



THE CORPORATION OF THE CITY OF NORTH VANCOUVER

“Construction Regulation Bylaw, 2003, No. 7390”

CONSOLIDATED FOR CONVENIENCE – JUNE 15, 2026

Amendment #	Adoption Date	Subject
7607	April 26, 2004	Demolition Permits and Housekeeping
7602	July 5, 2004	Schedule A – Fees and Deposits
7713	July 25, 2005	Definitions and Schedule A – Fees and Deposits
7904	February 4, 2008	Schedule A – Fees and Deposits
8015	July 6, 2009	Bylaw Notice Process
8058	December 14, 2009	Schedule A
8143	January 17, 2011	Part 9 Building Security
8142	February 7, 2011	Schedule A and Housekeeping
8477	May 2, 2016	Temporary Street Occupancy
8576	October 16, 2017	Transition to the BC Energy Step Code
8577	October 16, 2017	Enhance Energy Performance Under the BC Energy Step Code
8762	February 24, 2020	Electrical Permit Fees
8810	November 23, 2020	Low Carbon Pathway Amendments under the BC Energy Step Code
8907	January 31, 2022	Schedule A, Section 1 – Waived Fees
8986	July 17, 2023	BC Energy Step Code and Zero Carbon Step Code Updates
8982	December 4, 2023	Schedule A – Fees and Deposits
9020	March 11, 2024	Schedule A – Fees and Deposits
9039	July 22, 2024	Fees and Charges
9118	July 7, 2025	Amendments to Support Faster Housing Delivery
9165	June 15, 2026	Housekeeping Amendments and <i>Offence Act</i> Fine Limits

THE CORPORATION OF THE CITY OF NORTH VANCOUVER

BYLAW NO. 7390

A bylaw for the regulation and administration of Codes, Acts and regulations pertaining to building construction, plumbing systems, and electrical and gas installations

The Council of The Corporation of the City of North Vancouver, in open meeting assembled, enacts as follows:

PART 1 – TITLE

This Bylaw shall be known and cited for all purposes as “**Construction Regulation Bylaw, 2003, No. 7390**”.

PART 2 – TABLE OF CONTENTS

This bylaw, for the purposes of convenience only, is divided into the following parts:

PART	TITLE
1	Title
2	Table of Contents
3	Definitions
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10	Building Sprinklers and Fire Limit Areas
11	Swimming Pools
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16	Schedules – Deleted [Bylaw 9039, July 22, 2024]

PART 3 – DEFINITIONS

“Acknowledgement of Responsibility” means a document to be signed by the *Applicant* or *Agent*, acknowledging responsibility to ensure that construction is undertaken in compliance with the *Building Code*, *City* bylaws, and other regulatory requirements.

“Act” means the *Local Government Act*, the *Community Charter*, or any successor legislation as applicable.

“Agent” means a person that has legal authority to bind the *Owner* and make decisions on the *Owner’s* behalf whose authority shall be confirmed by way of an authorized “Agents Authorization” form, as described by the Chief Building Official Delegate. [Bylaw 9165, June 15, 2026]

“Agents Authorization Form” means a document as described by the Chief Building Official Delegate. *[Bylaw 9165, June 15, 2026]*

“Alternative Solution” means a proposal that differs from a prescriptive design or solution described in the code but provides an equivalent level of performance as intended by the code.

“Applicant” means an *Owner*, person, firm or corporation representing the *Owner*, by designation or contract, and may include a contractor or tenant (lessee), authorized to act as an *Agent* for the *Owner*, who applies for any permit under this bylaw.

“Building” means a structure or portion thereof, or a building as defined in the British Columbia Building Code.

“Building Code” means the British Columbia Building Code adopted by the Minister under Section 692 of the *Act*, and that is in effect at the time of permit issuance.

“Building Envelope” means those parts of the building, which separate inside conditioned space from outside unconditioned space.

“Building Official Delegate” means a person with the delegated power of “Issuance of occupancy permits” in Table 9, Column A of the Delegation Bylaw. *[Bylaw 9165, June 15, 2026]*

“Catch Basin” see Sump.

“Certificate of Occupancy” means a City document giving permission to occupy a building or portion of a building for the use described.

“Chief Building Official Delegate” means a person with the delegated power of “Administration and enforcement of the Construction Regulation Bylaw” in Table 9, Column A of the Delegation Bylaw. *[Bylaw 9165, June 15, 2026]*

“City” means The Corporation of the City of North Vancouver and includes those lands, including the air space above and the surface of water within, the legal boundaries of the City.

“Codes” means codes or regulations and other Acts adopted by the Provincial Ministry responsible for building matters, that pertain to construction and that are adopted by the Province and that are in effect in the City.

“Construct” means to build, erect, install, repair, alter, add, enlarge, move, locate, relocate, reconstruct, demolish, remove, or shore a building, structure, and an electrical plumbing or gas system or installation.

“Construction” means the carrying on of any of the activities described under “construct”, and also means the installation, erection, repair, removal, or addition of signs, marquees, canopies or awnings, and may be used to describe the act or product of construction.

“Contractor” means a person, firm, or organization that does, or undertakes to do, either for their own use or benefit, or for the use or benefit of another, whether or not for the purposes of gain, any process or activity to which this bylaw applies.

“Council” means the elected City Council of The Corporation of the City of North Vancouver.

“Delegation Bylaw” means the “Delegation Bylaw, 2026, No. 9157” as amended or replaced from time to time. [Bylaw 9165, June 15, 2026]

“Design” includes plans, diagrams, drawings and specifications depicting the arrangement, construction and operation of any thing, process or activity to which this bylaw applies.

“Electrical Safety Regulation” means the Electrical Safety Regulation, B.C. Reg. 100/2004. [Bylaw 9165, June 15, 2026]

“Energy Step Code” means the incremental energy performance requirements defined in sections 9.36.6 and 10.2.3 of the Building Code. [Bylaw 8810, November 23, 2020]

“Occupancy” means the use or intended use of a building or part thereof for the shelter or support of persons, animals or property.

“Owner” means *Owner* as defined in the *Act*;

“Parking Facility” means a contiguous parking area and access to that parking area within a building or structure that holds six (6) or more vehicles.

“Permit” means permission given in writing to an *Applicant* to perform work or acts regulated by this bylaw, and may be variously described as a building permit, electrical permit, plumbing permit, gas permit, sign permit, compressed gas systems permit, or occupancy permit.

“Street and Traffic Delegate” means a person with the delegated power of “Administration and enforcement of the regulation of streets and traffic” in Table 15, Column A of the Delegation Bylaw. [Bylaw 9165, June 15, 2026]

“Structure” means a construction or portion thereof of any kind, whether fixed to, supported by, or sunk into land or water, or attached to a building, and includes retaining walls over 1.2m in height, excavations, awnings and canopies, but excludes landscaping, paving and fences.

“Sump” or Catch Basin means a fixture installed to intercept storm runoff water or subsoil drainage and may allow for the settlement of sediment, deleterious matter or suspended solids prior to the discharge of the runoff water to the storm drainage system.

“Swimming Pool” means any constructed or prefabricated pool used or intended to be used for swimming, bathing, wading, and having a surface area more than 14m² and a depth of more than 450mm.

“Type 1 Offsite Construction – Engineered Wood Products” means composite structural materials manufactured by bonding wood elements together or pre-assembling wood components. These products may include timber roof trusses, pre-fabricated framing, and cross-laminated timber. [Bylaw 9118, July 7, 2025]

“Type 2 Offsite Construction – Pre-fabricated Panels” means *building* components, such as wall, floor, or roof sections, that are manufactured off-site in a controlled environment and are ready for installation and integration into a *building structure* upon delivery to the construction site. These panels may include framing, sheathing, insulation, and sometimes exterior or interior finishes. [Bylaw 9118, July 7, 2025]

“Type 3 Offsite Construction – Pre-assembled Mechanical Systems” means integrated assemblies of mechanical, electrical, or plumbing components, or a combination thereof, that are constructed and tested in an off-site manufacturing facility as self-contained units or modules. [Bylaw 9118, July 7, 2025]

“Type 4 Offsite Construction – Volumetric Construction” means a method of construction where three-dimensional *building* modules, often including finishes and building services, are manufactured off-site and then transported and assembled on the final *building* site. [Bylaw 9118, July 7, 2025]

“Value of Construction” means the monetary value of the work or works being performed including all materials, labour and ancillary costs of construction;

“Zoning Bylaw” means the City Zoning Bylaw.

PART 4 – PURPOSE AND APPLICATION

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

4.1 Purpose

This bylaw has been enacted for the purpose of regulating construction within the City in the general public interest. This bylaw reflects the City’s policy decision that, as a result of limited financial and other resources, and the expertise required to suitably review complex and other types of construction, the level and extent of *building* plans review, inspection and enforcement will be conducted at the discretion of the Chief Building Official Delegate as he or she deems appropriate in any situation. This may include, but shall not be limited to, limited and interim spot checking or monitoring functions. It is not contemplated nor intended, nor does the purpose of this bylaw extend to:

- (a) the protection of owners, owner/builders or constructors from economic loss;
- (b) the assumption by the City of North Vancouver or any Building Official Delegate of any responsibility for ensuring the compliance by any owner, his or her representatives 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;
- (c) provide any personal 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 a warranty or assurance that construction undertaken pursuant to *building* permits issued by the City is free from latent, or any defects.

4.2 This bylaw applies to all new construction, alterations, renovations or extensions of *buildings* in the City of North Vancouver except as otherwise exempted herein.

PART 5 – PROHIBITIONS AND OFFENCES

5.1 No person shall construct contrary to:

- (a) a provision contained in this bylaw;
- (b) an order posed under this bylaw, or

- (c) a condition upon which a permit has been issued under this bylaw.
- 5.2 No person shall vary the details of an approved plan, specification or document which form part of a permit application without first having obtained, in writing, authorization from a Building Official Delegate.
- 5.3 No person shall allow the property boundaries, or grading of a building lot, to be so changed as to place a building in contravention of this or any other bylaw of the City.
- 5.4 No person shall knowingly submit false or misleading information.
- 5.5 No person shall occupy or use any construction, alteration, addition, electrical, plumbing or gas system without first having obtained, from a Building Official Delegate, a final review, or a Certificate of Occupancy;
- 5.6 No person shall interfere with, or in any manner hinder, a Building Official Delegate in the exercise of his powers and duties under this bylaw.
- 5.7 No person shall refuse, fail, or neglect to comply with an order or notice issued by a Building Official Delegate.
- 5.8 No person shall undertake work that could cause damage to or create a hazard to adjacent buildings or land without taking precautions to mitigate the damage or hazard.
- 5.9 No person shall move any building or part thereof having a gross floor area exceeding 10m² (107.6 ft²) from or to a parcel of land located in the City without first obtaining a permit.
- 5.10 No person shall leave an open excavation for more than 90 days, or leave an open excavation for any length of time unless the excavation is sufficiently protected.
- 5.11 No person shall remove or deface unless authorized by a Building Official Delegate:
- (a) any label or marking on a material or product that has been affixed to show compliance with this bylaw or a referenced document; or
 - (b) any notice or certificate posted upon or affixed to any building or property pursuant to any provision of this bylaw.
- 5.12 No person shall cause, suffer or permit the disposal of sewage, human excrement, or liquid wastes, in any place or manner except through and by means of an acceptable plumbing system.
- 5.13 No person shall use, maintain or install any private sewage disposal system unless accepted by the City.
- 5.14 No person shall connect:
- (a) a subsoil drainage system to a sanitary sewer system; or
 - (b) a septic tank to the public sewer system.
- 5.15 No person shall construct, design, or place a *building* or plumbing system so that the public sewer has insufficient depth and/or capacity to receive the plumbing system discharge, unless accepted by a Building Official Delegate.

- 5.16 No person shall connect a plumbing system to a public sewer system where the plumbing system is subject to surcharge unless openings in the plumbing system are protected.
- 5.17 No person shall install exterior shutters or closures over windows or doors without prior written approval from the City.
- 5.18 Repealed [Bylaw 8477, May 2, 2016]

PART 6 – DUTIES AND RESPONSIBILITIES

- 6.1 The *Applicant* shall comply with all conditions on any permit issued to the Applicant under this bylaw.
- 6.2 An *Applicant* shall apply, pay for and obtain from the City all necessary permits required in connection with a proposed construction prior to the commencement of the work.
- 6.3 An *Applicant* shall, if required by a Building Official Delegate, provide an “Acknowledgement of Responsibility” signed by the *Owner* or *Agent* in a form described by the Building Official Delegate.
- 6.4 An *Applicant* must be eligible under the specific regulations, either contained within this bylaw or other regulations or enactments, to apply for the permit being applied for.
- 6.5 An *Applicant* shall keep a copy of the design drawings and specifications readily available at the site for the Building Official Delegate during construction.
- 6.6 An *Applicant* shall post the construction site identification card issued by a Building Official Delegate, so that it is conspicuously posted on the front of the premises, or on a sign post, so that it may be easily read from the street from which the property takes its address.
- 6.7 An *Applicant* shall provide at least 24 hours notice to the City before an inspection is required.
- 6.8 An *Applicant* shall, if any construction, building, electrical installation, gas, plumbing or sprinkler system is in an unsafe condition, immediately take all necessary action to correct the unsafe condition.
- 6.9 An *Applicant* is responsible for the cost of repair of any damage to municipal works that occur as a result of, or in relation to, the work covered by the permit;
- 6.10 An *Applicant* shall, if a failure or structural collapse occurs that causes, or has the potential to cause, injury or loss of life, if requested by a Building Official Delegate, submit a report that provides:
- (a) the address of the property;
 - (b) the name(s) and address(es) of the *Owner(s)* of the *building*;
 - (c) the names and addresses of the registered professionals and the *contractor*;
 - (d) details of the nature of the failure or structural collapse; and
 - (e) a description of the remedial action being taken.

- 6.11 An *Applicant* shall retain one or more registered professionals, to design, conduct field review, and witness the testing or verification of the following systems or construction, of:
- (a) automatic sprinkler systems;
 - (b) fire alarm systems;
 - (c) commercial cooking ventilation systems;
 - (d) paint spray booths;
 - (e) building envelopes for buildings covered in Part 3 of the Building Code;
 - (f) retaining walls exceeding 1,200 mm in differential height; and
 - (g) any other systems or installations a Building Official Delegate may require.

PART 7 – ADMINISTRATION

- 7.1 No action lies against the City, its Council, their employees, officers or administrators, for anything done or not done by any of them in good faith while exercising their powers and performing their duties under this bylaw.
- 7.2 Neither the issuance of a permit under this bylaw, the review and acceptance of the design drawings, plans or specifications, nor inspections made by a Building Official Delegate, 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 a establishing compliance with the Building Code or this bylaw or any standard of construction.
- 7.3 This bylaw is administered by the Chief Building Official Delegate, who may:
- 7.3.1. Keep, or dispose records of plans, specifications, any other documents submitted, applications received, *permits* and orders issued, inspections and tests made, and retain copies of all papers and documents connected with the administration of this bylaw;
 - 7.3.2. If he or she considers that the site conditions, size or complexity of development or an aspect of a development warrant, require that a registered professional provide design and plan certification and field review by means of Letters of Assurance referred to in the Building Code;
 - 7.3.3. Refuse to issue a permit:
 - (a) where, in his or her opinion the proposed work will contravene the requirement of the applicable *codes*, or the provisions of this or any other applicable bylaws of the City, and shall, where requested by the *Applicant*, give written reasons for his or her refusal; or
 - (b) when the *Applicant* has violated this or any other applicable bylaw, and that violation has not been remedied; or
 - (c) if the *Applicant* is indebted to the City for fees due as set out in Schedule D to the “Fees and Charges Bylaw, 2024, No. 9000”; or [Bylaw 9039, July 22, 2024]
 - (d) for *construction* on properties where permitted work has not been completed or outstanding work orders or deficiencies exist;
 - 7.3.4. Cancel, revoke and terminate all rights under a permit or permit application if:
 - (a) there is a contravention of any condition under which the *permit* was issued; or
 - (b) the *permit* was issued in error; or

- (c) the *permit* was issued on the basis of incorrect information; or
- (d) all *permits* required under this bylaw, or other approvals have not been obtained; or
- (e) the *construction* creates an unsafe condition; or
- (f) a written request to cancel the *permit* or *permit* application is submitted by the *Applicant*; or
- (g) changes by any person to the *permit* documents which, in the judgment of a Building Official Delegate change the scope of work, design, or intent of the original submission; or
- (h) the negotiable instrument used for payment of the *permit* fee or the *permit* application fee is not honoured for any reason; or
- (i) any conditions in Section 8.2.1 are not complied with; or
- (j) the *permit* or *permit* application has expired.

7.3.5. Issue permits, orders, reports or notices, with conditions attached, intended for the administration of this bylaw.

7.3.6. Impose any conditions on any permit issued pursuant to this bylaw, including, without limitation:

- (a) proof that professional liability insurance in an amount and form satisfactory to the Chief Building Official Delegate is and will be maintained in full force and effect for any architect, engineer or other professional involved in the design, construction or inspection of a building;
- (b) proof that project insurance in an amount and form satisfactory to the Chief Building Official Delegate is and will be maintained in full force and effect for any building;
- (c) that security, in a form and amount satisfactory to the Manger, Inspections is provided to the City in respect of any building or aspect thereof;
- (d) that a guarantee, in a form satisfactory to the Chief Building Official Delegate, of the Owner, or where the Owner is a subsidiary or affiliate of a corporation, of the parent corporation, is provided to the City with respect to the design, construction or inspection of a building;
- (e) that a covenant and indemnity in favour of the City, with respect to the design, construction or inspection of a building, is provided by the Owner;
- (f) any other condition available at law which in the opinion of the Chief Building Official Delegate should be imposed.

7.4 Copies of drawings for buildings in the City can be provided to applicants when available, subject to:

- (a) Freedom of Information criteria, including if required by the Chief Building Official Delegate, notice in writing from the owner and/or building architect that the applicant is authorized to obtain a copy of the drawings: and
- (b) Payment of fees as set out in Schedule D to the "Fees and Charges Bylaw, 2024, No. 9000". [Bylaw 9039, July 22, 2024]

7.5 At his/her discretion accept digital signatures and seals on those electronic documents requiring proof of authenticity or confirmation of authorship.

PART 8 – PERMITS

8.1 Requirement for Permit

8.1.1 A permit is required before proceeding with:

- (a) *Construction*, additions to, alterations of, demolition of , or relocation of a *building* or other *structure*, except a *structure* having an area not exceeding 10m²;
- (b) The installation, alteration or connection of an electrical system;
- (c) The installation, alteration or connection of a plumbing system;
- (d) The installation alteration or connection of a sprinkler system;
- (e) The installation, alteration or connection of a gas system;
- (f) Where a sign *permit* is required by the City's Sign Bylaw, the installation of signs, canopies, awnings or marquees.
- (g) Blasting, demolition, or dismantling of *buildings* or systems.
- (h) A substantial repair, alteration or modification to a *building envelope* for *buildings* containing more than two dwelling units and classified as Group C, residential major occupancies, according to the *Code*;
- (i) *Construction of a Swimming Pool*.

8.2 Conditions of Permits

8.2.1 Permits are issued upon the condition that:

- (a) they are non-transferable, unless an application for a transfer is received and accepted by a Building Official Delegate and the appropriate fee required is paid, as set out in Schedule D to the "Fees and Charges Bylaw, 2024, No. 9000"; [Bylaw 9039, July 22, 2024]
- (b) the work shall be carried out in accordance with all provisions of this bylaw, other *City* bylaws, provincial and federal regulations, the Architects Act, the Engineers and Geoscientists of BC Act and the codes and descriptions on the permit and drawings, and subject to any conditions that may be listed on the permit;
- (c) the review of plans and documents by the Inspector shall not prevent the Inspector from thereafter requiring the correction of errors in the plans and supporting documents, or from prohibiting construction or occupancy being carried on when in violation of this bylaw or any other *City* bylaw;
- (d) changes to previously accepted plans and supporting documents are submitted for review by the Inspector prior to the changes being constructed;
- (e) demolition is completed within thirty (30) days of the start of demolition.

8.3 Expiry of Permits

8.3.1 A Permit shall lapse in the event that:

- (a) work, other than demolition, has not commenced within six (6) months from the date of issuance of the permit and/or the work is not completed within two (2) years of the date of issuance of the permit; or
- (b) demolition has not been started within ninety (90) days of permit issuance, except in the case of a building for which the demolition permit is being obtained contains more than three (3) residential rental premises in which case the permit is valid for seven (7) months;

- 8.3.2 A Permit may be renewed for periods not exceeding six (6) months, except demolition permits, which may be renewed for periods of thirty (30) days, provided that:
- (a) application in writing for such extension, citing reasons acceptable to the Chief Building Official Delegate is made prior to the date of expiry; and
 - (b) such application is accompanied with a permit renewal fee of 10% of the original permit fee, but not less than the minimum fee as set out in Schedule D to the “Fees and Charges Bylaw, 2024, No. 9000”. [Bylaw 9039, July 22, 2024]

8.4 Expiry of Permit Applications

8.4.1 Every application for a Permit shall expire where the Applicant fails to provide all required submissions and documents within six months of the date of application, or where all documentation has been received, and the permit is ready to issue, payment not received.

8.4.2 An application may be renewed for periods not exceeding six (6) months provided that:

- (a) the application in writing for such extension, citing reasons acceptable to the Chief Building Official Delegate is made prior to the date of expiry; and
- (b) such application is accompanied by an application renewal fee as set out in Schedule D to the “Fees and Charges Bylaw, 2024, No. 9000”. [Bylaw 9039, July 22, 2024]

8.5 Partial Permits

8.5.1 A Building Official Delegate may, at the risk of the *Applicant*, issue a *permit* or otherwise authorize the commencement of *construction*, or installation of electrical, plumbing, gas, or fire protection systems before the entire plans, specifications or documents for the entire construction *permit* has been submitted or accepted, provided that adequate information and details have been filed with the *City*, in compliance with this bylaw, as determined by a Building Official Delegate, to satisfy the Building Official Delegate that the work which has been proposed is in compliance with this bylaw. Despite the issuance of partial *permits*, the requirements of this bylaw shall apply to the remainder of the *building* or systems as if the *permit* or *permits* had not been issued.

8.6 Building Permits

8.6.1. Notwithstanding subsection 8.1.1 and unless required by the Chief Building Official Delegate, *building permits* are not required for:

- (a) painting and decorating, re-roofing;
- (b) retaining walls with less than 1,200mm in differential height between the finished grades on either side of the retaining wall;
- (c) fences built in compliance with the Zoning Bylaw;
- (d) repairs which the Chief Building Official Delegate may, on application by the Owner, exempt due to their minor nature.

8.6.2 Fees for *building permits* shall be based on the value of *construction* being proposed and that value shall be as determined by the Chief Building Official Delegate.

- 8.6.3 The value of construction for a *Building Permit* to raise or move a *building* shall include the cost to move the *building*, excavation at the new site, foundations, and alterations or repairs to the *building* to the point at which the moved *building* qualifies for *Occupancy*.

8.7 Building Permit Application Requirements

- 8.7.1 Applications for a *building permit*, and demolition permit, shall include drawings and other documentation including: [Bylaw 9118, July 7, 2025]

- (a) proof that any conditions imposed pursuant to Section 7.3 have been or will be met;
- (b) the existing and finished ground levels to an established datum at or adjacent to the site and the geodetic elevation of the underside of the floor system of a building or structure where the City's land use regulations establish siting requirements;
- (c) 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 openings of windows; floor, wall and ceiling finishes; plumbing fixtures; structural elements; and stair dimensions;
- (d) a cross-section through the building or structure illustrating foundations, drainage, ceiling heights and construction systems;
- (e) elevations of all sides of the building or structure showing finish details, roof slopes, windows, doors, and finished grade;
- (f) cross-sectional details drawn at an appropriate scale and taken at appropriate locations to illustrate that the building or structure substantially conforms to the Building Code;
- (g) copies of approvals required under any Federal, Provincial, or Regional enactment relating to health, safety or environmental protection;
- (h) where applicable, a Letter of Assurance in the form of Schedule "A" as specified in Part 7.3.2 of this bylaw, signed by the Owner, or a signing officer of the Owner if the Owner is a corporation, as well as the coordinating registered professional; and
- (i) where applicable, Letters of Assurance as referred to in Building Code, each signed by a registered professional.

- 8.7.2 Drawings and specifications supporting an application must be legible, drawn to scale and include:

- (a) a Building Code analysis where required by a Building Official Delegate and
- (b) a site plan prepared by a BC Land Surveyor showing;
 - (1) the bearing and dimensions of the parcel taken from the registered subdivision plan;
 - (2) the legal description and civic address of the parcel;
 - (3) the location and dimensions of all statutory rights-of-way, easements and setback requirements;
 - (4) the location and dimensions of all existing and proposed buildings or structures on the parcel;
 - (5) setbacks to the natural boundary of any, swamp, pond, creek or watercourse where the City's land use regulations establish siting requirements related to flooding or habitat protection;
 - (6) dimensions to 'top of bank' for any parcels straddling, adjacent to, or within 100 meters from a stream.

8.7.3 Applications for a Building Permit for a Building that contains one or more uses contained in Table 1 and is required to comply with Part 3 of the Building Code shall:

- (a) be designed to meet or exceed the specified Energy Step Code requirements for the Step indicated in Table 1; and
- (b) provide sufficient documentation to demonstrate compliance with this Step to the satisfaction of the Chief Building Official Delegate.

Table 1

Use	Energy Step Code Step
Schools other than colleges	Step 2
Libraries	Step 2
Colleges	Step 2
Recreation Centres	Step 2
Hospitals	Step 2
Care Centres	Step 2
Hotels and Motels	Step 3
Other Residential Occupancies	Step 3
Offices	Step 2
Other Business and Personal Service or Mercantile Occupancies	Step 2

[Bylaw 8986, July 17, 2023]

8.7.4 Applications for a Building Permit for a Building containing a residential Occupancy that is required to comply with Part 9 of the Building Code shall:

- (a) be designed to meet or exceed the specified Energy Step Code and greenhouse gas emissions requirements for the Step indicated in Table 2; and
- (b) provide sufficient documentation to demonstrate compliance with this Step to the satisfaction of the Chief Building Official Delegate.

Table 2

Option	Energy Step Code Step	GHG Emission Level
Option 1	Step 4	EL-3
Option 2	Step 5	EL-1

[Bylaw 8986, July 17, 2023]

8.7.5 Applications for a Building Permit for a *building* that contains *Type 1 Offsite Construction – Engineered Wood Products, Type 2 Offsite Construction – Pre-fabricated Panels, or Type 4 Offsite Construction – Volumetric Construction* shall: [Bylaw 9118, July 7, 2025]

- (a) where applicable, provide certification of compliance to CSA A277 for factory certification and pre-fabricated product; and
- (b) where applicable, include Letters of Assurance as referred to in the Building Code, each signed by a registered professional.

8.8 Building Permit Inspection Requirements

8.8.1 Except as permitted in subsection 8.8.3, requests for inspections of *construction* are to be made: [Bylaw 9118, July 7, 2025]

- (a) after the forms for footings, foundations and slabs are complete, but prior to placing of any concrete;
- (b) after the installation of perimeter drainage, drainrock and dampproofing, but prior to backfilling;
- (c) after framing and roof sheathing of the *building* are complete, including fire-stopping, bracing, chimneys, fireplace(s), ductwork, plumbing, gas venting, and rough wiring, but before any insulation, wallboard or other interior or exterior finish is applied which would conceal such work;
- (d) after installation of insulation and vapour barrier, but before any interior finish is applied;
- (e) after installation of *building* paper, stucco wire but before application of stucco;
- (f) after plumbing, electrical, mechanical installations including kitchen and laundry fixtures, have been installed and the *building*, or part thereof, is ready for occupancy but before occupancy takes place; and
- (g) as otherwise required by this bylaw.

8.8.2 Where required, surveys, engineering reports and any other documentation deemed necessary by a Building Official Delegate must be provided prior to a building inspection being requested.

8.8.3 Where requests for inspections of *construction* contain *Type 1 Offsite Construction – Engineered Wood Products, Type 2 Offsite Construction – Pre-fabricated Panels, or Type 4 Offsite Construction – Volumetric Construction*, the Building Official Delegate may authorize the omission of inspections deemed redundant through third-party certification or registered professional assurance. [Bylaw 9118, July 7, 2025]

8.8.4 The Chief Building Official Delegate, may require that the owner retain a professional to conduct any inspection required by this bylaw, and provide to the City satisfactory evidence that an inspection has been performed by a qualified professional and that the construction or installation inspected complies with any applicable codes and plans. [Bylaw 9118, July 7, 2025]

8.9 Demolition or Moving Permits

8.9.1 Before a *building* is demolished, raised or moved from a site within, into, or out of the *City*, the *Applicant* shall:

- (a) apply for and obtain all permits;

- (b) notify the City so that the plumbing system connections may be adequately severed at the property line. This work will be done by the *City*, and the cost thereof is to be paid by the Owner or Contractor;
- (c) notify other utilities to shut off and/or remove their service;
- (d) identify the site from which the *building* is to be moved, and the site to which the *building* is to be moved;
- (e) show compliance with the *Zoning Bylaw* for the land where the *building* is to be placed on a new site within the *City*;
- (f) provide evidence that the Street and Traffic Delegate, and the RCMP, have been informed of the time and route of the move.

8.9.2. A Demolition *Permit* for a *building* shall:

- (a) be valid for the term specified in section 8.3;
- (b) impose on the *Applicant* the obligation to remove from the site within the lifetime of the permit, all material resulting from, or produced by, the demolition and such other on-site works of reclamation as may be specified in the permit;
- (c) include the removal of all plumbing systems to the property line as required by the *City*.

8.10 Temporary Buildings

8.10.1 Notwithstanding anything contained elsewhere in this bylaw, the Chief Building Official Delegate may allow, for a limited time only, the erection or relocation and existence of a *building* for purposes of a temporary nature;

8.10.2 No person, unless authorized by the Building Official Delegate, shall erect or place a temporary *building* without first entering into an agreement with the City and providing the required security deposit as set out in Schedule D to the “Fees and Charges Bylaw, 2024, No. 9000”; [Bylaw 9039, July 22, 2024]

8.10.3 A temporary *building* may be permitted for a period not exceeding one (1) year, on the condition that:

- (a) the temporary *building* shall be removed no later than the expiration of the specified period of time, except that this period may be extended when, in the opinion of the Chief Building Official Delegate, such extension is warranted;
- (b) it is located and sited in compliance with the *Zoning Bylaw*;
- (c) it is connected as required to the *City’s* utility services; and
- (d) it is properly maintained at all times.

8.11 Occupancy and Final Acceptance

8.11.1 Except as provided for in clause 8.11.1(a) every new *building* shall be occupied only after approval has been granted by a Building Official Delegate by means of a *Certificate of Occupancy* being issued:

- (a) Where portions of a new *building* are suitable for *occupancy* the Building Official Delegate may issue an *Interim Occupancy Certificate* to allow the *occupancy* of a *building*, or part thereof, before completion of *construction*, subject to compliance with all health and safety requirements and subject to such other conditions, including security, as the Building Official Delegate may require;

- (b) Before either a *Certificate of Occupancy* or an *Interim Certificate of Occupancy* is issued, the address assigned and noted on the *Building Permit* must be installed on the *building* and/or suite(s), in conformance with the *City's Zoning Bylaw* and Addressing Bylaw.

8.12 Repealed [Bylaw 8477, May 2, 2016]

8.13 Signs, Awnings Canopies and Marquees

8.13.1 An awning projecting over public property shall:

- (a) not have any supports extending into the street;
- (b) be supported on iron or steel framework secured to the *building*;
- (c) be at least 2.4m (8.0 feet) clear of the finished grade and at least .3m (1.0 foot) clear of the curb line;
- (d) not be permitted over a lane;
- (e) not interfere with fire escapes, traffic utilities or City works;

8.13.2 Any canopy or marquee projecting over public property shall:

- (a) not have any supports extending into the street;
- (b) be of such construction so as to support the load requirements of Part 4 of the Building Code and meet the construction requirements of Part 3 of the Building Code;
- (c) be adequately drained;
- (d) be at least 2.75 metres (9 feet) clear of the finished grade, and at least 0.6 metres (2 feet), clear of the curb line;
- (e) not be permitted over a lane;
- (f) not interfere with fire escapes, traffic, utilities or City works.

8.14 Plumbing Permits

8.14.1 Notwithstanding subsection 8.1.1 plumbing *permits* are not required for:

- (a) the repair of leaks in water pipes;
- (b) the replacement of fixtures;
- (c) the removal of stoppages in soil or waste pipes provided no soil or waste pipe is broken and cleanouts are used for this purpose;
- (d) those plumbing systems exempted in the Plumbing Code and referenced in the Building Code;

8.14.2 Subject to the Provisions in Part 5 of this Bylaw:

- (a) All roofed and paved surfaces shall be connected to a storm drainage system;
- (b) All sub-soil drainage tile and area drainage shall be intercepted by a sump or catch basin prior to connection to a storm sewer;
- (c) The storm sewer shall be connected to the City storm sewer, a drainage ditch, rockpit, or other accepted point of disposal, as determined by the Inspector;
- (d) No piping conveying storm, surface, or groundwater shall be connected with the sanitary sewer system;

- (e) Unless otherwise approved by the Inspector, no storm or sanitary sewer shall pass under any *building* other than the *building* it serves, or an ancillary *building* located on the same property;
- (f) Every *building* in which plumbing fixtures are, or are to be, installed shall be connected to the *City* Sanitary Sewer system, or a private sewage disposal system. Where available, connection shall be made to the sanitary sewer. For purposes of this section “available” shall mean where the property is flanked or fronted by a lane, easement or street in which a *City* Sanitary Sewer is installed, or is to be installed;
- (g) Every *building* in which plumbing fixtures are, or are to be, installed shall be connected to the *City* water distribution system;
- (h) Where, in or on any premises, it is desired to install special fixtures, machines or appliances for which no provision is made in this bylaw, the Building Official Delegate may issue a special permit for the installation if, in the opinion of the Building Official Delegate they are satisfactory, and the installation does not disturb or interfere with the plumbing system in the said premises;
- (i) The existing plumbing in any *building*, or the plumbing services to the *building*, shall be subject to inspections by the Building Official Delegate, and:
 - (1) whenever it is found that any plumbing installation is defective, unsanitary, or inadequate, the Building Official Delegate may notify, in writing, the *Owner, Agent* of the *Owner*, or person in charge of the property, of the defect, unsanitary condition or inadequacy, and the Building Official Delegate may require that the plumbing system or part thereof be repaired or altered to make the plumbing system safe, and to correct any deficiency identified;
 - (2) Whenever, in the opinion of the Building Official Delegate there is reason to believe that the plumbing system in any *building*, or the plumbing services to the *building*, has become dangerous or defective on account of the settlement of the *building* or through abuse, accident, or for any other cause, the Building Official Delegate may require the *Owner, Agent*, or person in charge of the property to perform such tests as may be appropriate to ascertain whether any defective conditions exist.
- (j) In existing buildings in which the plumbing system is altered, repaired or renovated, deviations from this bylaw are permitted, provided such deviations are found necessary, conform to the intent of this bylaw, and are approved by the Building Official Delegate,
- (k) Sump pumps and catch basins shall be built to a minimum size and standard as established by the *City*;
- (l) All water supply pipe, sewer pipe, or waste pipe, shall be protected in the following manner, unless otherwise accepted by the Building Official Delegate:
 - (1) Water supply pipe outside of a *building* shall have a minimum depth of 600mm (24 inches);
 - (2) A sanitary drainage system outside of a *building* shall have a minimum depth of 400mm (15 inches);
 - (3) Where sanitary and/or storm drainage systems are subject to loading, vehicular or otherwise, a minimum coverage of 1m (3.28 ft) is required. Where coverage is less than 1m (3.28 ft), piping must be protected to the satisfaction of the Building Official Delegate.

8.15 Plumbing Permit Application Requirements

- 8.15.1 Except where exempted by the Building Official Delegate, drawings and specifications are to be submitted for each plumbing permit application.
- 8.15.2 The drawings and specifications are to be legible and drawn to scale. [Bylaw 9118, July 7, 2025]
- 8.15.3 The drawings are to include a riser diagram, specifications and documentation and indicate information necessary to determine that the proposed drainage system will be at such a depth, in such a position, and in compliance with this bylaw, so as to connect to the municipal sewer system.

8.16 Plumbing Inspection Requirements

- 8.16.1 Except as permitted in subsection 8.16.2, where a plumbing system has been installed or altered under a Permit, an inspection shall be requested before: [Bylaw 9118, July 7, 2025]
- (a) the system is covered up with interior or exterior finishes; or
 - (b) the system is used.
- 8.16.2 Where requests for inspections of *construction* contain *Type 3 Offsite Construction – Pre-assembled Mechanical Systems*, the Building Official Delegate may authorize the omission of inspections deemed redundant through third-party certification or registered professional assurance. [Bylaw 9118, July 7, 2025]

8.17 Gas Permits

- 8.17.1 A Gas *Permit* is required for installation or alteration of any appliance, vent, piping when:
- (a) the installation is in a single family dwelling serviced by an individual meter and supplied with gas at a pressure of 14.0 kPa or less; or
 - (b) the installation is in a commercial premises and is supplied with a gas pressure of 14.0kPa or less and the connected load served by an individual meter is less than 120kW (409,600 BTU/hr).

8.18 Gas Permit Application Requirements

- 8.18.1 Except where exempted by a Building Official Delegate drawings and specifications are to be submitted for each gas *permit* application;
- 8.18.2 The drawings and specifications are to be legible and drawn to scale. [Bylaw 9118, July 7, 2025]

8.19 Gas Permit Inspection Requirements

- 8.19.1 Where a gas system or part thereof has been installed or altered under a *Permit*, an inspection shall be requested before:
- (a) the system is covered up with interior or exterior finishes;
 - (b) the system is used.

8.20 Electrical Permits

8.20.1 An electrical permit is required to do electrical work as described on the permit application form and as defined in the Provincial Electrical Safety Regulations. If the work is an emergency repair, a permit application must be made the first working day following the repair.

8.20.2 Permits may only be issued to qualified *Applicants*, namely:

- (a) A registered Electrical Contractor or their designated *Agent*;
- (b) A resident owner of a detached single family dwelling without a secondary suite;
- (c) The resident lessee of a detached single family dwelling not containing a secondary suite, with the owner's written permission.

8.20.3 Electrical permits are not required to replace the following items only:

- (a) Receptacles, cord attachment plugs, snap switches; lamps; dimmer switches; fan speed controllers; thermostats; fuses, and other work as defined in the Provincial Electrical Safety Regulation, Section 21.
- (b) An electrical permit is required for all other electrical work.

8.21 Application Requirements for Electrical Permits

8.21.1 Plans shall be submitted for any installation designed by a registered professional and where so requested by the Building Official Delegate.

8.21.2 Plans are required for the installation or alteration of a fire alarm system

8.22 Inspection Requirements for an Electrical Permit

8.22.1 Except as permitted in subsection 8.22.2, electrical permit holders shall request a field review at the following stages of construction: *[Bylaw 9118, July 7, 2025]*

- (a) When work to be concealed is roughed-in, before any covering or insulation is applied or installed;
- (b) When cables or conduits have been installed but prior to being buried underground or encased in concrete slabs or walls;
- (c) When connection to the supply authority is required;
- (d) When installation is complete (partial or fully);
- (e) When work is performed under the direction of a registered professional the permit holder is required to submit the field review documents provided to them by the registered professional.

8.22.2 Where *requests* for inspections of *construction* contain *Type 3 Offsite Construction – Pre-assembled Mechanical Systems*, the Electrical Safety Officer may authorize the omission of *inspections* deemed redundant through third-party certification or registered professional assurance. *[Bylaw 9118, July 7, 2025]*

8.23 Electrical Service Requirements

8.23.1 New electrical services and existing electrical services that are modified, and that are to be supplied overhead from the supply authority, must:

- (a) When service is available from the lane, be installed in a location that can be directly supplied from the lane;
- (b) When service is only available from the street, be installed in a location that can be supplied from both the street and the lane, in order that future supply from the lane is possible.

PART 9 – Repealed [Bylaw 8576, October 16, 2017]

PART 10 – BUILDING SPRINKLERS AND FIRE LIMIT AREAS

- 10.1 The following *buildings* classified in accordance with the BC Building Code are designated as fire limit areas and shall be completely sprinklered:
- (a) Group A, Assembly Occupancies;
 - (b) Group B, Institutional Occupancies;
 - (c) Group C, Residential Occupancies that exceed 4 dwelling units;
 - (d) Group D, Business and Personal Service Occupancies that exceed 600 sq.m. in *building* area or three storeys in *building* height;
 - (e) Group E, Mercantile Occupancies that exceed 600 sq.m. in *building* area or three storeys in *building* height; and
 - (f) Group F, Industrial Occupancies.
- 10.2 Within the fire limit areas a sprinkler system is to be installed in conformance with the BC Building Code, and where a building permit application is required by this bylaw.
- 10.3 Clause 10.1 does not apply to additions and alterations which have a construction value of less than 25% of the construction value of the building prior to the addition or the alteration as determined by the Chief Building Official Delegate.
- 10.4 All additions and alterations to a building required to have a building permit after January 1, 1996 shall be considered cumulatively over a 2 year period from the date of the original building permit application, for the purpose of establishing the valuation limitation in Clause 10.3.

PART 11 – SWIMMING POOLS

- 11.1 *Swimming Pools* shall be enclosed within a fence of not less than 1070mm (3 ft 6 inches) in height with no openings greater than 100mm (4inches) in their least dimension. Access through the fence enclosing the *swimming pool* shall be equipped with a self-closing gate, so designed as to cause the gate to return to a locked position when not in use and secured by a spring lock, which can be opened on the *swimming pool* side only. For the purpose of this Section, *swimming pool* shall include any constructed or prefabricated pool used or intended to be used for swimming, bathing, or wading, having a surface area exceeding 14.0m² (150 square feet), and a depth of more than 450mm (18 inches).

PART 12 – COMPLIANCE

12.1 Right of Entry

12.1.1 A Building Official Delegate:

- (a) 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;
- (b) where any residence is occupied, shall request the consent of the occupant or provide written notice to the occupant 24 hours in advance of entry; and
- (c) shall carry proper credentials confirming his or her status as a building official;
- (d) may order the correction of any work that is being or has been done in contravention of this bylaw.

12.2 Inspections

12.2.1 In carrying out a review, examination or evaluation under this bylaw, a Building Official Delegate may:

- (a) be accompanied by any person or thing that the Building Official Delegate considers would be of assistance in the performance of their duties;
- (b) review, examine and evaluate any thing, process or activity to which this bylaw applies, and photograph or otherwise record any thing, process or activity that is relevant;
- (c) if necessary, for safety reasons, and on providing notice when practical, temporarily close or disconnect, or require temporary closure or disconnection of, any thing, process or activity to which this bylaw applies, for the purpose of making the review, examination or evaluation; and
- (d) review, perform or require to be performed any tests and evaluations, at the expense of the Owner, that the Building Official Delegate considers necessary for any thing, process or activity to which this bylaw applies and remove any thing, if necessary, for the purpose of having tests or evaluations performed.

12.2.2 On completion of a field review, examination or evaluation the Building Official Delegate may provide to the *Owner* or *Owner's Agent*, advice or a report or direction with respect to the thing, process or activity that was reviewed, examined or evaluated, and that person shall take all necessary action to comply with that direction.

12.2.3 A Building Official Delegate is not required to review a *building* or structure, a plumbing system, an electrical systems or a gas system solely because a *Permit* has been issued.

12.3. Orders

12.3.1 A Building Official Delegate may issue an order if the Building Official Delegate believes, on reasonable and probable grounds, that:

- (a) this bylaw, the Code, or any other relevant City bylaw is being contravened; or
- (b) the design, construction, manufacture, operation, maintenance, use or relocation of a thing or the condition of a thing, process or activity to which this bylaw applies, is such that there is danger of serious injury or damage to a person or property, or there is an unsafe condition, and may order:

- (1) the immediate suspension or disconnection of all work, or any portion of *construction*.

PART 13 – ALTERNATIVE SOLUTIONS

- 13.1 If a person submits evidence to the *City* in connection with an application for acceptance for an *alternative solution* to satisfy one or more of the requirements of this bylaw, the Chief Building Official Delegate may accept an *alternate solution* as described the *Code*, if he or she is of the opinion that the evidence submitted demonstrates that the *alternative solution* will provide the level of performance required by the *Code(s)* or this bylaw.
- 13.2 Where an *alternative solution* is granted at the request of Owner in respect of any building, the Chief Building Official Delegate may impose additional conditions pursuant to Section 7.3 of this bylaw.

PART 14 – OFFENCES, PENALTIES, AND ENFORCEMENT [Bylaw 9165, June 15, 2026]

- 14.1 Every person who:
 - (1) violates a provision of this bylaw;
 - (2) permits, suffers or allows any act to be done in violation of any provision of this bylaw;
 - (3) neglects to do anything required to be done under any provision of this bylaw; or
 - (4) allows a violation of this bylaw to continue;commits an offence and on summary conviction is liable to a fine of not more than \$50,000.00.
- 14.2 Each day during which a violation, contravention or breach of this bylaw continues is deemed to be a separate offence.
- 14.3 Other fees and deposits for each permit are set out in Schedule D of the “Fees and Charges Bylaw, 2024, No. 9000”, as amended or replaced from time to time.

PART 15 – REPEAL AND ENACTMENT

- 15.1 The bylaw known as the “Building Bylaw, 1972, No. 4361” and all amendments thereto, are hereby repealed.
- 15.2 The bylaw known as the “Plumbing Bylaw, 1964, No. 3443” and all amendments thereto, are hereby repealed.
- 15.3. The bylaw known as the “Gas Permit Fee Structure Bylaw, 1977, No. 4971” and all amendments thereto, are hereby repealed.
- 15.4 The bylaw known as the “Oil Burner and Compressed Gas System Permit and Inspection Bylaw, 1938, No. 1491” and all amendments thereto, are hereby repealed.

- 15.5. The bylaw known as the “Electrical Inspection Bylaw, 1957, No. 2572” and all amendments thereto, are hereby repealed.

READ a first time by the Council on the 8th day of December, 2003.

READ a second time by the Council on the 8th day of December, 2003.

READ a third time and passed by the Council on the 8th day of December, 2003.

RECONSIDERED and finally adopted by the Council, signed by the Mayor and City Clerk and sealed with the Corporate Seal on the 15th day of December, 2003.

“Barbara A. Sharp”

MAYOR

“Bruce A. Hawkshaw”

CITY CLERK

PART 16 – SCHEDULES

Schedule “A” – Fees and Deposits – Deleted *[Bylaw 9039, July 22, 2024]*