shall be certified, prior to placement on the site, as complying with *Canadian Standards Association Standard*:
- 25.1.1 CAN/CSA-A277 "Procedures for Certification of Factory Built Housing;"
 - 25.1.2 CAN/CSA-Z240 MH "Mobile Homes;"
 - 25.1.3 CAN/CSA-Z241 "Park Model Trailer."
- 18.2 Factory built housing and components that are not certified, prior to placement on the site, shall conform to this Bylaw and to the applicable sections of the **Building Code**.
- 18.3 Foundation and anchorage design with respect to modular homes, mobile homes and park model trailers shall be prepared in accordance with the **Building Code** or *Canadian Standards Association Standard, CSA Z240.10.1, "Site Preparation, Foundation, and Anchorage of Mobile Home"*.

19.0 Demolition of *Buildings and Structures*

- 19.1 When a *building* or *structure* has been demolished and a building permit is not subsequently issued or a subsisting building permit has expired, but without the construction of the new *building* or *structure* for which the building permit was issued having commenced, the *owner* shall fill in the excavation to restore the original gradients of the site within 60 days of being served notice by the *Municipality* to do so.
- 19.2 A Demolition Permit in the form provided by the *Municipality* is required prior to the demolition of any *building* or *structure*.

20.0 Penalties and Enforcement

- 20.1 Every person who contravenes any provision of this Bylaw shall be liable to the fines prescribed in Schedule A of this Bylaw.
- 20.2 Every person who fails to comply with any order or notice issued by the *MUNICIPALITY*, or who allows a violation of this Bylaw to continue, contravenes this Bylaw.
- 20.3 A *MUNICIPALITY* may order the cessation of any work that is proceeding in contravention of the *Building Code* or this Bylaw or on the advice of a qualified professional, by posting a Stop Work notice in the form provided by the *Municipality*.
- 20.4 The *owner* of property on which a Stop Work notice has been posted, and every other person, shall cease all construction work immediately and shall not do any work until all applicable provisions of this Bylaw have been substantially complied with and the Stop Work notice has been rescinded in writing by the *MUNICIPALITY*.
- 20.5 Every person who commences work requiring a *permit* without first obtaining such a *permit* shall, if a Stop Work notice is issued and remains outstanding for 30 days, pay an additional charge equal to 25% of the permit fee prior to obtaining the required *permit*.
- 20.6 Where a person occupies a *building* or *structure* or part of a *building* or *structure* in contravention of this Bylaw the *MUNICIPALITY* may post a Do Not Occupy notice in the form provided by the *Municipality* on the affected part of the *building* or *structure*.
- 20.7 The *owner* of property on which a Do Not Occupy notice has been posted, and every person, shall cease *occupancy* of the *building* or *structure* immediately and shall refrain from further *occupancy* until all applicable provisions of the *Building Code* and this Bylaw have been substantially complied with and the Do Not Occupy notice has been rescinded in writing by the *MUNICIPALITY*.

21.0 Severability

If any provision of this Bylaw is for any reason declared invalid by a Court of competent jurisdiction, the decision shall not affect the validity of the remainder of this Bylaw.

22.0 Enactments

Any enactment referred to in this Bylaw is a reference to an enactment of the Province of British Columbia and its regulations, as amended, revised, consolidated or replaced from time to time, and any bylaw referred to in this Bylaw is a reference to an enactment of

the Council of the Village of Alert Bay, as amended, revised, consolidated or replaced from time to time.

23.0 Appendices

The following appendices, attached to this Bylaw, shall form part of this Bylaw:

- Appendix A - Permit Fees and Fines
- Appendix B - Owners Acknowledgement of Responsibility Form

24.0 Repeal

The following Village of Alert Bay bylaws and all their amendments are hereby repealed:

- Bylaw No. 49, 1975
- Bylaw No. 273, 1973
- Bylaw No. 300, 1975
- Bylaw No. 421, 1983
- Bylaw No. 512, 1989

READ a first time by the Municipal Council this 22nd day of August, 2007.

READ a second time by the Municipal Council this 10th day of September, 2008

READ a third time by the Municipal Council this 24th day of September, 2008

ADOPTED this 22nd day of October, 2008



Mayor



Chief Administrative Officer

CERTIFIED A TRUE COPY OF "Building Bylaw No. 712, 2008" AS ADOPTED BY MOTION # 14893 ON THE 22nd DAY OF October, 2008.



Chief Administrative Officer

APPENDIX A PERMIT FEES

DESCRIPTION	PERMIT FEE
<u>BUILDING PERMITS</u>	
<i>Buildings and Structures</i>	\$4/1000 of Construction + \$50 Processing Fee
Sign <i>structures</i>	\$50
<u>MOVING OR DEMOLITION PERMITS</u>	
<u>FINES FOR NON-COMPLIANCE</u>	
Undertaking construction without a valid permit	First Offence \$500 Second Offence \$1000 Further Offences \$2000 per incidence
Failure to comply with a Stop Work Order	\$2000

Construction values shall be determined by the contract price of construction as evidenced by a written contract between the property owner and the construction contractor undertaking the work, or, in the absence of a written contract the value of construction shall be assigned by the Municipality.

APPENDIX B

OWNER'S ACKNOWLEDGEMENT OF RESPONSIBILITY FOR WORK AUTHORIZED BY A VILLAGE OF ALERT BAY BUILDING PERMIT

I, _____, the owner or tenure holder, or the authorized agent of the owner or tenure holder, (HEREINAFTER CALLED THE 'OWNER' of property described as:

_____:

1. acknowledge that neither the issuance of a building permit by the Village of Alert Bay, nor the acceptance or review of plans, drawings or supporting documents, nor any inspections made by or on behalf of the Village of Alert Bay shall in any way relieve the OWNER from full and sole responsibility to perform or have the work performed in strict accordance with the 2006 BC Building Code and Fire Code, and any amendments to that code as such are made from time to time, and/or other applicable standards or enactments respecting construction standards and/or public health and safety;

2. acknowledge that it shall be the Owner's full and sole responsibility to carry out the work or have the work carried out, in respect of which any permit was issued by the Village of Alert Bay, in strict accordance with the 2006 BC Building Code and Fire Code, and any amendments to that code as such are made from time to time, and/or other applicable standards or enactments respecting structural integrity and/or public health and safety, as well as all applicable Village of Alert Bay bylaws and policies

3. acknowledge that neither the issuance of a building permit nor the acceptance or review of plans, drawings or specifications or supporting documents, nor any inspections made by or on behalf of the Village of Alert Bay constitute in any way representation, warranty, assurance or statement that the 2006 BC Building Code and Fire Code, Village of Alert Bay bylaws, or other applicable standards or enactments respecting public health and safety have been complied with;

4. acknowledge that the Village of Alert Bay may at any time require that a copy of one or more Letter(s) of Assurance be provided to the Village of Alert Bay, pursuant to the requirements of the 2006 BC Building Code and Fire Code

7. understand that it is my sole responsibility to ensure foundations are properly excavated and constructed and that the Village of Alert Bay is not required to inspect and/or approve foundation conditions.

Owner/Authorized Agent Signature

Owner/Authorized Agent name (please print)

Date: _____ Received by: _____

APPENDIX C Application to Move a Building or Structure

Fee: \$150.00

APPLICATIONS MUST BE RECEIVED A MINIMUM OF 15 DAYS BEFORE THE PROPOSED MOVE

Name of Applicant: _____	Mailing Address: _____
Telephone: _____	Fax No.: _____

Tow Vehicle Licence No.: _____	Type of Tow Vehicle _____
Tow Vehicle Owner: _____	Contact Number: _____

Transporting (building description): _____	Building Permit No.: _____
Structure Dimension: Width _____ m Length _____ m Height _____ m Weight _____ kg	
<i>Dimensions to be taken as the structure will sit when mounted on Tow Vehicle</i>	

Move Date and Time Requested: _____
Move From: _____ To: _____
Via: _____

STANDARD CONDITIONS APPLICABLE TO ALL MOVING PERMITS:

- No building moves on weekends or holidays
- All moving times to be approved by the Village of Alert Bay
- All necessary permits and conditions are the responsibility of the applicant
- The tow vehicle will carry all necessary ICBC insurance
- The Village of Alert Bay may require a damage deposit of up to \$10,000
- All damages to Village property incurred during the move will be the responsibility of the applicant
- Qualified traffic control is required and is at the cost of the applicant

APPLICANT SIGNATURE _____ **DATE** _____

<i>FOR OFFICE USE ONLY</i>							
MOVING PERMIT FEE PAID	BUILDING PERMIT NUMBER	BC HYDRO APPROVAL	TELUS APPROVAL	FIRE DEPT NOTIFICATION	AMBULANCE NOTIFICATION	RCMP NOTIFICATION	OTHER NOTIFICATION
YES/NO	_____	PER _____ DATE _____	PER _____ DATE _____	PER _____ DATE _____	PER _____ DATE _____	PER _____ DATE _____	PER _____ DATE _____
COMMENTS:							
MOVING PERMIT # ISSUED: _____			DATE: _____			SIGNATURE: _____	

APPENDIX 'D' DEMOLITION APPLICATION

Fee: \$150.00

Name of Applicant: _____

Mailing Address: _____ Tel: _____ Fax No.: _____

Structure Dimension: Width _____ m Length _____ m Height _____ m
 Width _____ m Length _____ m Height _____ m Weight
 _____ kg

(Include roof overhang, gutter line, and peak of roof)

Start Date of Demolition: _____

End Date of Demolition: _____

Signature of Applicant _____ **Date** _____

Note:

- *Building demolition is not permitted on Sundays without the written Permission of the Village*
- *All applicable permits from power and utility companies and from other regulatory agencies are the responsibility of the applicant.*

For Village Office Use Only		
Building Permit No:	BC Hydro Approval	BC Tel Approval
	Per:	Per:
	Date:	Date:
Special Conditions attached to Permit:		
Demolition Permit Issued		
Fee Paid:		
Number	Date	Per