



CORPORATION OF THE
DISTRICT OF TOFINO

District of Tofino Building Bylaw No. 1256, 2019

Consolidated for Convenience Only

This is a consolidated version of the parent bylaw that incorporates changes made pursuant to the following amendment bylaws:

Amendment Bylaw	Effective Date
Bylaw No. 1256.01, 2019	December 10, 2019
Bylaw No. 1256.02, 2021	March 23, 2021
Bylaw No. 1256.03, 2022	February 22, 2022
Bylaw No. 1256.04, 2026	February 10, 2026

This consolidation is for convenience and reference purposes only. Persons making use of this consolidated version of Bylaw No. 1256, 2019 are advised that it is not a legal document. For the purposes of interpreting and applying the law, the original Bylaw No. 1256, 2019 and all amending bylaws must be consulted.

Bylaw numbers appearing in the margin of this consolidated version refer to the applicable amendment bylaw.

DISTRICT OF TOFINO

BYLAW NO. 1256, 2019

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

WHEREAS the Council of the District of Tofino 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):

- (a) the provision of access to a *building* or other *structure*, or to part of a *building* or other *structure*, for a person with disabilities;
- (b) the conservation of energy or water;
- (c) the reduction of greenhouse gas emissions;
- (d) the health, safety or protection of persons or property;

AND WHEREAS the Council of the District of Tofino is enacting this bylaw to regulate *construction* and administer the British Columbia Building Code in Tofino in accordance with the *Community Charter* and the *Building Act*;

AND WHEREAS the District of Tofino has employed trained building officials for the purposes of this bylaw;

AND WHEREAS section 137 of the *Community Charter* provides that the power to adopt a bylaw includes the power to amend or repeal it;

AND WHEREAS the Council of the District of Tofino wishes to repeal “District of Tofino Building Bylaw 940, 2003” to come into compliance with recent changes to *section 5* of the *Building Act*.

NOW THEREFORE the Council of the District of Tofino, in open meeting, enacts as follows:

1. Name

The name of this bylaw for citation purposes is “District of Tofino Building Bylaw No. 1256, 2019.”

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 District in the public interest.
- 2.4. The purpose of this bylaw does not extend to
 - (a) the protection of *owners*, *designers* or *constructors* from economic loss;
 - (b) the assumption by the District or any *building official* of any responsibility for ensuring the compliance by any *owner*, his or her representatives or any employees, *constructors* or *designers* retained by the *owner*, with the *building code*, 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 District is free from latent, or any, defects; or the protection of adjacent real property from incidental damage or nuisance.

3. Scope and Exemptions

Application

- 3.1. This bylaw applies to the geographical area of the District and to land, the surface of water, air space, *buildings* or *structures* in the District.
- 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 1.5 metres in height, or other similar landscape *structures* on a *parcel* zoned for single-family *residential occupancy* uses under the District'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.

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 District, 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*.

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 such a modification 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 District on property in the administration of this bylaw.
- 4.8. A person must not construct on a *parcel* unless the civic address is conspicuously posted on the front of the premises or on a sign post so it may be easily read from the public highway from which it takes its address.
- 4.9. A person must not contravene an administrative requirement of a *building official* made under section 6.6 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.

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 District will in any way
- (a) relieve the *owner* (and if the *owner* is acting through an *agent*, the *agent* of the *owner*) from full and sole responsibility to perform the work in respect of which the *permit* was issued in strict compliance with this bylaw, the *building code*, 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.

6. Powers of a Building Official

Application

- 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 District, and must state the reason in writing.
- 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.

Right of Entry

- 6.5. 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

- 6.6. 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 District 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.
- 6.7. Every reference to “*owner*” in section 6.6 includes a reference to the *owner’s agent* or *constructor*.
- 6.8. 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.

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*;
 - (b) moving a *building* or *structure* into or within the District;
 - (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 District an *owner’s* undertaking in the form prescribed a District of Tofino *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 District and none of the issuance of a *permit* under this bylaw, the review of plans and supporting documents, or inspections made by a *building official* or a *registered professional* shall relieve the *owner*, or his or her *agent*, from full and sole responsibility to perform the work in strict accordance with this bylaw, the *building code* 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 10.8 to 10.12, every *owner* must pay to the District, within 30 days of receiving an invoice for same from the District, 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 District a vacancy date;
 - (b) Pay turn-off fees” as set out in District bylaws governing the water and sewer utilities; and
 - (c) ensure that all municipal services and other services are capped and terminated at the property line in a District 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.

Notice

- 7.10. Every *owner* must, at least 48 hours prior to commencing work at a *building site*, give written or online notice to a *building official* of the date on which the *owner* intends to begin such work.
- 7.11. Every *owner* must give written or online notice to a *building official* of any change in or termination of engagement of a *registered professional*, including a *coordinating registered professional*, during construction, within 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 Schedule 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.

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.

9. Registered Professional’s Responsibilities

Professional Design and Field Review

- 9.1. The provision by the *owner* to the District 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 District with letters of assurance in the form of Schedules C-A or C-B, as appropriate, referred to in subsection 2.2.7, Division C, of the *building code*.
- 9.2. If a *registered professional* provides letters of assurance in accordance with the *building code*, they must also provide proof of professional liability insurance to the *building official* in the form and amount set prescribed in the Confirmation of Professional Liability Insurance *administration document*.

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 District with letters of assurance in the form of Schedules C-A or C-B, as appropriate, referred to in subsection 2.2.7, Division C, of the *building code*;
 - (c) except for garages, carports and garden structures, *foundation* and *excavation* components of new *simple buildings* and *additions* greater than 55 square metres to *simple buildings* in accordance with the *building code*;
 - (d) a *building* that is designed with common egress systems for the occupants and requires the use of *firewalls* in accordance with the *building code*;
 - (e) prior to *alterations* to a *building*, or to a structural component of a *building* described in paragraph (b);
 - (f) 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*;
 - (g) 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
 - (h) 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 District.
- 9.4. The *building official* may require any *registered professional* carrying out the *professional design* and *field review* required under section 10.3 to provide evidence that they have experience and expertise in respect of the *professional design* and *field review* of the context and scope required.

Professional Plan Certification

- 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 District 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 District 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 Schedule A to this bylaw, up to a maximum reduction of \$500.00 (five hundred dollars).

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 District'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 District, except to the extent a variance of a bylaw is authorized by a development *permit*, development variance permit or order of the Board of Variance;
 - (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 cannot be connected to the District's sewage disposal system, the *owner* must apply for and obtain approval from the District 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 cannot be connected to the District's waterworks system, the *owner* must apply for and obtain approval from the District 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 District's storm water drainage system, the *owner* must apply for and obtain approval from the District 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 District bylaw or other enactment have not been completed in accordance with the enactments, the *owner* must enter into a completion agreement with the District and deliver to the District 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 as per the *District of Tofino Building and Development Policy* 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 prescribed by a District of Tofino *building official* 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 District's land use regulations or provincial flood mapping regulations establish siting requirements related to minimum floor elevation, except that the *building official* may waive, in whole or in part, the requirements for a site plan, if the *permit* is sought for the repair or *alteration* of an *existing building* or *structure*;
- (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 District 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 one set 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;
- (p) include illustration of any slopes on the subject parcel that exceed 30%; and

- (q) define an enclosed area, attached garage, or ancillary building for the purpose of storage for garbage and/or garbage receptacles that prevent access by animals and/or dangerous wildlife. All enclosures and/or buildings used for the purpose of garbage and/or garbage receptacle storage must meet the requirements of the District of Tofino Garbage and Recyclable Materials Collection and Regulations Bylaw No. 1070.
- 10.3. In addition to the requirements of section 9.2 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 District's subdivision and development servicing bylaw;
 - (b) a section through the site showing grades, *buildings*, *structures*, parking areas and driveways; and
 - (c) any other information required by the *building official* or the *building code* to establish substantial compliance with this bylaw, the *building code* and other bylaws and enactments relating to the *building* or *structure*.

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 prescribed by a District of Tofino *building official* 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
 - 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 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 District's land use regulations or provincial flood mapping regulations establish siting requirements related to minimum floor elevation, except that for a *simple building* the *building official* may waive, in whole or in part, the requirements

for a site plan, if the *permit* is sought for the repair or *alteration* of an *existing building*;

- (f) include floor plans showing the dimensions and uses of all areas, including: the dimensions and height of crawl and roof spaces; the location, size and swing of doors; the location, size and opening of windows; floor, wall, and ceiling finishes; plumbing fixtures; structural elements; stair dimensions; fireplaces and wood burning appliances; location of solar-ready conduits; location of mechanical ventilation system; and location and type of heat source;
 - (g) include a cross-section through the *building* illustrating *foundations*; drainage; ceiling heights; insulation, envelope and air barrier details; and construction systems;
 - (h) include elevations of all sides of the *building* showing finish details, roof slopes, windows, doors, the *grade*, the maximum *building height* line, ridge height, spatial separations and natural and finished *grade* to comply with the *building code* and to illustrate that the *building* or *structure* conforms with the District zoning and development permit areas;
 - (i) include cross-sectional details drawn at an appropriate scale and at sufficient locations to illustrate that the *building* or *structure* substantially conforms to the *building code*;
 - (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) include geotechnical letters of assurance, in addition to a required geotechnical report, if the *building official* determines that the site conditions so warrant;
 - (l) include two sets of drawings at a suitable scale of design including the information set out in (f) to (i) of this section;
 - (m) 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*;
 - (n) include, if required, one set of engineered sealed drawings; and,
 - (o) define an enclosed area, attached garage or ancillary building for the purpose of storage for garbage and/or garbage receptacles that prevent access by animals and/or dangerous wildlife. All enclosures and/or buildings used for the purpose of garbage and/or garbage receptacle storage must meet the requirements of the District of Tofino Garbage and Recyclable Materials Collection and Regulations Bylaw No. 1070.
- (p)
- 10.5. In addition to the requirements of section 10.4 of this Part, if a *project* involves
- (a) two or more *buildings*, the gross floor areas of which in the aggregate total more than 1000 square metres;
 - (b) two or more *buildings* that will contain four or more dwelling units; or
 - (c) otherwise if the complexity of the proposed *building* or *structure* or siting circumstances warrant, a *building official* may require the following be submitted with a *permit* application for the construction of each *simple building* in the *project*:
 - (d) a section through the site showing grades, *buildings*, *structures*, parking areas and driveways;
 - (e) a roof plan and roof height calculations;
 - (f) structural, electrical, plumbing, mechanical or fire suppression drawings prepared and sealed by a *registered professional*;
 - (g) letters of assurance in the form of Schedule B referred to in Division C of the *building code*, signed by a *registered professional*; and
 - (h) 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*.

Site and Location Information

- 10.6. 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 Fee

- 10.7. Before receiving a *building permit* for a *building* or *structure*, the *owner* must first pay to the District
- (a) the *building permit* fee prescribed in Schedule A; and
 - (b) any fees, charges, levies or taxes imposed by the District and payable under an enactment at the time of issuance of the *building permit*.

Security Deposit with Building Permit Application

- 10.8. An applicant for a *building permit* must pay to the District, at the time of the application, the following security deposit:
- (a) for a single family dwelling parking *structure*, combination parking *structure*/ accessory *building*, a swimming pool or an accessory *building* greater than 10 square metres: \$1,000;
 - (b) for a single family dwelling *addition*, *alteration*, renovation, demolition: \$1,000;
 - (c) for a new single family dwelling or *simple building*: \$2,500; and
 - (d) for a *complex building*: \$10,000
- 10.9. The security deposit sum set out in section 10.8 of this Part
- (a) covers the cost borne by the District 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 District 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.
- 10.10. 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*;
 - (d) and an Occupancy Permit has been issued.
- only if the applicant has requested the return of the security.
- 10.11. Any credit greater than the amount of the security deposit used by the District for the purposes described in sections 10.8 to 10.10 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 District to complete corrective work to public lands, public works, or the site is recoverable by the District from the *permit* holder, the *constructor* or the *owner* of the property.
- 10.12. If the proposed work includes *excavation* or construction on lands within 10 metres of works or services owned by the District, the *owner* must deliver to the *building official* a signed agreement in a form prescribed by the District's Public Works Superintendent 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 Public Works Superintendent, and the *owner* must deposit with the District security in accordance with sections 10.8 to 10.11 of this Part.

Permit Fee Refunds

- 10.13. No fee or part of a fee paid to the District may be refunded if construction of the *building* has started.
- 10.14. A *building permit* or other *permit* fee may be partially refunded as set out in “Schedule A” only if
- (a) the *owner* has submitted a written request for a refund;
 - (b) the *building official* has certified a start has not been made on the construction of the *building* or *structure*; and
 - (c) the *permit* has not expired.
- 10.15. A *building permit* or other *permit* fee is not refundable after the *permit* has been extended under section 10.46 of this Part.

Design Modification

- 10.16. 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 District a *building permit* fee as indicated in Schedule A.

Construction Before Permit Issued

- 10.17. 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

- 10.18. 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 District.

Issuance of a Building Permit

- 10.19. If
- (a) a completed application in compliance with sections 10.2 and 11.3 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 10.7 to 10.17 of this Part and Schedule A;
 - (c) the *owner* or his or her representative has paid all charges and met all requirements imposed by any other statute or bylaw;
 - (d) the *owner* has retained a professional engineer or geoscientist if required under this bylaw;
 - (e) the *owner* has retained an architect if required under this bylaw; and
 - (f) no covenant, agreement, resolution or regulation of the District requires or authorizes the *permit* to be withheld,

the *building official* must issue the *permit*, in the form prescribed by the *building official*, for which the application is made, and the date of issuance is deemed to be the date the District receives payment for the building permit.

- 10.20. Despite section 10.19, the *building official* may refuse to issue a *permit* when the *owner* has been notified of a violation of this bylaw about the construction of another *building* or *structure* by the *owner*.

Compliance with the Homeowner Protection Act

- 10.21. 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.
- 10.22. Section 10.21 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*.

- 10.23. 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

- 10.24. If a site has been *excavated* and a *building permit* is not subsequently issued or a subsisting *building permit* has expired under section 10.45, 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 District to do so.
- 10.25. If a *building permit* has expired and partial construction has progressed, with no extension requested of the *building official* under section 10.46, or if any excavation is left exposed without a subsequent Building Permit for a period of 60 days and is deemed to be a hazard, permanent type fencing with privacy screen complying with the District's Zoning Bylaw, must be erected around the *building* site for protection to the public.

Conditions of a Building Permit

- 10.26. 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 A. The transfer or assignment of a *building permit* is not an extension of a *building permit*.
- 10.27. 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

- 10.28. If a *registered professional* provides letters of assurance in accordance with this Part, the District 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.
- 10.29. Despite section 10.28 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*.
- 10.30. 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.
- 10.31. For all work in respect of *simple buildings* the *owner* must give at least 48 hours' notice by email to the Building Inspector to the District when requesting an inspection and must obtain an inspection and receive a *building official's* written acceptance of the following aspects of the work prior to concealing them
- (a) after demolition, the grading of and removal of debris from the site;
 - (b) *excavation*, within 24 hours of the start of *excavation*;
 - (c) *foundation* and footing forms, before concrete is poured;
 - (d) prior to inspection under section 10.31(e), plumbing located below the finished slab level;
 - (e) the preparation of ground, including ground seal and air barrier when required, subgrade and under slab insulation, and reinforcing steel;
 - (f) after inspection under section 10.31(e) hydronic heating pipes and 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, rough heating, gas venting, exterior doors and windows, but prior to the installation of insulation, interior finishes, sheathing paper or exterior finishes which would conceal such work;
 - (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, GHG emission reduction and accessibility aspects of the work when the *building* or *structure* is substantially complete, ready for *occupancy* but prior to *occupancy*.
- 10.32. A *building official* will only carry out an inspection under section 10.31 if the *owner* or the *owner's agent* has requested the inspection by email or in writing in accordance with this bylaw.
- 10.33. Despite the requirement for the *building official's* acceptance of the work outlined in section 10.31, if a *registered professional* provides letters of assurance, the District will rely solely on *field reviews* undertaken by the *registered professional* and the letters of assurance submitted pursuant to this bylaw as assurance that the aspects of the construction referenced by those letters of assurance substantially conform to the *design*, plans and specifications and that the construction complies with the *building code*, this bylaw and other applicable enactments respecting safety.
- 10.34. No person may conceal any aspect of the work referred to in section 10.31 of this bylaw until a *building official* has *accepted* it in writing.
- 10.35. For work in respect of *complex buildings*, the *owner* must
- (a) give at least 5 business days by email to the Building Inspector or written notice to the District when requesting a preconstruction meeting with the *building official* prior to the start of construction, and the *owner* or his or her representative must ensure that the *coordinating registered professional*, the *constructor*, as well as representatives of major trades, are in attendance;
 - (b) give at least 5 business days by email to the Building Inspector or written notice to the District when requesting a preoccupancy 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 District requirements and other enactments respecting safety and the conservation, GHG emission and accessibility aspects of the work; and
 - (c) cause the *coordinating registered professional*, at least 48 hours prior to the preoccupancy coordinated site review coordinated by the *coordinating registered professional*, to deliver to the *building official* the Confirmation of Required Documentation *administration document* described in the "Building and Development Procedures" complete with all documentation in paper copies and in digital pdf format on a memory stick.

Stop Work Order

- 10.36. 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 the "Building and Development Procedures" 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 District or the applicable provisions of the *Homeowner Protection Act*.
- 10.37. 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.
- 10.38. If a *registered professional's* services are terminated, the *owner* must immediately stop any work that is subject to his or her *design* or *field review* and the *building official* is deemed to have issued a stop work order under section 10.36.
- 10.39. The *owner* must immediately, after the posting of a notice under section 10.36, 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 District.
- 10.40. Subject to section 10.36, no work other than the required remedial measures may be carried out on the parcel affected by the notice referred to in section 10.36 until the stop work order notice has been removed by the *building official*.
- 10.41. The notice referred to in section 9.36 must remain posted on the premises until that which is contrary to the enactments has been remedied.

Do Not Occupy Notice

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

Inspection and Other Fees

- 10.44. In addition to the fees required under other provisions of this bylaw, the *owner* must pay the non-refundable fee set out in Schedule A for
- (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 District's normal business hours to establish the condition of a *building*, or if an inspection requires special arrangements because of time, location or construction techniques; and
 - (c) inspection required under this bylaw which cannot be carried out during the District's normal business hours.

Permit Expiration

- 10.45. 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

- 10.46. A *building official* may extend the period set out under section 10.45 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 A has been paid.

Building Permit Revocation

- 10.47. The *building official* may revoke a *building permit* if there is a violation of
- (a) a condition under which the *permit* was issued; or
 - (b) a requirement of the *building code* or of this or another bylaw of the District, such *permit* revocation must be in writing and sent to the *permit* holder by signature mail to, or personal service on, the *permit* holder.

Building Permit Cancellation

- 10.48. A *building permit*, or a *building permit* application, may be cancelled by the *owner*, or his or her *agent*, on delivery of written notification of the cancellation to the *building official*.
- 10.49. 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".
- 10.50. If the *owner*, or his or her *agent*, submits changes to an application after a *permit* has been issued and the changes, in the opinion of the *building official*, substantially alter the scope of the work, design or intent of the application in respect of which the *permit* was issued, the *building official* may cancel or amend the *permit* and mark on the *permit* the date of cancellation or amendment and the word "cancelled" or "amended".
- 10.51. 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 A, less

- (a) any non-refundable portion of the fee; and

Occupancy

- 10.52. No person may occupy a *building* or *structure* or part of a *building* or *structure* until a final occupancy permit has been issued by a *building official*.
- 10.53. A final occupancy permit 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 7.16 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 District as-built plans of works and *services* in digital format as required by the District;
 - (d) all other documentation required under applicable enactments has been delivered to the District; and
 - (e) the *owner* has delivered to the District as-built drawings of the *building* or *structure* in paper and digital format as required by the District.
- 10.54. When a *registered professional* provides letters of assurance in accordance with this bylaw, the District will rely solely on the letters of assurance when issuing a final occupancy permit 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.
- 10.55. A *building official* may issue a final occupancy permit for partial *occupancy* of a portion of a *building* or *structure* under construction when
- (a) that portion of the *building* or *structure* is self-contained and provided with essential services respecting *health and safety aspects* of the work, and if applicable, accessibility, GHG emissions and conservation; and
 - (b) the requirements set out in section 10.53 have been met with respect to it.
- 10.56. A final occupancy permit may not be issued unless
- (a) all letters of assurance and the Confirmation of Required Documentation described in the “Building and Development Procedures” 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 10.28 through 10.35 of this bylaw have both been inspected and *accepted*;
 - (c) the *owner* has executed and delivered to the District every agreement, instrument or form required by the District in relation to the work or the site; and
 - (d) all required offsite works respecting safety have been completed.

Temporary Buildings

- 10.57. Subject to the bylaws of the District 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 District’s zoning bylaw, built in compliance with the *building code* and this bylaw, and connected, as required by enactments, to District utility services.
- 10.58. 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 District’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 District 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
 - iii. in the case of a *temporary building*, information to comply with article 1.1.1.1(2)(f), Division C of the *Building Code*.

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

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

Bylaw No.
1256.02,
2021



Bylaw No.
1256.03,
2022



10A. Energy Conservation and GHG Emission Reduction

- 10A.1 In relation to the conservation of energy and the reduction of greenhouse gas emissions, the District of Tofino incorporates by reference the British Columbia Energy Step Code in accordance with sections 10A.2 through 10A.4.
- 10A.2 A building regulated by Part 3 of the Building Code must be designed and constructed to meet the minimum performance requirements specified in Step 3 of the Energy Step Code for any permits applied for as of February 8th, 2022.
- 10A.3 A residential building regulated by Part 9 of the Building Code must be designed and constructed to meet the minimum performance requirements specified in Step 3 of the Energy Step Code for any permits applied for as of February 8, 2022.
- 10A.4 A building constructed in accordance with Part 10A must include a Building Energy Label, in the form and manner prescribed by the Building Inspector, posted prior to issuance of an occupancy permit.
- 10A.5 A building constructed in accordance with Part 10A shall have the Building Permit Fee reduced as set out in Schedule A- Fees, Section 10A.4, Step Code Rebate.

11. Retaining Walls And Grades

- 11.1. No person may construct, or structurally repair, a *retaining wall* 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.

12. Building Move

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

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 District
 - (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 District's Manager of Engineering and Public Works 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 or cause to be designated 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 and on the *building* such that the number is visible from an adjacent highway that is not a lane.

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 1.22 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*.

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 7.3 metres with no obstructions
 - (b) the centerline radius of an access route must be 13 metres
 - (c) the overhead clearance of an access route must be no less than 5 metres
 - (d) the change of gradient on access routes are not to exceed 1 in 12.5 over a minimum distance of 15 metres
 - (e) the access route must comply with the bearing load and surface material standards of the District's Subdivision and Development Servicing Bylaw and constructed to withstand the fully loaded weight of the Tofino Volunteer Fire Departments heaviest apparatus; and
 - (f) the length above which a dead-end portion of an access route requires turnaround facilities is 100 metres.

16. Offences

Violations

- 16.1 Without limiting Part 4 of this bylaw, every person who contravenes any provisions of this bylaw, or who suffers or permits any act or thing to be done in contravention of this bylaw, or who refuses, omits, or neglects to fulfill, observe, carry out, or perform a duty or obligation imposed by this bylaw, shall be deemed to have committed an offence against this bylaw and:
- (a) Shall be liable to a fine set out in the District of Tofino Municipal Ticket Information System Bylaw No. 1088, 2009 as amended from time to time; or
 - (b) Shall be liable to a penalty set out in the District of Tofino Bylaw Notice Enforcement and Dispute Adjudication System Bylaw No. 1107, 2009 as amended from time to time; or,
 - (c) Shall be liable, upon a summary conviction, to the penalties provided under the Offence Act and amendments thereto; or
 - (d) Any combination of 16.1 a) b) and c).
- 16.2 Every person who fails to comply with any administrative requirement issued by a *building official*, or who allows a violation of this bylaw to continue, contravenes this bylaw.
- 16.3 Every person who commences work requiring a *building permit* without first obtaining such a *permit* must, if a Stop Work notice is issued and remains outstanding for 30 days, pay an additional charge as outlined in Schedule A of this 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 16.4 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 District's right to require and the owner's obligation to obtain a permit; and
 - (b) the obligation of the owner to comply with this bylaw.

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;
- administration document* means a document described in the "*Building and Development Procedures*" as amended from time to time.
- agent* includes a firm, corporation or other person representing the *owner*, by written designation or contract, and includes a hired tradesperson or *constructor* who may be granted a *permit* for work within the limitations of his or her licence;
- alternative solution* means an alternative solution authorized under the *building code*;
- alteration* means a change, repair or modification of the *construction* or arrangement of or use of any *building* or *structure*, or to an *occupancy* regulated by this bylaw; *Architects Act* means the *Architects Act* RSBC 1996, c. 17;
- 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 District, and includes a building inspector, plan checker, plumbing inspector gas inspector, or electrical inspector designated or appointed by the District, 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;

GHG means greenhouse gas;

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

owner means the registered *owner* in fee simple, or an *agent* duly authorized by the *owner* in writing in the "Letter of Authorization" *administration document* found in the "Building and Development Procedures"

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, shipping or intermodal container, 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;

- 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 District 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.

Schedules

- 17.6. Schedule 1- Fees is attached to and forms part of this bylaw.

18. Severability

If any provision of this Bylaw is held to be invalid by any court of competent jurisdiction, that provision shall be severed and its severance shall not affect the validity of the remainder of the Bylaw.

19. Repeal

“District of Tofino Building Bylaw No. 940, 2003” is hereby repealed.

READ A FIRST TIME on February 26, 2019

READ A SECOND TIME AS AMENDED on May 14, 2019

READ A THIRD TIME on May 28, 2019

ADOPTED on June 11, 2019

Josie Osborne, Mayor

Robert MacPherson, Corporate Officer

District of Tofino

Building Bylaw No. 1256, 2019

Schedule A

Part A - Fees

Section	Title	Review	Fee
10.7	Processing Fee	Non-refundable for cancelled applications. Credited towards building permit fee if application is approved.	\$120.00
	Minimum Building Permit Fee	Building permit fees shall not be less than the minimum fee.	\$120.00
	Building Permit – New Structure or addition	Constructing a building, addition, or structure, including a pool or retaining wall.	See building value below in Part B
	Building Permit – Renovation, alteration, and repair of existing structures	Renovating, altering, or repairing a building or structure, including a pool or retaining wall.	See building value below in Part B
	Moving Permit	Moving a building or structure into or within the District.	\$120.00
	Demolition Permit	Demolishing a building or structure.	\$120.00 if less than 50 square metres, \$150.00 if 50 square metres or more
	Wood Stove Permit	Constructing a masonry fireplace or installing a wood-burning appliance or chimney, whether attached to, part of or detached from a building. For existing buildings.	\$120.00
10A.4	Step Code Rebate	Buildings constructed in accordance with Part 10A Energy Conservation and GHG Emission Reduction when applicant commits to conducting a mid-construction blower door test.	\$500.00 deducted from total Building Permit Fee. Rebate offered only until allotted funds have been depleted
7.4	Notice	Change in ownership or change in the address of the owner which occurs prior to the issuance of an occupancy permit.	\$75.00

10.16	Design Modification	Modification to the <i>building</i> design whereby the value of the work does not increase or the value of the work decreases, the <i>owner</i> must pay to the District a <i>building permit</i> fee based on the plan review hourly rate.	Hourly. See Part C
10.26	Conditions of a Building Permit	Transfer or assignment of a building permit or building permit application.	\$75.00
10.44 (a)	Re-inspection	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.	\$75.00
10.44 (b)	Special inspection	Special inspection during the District's normal business hours to establish the condition of a building, or if an inspection requires special arrangements because of time, location or construction techniques.	Hourly. See Part C
10.44 (c)	After hours inspection.	Inspections required under this bylaw which cannot be carried out during the District's normal business hours.	\$75.00 minimum plus actual time spent at 2 times <i>site visit hourly rate</i> , and travel costs (see Part C)
10.46	Permit extension	Extension of building permit.	\$100.00
10.59	Temporary Buildings	Review temporary building applications.	Hourly. See Part C
17.3	Violations	Stop Work	Double the building permit fee to a maximum of \$10,000
	Title	For providing property title search from Land Title Office (per title)	\$25.00
	Alternative energy systems installation	Alternative energy installations.	\$0
	Alternate solutions		Actual cost of review
	Complex Part 9 and Part 3 Building Reviews		Actual cost of review

Part B – Building Value

Small Multi-family, Single Family Dwelling, Secondary Suites, and Caretaker Cabins

\$9.00 for each \$1,000.00, or portion thereof, of construction value based on estimated value of construction as determined in accordance with the “Marshall & Swift Valuation Service” or “Residential Cost Handbook” using “average” quality of construction.

Commercial, Large Multi-family, Industrial, Institutional, Part 3, and Complex Part 9 Buildings
\$9.00 for each \$1,000.00, or portion thereof, of construction value based on a declaration from an owner, project manager, or Architect.

Accessory Buildings (garage, greenhouse, shed), Temporary Buildings, Pools and Other Structures (retaining walls, carports, decks)
\$9.00 for each \$1,000.00, or portion thereof, of construction value based on estimated value of construction based on a declaration from an owner or contractor.

Part C- Plan Review or Site Visit Hourly Rate

Position	Fee
Building Inspector and Land Use Planner	Current hourly wage plus 25% for benefits; plus 10% for administration

Part D – Refunds (10.14)
Refunds where construction of a building or structure has not begun shall equal 100% of the value of the original building permit.

Part E - Construction before Permit Issued (10.17)
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.

Part F - Building Permit Cancellation (10.51)
The Building Permit Processing Fee is non-refundable.