



TOWN OF PRINCETON

BUILDING BYLAW NO. 976, 2020

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Town of Princeton
BUILDING BYLAW NO. 976, 2020

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

GIVEN that the Town Council

- A. May by bylaw regulate, prohibit and impose requirements in respect to buildings and structures under sections 8(3)(g) and (l) of the *Community Charter* for the following under section 53(2):
 - (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;
- B. Is enacting this bylaw to regulate construction and administer the British Columbia *Building Code* in the Town of Princeton in accordance with the *Community Charter* and the *Building Act*;

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

PART 1: TITLE

Citation

- 1.1 This bylaw may be cited as “Building Bylaw No. 976, 2020”.

PART 2: PURPOSE OF BYLAW

- 2.1 Despite any other provision in this bylaw, this bylaw must be interpreted in accordance with this Part.
- 2.2 Every permit issued under this bylaw is issued expressly subject to the provisions of this Part.
- 2.3 This bylaw is enacted to regulate, prohibit and impose requirements in regard to construction in the Town in the public interest.
- 2.4 The purpose of this bylaw does not extend to:
 - (a) the protection of *owners, designers or constructors* from economic loss;
 - (b) the assumption by the Town of Princeton 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 Town of Princeton is free from latent, or any, defects, or

- (e) the protection of adjacent real property from incidental damage or nuisance.

PART 3: SCOPE AND EXEMPTIONS

Application

- 3.1 This bylaw applies to the geographical area of the Town and to land, the surface of water, air space, *buildings or structures* in the Town.
- 3.2 This bylaw applies to the design, construction or *occupancy* of new *buildings or structures*, and the *alteration*, reconstruction, demolition, removal, relocation or *occupancy* or change of use or *occupancy* of existing *buildings, structures and real property*.
- 3.3 This bylaw does not apply to:
- (a) The following matters exempted by Section 1.1 of Division A – Part 1 of the Building Code:
- i. sewage, water electrical, telephone, rail or similar public infrastructure systems located in a street or a public transit right of way;
 - ii. utility towers and poles, and television, radio and other communication aerials and towers, excepts for loads resulting for their being located on or attached to buildings;
 - iii. mechanical or other equipment and appliances not specifically regulated in these regulations;
 - iv. flood control and hydro electric dams and structures;
 - v. accessory buildings less than 10m² (107 ft²) in building area that do not create a hazard;
 - vi. factory built housing and components complying with CAN/CSA Z240 MH Series standard or A277 series, but this exemption does not extend to on site preparations (foundations, mountings), connection to services and installation of appliances; and
 - vii. areas that are specifically exempted from provincial building regulations by provincial or federal enactments.

- (b) Non-structural alterations and repairs to single and two-family residential dwellings including:
 - i. re-covering existing roofs;
 - ii. re-cladding existing exterior walls;
 - iii. repainting;
 - iv. the repair or replacement of *plumbing systems*;
 - v. re-covering existing floors;
 - vi. replacing windows and doors in existing openings (as long as the size does not change);
 - vii. installation or replacement of gas or electric powered space or water heating fixtures or appliances;
- (c) buildings or structures on a mine site, other than buildings used or intended to be used for residential occupancy and buildings accommodating cooking or sleeping facilities;
- (d) unroofed residential decks if the deck surface is 600 mm (24 inches) or less above the adjacent ground level, or the adjacent surface within 1.2 m of the walking surface of the deck has a slope of more than 1 in 2;
- (e) public utility water reservoirs, valve chambers, piping and pump-houses and underground tanks;
- (f) Except as set out in Part 11 (Retaining Walls) of this bylaw, a fence;
- (g) A trellis, an arbour, a wall supporting soil that is less than 1.22 metres in height, regardless of whether the structure is embedded on level ground or on a slope, or other similar landscape *structures* on a parcel zoned for single-family *residential occupancy* uses under the Town of Princeton's zoning bylaw;
- (h) an accessory *building* with a floor area of less than 10 square metres.

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 permission to occupy, when an *existing building* has been *constructed* before the enactment of this bylaw, the enactment of this bylaw is not to be interpreted as requiring that the *building* must be *reconstructed* and *altered*, unless it is expressly so provided by this or another bylaw, regulation or statute.
- 3.5 This bylaw applies if the whole or any part of an *existing building* is moved either within or into the Town, including relocation relative to parcel lines created by subdivision or consolidation. Part 12 applies to *building* moves.
- 3.6 If an *alteration* is made to an *existing building* the *alteration* must comply with this bylaw and the *building code* and the entire building must be made to comply with this bylaw and the *building code*, but only to the extent necessary to address 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, the *Zoning Bylaw*, and the *building code*, and the entire *building* must be made to comply with this bylaw and the *building code*, but only to the extent necessary to address any new infractions introduced in the remainder of the building as a result of the *alteration* or *addition*.

PART 4: PROHIBITIONS

- 4.1 A person must not commence or continue any construction, *alteration, excavation, reconstruction, demolition, removal, relocation* or change the use or *occupancy* of any *building, structure or real property* 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* or 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 at variance with the *accepted* design or plans of a *building, structure* or other works for which a *permit* has been issued, unless that variance has been authorized in writing by a *building official*.
- 4.7 A person must not interfere with or obstruct the entry of a *building official* or other authorized official of the Town on property in the administration of this bylaw.
- 4.8 A person must not *construct* on a *parcel* unless the civic address is conspicuously posted on the front of the premises or on a signpost so it may be easily read from the public highway from which it takes its address.
- 4.9 A person must not contravene an administrative requirement of a *building official* made under section 6.6 or any other provision of this bylaw.
- 4.10 A person must not change the use, *occupancy* or both of a *building, structure or real property* or a part of a *building or structure* without first applying for and obtaining a *building permit* under this bylaw.

PART 5: PERMIT CONDITIONS

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

PART 6: POWERS OF A BUILDING OFFICIAL

Administration

- 6.1 Words defining the authority of a *building official* are to be constructed as internal administrative powers and not as creating a duty.
- 6.2 A *building official* may:
- (a) administer this bylaw, but owes no public duty to enforce or administer this bylaw;
 - (b) keep records of applications received, *permits*, notices and orders issued, inspections and tests made, and may retain copies of all papers and documents connected with the administration of this bylaw;
 - (c) establish or require an *owner* to establish whether a method or type of construction or material used in the construction of a *building or structure* complies with the requirements and provisions of this bylaw and the *building code*; and
 - (d) direct that tests of materials, equipment, devices, construction methods, structural assemblies or *foundations* be carried out, or that sufficient evidence or proof be submitted by the *owner*, at the *owner's* sole expense, where such evidence or proof is necessary to determine whether the material, equipment, device, construction or *foundation* condition complies with this bylaw and the *building code*.

Refusal and Revocation of Permits

- 6.3 A *building official* may refuse to issue a *permit* if the proposed work will contravene the requirements of the *building code* or the provisions of this or any other bylaw of the Town, 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*, the approved plans associated with an active building permit, or any other enactment of the Town of Princeton 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 any 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*, the approved plans associated with an active building permit, or another applicable 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:
- i. within the time ordered, or
 - ii. if no time is ordered, immediately.

PART 7: OWNER'S RESPONSIBILITIES

Permit Requirements

- 7.1 Subject to Part 10 of this bylaw, every *owner* must apply for and obtain a *permit*, prior to
- (a) *constructing*, repairing or *altering* a *building* or *structure*, including a *pool* or *retaining wall*;
 - (b) moving a *building* or *structure* into or within the Town of Princeton;
 - (c) demolishing a *building* or *structure*;
 - (d) occupying a new *building* or *structure*;
 - (e) *constructing* a masonry fireplace or installing a solid fuel-burning appliance or chimney, whether attached to, part of, or detached from a *building*;
 - (f) changing the use or *occupancy* of a *building* or *real property* unless the works are the subject of another valid and subsisting, *building permit*.
- 7.2 Every *owner* must ensure that plans submitted with a *permit* application bear the name, phone number, address and email address of the *designer* of the *building* or *structure*.

Owner's Obligations

- 7.3 Every *owner* must:
- (a) comply with the *building code*, the requirements of this bylaw and the conditions of a *permit*, and must not omit any work required by the *building code*, this bylaw or the conditions of a *permit*;
 - (b) ensure that all *permits*, all plans and specifications and supporting documents on which a *permit* was based, all municipal inspection certificates, and all professional *field reviews* are available at the site of the work for inspection during working hours by the *building official*, and that all *permits* are posted conspicuously on the site during the entire execution of the work; and
 - (c) prior to the issuance of a *building permit*, execute and submit to the Town an *owner's* undertaking in the prescribed form, where required by the *building official*.
- 7.4 Every *owner* and every *owner's agent*, must carry out *construction* or have the construction carried out in accordance with the requirements of the *building code*, this bylaw and other bylaws of the Town. 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 *buildings* or premises at any reasonable time to administer and enforce this bylaw.
- 7.6 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

- 7.7 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*.
- 7.8 In addition to payment of a security deposit under sections 10.8 to 10.12, every *owner* must pay to the Town, within 30 days of receiving an invoice for same from the Town, the cost to repair any damage to public property or works located on public property arising directly or indirectly from work for which a *permit* was issued.

Demolition

- 7.9 Prior to obtaining a *permit* to demolish a *building* or *structure*, the *owner* must:
- (a) provide to the Town a vacancy date;
 - (b) pay capping and inspection chamber installation fees as set out in bylaws of the Town governing waterworks and sewer;
 - (c) ensure that all municipal services and other services are capped and terminated at the property line in a standard inspection chamber and valve arrangement of the Town; and
 - (d) secure the demolition site and all buildings from unauthorized entry.
- 7.10 Every *owner* must ensure that:
- (a) during the course of demolition procedures, reasonable measures to ensure public safety are taken;
 - (b) 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

- 7.11 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.
- 7.12 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.
- 7.13 If an *owner* or a *registered professional* terminates the engagement of a *registered professional*, including a *coordinating registered professional*, the *owner* must suspend 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.
- 7.14 Without limiting sections 10.29 to 10.44, every *owner* must give at least 48 hours' notice via email 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.

- 7.15 Every *owner* must give notice in writing to a *building official* and pay the non-refundable fee set out in the *Fees and Charges Bylaw*, immediately upon any change in ownership or change in the address of the *owner* which occurs prior to the issuance of an *final approval notice*.
- 7.16 Every *owner* must give notice to a *building official* as required by the *building official* or by a provision of this bylaw.

PART 8: OBLIGATIONS OR OWNER'S CONSTRUCTOR

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

PART 9: REGISTERED PROFESSIONAL'S RESPONSIBILITIES

Professional Design and Field Review

- 9.1 The provision by the *owner* to provide 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 or assurance have been required in accordance with the requirements of the *building code*, in which case the *owner* must provide the Town with letters of assurance in the form of Schedules C-A or C-B, as appropriate, referred to in subsection 2.2.7, Division C, of the *building code*.
- 9.2 If a *registered professional* provides letters of assurance in accordance with the *building code*, they must also provide proof of professional liability insurance to the *building official* in the form and amount set by Appendix C to this bylaw.

Requirement for a Registered Professional

- 9.3 The *owner* must retain a *registered professional* to provide a *professional design* and plan certification and letters of assurance in the form of Schedules A, B, C-A and C-B referred to in subsection 2.2.7, Division C, of the *building code*, in respect of a *permit* application:
- (a) for a *complex building*, prior to the pre-occupancy site review coordinated by the *coordinating registered professional* or other *registered professional*, or
 - (b) for a *simple building*, prior to a final inspection in circumstances where letters of assurance have been required in accordance with the requirements of the *building code*, in which case the *owner* must provide the Town of Princeton 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, 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) for 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 requirements for a *professional design* is in addition to a requirement under Division 8 of Part 3 of the *Community Charter*
 - i. for a report certified by a professional engineer with experience in geotechnical engineering that the parcel may be used safely for the use intended, and
 - ii. that the plans submitted with the application comply with the relevant provisions of the *building code* and applicable bylaws of the Town.

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

Professional Plan Certification

- 9.5 The letters of assurance in the form of Schedules A and B as referred to in subsection 2.2.7, Division C, of the *building code*, and referred to in sections 9.1 and 9.3 of this bylaw, are relied upon by the Town and its *building officials* as certification that the design and plans to which the letters of assurance refer comply with the *building code*, this bylaw and other applicable enactments.
- 9.6 Letters of assurance must be in the form of Schedule 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* will provide the *owner* with a notice that the *building permit* is issued in reliance on the certification of the *registered professional* that the *professional design* and plans submitted in support of the application for the *building permit* comply with the *building code* and other applicable enactments. Any failure on the part of the building official to provide the *owner* with the notice will not diminish or invalidate the reliance by the Town or its *building officials* on the *registered professionals*.

- 9.8 If a *building permit* is issued for a construction of a *complex building*, the *permit* fee is reduced by 10% of the fees payable under the *Fees and Charges Bylaw*, up to a maximum reduction of \$2,500.00, at the time of application.
- 9.9 If a building permit is issued for a simple building in accordance with Part 9 of this bylaw the permit fee required by the *Fees and Charges Bylaw* shall be reduced by 10%, up to a maximum reduction of \$500.00, at the time of application.

PART 10: BUILDING APPLICATION REQUIREMENTS

Requirements Before Applying for a Building Permit

- 10.1 Prior to issuance of a *building permit*, the *owner* must satisfy the following requirements or conditions:
- (a) the *owner* must apply for and obtain a development permit if the *building* or *structure* is in an area designated by the *Town of Princeton Official Community Plan Bylaw No. 808, 2008* as a development permit area;
 - (b) the *owner* must ensure that the proposed *building* or *structure* complies with all bylaws of the Town, except to the extent a variance of a bylaw is authorized by a development permit, development variance permit or order of the Board of Variance;
 - (c) an approving officer must have approved the subdivision plan that, once registered, would create the parcel on which the proposed *building* or *structure* will be *constructed*, and the subdivision plan must have been registered in the Land Title Office;
 - (d) the *owner* must provide evidence to the *building official* showing that the person applying for the *building permit* is either the *owner* of the parcel that is the subject of the proposed *building permit*, or is the *agent* of the *owner*, in which case, the *agent* must provide the name and contact information of the *owner*;
 - (e) if the parcel that is the subject of the *building permit* application is not intended to be connected to the Town's sewage disposal system, the *owner* must apply for and obtain approval from the Town and other applicable public authorities for an alternate *private sewage disposal system*;
 - (f) if the parcel that is the subject of the *building permit* application is not intended to be connected to the Town's waterworks system, the *owner* must apply for and obtain approval from the Town and other applicable public authorities for an alternate water supply system;
 - (g) if the parcel that is the subject of the *building permit* application is not intended to be connected to the Town's storm water drainage system, the *owner* must apply for and obtain approval from the Town and other applicable public authorities for the alternate storm water drainage and detention system; and
 - (h) if all on site and off site works and services required by a bylaw of the Town or other enactment have not been completed in accordance with the enactments, the *owner* must enter into a completion agreement with the Town and deliver to the Town letters of credit or cash security for completion of the works and service.

Building Permit Applications for Complex Buildings

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

- (a) be made in writing, in a form approved by the *building official*, and signed by the *owner*, or a signing officer if the *owner* is a corporation;
- (b) be accompanied by the *owner's* acknowledgment of responsibility and undertaking made in the form attached as Appendix B to this bylaw and signed by the *owner*, or a signing officer if the *owner* is a corporation;
- (c) include a copy of the title search for the relevant property as of a date 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*, identifying, 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 trees greater than 10 centimetres in diameter;
 - xviii. location of top bank and water courses;
 - xix. access routes for firefighting;
 - xx. *accessible* paths of travel from the street to the *building*;
- xxi. geodetic elevation of the underside of a wood floor system or the top of a finished concrete slab of a *building* or *structure* where the Town of Princeton'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 *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 construction 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 *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 2.21, 2.2.3, 2.2.4, 2.2.5, 2.2.6 and 2.2.9, Division C of the *building code*;
- (l) include copies of approvals required under any enactment relating to health or safety, including, without limitation, sewage disposal *permits*, highway access *permits* and Ministry of Health approvals;
- (m) include a letter of assurance in the form of Schedule A referred to in subsection 2.2.7 Division C of the *building code*, signed by the *owner*, or a signing officer if the *owner* is a corporation, and the *coordinating registered professional*;
- (n) include letters of assurance in the form of Schedule B referred to in subsection 2.2.7 Division C of the *building code*, each signed by such *registered professionals* as the *building official* or *building code* may require to prepare the design for and conduct *field reviews* of the construction of the *building*;
- (o) include two sets of drawings at a suitable scale of the design prepared by each *registered professional* containing the information set out in (g) to (k) of this section; and
- (p) include illustration of any slopes on the subject parcel that exceed 30%.

10.3 In addition to the requirements of section 10.2 of this bylaw, a *building official* may require the following to be submitted with a *permit* application for the construction of a *complex building* if the complexity of the proposed *building* or *structure* or siting circumstances warrant:

- (a) site servicing drawings, including sufficient detail of off-site services to indicate locations of the property line, prepared and sealed by a *registered professional*, in accordance with the *Town of Princeton Subdivision and Development Servicing Bylaw No. 649, 1994*;
- (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 related 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 writing, in the form approved 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* acknowledgement of responsibility and undertaking made in the form attached as Appendix B 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 as of a date 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 private or other alternative 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 trees greater than 10 centimetres in diameter;
 - xvii. location of top bank and water courses;
 - xviii. access routes for firefighting;
 - xix. *accessible* paths of travel from the street to the *building*;
 - xx. zoning compliance summary; and
 - xxi. the geodetic elevation of the underside of a wood floor system or the top of a finished concrete slab of a *building* or *structure* where the Town of

Princeton '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*;

- (f) include floor plans showing the dimensions 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; plumbing fixtures; structural elements; and stair dimensions;
- (g) include a cross-section through the *building* illustrating *foundations*, drainage, ceiling heights and construction systems;
- (h) include elevations of all sides of the *building* or *structure* 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 *Zoning Bylaw* and development permit;
- (i) include cross-sectional details drawn at an appropriate scale and at sufficient locations to illustrate that the *building* conforms to the *building code*;
- (j) include copies of approvals required under any enactment relating to health or safety, including, without limitation, sewage disposal *permits*, highway access *permits* and Ministry of Health approvals;
- (k) except for garages, carports and garden structures located on land, include a *foundation* and *excavation* design prepared by a *registered professional* in accordance with the *building code*;
- (l) include geotechnical letters of assurance, in addition to a required geotechnical report, if the *building official* determines that the site conditions so warrant;
- (m) include two sets of drawings at a suitable scale of design including the information set out in (f) to (i) of this section; and
- (n) include a *building code* compliance summary including the applicable edition of the *building code*, identifying, without limitation, whether the *building* is designed under Part 3 or Part 9 and compliance with articles 2.2.2.1(2), Division C of the *building code*.

10.5 In addition to the requirements of section 10.4 of this Part, if a *project* involves:

- (a) two or more *buildings*, the gross floor areas of which in the aggregate total more than 1000 square metres;
- (b) two or more *buildings* that will contain four or more dwelling units; or
- (c) otherwise if the complexity of the proposed *building* or *structure* or siting circumstances warrant,

a building official may require the following be submitted with a *permit* application for the construction of each *simply 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 bylaws have been complied with;
- (c) in relation to an *existing building*, substantiate its location, size, including appurtenances whether above, at or below ground level, relative to the site or its relationship to neighbouring grades; and
- (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 Town:

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

Security Deposit with Building Permit Application

10.8 An applicant for a *building permit* must pay the Town, at the time of the application, a security deposit in the form of cash or an unconditional, automatically renewing letter of credit by a Canadian financial institution:

- (a) for a single family dwelling parking *structure*, combination of parking *structure*/accessory *building*, a swimming pool or an accessory *building* greater than 25 square metres;
- (b) for a single family dwelling, addition, alteration, renovation, demolition;
- (c) for a new single family dwelling or *simple building*;
- (d) for a *complex building*,

in an amount between \$1,000 and \$10,000, as determined by the *building official* based on the work described in the application and potential costs that may be incurred by the Town as described in section 10.9.

- 10.9 The security deposit sum set out in section 10.8 may be drawn upon by the Town for any or all of the following purposes:
- (a) to cover the cost borne by the Town of Princeton 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) to cover the cost borne by the Town of Princeton to make the site safe if the *permit* holder abandons or fails to complete the work as designated on the *permit*;
 - (c) to effect compliance with any condition under which the *permit* was issued,

and may serve as a security deposit for provisional occupancy pursuant to a *final inspection notice* that requires a security deposit.

- 10.10 The security deposit or, if used, any remaining 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 approval are completed to the satisfaction of the *building official*,

unless the applicant directs otherwise or a period of 2 years have passed from a time described in paragraph (a), (b) or (c) without a request for its return by the applicant.

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

Permit Fee Refunds

- 10.12 No fee or part of a fee paid to the Town of Princeton may be refunded if construction of the *building* has started.

- 10.13 A *building permit* or other *permit* fee may be partially refunded as set out in the *Fees and Charges Bylaw*, only if

- (a) the *owner* has submitted a written request for a refund;
- (b) the *building official* has certified a start has not been made on the construction of the *building* or *structure*; and
- (c) the *permit* has not expired.

- 10.14 A *building permit* fee is not refundable after the *permit* has been extended under section 10.46 of this Part.

Design Modification

- 10.15 If an issued *building permit* or other *permit* is active and the *owner* proposes modification to the *building* design whereby the value of the work does not increase or the value of the work decreases, the *owner* must pay to the Town a *building permit* fee based on the plan review rate set out in the *Fees and Charges Bylaw*.

Construction Before Permit Issued

- 10.16 If any construction for which a permit is required by this bylaw has commenced before a building permit is issued by the *Building Official*, the *owner* of the real property on which the *construction* is being done must pay to the Town as follows:
- (a) an additional charge equal to 25% of the building permit fee as prescribed in the *Fees and Charges Bylaw* prior to obtaining the required building permit if a completed application is received within 30 days of notification that a building permit is required;
 - (b) if a Stop Work Order or Do Not Occupy Notice is issued and remains outstanding for 30 days, the permit fee pursuant to the *Fees and Charges Bylaw* shall be doubled, to a maximum of \$10,000.00.
- 10.17 If construction has advanced without inspection to a stage where compliance with this bylaw or other applicable bylaws or enactments cannot be readily determined, the building official may require tests and investigations by an independent agency at the owner's expense to establish compliance or provided recommended remedial measures to be taken, prior to the issuance of a permit.

Expiration of Application for a Permit

- 10.18 A *building permit* application expires 180 days from the date a completion application is received under this Part if the *building permit* is not issued by the application expiration date, unless the *permit* is not issued only due to delays caused by the Town.

Issuance of a Building Permit

- 10.19 If:
- (a) a completed application in compliance with sections 10.2 and 10.3 or sections 10.4 and 10.5 of this Part, including all required supporting documentation, has been submitted;
 - (b) the *owner* has paid all applicable fees and security deposits set out in sections 10.7 to 10.17 of this Part and the *Fees and Charges Bylaw*;
 - (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 Town requires or authorizes the *permit* to be withheld,

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

- 10.20 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* under a *building permit* for *excavation* issued under this bylaw and a *building permit* is not subsequently issued or a subsisting *building permit* has expired under section 10.45, 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 Town 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, permanent type fencing with privacy screen, must be erected around the *building* site for the protection of the public and to discourage unauthorized entry, and the owner must take appropriate measures to avoid nuisance and unsightliness.

Conditions of a Building Permit

- 10.26 A *building permit* or an application for a *building permit* that is in process must 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 the *Fees and Charges Bylaw*. 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 Town will rely solely on *field reviews* undertaken by the *registered professional* and the letters of assurance submitted pursuant to this bylaw and the *building code* as assurance that the construction referenced by those letters of assurance 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 to the Town when requesting an inspection and must obtain an inspection and receive a *building official's* written acceptance of the following aspects of the work prior to concealing them:
- (a) after demolition, the grading of and removal of debris from the site;
 - (b) footing and *foundation* forms, before concrete is placed;
 - (c) *foundation* damp proofing and footing daintile, where applicable, before backfill;
 - (d) the preparation of ground for slab, when soil gas mitigation is prepared, perimeter insulation on inside or outside of concrete *foundation* walls and damp proof membrane below slab have been installed;
 - (e) rough-in of factory built chimneys and fireplaces and solid fuel burning appliances will require a report by an independent registered professional in the form of :
 - i. a level 1 wood energy technology transfer (WETT) inspection, and
 - ii. a level 2 inspection for new installation in an existing building.
 - (f) framing (after of the installation of rough wiring, rough plumbing, rough heating, and gas venting), sheathing, fire stopping (including drywall in fire separations), bracing, chimney and ductwork, exterior doors and windows, but prior to the installation of insulation, interior finishes, sheathing paper or exterior finishes which would conceal such work;
 - (g) insulation, air barrier and vapour barrier;
 - (h) construction of an exterior deck; and
 - (i) the *health and safety aspects of the work* 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 via email or in physical written form 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 Town of Princeton 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 48 hours' written notice to the Town when requesting a pre-construction 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 48 hours' written notice to the Town when requesting a pre-occupancy coordinated by the *coordinating registered professional* or other *registered professional* to have the *owner*, the *constructor* and the *registered professionals* demonstrate to the *building official* and to the Town's Fire Services the compliance with the *health and safety aspects* of the work, the coordination and integration of the fire and life safety system, applicable Town requirements and other enactments respecting safety and the conservation, GHG emission and accessibility aspects of the work; and
 - (c) cause the *coordinating registered professional*, at least 48 hours prior to the pre-occupancy coordinated site review coordinated by the *coordinating registered professional*, to deliver to the *building official* the Confirmation of Required Documentation described in Appendix D, complete with all documentation in a hard covered three ring binder 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 on the premises whenever it is found that the work is not being performed in accordance with the requirements of the *building code*, any applicable bylaw of the Town of Princeton 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* will consider such a request, and, if not acted upon, will respond, in writing, to the *coordinating registered professional*, with 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 Town.
- 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 10.36 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 the *Fees and Charges Bylaw*, the *owner* must pay the non-refundable fee set out in the *Fees and Charges Bylaw* 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 Town's normal business hours to establish the condition of a property or *building*, or if an inspection requires special arrangements because of time, location or construction techniques; and
 - (c) inspection required under this bylaw which cannot be carried out during the Town's normal business hours.

Permit Expiration

- 10.45 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 (2) 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 the *Fees and Charges Bylaw* 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 Town.

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 the *owner's 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 the Town of Princeton Fees and Charges Bylaw, less
- (a) any non-refundable portion of the fee; and
 - (b) 15% of the refundable portion of the fee.

Occupancy

- 10.52 No person may occupy a *building* or *structure* or part of a *building* or *structure* until a *final approval notice* of the active building permit has been issued by a *building official*.
- 10.53 A *final approval notice* will not be issued unless:
- (a) all letters of assurance have been submitted when required in accordance with this bylaw;
 - (b) all aspects of the work requiring inspection and acceptance pursuant to this bylaw have both been inspected and *accepted* or the inspections and acceptance are not required in accordance with this bylaw;

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

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

10.55 A *building official* may issue a provisional *final approval notice* for partial *occupancy* of a portion of a *building* or *structure* under construction when:

- (a) that portion of the *building* or *structure* is self-contained and provided with essential services respecting *health and safety aspects* of the work, and if applicable, accessibility, GHG emissions and conservation; and
- (b) the requirements set out in section 10.53 have been met with respect to it.

10.56 A *final approval notice* may not be issued unless:

- (a) all letters of assurance and the Confirmation of Required Documentation described in Appendix D have been submitted when required in accordance with the requirements of this bylaw;
- (b) all aspects of the working 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 Town of Princeton every agreement, instrument or form required by the Town of Princeton 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 Town and orders of the Town's Council, the *building official* may issue a *building permit* for the erection and 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 *Zoning Bylaw*, built in compliance with the *building code* and this bylaw, and connected, as required by enactments, to the Town's 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 building permit* application in a form approved 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 *Zoning Bylaw* and other applicable bylaws;
 - (i) security in the form of cash or a letter of credit for 10% of the value of the *temporary building*, which security
 - i. may be used by the Town to remove the *building* after one year of the date of the final inspection required under this bylaw; or
 - ii. will be returned to the *owner* if the *owner* removes the *temporary building* within one year of the date of the final inspection of the *temporary building* required under this bylaw; and
 - (j) in the case of a *temporary building*, information to comply with article 1.1.1.1(2)(f), Division A 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 Town of Princeton the applicable *building permit* fee set out in the Town of Princeton's Fees and Charges Bylaw.
- 10.60 A *permit fee* for a *temporary building* or *structure* is not refundable.

Sanitary Facilities

- 10.61 During the time a *building permit* has been issued and remains valid under this bylaw, the *owner* must provide on the parcel of land in respect of which the *permit* has been issued, or on land in the vicinity of that *parcel* with the written permission of the *owner* of the other land, if applicable, sanitary facilities for the disposal of human waste from individual persons who enter on the parcel in relation to the work referred to in the *permit*, which facilities must be accessible and unlocked when not occupied while work is being carried out on the parcel under this bylaw, and every sanitary facility that is not connected to a:
- (a) sanitary sewer; or
 - (b) septic disposal system approved under the *Health Act*,
- by plumbing that complies with the *Building Code* and this bylaw, must be provided, at all times the facility is required under this bylaw, with toilet paper, a locking door for privacy, and

ventilation, and must be kept in sanitary condition without leaking beyond the facility and without overflowing within the facility. Such facilities must be located so as not to create a nuisance to neighbouring parcels or highways.

PART 11: RETAINING WALLS AND GRADES

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

PART 12: BUILDING MOVE

- 12.1 No person may move a building or structure into or within the Town:
- (a) except where certified by a *registered professional* that the *building*, including its *foundation*, will substantially comply with the current version of the *building code*; and
 - (b) a *building permit* has been issued for the *building* or *structure*.

PART 13: NUMBERING OF BUILDINGS

- 13.1 Immediately upon issuance of a *building permit* governing the construction, *alteration* or repair of a *building*, or prior to and during the *occupancy* of a *building*, the *owner* or occupant must display the address number assigned to it by the Town:
- (a) on or over the entrance to the *building* or where landscaping or *structures* obscure the visibility of a *building* entrance from the adjacent highway, on the *building* property within sight of the adjacent highway; and
 - (b) until such time as the *building* is removed from the site or has been demolished.
- 13.2 Despite section 13.1, a staff member appointed by the chief administrative officer of the Town may renumber or alter the assigned numbers in respect of any *building* on any parcel, including those already in existence or numbered.
- 13.3 Without limiting sections 13.1 or 13.2, the *building official* must, on the issuance of a *building permit*, designate a house number or set of house numbers related to the *building* authorized by the *permit*. The *owner* or occupier must post the number or numbers on the site immediately after obtaining the *building permit* and keep the numbers posted in a conspicuous location at all times during construction.
- 13.4 Without limiting sections 13.1 through 13.3, on issuance of a *final approval notice*, the *owner* or occupier of the parcel must affix the numbers permanently in a conspicuous place on the *building* such that the number is visible from an adjacent highway that is not a lane.

PART 14: POOLS

Swimming Pool Permit and Fencing

- 14.1 Without limiting section 5.1 of this bylaw, a person must not construct, or structurally repair, a swimming *pool* without a valid *building permit*.
- 14.2 A swimming *pool* 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.
- 14.3 A permit application for a pool must be accompanied by a plan showing:
- (a) the location of the proposed pool and any accessory buildings in relation to all existing buildings on the parcel and the parcel boundaries;
 - (b) the type of construction and the proposed method of enclosure.

Pool Gate

- 14.4 (a) Access through a fence enclosing a swimming pool 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*, side of the gate.
- (b) Despite paragraph (a) above, where it is desired to tie the required pool fence into a building, such building may, for the purpose of this bylaw only, be considered part of the fence provided it has an exterior wall at least as high as the fence, and in which all openings are equipped with a door capable of self closing and latching.
- (c) A swimming pool, which is located above ground and has vertical sides of a least 1.22 metres may be protected from access by fencing the access ladder with fencing in accordance with section 14.3.

Maintenance

- 14.5 A person may not use or occupy a swimming pool, unless the *owner* or *occupier* of property on or in which a *pool*, is located maintains every fence or cover required under this Part 14 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.

PART 15: ENERGY CONSERVATION AND GHG EMISSION REDUCTION

- 15.1 *Reserved.*

PART 16: DEMOLITION PERMITS

- 16.1 Without limiting section 5.1 of this bylaw, a person must not demolish or partially demolish a building or structure without making application and receiving a valid *permit*.

PART 17: ACCESS ROUTE FOR FIRE VEHICLE

- 17.1 Access routes are regulated under the *Town of Princeton Subdivision and Development Servicing Bylaw No. 649, 1994*.

PART 18: OFFENCE AND PENALTY

Violations

- 18.1 Without limiting Part 4 of this bylaw, every person who
- (a) contravenes or violates a provision of this bylaw;
 - (b) permits, suffers or allows any act to be done in contravention or violation of any provision of this bylaw; and
 - (c) fails or neglects to do anything required to be done under any provision, order or notice under this bylaw ,
- commits an offence, and each day during which a contravention or violation of this bylaw continues amounts to a separate offence.
- 18.2 On being found guilty of an offence, a person is liable to pay a fine of up to \$10,000.00 along with the costs of prosecution and such other payments ordered by the court under section 263.1 of the *Community Charter*.

Deemed Offence

- 18.3 An *owner* is deemed to have knowledge of and be liable under this bylaw in respect of any construction on the parcel the *owner* owns and any change in the use, *occupancy* or both of a *building* or *structure* or part of a *building* or *structure* on that parcel.
- 18.4 No person is deemed liable under section 18.3 who establishes, on a balance of probabilities, that the construction or change or use or *occupancy* occurred before he or she became the *owner* of the parcel.
- 18.5 Nothing in section 18.4 affects:
- (a) the Town's right to require and the *owner's* obligation to obtain a *permit*; and
 - (b) the obligation of the *owner* to comply with this bylaw.

Ticketing

- 18.6 The offences identified in Column 1 of Appendix E may be enforced by issuance of a ticket under s. 264 of the *Community Charter*, in which case the fine amounts identified in Column 3 of Appendix E apply.
- 18.7 The following persons are designated as bylaw enforcement officers under section 264(1)(b) of the *Community Charter* for enforcing the offences in Appendix E: *building officials*, fire inspectors and persons designated by Council as bylaw enforcement officers.
- 18.8 The words or expressions set forth in Column 1 of Appendix E are authorized pursuant to s. 264(1)(c) of the *Community Charter* to designate the offence committed under the bylaw section number appearing in Column 2 opposite the respective words or expressions.

PART 19: INTERPRETATION

Definitions

19.1 In this bylaw:

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

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

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

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

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

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

building official means the person designated in or appointed to that position by the Town of Princeton, and includes a building inspector, plan checker, plumbing inspector, gas inspector, or electrical inspector designated or appointed by the Town of Princeton, 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,*

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 Geoscientist 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;

Fees and Charges Bylaw means the *Town of Princeton Fees and Charges Bylaw No. 942, 2018*;

final approval notice means written notice, signed by the *building official*, having received:

- (a) an Owner's Undertaking by the owner or owner's agent that the work outlined in the approved plans meets the requirements of the *building code* and this bylaw,
- (b) any and all required letters of assurance by *registered professionals*, and
- (c) a request for final inspection,

and having completed site review, indicating that the conditions on which the issuance of a building permit was based appear to have been fulfilled and the building or structure may be occupied, or partially occupied, as applicable, for its intended use.

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, 10, Division B, of the *building code*; and subject to Parts 1 and 2 in relation to Parts 3 through 10, Division B;

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

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 above ground pool;

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;

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;

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

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

- (a) *Residential occupancy*;
- (b) *Business and personal services occupancy*;
- (c) *Mercantile occupancy*;
- (d) *Medium hazard industrial occupancy*; or
- (e) *Low hazard industrial occupancy*,

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

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

Town means the Town of Princeton;

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

- (a) For construction of a *building* containing a *residential occupancy* that is served by only one stove, or two stoves if permitted as an auxiliary and secondary *residential occupancy*, the greater of
 - i. The declared *value of the work*; or
 - ii. The value calculated using Appendix B; or
- (b) for all other construction, the greater of
 - i. The declared *value of the work*; or

the value calculated using a method stipulated in the “Marshall Valuation Service;

Zoning Bylaw means the *Town of Princeton Zoning Bylaw No. 880, 2013*.

19.2 In this bylaw, the following words and terms have the meanings

- (a) set out in section 1.4.1.2 of the *building code* as of the date of the adoption of this bylaw: *accessible, assembly occupancy, 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*.

- 19.3 Every reference to a statute refers to a statute of British Columbia unless otherwise indicated, and every reference to a statute or another bylaw of the Town is a reference to that enactment as amended or replaced from time to time.
- 19.4 Every reference to
- (a) the *building code* is a reference to the current edition as of the date of issuance of the *building permit*; and
 - (b) a section of the *building code* is a reference to the applicable successor sections, as the code or section may be amended or re-enacted from time to time.
- 19.5 Definitions of words and phrases used in this bylaw that are not included in the definitions in this Part have the meanings commonly assigned to them in the context in which they are used in this bylaw, considering the specialized use of terms with the various trades and professions to which the terminology applies.

Appendices

- 19.6 Appendices A through E are attached to and form part of this bylaw.

Severability

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

PART 20: REPEAL

The following bylaws and all amendments made thereto are repealed:

Town of Princeton Building Bylaw No. 575, 1992; and the Town of Princeton Building Bylaw No. 751, 2003.

PART 21: IN FORCE

READ A FIRST TIME this 18th day of February, 2020.

READ A SECOND TIME this 18th day of February, 2020

READ A THIRD TIME this 18th day of February, 2020

ADOPTED this 2nd day of March, 2020.

Original signed by Mayor Coyne

Mayor

Original signed by CAO Thomas

Corporate Officer



**Town of Princeton
BYLAW 976, 2020**

Appendix A - Letter of Authorization

To whom it may concern:

Property address: _____

Legal Description: _____

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

Representative/Contact: _____

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

E-mail: _____

Please check where applicable.

To represent me in an application for:

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

To obtain copies of:

- ☐ Building Permit Plans (Archive Copies)

Owner's Information:

Name: _____

Address: _____

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

E-mail: _____

Date: _____ Signature: _____



**Town of Princeton
BYLAW 976, 2020**

Appendix B - Owner's Undertaking

Property address: _____

Legal Description: _____

Building Permit #: _____

1. This undertaking is given by the undersigned, as the owner of the property described above, with the intention that it be binding on the owner and that the Town of Princeton will rely on same.
2. I confirm that I have applied for a building permit pursuant to the Town of Princeton Building Bylaw No. 976, 2020 (the "Bylaw") and that I have carefully reviewed and fully understand all of the provisions describing the purpose of the Bylaw, the conditions under which permits are issued, the disclaimer of warranty or representation and the limited extend of the scope of the Bylaw and inspections there under.
3. Without in any way limiting the foregoing, I acknowledge fully that it is my responsibility to ensure compliance with the Building Code and the Bylaw whether any work to be performed pursuant to the permit applied for is done by me, a contractor or a registered professional.
4. I am not in any way relying on the Town of Princeton or its building officials, as defined under the Bylaw, to protect the owner or any other persons from any failure to comply with the building code, other applicable enactments, this Bylaw, or any permit, order or notice issued under this Bylaw, and I will not make any claim alleging any such responsibility or liability on the part of the Town of Princeton or its building officials.
5. I hereby agree to indemnify and save harmless the Town of Princeton and its employees from all claims, liability, judgments, costs and expenses of every kind which may result from negligence or from the failure to comply fully with all bylaws, statutes and regulations relating to any work or undertaking in respect of which this application is made.
6. I am authorized to give these representations, warranties, assurance and indemnities to the Town of Princeton.

Owner's Information:

Name: _____

Address: _____

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

E-mail: _____

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

Where owner is an individual:

Owner's/Agent's Signature

Witness's Signature

Owner's/Agent's Name

Witness's Name

Where owner is a corporation:

Name of Corporation

Witness's Address

Per:

Signed, sealed and delivered in the presence of:

Authorized Signatory

Witness Signature

Name:

Witness Name

Where owner is a partnership:

Name of Partnership

Witness's Address

Per:

Signed, sealed and delivered in the presence of:

Authorized Signatory

Witness Signature

Name:

Witness Name

Appendix C - Confirmation of Professional Liability Insurance

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

Property address: _____

Legal Description: _____

The undersigned hereby gives assurance that:

- a) I have fulfilled my obligation for insurance coverage as outlined in the Town of Princeton Building Bylaw No. 976, 2020.
- b) I am insured by a policy of insurance covering liability to third parties for errors and omissions in respect to the above project, in the amount of at least One Million Dollars (\$1,000,000.00);
- c) I have enclosed a copy of my certificate of insurance coverage indicating the particulars of such coverage;
- d) I am a registered professional; and
- e) I will notify the building official in writing immediately if the undersigned's insurance coverage is reduced or terminated at any time during construction.

Name: _____

Signature: _____

Date: _____

Address: _____

Phone: _____

(Affix professional seal here)

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

I am a member of this Firm:

Name of Firm (PRINT)

Address (PRINT)

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

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

Appendix D - Confirmation of Required Documentation

Building Permit Number: _____

Note:

1. The Confirmation of Required Documentation and all required documentation must be submitted to the Building Official 48 hours prior to the pre-occupancy coordinated review.
2. The Confirmation of Required Documentation and all required documentation must be submitted in a tabbed ringed binder, with tab sections as per this Appendix.

	Provided	N/A	
TAB 1	☐	☐	CONFIRMATION OF REQUIRED DOCUMENTATION
TAB 2	☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐	DIRECTORY OF PRINCIPALS (Role/Firm/Name/Telephone) Owner Co-ordinating Registered Professional Registered Professionals Warranty Provided Licensed Builder Sub-contractors
TAB 3	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	LETTERS OF ASSURANCE (A, B, C-A, C-B) Co-ordinating Registered Professional Architectural Structural Mechanical Plumbing Electric Geotechnical Temporary Geotechnical Permanent Fire Suppression Other:
TAB 4	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	PROFESSIONAL REVIEW LETTERS Alternative Solution (Confirmation of Field Review – sealed) Site Services – Civil Engineer Building Envelope Specialist Roofing Consultant Generator Test Report / Certificate (Other – specify) (Other – specify)

TAB 5	☐	☐	FIRE ALARM
	☐	☐	Fire Alarm Verification Certificate (include field work sheets)
	☐	☐	Letter of Signed Contract from ULC Listed Monitoring Agency
TAB 6	☐	☐	SPRINKLER SYSTEMS
	☐	☐	Material and Test Certificate – Above ground piping
	☐	☐	Material and Test Certificate – Underground piping
	☐	☐	Fire Pump Test Report
TAB 7	☐	☐	PROVINCIAL APPROVALS
	☐	☐	Certificate to Operate Elevating Device (one per each device)
	☐	☐	Health Approval (on-site sewage disposal)
	☐	☐	Health Approval (food services)
TAB 8	☐	☐	TOWN OF PRINCETON APPROVALS
	☐	☐	Sprinkler Permit – Pre-occupancy Co-ordinated Review
	☐	☐	Fire Department Acceptance (Fire Safety Plan)
	☐	☐	Final Inspection (Building Inspector – pre-occupancy review)
	☐	☐	Developmental Engineering Final Inspection
	☐	☐	Planning Technicians Final Inspection
TAB 9	☐	☐	DEFICIENCY LIST

Submitted by Coordinating Registered Professional

Name: _____

Signature: _____

Date: _____

Address: _____

Phone: _____

Town of Princeton
BYLAW 976, 2020 - Appendix E - Offences

COLUMN 1	COLUMN 2	COLUMN 3
DESIGNATED EXPRESSION	SECTION	FINE

Prohibitions

Fail to obtain a permit	4.1	\$500.00
Occupy structure without a permit	4.2	\$500.00
Provide false information	4.3	\$500.00
Alter plans or documents	4.4	\$500.00
Tamper with notice or certificate	4.5	\$500.00
Work contrary to approved plans	4.6	\$500.00
Obstruct building official	4.7	\$500.00
Fail to post civic address	4.8	\$50.00
Fail to comply with the direction of an official	4.9	\$50.00
Fail to obtain a permit	4.10	\$500.00

Permit conditions

Fail to obtain a permit	5.1	\$500.00
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Right of Entry

Obstruct an official	6.5	\$500.00
See section 4.9		
Fail to comply with notice	6.8	\$500.00

Permit Requirement

Fail to obtain a building permit	7.1.a	\$500.00
Fail to obtain a relocation permit	7.1.b	\$500.00
Fail to obtain a demolition permit	7.1.c	\$500.00
Occupy structure without a permit	7.1.d	\$500.00
Install chimney or solid fuel appliance without a permit	7.1.e	\$500.00
Changing the use or occupancy without a permit	7.1.f	\$500.00
Omit permit application information	7.2	\$50.00

Owners Obligations

Fail to comply with the building code	7.3.a	\$500.00
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Fail to keep documents on-site	7.3.b	\$50.00
Fail to maintain due-diligence	7.4	\$50.00
Fail to allow access of an official	7.5	\$50.00
Fail to post civic address	7.6.a	\$50.00
Fail to post permit	7.6.b	\$50.00

Demolition

Fail to provide vacancy date	7.9.a	\$50.00
Fail to Pay Fee	7.9.b	\$50.00
Fail to cap utility services	7.9.c	\$50.00
Fail to secure site	7.9.d	\$50.00
Fail to ensure public safety	7.10.a	\$250.00
Fail to ensure site safety after demolition	7.10.b	\$250.00

Notice

Fail to give 48 hrs notice	7.11	\$250.00
Fail to provide 24 hrs notice of registered professional service change	7.12	\$250.00
Continue to work without a registered professional	7.13	\$250.00
Fail to notify of corrective works	7.14.a	\$250.00
Fail to notify before concealing works	7.14.b	\$250.00
Fail to notify of construction completion	7.14.c	\$250.00
Fail to notify official	7.15	\$250.00
Fail to provide notice	7.16	\$250.00

Obligations of Owners and Constructors

Fail to comply with laws	8.1	\$250.00
Trespass on public property without permission	8.2	\$250.00

Requirements of a registered Professional

Fail to retain registered professional	9.3	\$500.00
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Building Permit Fee

Fail to pay fees, charges, levies or taxes	10.7.b	\$250.00
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Construct before permit issued

Fail to pay penalty	10.16	\$250.00
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Partial Construction

Fail to fill excavation at inactive site	10.24	\$250.00
Fail to fence inactive site	10.25	\$250.00

Conditions of a Building Permit

Transfer application of permit without notice	10.26	\$250.00
Fail to request inspection	10.31. (a-i)	\$250.00
Fail to request inspection	10.35. (a-c)	\$250.00

Stop Work Order

Fail to stop work	10.38	\$500.00
Fail to make worksite Safe	10.39	\$250.00

Do Not Occupy Notice

Fail to vacate the structure	10.43	\$250.00
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Inspection and other fees

Fail to pay fee	10.44. (a-c)	\$250.00
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Permit expiration

Fail to maintain building permit	10.45. (a-c)	\$250.00
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Occupancy

Occupy structure without final approval	10.52	\$250.00
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Temporary Buildings

Exceed 1-year term of permit	10.57.a	\$250.00
Fail to submit temporary building permit application	10.58	\$250.00
Fail to pay fee	10.59	\$250.00

Sanitary Facilities

Fail to provide sanitary facilities	10.61	\$250.00
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Retaining Walls and Grades

Fail to obtain a building permit	11.1	\$250.00
Occupy without finished grade	11.3	\$250.00

Building Move

Move building without a permit	12.1.b	\$250.00
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Numbering of Building

Fail to display address	13.1. (a-b)	\$250.00
Fail to affix address	13.4	\$250.00

Swimming Pools

Construct or repair swimming pool without a permit	14.1	\$250.00
Fail to enclose a swimming pool	14.2	\$250.00
Fail to install secure gate	14.4.a	\$250.00

Fail to maintain a Pool Fence.	14.5	\$250.00
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