



BUILDING BYLAW NO. 1611-2020

Adopted March 18, 2020

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SQUAMISH - LILLOOET REGIONAL DISTRICT

BUILDING BYLAW NO. 1611-2020

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

GIVEN that

- A. the *Regional District* provides a building regulation service in Electoral Areas A, B, C and D;
- B. the *Regional District* may by bylaw regulate, prohibit and impose requirements in respect to *buildings* and *structures* for the following:
 - (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;
- C. the *Regional District* is enacting this bylaw to regulate *construction* and administer the British Columbia *Building Code* in the *Regional District* in accordance with the *Local Government Act* and the *Building Act*;
- D. the *Regional District* has employed trained *building officials* for the purposes of this bylaw;

NOW THEREFORE the Board of the Squamish-Lillooet Regional District enacts as follows:

PART 1: TITLE

Citation

- 1.1 This bylaw may be cited as “Squamish-Lillooet Regional District Building Bylaw No. 1611–2020”.

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 *Regional District* in the public interest.
- 2.4 The purpose of this bylaw does not extend to
 - (a) the protection of *owners, designers* or *constructors* from economic loss;
 - (b) the assumption by the *Regional District* or any *building official* of any responsibility for ensuring the compliance by any *owner*, his or her representatives or any employees, *constructors* or *designers* retained by the *owner*, with the *building code*, the requirements of this bylaw, or other applicable enactments, codes or standards;
 - (c) providing any person a warranty of design or workmanship with respect to any *building* or *structure* for which a *building permit* or *occupancy permit* is issued under this bylaw;
 - (d) providing any person a warranty or assurance that *construction* undertaken under *building permits* issued by the *Regional District* 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 Electoral Areas A, B, C and D of the *Regional District* and to land, the surface of water, air space, *buildings* or *structures* in the Electoral Areas.

- 3.2 This bylaw applies to the design, *construction* or *occupancy* of new *buildings* or *structures*, and the *alteration*, reconstruction, demolition, removal, relocation or *occupancy* or change of use or *occupancy* of *existing buildings* and *structures*.
- 3.3 This bylaw does not apply to
- (a) retaining *structures* except as set out in Part 12 [*Retaining Walls*] of this bylaw, a fence;
 - (b) an accessory *building* with a floor area of less than 10 square metres;
 - (c) a trellis, an arbour, a wall supporting soil that is less than 1.22 metres in height, or other similar landscape *structures* on a *parcel* zoned for single-family *residential occupancy* uses under the *Regional District's* zoning bylaw;
 - (d) a *building* or *structure* commonly known as "Canadian Standards Association Z240 MH series, Z241 series or A277 series", except as regulated by the *building code*;
 - (e) This bylaw does not apply to *farm status buildings* used in conjunction with a farm operation on land classified as a farm under the *Assessment Act*. *Farm status building* means a *building* less than 800 m² in *building area*, when situated on land classified as a "farm" under the *Assessment Act*, RSBC 1996, Chapter 20 (the "Assessment Act").
 - (f) Despite sentence (e), this bylaw applies to a *building* referred to in that section if the owner makes an application for a *permit* in respect of the *building* under part 10, and in relation to such an application and all matters pertaining to the *building* under this bylaw, all references in this bylaw to the *building code* shall be interpreted as references to the National Farm Building Code of Canada 1995 as amended or replaced from time to time.
 - (g) *Swimming pool fence* requirements do not apply to those *fences* constructed prior to July 28, 2014.
 - (h) areas outside of Electoral Areas A, B, C and D.

Limited Application to Existing Buildings

- 3.4 Except as provided in the *building code* or to the extent an *existing building* is under *construction* or does not have an *occupancy permit*, when an *existing building* has been *constructed* before the enactment of this bylaw, the enactment of this bylaw is not to be interpreted as requiring that the *building* must be *reconstructed* and *altered*, unless it is expressly so provided by this or another bylaw, regulation or statute.

- 3.5 This bylaw applies if the whole or any part of an *existing building* is moved either within or into the *Regional District*, including relocation relative to *parcel* lines created by subdivision or consolidation. Part 13 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 and the *building code* and the entire *building* must be made to comply with this bylaw and the *building code*, but only to the extent necessary to address any new infractions introduced in the remainder of the *building* as a result of the *alteration* or *addition*.

PART 4: PROHIBITIONS

- 4.1 A person must not commence or continue any *construction, alteration, excavation, reconstruction, demolition, removal, relocation* or change the use or *occupancy* of any *building* or *structure*, including other *work* related to *construction*
- (a) except in conformity with the requirements of the *building code* and this bylaw; and
- (b) unless a *building official* has issued a valid and subsisting *permit* for the *work* under this bylaw.
- 4.2 A person must not *occupy* or *permit* the *occupancy* of any *building* or *structure* or part of any *building* or *structure*
- (a) unless a subsisting *final inspection notice* has been issued by a *building official* for the *building* or *structure* or the part of the *building* or *structure*; or
- (b) contrary to the terms of any *permit* issued or any notice given by a *building official*.
- 4.3 A person must not knowingly submit false or misleading information to a *building official* in relation to any *permit* application or *construction* undertaken pursuant to this bylaw.
- 4.4 Except in accordance with this bylaw, including acceptance of revised plans or supporting documents, a person must not erase, alter or modify plans and supporting documents after the same have been reviewed by the *building official*, or plans and supporting documents which have been filed for reference with the *building official* after a *permit* has been issued.
- 4.5 A person must not, unless authorized in writing by a *building official*, reverse, alter, deface, cover, remove or in any way tamper with any notice, *permit* or certificate posted or affixed to a *building* or *structure* pursuant to this bylaw.

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

PART 5: PERMIT CONDITIONS

- 5.1 A *permit* is required if *work* regulated under this bylaw is to be undertaken.
- 5.2 Neither the issuance of a *permit* under this bylaw, nor the acceptance or review of plans, drawings, specifications or supporting documents, nor any inspections made by or on behalf of the *Regional District* will in any way
- (a) relieve the *owner* (and if the *owner* is acting through an *agent*, the *agent* of the *owner*) from full and sole responsibility to perform the *work* in respect of which the *permit* was issued in strict compliance with this bylaw, the *building code*, and all other applicable codes, standards and enactments;
 - (b) constitute a representation, warranty, assurance or statement that the *building code*, this bylaw or any other applicable enactments respecting safety, protection, land use and zoning have been complied with; or
 - (c) constitute a representation or warranty that the *building* or *structure* meets any standard of materials or workmanship.
- 5.3 No person shall rely on any *permit* as establishing compliance with this bylaw or assume or conclude that this bylaw has been administered or enforced according to its terms.

- 5.4 Without limiting section 5.2 (a), it is the full and sole responsibility of the *owner* (and if the *owner* is acting through a representative, the representative of the *owner*) to carry out the *work* in respect of which the *permit* was issued in compliance with the *building code*, this bylaw and all other applicable codes, standards and enactments.

PART 6: POWERS OF A BUILDING OFFICIAL

Administration

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

Refusal and Revocation of Permits

- 6.3 A *building official* may refuse to issue a *permit* if the proposed *work* will contravene the requirements of the *building code* or the provisions of this or any other bylaw of the *Regional District*, and must state the reason in writing.
- 6.4 A *building official* may revoke a *permit* if, in their opinion, the results of tests on materials, devices, *construction* methods, structural assemblies or *foundation* conditions contravene the *building code* or the provisions of this bylaw, or both, or if all *permits* required under this bylaw have not been obtained.

Right of Entry

- 6.5 Subject to applicable enactments, a *building official* may enter on property at any time to ascertain whether the requirements of this bylaw are being met.

Powers

- 6.6 Subject to applicable enactments, a *building official* may by notice in writing require
- (a) a person who contravenes any provision of this bylaw to comply with that provision within the time ordered;
 - (b) an *owner* to stop *work* on a *building* or *structure*, or any part of a *building* or *structure*, if the *work* is proceeding in contravention of this bylaw, the *building code*, or any other enactment of the *Regional District* or other applicable enactments, or if there is deemed to be an *unsafe condition*, and may enter on property to affix or post a stop work order in the form prescribed by the *building official*;
 - (c) an *owner* to remove or prevent any unauthorized encroachment on a public *parcel*, a statutory right of way or easement, or a setback or yard required under an enactment;
 - (d) an *owner* to remove any *building* or *structure*, or any part of a *building* or *structure*, *constructed* in contravention of a provision of this bylaw;
 - (e) an *owner* to have *work* inspected by a *building official* prior to covering;
 - (f) an *owner* to uncover any *work* that has been covered without inspection contrary to this bylaw or an order issued by a *building official*;
 - (g) a person to cease any *occupancy* in contravention of a provision of this bylaw;
 - (h) a person to cease any *occupancy* if any *unsafe condition* exists because of *work* being undertaken but not complete and where the *building official* has not issued a final inspection notice for the *work*;
 - (i) an *owner* to correct any *unsafe condition*; and
 - (j) an *owner* to correct any *work* that contravenes this bylaw, the *building code*, or any other enactment.
- 6.7 Every reference to “*owner*” in section 6.6 includes a reference to the *owner’s agent* or *constructor*.
- 6.8 Every person served with a notice of 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 *swimming pool* or *retaining wall*;
 - (b) moving a *building* or *structure* into or within the *Regional District*;
 - (c) demolishing a *building* or *structure*;
 - (d) *occupying* a new *building* or *structure*;
 - (e) *constructing* a masonry fireplace or installing a wood-burning appliance or chimney, whether attached to, part of or detached from a *building*.
 - (f) changing the use or *occupancy* of a *building*,
- unless the *works* are the subject of another valid and subsisting *building permit*.
- 7.2 Every *owner* must ensure that plans submitted with a *permit* application bear the name, phone number, address and email address of the *designer* of the *building* or *structure*.

Owner's Obligations

- 7.3 Every *owner* must
- (a) comply with the *building code*, the requirements of this bylaw and the conditions of a *permit*, and must not omit any *work* required by the *building code*, this bylaw or the conditions of a *permit*;
 - (b) ensure that all *permits*, all plans and specifications and supporting documents on which a *permit* was based, all *Regional District* 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 *Regional District* an *owner's* undertaking in the form attached as Appendix C, 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 *Regional District* and none of the issuance of a *permit* under this bylaw, the review of plans and supporting documents, or inspections made by a *building official* or a *registered professional* shall relieve the *owner*, or his or her *agent*, from full and sole responsibility to perform the *work* in strict accordance with this bylaw, the *building code* and all other applicable codes, standards and enactments.
- 7.5 Every *owner* must allow a *building official* to enter any *building* or premises at any reasonable time to administer and enforce this bylaw. Every *owner* to whom a *permit* is issued must, during *construction*,
- (a) post the civic address on the property so that it may be easily read from the public *highway* from which the property takes its address; and
 - (b) post the *permit* on the property so that it may be easily read from the public *highway* from which the property takes its address.

Damage to Regional District Works

- 7.6 Every *owner* to whom a *permit* is issued is responsible for the cost to repair any damage to *Regional District* works or land that occurs during and arises directly or indirectly from the *work* authorized by the *permit*.
- 7.7 In addition to payment of a security deposit under sections 10.8 to 10.12, every *owner* must pay to the *Regional District*, within 30 days of receiving an invoice for same from the *Regional District*, the cost to repair any damage to public property or works located on public property arising directly or indirectly from *work* for which a *permit* was issued.

Demolition

- 7.8 Prior to obtaining a *permit* to demolish a *building* or *structure*, the *owner* must
- (a) provide to the *Regional District* a vacancy date;
 - (b) pay capping and inspection chamber installation fees as set out in the *Regional District's* bylaws governing waterworks and sewer; and
 - (c) ensure that all *Regional District* services and other services are capped and terminated at the property line in a *Regional District* standard inspection chamber and valve arrangement.
- 7.9 Every *owner* must ensure that, on completion of all demolition procedures, all debris and fill are cleared and the *site* is levelled or graded, or made safe if levelling and grading are not possible.

Notice

- 7.10 Every *owner* must, at least 48 hours prior to commencing *work* at a *building site*, give written or online notice to a *building official* of the date on which the *owner* intends to begin such *work*.
- 7.11 Every *owner* must give written or online notice to a *building official* of any change in or termination of engagement of a *registered professional*, including a *coordinating registered professional*, during *construction*, within 24 hours of when the change or termination occurs.
- 7.12 If an *owner* or a *registered professional* terminates the engagement of a *registered professional*, including a *coordinating registered professional*, the *owner* must terminate all *work* under a *building permit* until the *owner* has engaged a new *registered professional*, including a *coordinating registered professional*, and has delivered to a *building official* new letters of assurance.
- 7.13 Without limiting sections 10.29 to 10.36, every *owner* must give at least 48 hours' online or written notice to a *building official*
- (a) of intent to do *work* that is required or ordered to be corrected during *construction*;
 - (b) of intent to cover *work* that is required under this bylaw to be, or has been ordered to be, inspected prior to covering; and
 - (c) when *work* has been completed so that a final inspection can be made.
- 7.14 Every *owner* must give notice in writing to a *building official* and pay the non-refundable fee set out in Appendix A immediately upon any change in ownership or change in the address of the *owner* which occurs prior to the issuance of a final inspection approval for *occupancy*.
- 7.15 Every *owner* must give such other notice to a *building official* as may be required by the *building official* or by a provision of this bylaw.

PART 8: OBLIGATIONS OF OWNER'S CONSTRUCTOR

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

- 8.3 For the purposes of the administration and enforcement of this bylaw, every *constructor* is responsible jointly and severally with the *owner* for all *work* undertaken.

PART 9: REGISTERED PROFESSIONAL'S RESPONSIBILITIES

Professional Design and Field Review

- 9.1 The provision by the *owner* to the *Regional District* of letters of assurance in accordance with the requirements of the *building code* shall occur prior to
- (a) the *pre-occupancy* site review coordinated by the *coordinating registered professional* or other *registered professional* for a *complex building*, or
 - (b) a final inspection for a *simple building* in circumstances where letters of assurance have been required in accordance with the requirements of the *building code*, in which case the *owner* must provide the *Regional District* with letters of assurance in the form of Schedules C-A or C-B, as appropriate, referred to in subsection 2.2.7, Division C, of the *building code*.
- 9.2 If a *registered professional* provides letters of assurance in accordance with the *building code*, they must also provide proof of professional liability insurance to the *building official* in the form and amount set by Appendix D to this bylaw.

Requirement for a Registered Professional

- 9.3 The *owner* must retain a *registered professional* to provide a *professional design* and plan certification and letters of assurance in the form of Schedules A, B, C-A and C-B referred to in subsection 2.2.7, Division C, of the *building code*, in respect of a *permit* application
- (a) prior to the *pre-occupancy* site review coordinated by the *coordinating registered professional* or other *registered professional* for a *complex building*, or
 - (b) prior to a final inspection for a *simple building* in circumstances where letters of assurance have been required in accordance with the requirements of the *building code*, in which case the *owner* must provide the *Regional District* with letters of assurance in the form of Schedules C-A or C-B, as appropriate, referred to in subsection 2.2.7, Division C, of the *building code*;
 - (c) when a *building* is designed with common egress systems for the occupants and requires the use of *firewalls* in accordance with the *building code*;

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

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

Professional Plan Certification

9.5 The letters of assurance in the form of Schedules A and B as referred to in subsection 2.2.7, Division C, of the *building code* referred to in sections 9.1 and 9.3 are relied upon by the *Regional District* and *its building officials* as certification that the design and plans to which the letters of assurance refer comply with the *building code*, this bylaw and other applicable enactment.

9.6 Letters of assurance must be in the form of Schedules A and B referred to in subsection 2.2.7, Division C, of the *building code*. Squamish-Lillooet Regional District will accept digital signatures and professional seals if the architect and/or engineer uses the NOTARIUS software to create electronic PDF documents for verification. A verification and printing fee payable pursuant to Appendix A to this bylaw.

- 9.7 For a *building permit* issued for the *construction* of a *simple building* or *complex building*, the *building official* shall provide the *owner* with a notice that the *building permit* is issued in reliance on the certification of the *registered professional* that the *professional design* and plans submitted in support of the application for the *building permit* comply with the *building code* and other applicable enactments. Any failure on the part of the *building official* to provide the *owner* with the notice will not diminish or invalidate the reliance by the *Regional District* or its *building officials* on the *registered professionals*.
- 9.8 Squamish-Lillooet Regional District will accept digital signatures and professional seals for show drawings if the architect and/or engineer uses the NOTARUS software to create electronic PDF documents for verification. A verification and printing fee payable pursuant to Appendix A to this bylaw.
- 9.9 If a *building permit* is issued for a *construction* of a *simple building* or *complex building*, the *permit fee* is reduced by 5% of the fees payable pursuant to Appendix A to this bylaw, up to a maximum reduction of \$500 (five hundred dollars).

PART 10: BUILDING APPLICATION REQUIREMENTS

Requirements before Applying for a Building Permit

- 10.1 Prior to issuance of a *building permit*, the *owner* must satisfy the following requirements or conditions:
- (a) the *owner* must apply for and obtain a development *permit* if the *building* or *structure* is in an area designated by the *Regional District's* Official Community Plan as a development *permit* area;
 - (b) the *owner* must ensure that the proposed *building* or *structure* complies with all bylaws of the *Regional District*, except to the extent a variance of a bylaw is authorized by a development *permit* and/or development variance *permit*.
 - (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 *Regional District's* sewage disposal system, the *owner* must apply for and obtain approval from the *Regional District* and other applicable public authorities for an alternate *private sewage disposal system*;
- (f) if the *parcel* that is the subject of the *building permit* application is not intended to be connected to the *Regional District's* waterworks system, the *owner* must apply for and obtain approval from the *Regional District* and other applicable public authorities for an alternate water supply system;
- (g) if the *parcel* that is the subject of the *building permit* application is not intended to be connected to The *Regional District's* storm water drainage system, the *owner* must apply for and obtain approval from the *Regional District* and other applicable public authorities for the alternate storm water drainage and detention system; and
- (h) if all on site and off site works and services required by a *Regional District* bylaw or other enactment have not been completed in accordance with the enactments, the *owner* must enter into a completion agreement with the *Regional District* and deliver to the *Regional District* letters of credit or cash security for completion of the works and service.

Building Permit Applications for Complex Buildings

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

- (a) be made in the form attached as Appendix E to this bylaw and signed by the *coordinating registered professional*;
- (b) be accompanied by the *owner's* acknowledgement of responsibility and undertaking made in the form attached as Appendix C to this bylaw and signed by the *owner*, or a signing officer if the *owner* is a corporation;
- (c) include a *building code* compliance summary including the applicable edition of the *building code*, such as without limitation whether the *building* is designed under Part 3 or Part 9 of the *building code*, *major occupancy* classification(s) of the *building*, *building area* and *building height*, number of streets the *building* faces, and *accessible* entrances, work areas, washrooms, *firewalls* and facilities;
- (d) include a survey plan prepared by a British Columbia land surveyor or certified member of Applied Science Technologists and Technicians of British Columbia who is registered in site improvements;
- (e) 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 of top bank and water courses;
- (xviii) access routes for firefighting;
- (xix) *accessible* paths of travel from the street to the *building*;

- (xx) 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 *Regional District's* land use regulations or provincial flood mapping regulations establish siting requirements related to minimum floor elevation,

except that the *building official* may waive, in whole or in part, the requirements for a site plan, if the *permit* is sought for the repair or *alteration* of an *existing building* or *structure*;

- (f) include floor plans showing the dimensions and uses and *occupancy* classification of all areas, including: the dimensions and height of crawl and roof spaces; the location, size and swing of doors; the location, size and opening of windows; floor, wall, and ceiling finishes; fire separations; plumbing fixtures; structural elements; and stair dimensions;
- (g) include a cross-section through the *building* or *structure* in sufficient detail and locations to illustrate *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, 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 *Regional District* 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 all other requirements of sections 2.2.1, 2.2.3, 2.2.4, 2.2.5, 2.2.6 and 2.2.9, Division C of the *building code*;
- (k) 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;
- (l) 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*;
- (m) 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*;
- (n) include two sets of drawings at a suitable scale of the design prepared by each *registered professional* containing the information set out in (f) to (j) of this section; and

(o) include illustration of any slopes on the subject *parcel* that exceed 30%.

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

- (a) site servicing drawings, including sufficient detail of off-site services to indicate locations at the property line, prepared and sealed by a *registered professional*, in accordance with the *Regional District's* subdivision and development servicing bylaw;
- (b) a section through the site showing *grades, buildings, structures, parking areas* and driveways; and
- (c) any other information required by the *building official* or the *building code* to establish substantial compliance with this bylaw, the *building code* and other bylaws and enactments relating to the *building* or *structure*.

Building Permit Applications for Simple Buildings

10.4 An application for a *building permit* with respect to a *simple building* must

- (a) be made in the form prescribed by the *building official* and signed by the *owner*, or a signing officer if the *owner* is a corporation;
- (b) be accompanied by the *owner's* acknowledgment of responsibility and undertaking made in the form attached as Appendix C and signed by the *owner*, or a signing officer if the *owner* is a corporation;
- (c) include a survey plan prepared by a British Columbia land surveyor or certified member of Applied Science Technologists and Technicians of British Columbia who is registered in site improvements except that the *building official* may waive the requirement for a survey plan, in whole or in part, where conditions warrant;
- (d) include a site plan showing
 - (i) the bearing and dimensions of the *parcel* taken from the registered subdivision plan;
 - (ii) the legal description and civic address of the *parcel*;
 - (iii) the location and dimensions of *existing* and proposed statutory rights of way, easements and setback requirements, adjacent street and lane names;

- (iv) the location and dimensions of *existing* and proposed *buildings* or *structures* on the *parcel*;
- (v) setbacks to the natural boundary of any lake, swamp, pond or watercourse;
- (vi) north arrow;
- (vii) if applicable, location of an approved *existing* or proposed alternative private or other sewage disposal system, water supply system or storm water drainage system;
- (viii) the location, dimensions and gradient of parking and parking access;
- (ix) proposed and *existing* setbacks to property lines;
- (x) natural and finished *grade* at *building* corners and datum determination points;
- (xi) *first storey* floor elevation;
- (xii) location, setbacks and elevations of all *retaining walls*, steps, stairs and decks;
- (xiii) line of upper floors;
- (xiv) location and elevation of curbs, sidewalks, manholes and service poles;
- (xv) location of *existing* and proposed service connections;
- (xvi) location and species of all trees greater than 10 centimetres in diameter;
- (xvii) location of top bank and water courses;
- (xviii) access routes for firefighting;
- (xix) *accessible* paths of travel from the street to the *building*;
- (xx) zoning compliance summary; and
- (xxi) the geodetic elevation of the underside of a wood floor system or the top of a finished concrete slab of a *building* or *structure* where the *Regional District's* land use regulations or provincial flood mapping regulations establish siting requirements related to minimum floor elevation,

except that for a *simple building* the *building official* may waive, in whole or in part, the requirements for a site plan, if the *permit* is sought for the repair or *alteration* of an *existing building*;

- (e) include floor plans showing the dimensions and uses of all areas, including: the dimensions and height of crawl and roof spaces; the location, size and swing of doors; the location, size and opening of windows; floor, wall, and ceiling finishes; plumbing fixtures; structural elements; and stair dimensions;
- (f) include a cross-section through the *building* illustrating *foundations*, drainage, ceiling heights and *construction* systems;
- (g) include elevations of all sides of the *building* showing finish details, roof slopes, windows, doors, the *grade*, the maximum *building height* line, ridge height, spatial separations and natural and finished *grade* to comply with the *building code* and to illustrate that the *building* or *structure* conforms with the *Regional District* zoning and development *permit*;
- (h) include cross-sectional details drawn at an appropriate scale and at sufficient locations to illustrate that the *building* or *structure* substantially conforms to the *building code*;
- (i) 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;
- (j) include geotechnical letters of assurance, in addition to a required geotechnical report, if the *building official* determines that the site conditions so warrant;
- (k) include two sets of drawings at a suitable scale of design including the information set out in (e) to (h) of this section; and
- (l) include a *building code* compliance summary including the applicable edition of the *building code*, such as, without limitation, whether the *building* is designed under Part 3 or Part 9 and compliance with article 2.2.2.1(2), Division C of the *building code*.

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

- (a) two or more *buildings*, the gross floor areas of which in the aggregate total more than 1,000 square metres;
- (b) two or more *buildings* that will contain four or more dwelling units; or
- (c) otherwise if the complexity of the proposed *building* or *structure* or siting circumstances warrant, a *building official* may require the following be submitted with a *permit* application for the *construction* of each *simple building* in the *project*:

- (d) a 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 (d) or 10.4 (c) 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 or a certified member of the Applied Science Technologists and Technicians of British Columbia who is registered in site improvements which contains sufficient information respecting the site and location of any *building* to

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

and every person served with a written requirement under this section must comply with the requirement.

Building Permit Fee

10.7 Before receiving a *building permit* for a *building* or *structure*, the *owner* must first pay to the *Regional District*

- (a) the *building permit* fee prescribed in Appendix A; and

- (b) any fees, charges, levies or taxes imposed by the *Regional District* and payable under an enactment at the time of issuance of the *building permit*.

Security Deposit with Building Permit Application

- 10.8 An applicant for a *building permit* must pay to the *Regional District*, at the time of the application, the following security deposit:
- (a) for a *simple building*: see Appendix A - *permit* fee schedule; and
 - (b) for a *complex building*: see Appendix A - *permit* fee schedule.
- 10.9 The security deposit sum set out in section 10.8 of this Part
- (a) covers the cost borne by the *Regional District* to maintain, restore or replace any public works or public lands which are destroyed, damaged or otherwise impaired in the carrying out of the *work* referred to in any *building permit* held by the applicant;
 - (b) covers the cost borne by the *Regional District* to make the site safe if the *permit* holder abandons or fails to complete the *work* as designated on the *permit*;
 - (c) serves as the security deposit for provisional *occupancy* when the *final inspection notice* makes provision for a security deposit; or
 - (d) serves as a security deposit to effect compliance with any condition under which the *permit* was issued.
- 10.10 The security deposit or applicable portion must be returned to the applicant
- (a) when the *building official* is satisfied that no further damage to public works or public lands will occur;
 - (b) when the inspections required by this bylaw are complete and acceptable to the *building official*; and
 - (c) when the conditions or provisions of a final inspection approval for *occupancy* are completed to the satisfaction of the *building official*.
- 10.11 Any credit greater than the amount of the security deposit used by the *Regional District* for the purposes described in sections 10.8 to 10.10 of this Part will be returned to the *permit* holder unless otherwise so directed by the *permit* holder. Any amount in excess of the security deposit required by the *Regional District* to complete corrective work to public lands, public works, or the site is recoverable by the *Regional District* from the *permit* holder, the *constructor* or the *owner* of the property.

10.12 If the proposed *work* includes *excavation* or *construction* on lands within 10 metres of works or services owned by the *Regional District*, the *owner* must deliver to the *building official* a signed agreement in a form prescribed by the *Regional District's* Utilities and Environmental Services Director under which the *owner* acknowledges and agrees that any damage to *Regional District* works or services arising from the *construction* associated with the *building permit* will be repaired by the *owner* at its expense and to the satisfaction of the *Regional District's* Utilities and Environmental Services Director, and the *owner* must deposit with the *Regional District* security in accordance with sections 10.8 to 10.11 of this Part.

Permit Fee Refunds

10.13 No fee or part of a fee paid to the *Regional District* may be refunded if *construction* of the *building* has started.

10.14 A *building permit* or other *permit* fee may be partially refunded as set out in Appendix A, only if

(a) the *owner* has submitted a written request for a refund;

(b) the *building official* has certified a start has not been made on the *construction* of the *building* or *structure*; and

(c) the *permit* has not expired.

10.15 A *building permit* or other *permit* fee is not refundable after the *permit* has been extended under section 10.47 of this Part.

Design Modification

10.16 If an issued *building permit* or other *permit* is active and the *owner* proposes modification to the *building* design whereby the *value of the work* does not increase or the *value of the work* decreases, the *owner* must pay to the *Regional District* a *building permit* fee based on the plan review hourly rate set out in Appendix A.

Construction Before Permit Issued

10.17 The *building permit* or other *permit* fee is doubled for every *permit* application, if *construction* commenced before the *building official* issued a *permit*, to a maximum of \$5,000.00.

Expiration of Application for a Permit

10.18 A *building permit* application expires

(a) 6 months from the date a complete application is received of this Part and written notification to the *owner* that the *permit* is ready to be issued, unless the *permit* is not issued only due to delays caused by the *Regional District*;

- (b) if *permit* fees are not paid within 6 months from the date of written notification to the *owner* that the *permit* is ready to be issued, or
- (c) after 12 months from the date of submission if no further information is submitted to complete the application process.

10.19 When an application is cancelled the plans and related documents submitted with the application may be destroyed.

Issuance of a Building Permit

10.20 If

- (a) a completed application in compliance with sections 10.2 and 10.3 or sections 10.4 and 10.5 of this Part, including all required supporting documentation, has been submitted;
- (b) the *owner* has paid all applicable fees set out in sections 10.7 to 10.17 of this Part and Appendix A;
- (c) the *owner* or his or her representative has paid all charges and met all requirements imposed by any other statute or bylaw;
- (d) the *owner* has retained a professional engineer or geoscientist if required under this bylaw;
- (e) the *owner* has retained an architect if required under this bylaw; and
- (f) no covenant, agreement, resolution or regulation of the *Regional District* requires or authorizes the *permit* to be withheld,

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

10.21 Despite section 10.20, 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

10.22 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.

10.23 Section 10.22 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*.

10.24 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

10.25 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 10.46, 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 *Regional District* to do so.

10.26 If a *building permit* has expired and partial *construction* has progressed, with no extension requested of the *building official* under section 10.47, permanent type fencing with privacy screen complying with the *Regional District’s* zoning bylaw, must be erected around the *building* site for protection to the public.

Conditions of a Building Permit

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

10.28 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

10.29 If a *registered professional* provides letters of assurance in accordance with this Part, the *Regional District* will rely solely on *field reviews* undertaken by the *registered professional* and the letters of assurance submitted pursuant to this bylaw and the *building code* as assurance that the *construction* substantially conforms to the design, plans and specifications and that the *construction* complies with the *building code*, this bylaw and other applicable enactments respecting safety.

- 10.30 Despite section 10.29 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*.
- 10.31 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.
- 10.32 For all *work* in respect of *simple buildings* the *owner* must give at least 48 hours' notice to the *Regional District* when requesting an inspection and must obtain an inspection and receive a *building official's* written acceptance of the following aspects of the *work* prior to concealing them
- (a) after demolition, the grading of and removal of debris from the site;
 - (b) *excavation*, within 24 hours of the start of *excavation*;
 - (c) *foundation* and footing forms, before concrete is poured;
 - (d) prior to inspection under section 10.32 (e), plumbing located below the finished slab level;
 - (e) the preparation of ground, including ground cover when required, perimeter insulation on inside of concrete *foundation* walls and reinforcing steel;
 - (f) after inspection under section 10.32 (e) below slab insulation;
 - (g) installation of rough-in plumbing before it is covered;
 - (h) installation of *building services* before being covered;
 - (i) rough in of factory built chimneys and fireplaces and solid fuel burning appliances;
 - (j) framing, sheathing, fire stopping (including drywall in fire separations), bracing, chimney and ductwork, rough wiring, rough plumbing, rough heating, gas venting, exterior doors and windows, but prior to the installation of insulation, interior finishes, sheathing paper or exterior finishes which would conceal such *work*;
 - (k) insulation and vapour barrier;
 - (l) *construction* of an exterior deck if the deck serves as a roof;
 - (m) on-site *constructed* tubs or showers and tub or shower trap tests;

- (n) the installation of wall sheathing membrane, externally applied vapour or air barrier, stucco wire or lath, and flashings, but prior to the installation of exterior finishes which could conceal such *work*; and
- (o) the *health and safety aspects of the work* and the conservation, and accessibility aspects of the *work* when the *building* or *structure* is substantially complete, ready for *occupancy* but prior to *occupancy*.

10.33 A *building official* will only carry out an inspection under section 10.32 if the *owner* or the *owner's agent* has requested the inspection online or in writing in accordance with this bylaw.

10.34 Despite the requirement for the *building official's* acceptance of the *work* outlined in section 10.32, if a *registered professional* provides letters of assurance, the *Regional District* will rely solely on *field reviews* undertaken by the *registered professional* and the letters of assurance submitted pursuant to this bylaw as assurance that the aspects of the *construction* referenced by those letters of assurance substantially conform to the *design*, plans and specifications and that the *construction* complies with the *building code*, this bylaw and other applicable enactments respecting safety.

10.35 No person may conceal any aspect of the *work* referred to in section 10.32 of this bylaw until a *building official* has *accepted* it in writing.

10.36 For *work* in respect of *complex buildings*, the *owner* must

- (a) give at least 48 hours' online or written notice to the *Regional District* 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' online or written notice to the *Regional District* 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* the compliance with *the health and safety aspects of the work*, the coordination and integration of the fire and life safety system, applicable *Regional District* requirements and other enactments respecting safety and the conservation, 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 E, complete with all documentation in a hard covered three ring binder and in digital pdf format on a memory stick.

Stop Work Order

- 10.37 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 *Regional District* or the applicable provisions of the *Homeowner Protection Act*.
- 10.38 The *coordinating registered professional* may request, in writing, that the *building official* order the immediate suspension or correction of all or a portion of the *construction* on a *building* or *structure* by attaching a stop work order notice on the premises. The *building official* must consider such a request and, if not acted upon, must respond, in writing, to the *coordinating registered professional* and give reasons.
- 10.39 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 10.37.
- 10.40 The *owner* must immediately, after the posting of a notice under section 10.37, 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 *Regional District*.
- 10.41 Subject to section 10.37, no *work* other than the required remedial measures may be carried out on the *parcel* affected by the notice referred to in section 10.37 until the stop work order notice has been removed by the *building official*.
- 10.42 The notice referred to in section 10.37 must remain posted on the premises until that which is contrary to the enactments has been remedied.

Do Not Occupy Notice

- 10.43 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*.
- 10.44 If a notice is posted under section 10.43, 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

10.45 In addition to the fees required under other provisions of this bylaw, the *owner* must pay the non-refundable fee set out in Appendix A for

- (a) a third 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 two site visits are required for any required inspection;
- (b) a special inspection during the *Regional District's* normal business hours to establish the condition of a *building*, or if an inspection requires special arrangements because of time, location or *construction* techniques; and
- (c) inspection required under this bylaw which cannot be carried out during the *Regional District's* normal business hours.

Permit Expiration

10.46 Every *permit* is issued on the condition that the *permit* expires and the rights of the *owner* under the *permit* terminate within 36 months of the issuance of the *permit* provided however that the *permit* may be terminated earlier if

- (a) the *work* authorized by the *permit* is not commenced within 6 months from the date of issuance of the *permit* and such discontinuation is unrelated to adverse weather, strikes, material or labour shortages; or
- (b) the *work* authorized by the *permit* is discontinued for a period of 6 months and such discontinuation is unrelated to adverse weather, strikes, material or labour shortages.

Permit Extension

10.47 If an *owner* applies for an extension to the 36 month period of a *permit* in writing at least 1 month prior to the date of *permit* expiration, a *building official* may extend the *permit* for only one 24 month period.

10.48 If *building official* extends a *permit* under 10.47, the *owner* must pay the non-refundable fees set out in Appendix A prior to the *building official* extending the *permit*.

Building Permit Revocation

10.49 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 *Regional District*,

such *permit* revocation must be in writing and sent to the *permit* holder by signature mail to, or personal service on, the *permit* holder.

Building Permit Cancellation

10.50 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*.

10.51 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".

10.52 If the *owner*, or his or her *agent*, submits changes to an application after a *permit* has been issued and the changes, in the opinion of the *building official*, substantially alter the scope of the *work*, design or intent of the application in respect of which the *permit* was issued, the *building official* may cancel or amend the *permit* and mark on the *permit* the date of cancellation or amendment and the word "cancelled" or "amended".

10.53 If a *building permit* is cancelled, and *construction* has not commenced under the *permit*, the *building official* must return to the *owner* any fees deposited under Appendix A, less

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

Final Inspection for Occupancy

10.54 No person may occupy a *building* or *structure* or part of a *building* or *structure* until a final inspection notice has been issued by a *building official*.

10.55 A final inspection notice will not be issued unless

- (a) all letters of assurance have been submitted when required in accordance with this bylaw;

- (b) all aspects of the *work* requiring inspection and acceptance pursuant to sections 7.10 to 7.15 of Part 7 of this bylaw have both been inspected and *accepted* or the inspections and acceptance are not required in accordance with this bylaw;
- (c) the *owner* has delivered to the *Regional District* as-built plans of *works* and *services* in original hard copy drawings as required by the *Regional District*;
- (d) the *owner* has provided to the *Regional District* a *building* survey prepared by a British Columbia Land Surveyor or certified member of Applied Science Technologists and Technicians of British Columbia who is registered in site improvements showing the *building height*, size, location and elevation determined in accordance with the *Regional District's* land use regulations;
- (e) all other documentation required under applicable enactments has been delivered to the *Regional District*; and
- (f) the *owner* has delivered to the *Regional District* as-built drawings of the *building* or *structure* in original hard copy drawings as required by the *Regional District*.

10.56 In addition to the requirements set out in 10.55, no final inspection notice may be issued for *complex buildings* unless:

- (a) all letters of assurance and the Confirmation of Required Documentation described in Appendix E have been submitted when required in accordance with the requirements of this bylaw;
- (b) all aspects of the *work* requiring inspection and review pursuant to Part 9 and sections 10.29 through 10.36 of this bylaw have both been inspected and *accepted*;
- (c) the *owner* has executed and delivered to the *Regional District* every agreement, instrument or form required by the *Regional District* in relation to the *work* or the site; and
- (d) all required offsite *works* respecting safety have been completed.

Completion of Building Permits

10.57 *Building permits* will be completed with a Final Inspection or a Section 57 Community Charter Notice will be placed on title.

10.58 When a *registered professional* provides letters of assurance in accordance with this bylaw, the *Regional District* 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.

10.59 A *building official* may issue a final inspection notice for partial *occupancy* of a portion of a *building* or *structure* under *construction* when

- (a) that portion of the *building* or *structure* is self-contained and provided with essential services respecting *health and safety aspects of the work*, and if applicable, accessibility; and
- (b) the requirements set out in section 10.55 have been met with respect to it.

Temporary Buildings

10.60 The *building official* may issue a *building permit* for the erection or placement of a seasonal *temporary building* or *structure* for a period not exceeding twelve months, which can be renewed annually subject to the *Chief Building Official's* approval and inspection.

10.61 The *building official* may issue a *building permit* for the erection or placement of *temporary buildings* associated with work camps for a period not exceeding 60 months, which can be renewed subject to the Chief Building Official's approval and inspection.

10.62 All permits issued under sections 10.60 and 10.61 shall comply with the *Regional District's* zoning bylaw, be built in compliance with the *building code* and this bylaw, and connected, as required by enactments, to *Regional District* utility services.

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

- (a) plans and supporting documents showing the location and *building height* of the *building* or *structure* on the *parcel*;
- (b) plans and supporting documents showing *construction* details of the *building* or *structure*;
- (c) a statement by the *owner* indicating the intended use and duration of the use;
- (d) plans and supporting documents showing the proposed parking and loading space;
- (e) a written description of the *project* explaining why the *building* is temporary;
- (f) a copy of an issued development *permit*, if required;
- (g) in the case of a manufactured *building*, a CSA label in respect of manufacture and, without limitation, a Quonset or other steel *building* must be certified in accordance with CSA Standard A660;

- (h) a report or drawing by an engineer, architect or *designer* confirming compliance with the *building code*, this bylaw, the *Regional District's* zoning bylaw and other applicable bylaws;
- (i) security in the form of cash or a letter of credit for 10% of the value of the *temporary building*, which security
 - (i) may be used by the *Regional District* to remove the *building* after one year of the date of the final inspection required under this bylaw; or
 - (ii) must be returned to the *owner* if the *owner* removes the *temporary building* within one year of the date of the final inspection of the *temporary building* required under this bylaw; and
- (j) in the case of a *temporary building*, information to comply with article 1.1.1.1(2)(f), Division C of the *building code*.

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

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

PART 11: CLIMATIC AND SEISMIC DATA

- 11.1 The Climatic Data for the design of a *building* or *structure* in the Squamish-Lillooet Regional District shall be determined by Appendix F as adopted by this bylaw, which may be amended from time to time due to climatic environmental changes.
- 11.2 The *owner* shall pay the fee as set out in Appendix A to this bylaw for obtaining the Climatic Data from Environment Canada if the proposed *building* or *structure* is located in an area of the Squamish-Lillooet Regional District where Climatic Data is not documented in Appendix F.

PART 12: RETAINING WALLS AND GRADES

- 12.1 No person may construct, or structurally repair, a *retaining wall* over 1.22 m without a *building permit*.
- 12.2 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.
- 12.3 Without limiting section 12.1, no person may occupy a *building* unless the finished *grade* complies with all applicable enactments.

PART 13: BUILDING MOVE

- 13.1 No person may move a *building* or *structure* into or within the *Regional District building* regulation service areas
- (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 14: NUMBERING OF BUILDINGS

- 14.1 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 *Regional District*
- (a) on or over the entrance to the *building* or where landscaping or *structures* obscure the visibility of a *building* entrance from the adjacent *highway*, on the *building* property within sight of the adjacent *highway*; and
- (b) until such time as the *building* is removed from the site or has been demolished.
- 14.2 Despite section 14.1, the *Regional District's* Planning and GIS Technician may renumber or alter the assigned numbers in respect of any *building* on any *parcel*, including those already in existence or numbered.
- 14.3 Without limiting sections 14.1 or 14.2, the *Chief 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*.

- 14.4 Without limiting sections 14.1 through 14.3, on issuance of a final inspection approval for *occupancy*, 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 15: OFFENCES

Violations

- 15.1 Without limiting Part 4 of this bylaw, every person who
- (a) violates a provision of this bylaw;
 - (b) *permits*, suffers or allows any act to be done in violation of any provision of this bylaw; and
 - (c) neglects to do anything required to be done under any provision of this bylaw,
- commits an offence and on summary conviction by a court of competent jurisdiction, the person is subject to a fine of not more than \$2,000.00, or a term of imprisonment not exceeding three months, or both, in addition to the costs of prosecution. Each day during which a violation, contravention or breach of this bylaw continues is deemed to be a separate offence.
- 15.2 Every person who fails to comply with any order or notice issued by a *building official*, or who allows a violation of this bylaw to continue, contravenes this bylaw.
- 15.3 Every person who commences *work* requiring a *building permit* without first obtaining such a *permit* must, if a Stop Work notice is issued and remains outstanding for 30 days, pay an additional fee as outlined in Squamish-Lillooet Regional District Bylaw Notice Enforcement Bylaw No. 1447-2016, as amended from time to time.

Deemed Offence

- 15.4 An *owner* is deemed to have knowledge of and be liable under this bylaw in respect of any *construction* on the *parcel* the *owner* owns and any change in the use, *occupancy* or both of a *building* or *structure* or part of a *building* or *structure* on that *parcel*. See Squamish-Lillooet Regional District Bylaw Notice Enforcement Bylaw No. 1447-2016 for bylaw *building* violation fine fees.
- 15.5 No person is deemed liable under section 15.4 who establishes, on a balance of probabilities, that the *construction* or change of use or *occupancy* occurred before he or she became the *owner* of the *parcel*.

15.6 Nothing in section 15.5 affects

(a) the *Regional District's* right to require and the *owner's* obligation to obtain a *permit*, and

(b) the obligation of the *owner* to comply with this bylaw.

Ticketing

15.7 The offences in Squamish-Lillooet Regional District Bylaw Notice Enforcement Bylaw No. 1447-2016 Schedule "A" appendixs are designated for enforcement as applicable.

15.8 The following persons are designated as bylaw enforcement officers for enforcing the offences in Squamish–Lillooet Regional District Bylaw Notice Enforcement Bylaw No. 1447-2016: *building officials* and persons designated by the Regional Board as bylaw enforcement officers.

PART 16: INTERPRETATION

Definitions

16.1 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 *Regional District*, and includes a building inspector, plan checker, plumbing inspector designated or appointed by the *Regional District*, and for certainty the *building official* is the “building inspector” referred to in the *Community Charter and Local Government Act*;

Chief Building Official means the *Authority Having Jurisdiction* as defined in the *building code*, who administers the requirements in the *building code*;

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;

construction means to build, erect, install, repair, alter, add, enlarge, move, locate relocate, reconstruct, demolish, remove, *excavate* or shore;

construction activity is not deemed to include site preparation works, mobilization of construction equipment and materials, or soil densification work (such as pre-loading), soil removal and soil deposit to site or *building area*;

constructor means a person who *constructs*;

coordinating registered professional means a *registered professional* retained pursuant to the *building code* to coordinate all design work and *field reviews* of the *registered professionals* required for a development;

covenanted affordable housing means housing that has a covenant on title that limits the resale, rental rates or tenure;

Engineers and Geoscientists Act means the *Engineers and Geoscientists Act* RSBC 1996, c. 116;

existing, in respect of a *building*, means that portion of a *building constructed* prior to the submission of a *permit* application required under this bylaw;

farm status building means a *building* less than 800 m² in *building area*, when situated on land classified as a “farm” under the *Assessment Act*, RSBC 1996, Chapter 20 (the “Assessment Act”), as amended, and:

- (a) does not contain a *residential occupancy*,
- (b) does not include covered riding arenas, *buildings* which may be used for assembly and mercantile occupancies, and
- (c) is used essentially for:
 - (i) housing farm equipment or livestock,
 - (ii) production, storage or processing of agricultural and horticultural products,
 - (iii) a workshop for the repair of farm equipment, or
 - (iv) a greenhouse or silo

foundation means a system or arrangement of *foundation* units through which the loads from a *building* are transferred directly to supporting soil or rock and includes any portion of the exterior walls of a *building* that lie below the finished *grade* immediately adjacent to the *building*;

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

notice on title means note against land title that building regulations have been contravened as per Section 57 Community Charter;

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

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*;

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;

Regional District means the Squamish-Lillooet Regional District which is a local government federation delivering a range of regional, sub-regional and local services to residents living in four member municipalities (Lillooet, Pemberton, Whistler, Squamish) and four unincorporated electoral areas (A,B,C,D).

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

registered heritage building means a *building* that is listed on a provincial heritage registry;

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 metres in height;

swimming pool means an outdoor, private *structure*, fenced with a *swimming pool fence*, located wholly or principally in the ground, capable of being filled with water to a depth of 60 centimeters or more and constructed for the purpose of swimming, bathing or wading; but does not include ornamental water features, irrigation ponds, hot tubs or above ground pools accessed solely by means of a removable ladder.

swimming pool fence means a fence that is:

- (a) a minimum 1.5 metres in height, with no openings greater than 100 millimetres,

- (b) be designed to not facilitate climbing,
- (c) equipped with a self-closing gate or door designed to return to a locked position when not in use and secured by a spring lock located on the top and inside of the gate and fence, except where the gate is greater than 1.5 m in width and provided for the purpose of vehicular access that is normally kept in a closed and locked position.

temporary building includes a sales office, *construction* office, work camp, filming use, large tent, or a *structure* in which tools are stored during *construction* of a *building* or other *structure*;

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

- (a) for *construction* of a *building*, the greater of
 - (i) the declared *value of the work*; or
 - (ii) the value calculated using Appendix A

work means to *construct* or to carry out a *construction activity*

16.2 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*.

16.3 Every reference to this bylaw in this or another bylaw of the *Regional District* is a reference to this bylaw as amended to the date of the reference.

16.4 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.

16.5 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

16.6 Appendices A through F are attached to and form part of this bylaw.

Severability

16.7 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 17: REPEAL

17.1 Squamish-Lillooet Regional District Building Bylaw No. 863, 2003 is hereby repealed.

READ A FIRST TIME	this	18 th day of	March 2020.
READ A SECOND TIME	this	18 th day of	March 2020.
READ A THIRD TIME	this	18 th day of	March 2020
ADOPTED	this	18 th day of	March 2020.

Tony Rainbow
Chair

Kristen Clark
Corporate Officer

SQUAMISH-LILLOOET REGIONAL DISTRICT

BUILDING BYLAW NO. 1611-2020

Appendix A – Building Permit Fees

1. All *Permits* (unless otherwise stated):
 - (a) For \$0.00 to \$10,000 of the estimated value of *work* covered by the *permit* (minimum cost applicable to each *permit*) \$ 200.00

Plus for each \$1,000 or fraction thereof of the estimated value of *work* covered by the *permit*, in excess of \$10,000 up to \$200,000 \$ 10.50

Plus for each \$1,000 or fraction thereof of the estimated value of *work* in excess of \$200,000 \$ 8.40
 - (b) For the purpose of determining the estimated value of *work* for which the *permit* is issued, the estimated value of *work* shall be the greater of the contract price of the *work* and the amount determined by the *building official* on the basis of plans, specifications and information available, whichever value shall be greater.
 - (c) *Building Design Modification*
Fee Plan Review (including up to two hours and \$75.00 per hour thereafter) \$ 150.00

Building Permit fee for temporary building for occupancy \$ 600.00
(i) *Building Removal Security Deposit* \$ 5,000.00
(refundable when *temporary building* is removed from site and site is safe with the review/approval of the *building official*)
 - (d) Re-inspection of faulty *work* or *work* not ready when inspection called for (in excess of two inspections for each required inspection):
 - (i) *Building* or plumbing inspection carried out the next time the Inspector is in the area during SLRD's normal business hours
 - For the third inspection \$ 100.00
 - For the fourth inspection \$ 150.00
 - For the fifth inspection \$ 240.00
 - (ii) Inspection requiring special trip to the area during outside SLRD's normal business hours \$ 450.00
 - (e) Extension fee for *permit* extended under section 10.47 \$ 500.00

(f)	Transfer of ownership fee	\$ 1,000.00
(g)	Title Notice removal fee	\$ 1,000.00
2.	For the moving of a <i>building</i> including a mobile or modular home	\$ 600.00
3.	Vehicle/travel expenses for inspection prior to moving mobile or modular home to SLRD jurisdiction	\$ 4.00/km
4.	For market value of <i>swimming pool construction</i> to be done thereon of up to \$10,000	\$ 500.00
	For market value of <i>swimming pool construction</i> to be done thereon of \$500 plus: \$8.00 for each additional \$1,000 of market value or part thereof	
5.	<i>Permit</i> to erect a retaining wall - first 20m or portion thereof for each additional 10m or portion thereof	\$ 500.00 \$ 45.00
6.	Solid Fuel Burning Appliances	\$ 200.00
7.	Demolition	\$ 500.00
8.	Climatic Data fee (non-refundable)	\$ 250.00
9.	Plumbing <i>Permit</i> Fee:	
(a)	Basic plumbing <i>permit</i> fee – includes 1 fixture (minimum fee)	\$ 200.00
(b)	Plus a fee for each plumbing fixture in excess of 1 (each trap, roof drain, floor drain, yard or parking lot drain, hot water tank, hose bib, pools, interceptors, hot water storage tanks, automatic washers, rainwater leaders, floor drains, solar panels, geothermal and built-in dishwashers)	\$ 15.00
(c)	Plumbing Fixture which involves the connection of hydraulic equipment or the installation of vacuum breakers, backflow prevention devices or similar equipment - per item	\$ 40.00
(d)	Plus a fee for each type of plumbing service: water service, storm sewer, sanitary sewer – per item	\$ 40.00
(e)	Each roughed in fixture location	\$ 10.00
(f)	<i>Permit</i> fees for finishing Plumbing only (installation of fixtures where rough-in Plumbing exists) shall be 50% of the above fees.	
(g)	Plumbing <i>construction</i> for <i>building</i> water piping system or portion thereof:	

	(i)	in multi-family residential <i>buildings</i> , hotels and motels - per unit	\$ 24.00
	(ii)	in all other <i>buildings</i> : first 30 metres or part thereof - each	\$ 60.00
		each additional 30 metres or part thereof	\$ 30.00
	(h)	Plumbing <i>construction</i> which involves the installation of storm sewers, perimeter <i>foundation</i> drains	
	(i)	for single or two-family dwellings	\$ 60.00
	(ii)	for other than single or two-family dwellings: first 30 metres or part thereof - each	\$ 60.00
		each additional 30 metres or part thereof	\$ 30.00
	(iii)	for sump, catch basin, rock pit, dry well - each	\$ 30.00
10.		Fire Suppression Fee	
	(a)	Basic fire sprinkler fee Plus \$2 per fire sprinkler head	\$ 100.00
	(b)	the installation of standpipes, fire connections and fire hydrants for each device or standpipe riser - each	\$ 30.00
11.		Application Processing Fee (non-refundable) – applied to the applicable <i>permit</i> fee:	
	(a)	For a new single family dwelling or <i>permit</i> applications with a <i>construction</i> value in excess of \$200,000	\$2,000.00
	(b)	For all other <i>permit</i> applications except Solid Fuel Burning Appliance	\$ 500.00
12.		Title Search fee (non-refundable) – applicable to all applications	\$ 30.00
13.		Charges as shown below will be applicable for examination of <i>alternate solutions</i> , revisions, plans and specifications:	
		Revision Plan Check Fee - minimum \$150 including up to two hours and \$75 per hour thereafter.	
		Single or Two Family - minimum \$150 per unit up to two hours and \$75 per hour thereafter.	
		Other than Single or Two Family - minimum \$150 per <i>building</i> up to two hours and \$75 per hour thereafter.	

Initial review of each alternate solution - \$400 and \$200 per revision thereof.

14. Utilities and Environmental Service Security Deposit for *simple buildings*, *Regional District* works \$2,500 for each *permit*, at the discretion of the *building official*.
15. Utilities and Environmental Service Security Deposit for *complex buildings*, *Regional District* works \$10,000 for each *permit*, at the discretion of the *building official*.
16. Temporary Second Dwelling Security Deposit \$10,000 per *building*.
(Refundable when 2nd dwelling is removed from site or decommissioned and the site is safe under the review/approval by the *building official*).
17. Partial *Occupancy Approval*
 - (a) \$250 for a 90 day period and \$125 for each 90 day period thereafter.
18. Building permit fees for *covenanted affordable housing*, and *registered heritage buildings* shall be reduced by 30%.
19. Processing verification and printing fee for digital signature and professional \$ 30.00 seals.

Where *construction* is started prior to obtaining a *permit*, the applicable *permit* fee shall be doubled, but in no case shall the penalty amount doubled, exceed \$5,000 per *building*. If the applicant makes an erroneous declaration on the *permit* application to obtain a lesser *permit* fee, the *permit* shall be revoked and a new *permit* issued using the corrected information. The new *permit* shall be calculated according to the corrected *permit* value and 50% of the non-refundable application processing fee shall be added to the calculated fee as an administrative fee.

SQUAMISH-LILLOOET REGIONAL DISTRICT

BUILDING BYLAW NO. 1611-2020

Appendix B – Letter of Authorization

To whom it may concern:

Property

Address: _____

Legal Description: _____

I/We are the the *owner(s)*, as defined in the current “Building Bylaw”, of the above referenced property and hereby authorize:

Representative/Contact: _____
(PRINT)

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

E-mail: _____

Please check where applicable.

To represent me/us in an application for:

- Building Permit* Application (If *Registered Professional* is involved, use Appendix C, *Owner’s Undertaking*)
- Demolition Permit* Application
- Building Permit*
- Development / Development Variance Permit*

To obtain copies of:

- Building Permit* Plans (Archive Copies)

Owner's Information:

Name of Registered Owner (print)

Signature of Registered Owner
(or Authorized Signatory of Corporation)

Address: _____

Telephone No. _____

Cell No. _____

Email: _____

Name of Registered Owner (print)

Signature of Registered Owner
(or Authorized Signatory of Corporation)

Address: _____

Telephone No. _____

Cell No. _____

Email: _____

Name of Registered Owner (print)

Signature of Registered Owner
(or Authorized Signatory of Corporation)

Address: _____

Telephone No. _____

Cell No. _____

Email: _____

Name of Registered Owner (print)

Signature of Registered Owner
(or Authorized Signatory of Corporation)

Address: _____

Telephone No. _____

Cell No. _____

Email: _____

Date of Acknowledgement

This form must be an original signed document mailed or delivered in person

SQUAMISH-LILLOOET REGIONAL DISTRICT

BUILDING BYLAW NO. 1611-2020

Appendix C – 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 *Regional District* will rely on same.
2. I confirm that I have applied for a *building permit* pursuant to “Squamish-Lillooet Regional District Building Bylaw No. 1611-2020” (the “Bylaw”) and that I have carefully reviewed and fully understand all of the provisions of the Bylaw and in particular, understand, acknowledge and accept the provisions describing the purpose of the Bylaw, the conditions under which *permits* are issued, the disclaimer of warranty or representation and the limited extent of the scope of the Bylaw and inspections thereunder.
3. Without in any way limiting the foregoing, I acknowledge fully that it is my responsibility to ensure compliance with the *Building Code* and the Bylaw whether any *work* to be performed pursuant to the *permit* applied for is done by me, a contractor or a registered professional.
4. I am not in any way relying on the *Regional District* or its *building officials*, as defined under the Bylaw, to protect the *owner* or any other persons as set out in Part 3 of the Bylaw and I will not make any claim alleging any such responsibility or liability on the part of the *Regional District* or its *building officials*.
5. I hereby agree to indemnify and save harmless the *Regional District* 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 *Regional District*.

Owner's Information:

1. Where *owner* is an individual:

Owner's Signature

Owner's Name

(PRINT)

Address: _____

Telephone No. _____

Cell No. _____

Email: _____

This undertaking is executed by the *owner* this _____ day of _____, _____.
(Day) (Month) (Year)

Owner's Signature

Owner's Name

(PRINT)

Address: _____

Telephone No. _____

Cell No. _____

Email: _____

This undertaking is executed by the *owner* this _____ day of _____, _____.
(Day) (Month) (Year)

2. Where *owner* is a corporation:

Name of Corporation

Per:
Authorized Signatory

Name

(PRINT)

This undertaking is executed by the Authorized Signatory this _____ day _____, _____.
(Day) (Month) (Year)

SQUAMISH-LILLOOET REGIONAL DISTRICT

BUILDING BYLAW NO. 1611-2020

Appendix D – 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 Regional District or an unaltered photocopy of this document is to be completed and submitted.*

Squamish-Lillooet Regional District

Attention: *Chief Building Official*

Property Address: _____

Legal Description: _____

The undersigned hereby gives assurance that:

- a) I have fulfilled my obligation for insurance coverage as outlined in the Squamish-Lillooet Regional District Building Bylaw No.1611-2020;
- 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);
- c) I have enclosed a copy of my certificate of insurance coverage indicating the particulars of such coverage;
- d) I am a registered professional; and
- e) I will notify the *building official* in writing immediately if the undersigned's insurance coverage is reduced or terminated at any time during *construction*.

Name (PRINT)

Date

Signature

Address (PRINT)

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 myself and the firm.

Note: This Confirmation letter must be signed by a registered professional. The BC Building Code defines a registered professional as a person who is registered or licensed to practice

(a) as an architect under the Architects Act, or

(b) as a professional engineer under the Engineers and Geoscientists Act

SQUAMISH-LILLOOET REGIONAL DISTRICT

BUILDING BYLAW NO. 1611-2020

Appendix E – Confirmation of Required Documentation

Building Permit Number: _____

Note:

1. *The Confirmation of Required Documentation and all required documentation must be submitted to the Chief 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	<input type="checkbox"/>	<input type="checkbox"/>	CONFIRMATION OF REQUIRED DOCUMENTATION
TAB 2	<input type="checkbox"/>	<input type="checkbox"/>	DIRECTORY OF PRINCIPALS (Role/Firm/Name/Telephone)
	<input type="checkbox"/>	<input type="checkbox"/>	<i>Owner</i>
	<input type="checkbox"/>	<input type="checkbox"/>	<i>Coordinating Registered Professional</i>
	<input type="checkbox"/>	<input type="checkbox"/>	<i>Registered Professionals</i>
	<input type="checkbox"/>	<input type="checkbox"/>	Warranty Provided
	<input type="checkbox"/>	<input type="checkbox"/>	Licensed Builder
	<input type="checkbox"/>	<input type="checkbox"/>	Sub-Contractors
TAB 3	<input type="checkbox"/>	<input type="checkbox"/>	LETTERS OF ASSURANCE (A, B, C-A, C-B)
	<input type="checkbox"/>	<input type="checkbox"/>	<i>Coordinating Registered Professional</i>
	<input type="checkbox"/>	<input type="checkbox"/>	Architectural
	<input type="checkbox"/>	<input type="checkbox"/>	Structural
	<input type="checkbox"/>	<input type="checkbox"/>	Mechanical
	<input type="checkbox"/>	<input type="checkbox"/>	Plumbing
	<input type="checkbox"/>	<input type="checkbox"/>	Electrical

	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Geotechnical Temporary Geotechnical Permanent Fire Suppression _____ (other)
TAB 4	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	PROFESSIONAL REVIEW LETTERS <i>Alternative Solution (Confirmation of Field Review Sealed)</i> Site Services – Civic Engineer <i>Building Envelope Specialist</i> Roofing Consultant Generator Test Report / Certificate Certified Forrester <i>Qualified Environmental Professional</i> Registered Wastewater Practitioner Potable Water Testing (Other – specify) _____ (Other – specify) _____
TAB 5	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	FIRE ALARM Fire Alarm Verification Certificate (include field work sheets) Letter of Signed Contract from ULC Listed Monitoring Agency
TAB 6	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	SPRINKLER SYSTEMS Material and Test Certificate – Above ground piping Material and Test Certificate – Underground piping Fire Pump Test Report

TAB 7	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	PROVINCIAL APPROVALS Certificate to Operate Elevating Device (one per each device) Technical Safety BC (electrical/gas <i>permits</i> and approvals) Health Approval (on-site sewage disposal) Health Approval (food services) Ministry of Highway and Infrastructure (<i>permit</i> and approvals) Agricultural Land Commission (approvals)
TAB 8	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	REGIONAL DISTRICT APPROVALS Sprinkler <i>Permit</i> – Pre- <i>occupancy</i> Coordinated Review Fire Department Acceptance - (Fire Safety Plan) Final Inspection (Building Inspector – pre- <i>occupancy</i> review) Development – Utilities & Environmental Services (inspection and approvals) Final Inspection Planning Technicians Final Inspection
TAB 9	<input type="checkbox"/> <input type="checkbox"/>	Deficiency List

Submitted by *Coordinating Registered Professional*

Name (PRINT) _____

Signature _____ Date _____

Address (PRINT) _____

Phone

SQUAMISH-LILLOOET REGIONAL DISTRICT

BUILDING BYLAW NO. 1611-2020

Appendix F - Climatic Data

SCHEDULE B - Squamish-Lillooet Regional District Climatic and Seismic Data

Electoral Area	Location	Elev., m	Snow Load, kPa, 1/50		Hourly Wind Pressures kPa				Driving Rain Wind pressures, Pa, 1/5	Ann. Rain, mm	Ann. Total Ppn., mm	Moisture Index, MI	One Day Rain, 1/50 mm	15 min. rain, mm	Design Temperatures				Deg Days Below 18 C	Seismic Data - Determined for a 2% in 50 year (0.000404 per annum) probability of exceedence.				
			Ss (kPa)	Sr (kPa)	q 1/10 (kPa)	q 1/30 (kPa)	q 1/50 (kPa)	q 1/100 (kPa)							Jan. Dry 2½%	Jan. Dry 1%	Jul. Dry 2½%	Jul. Wet 2½%		Sa(0.2)	Sa(0.5)	Sa(1.0)	Sa(2.0)	PGA
A	Bralome	1060	6.8	0.2	0.34	0.41	0.43	0.48	80	400	520	0.41	50	8	-27	-29	30	18	4600	0.616	0.458	0.274	0.153	0.277
A	Gold Bridge	694	3.9	0.2	0.34	0.41	0.43	0.48	80	325	510	0.33	25	5	-25	-28	30	18	4600	0.616	0.457	0.274	0.152	0.276
A	Gun Lake	920	3.9	0.2	0.34	0.41	0.43	0.48	80	300	475	0.31	25	5	-27	-29	30	18	4600	0.616	0.457	0.274	0.152	0.276
A	Marshall Lake	1160	3.5	0.2	0.34	0.41	0.43	0.48	80	325	500	0.33	35	8	-28	-30	30	18	4500	0.614	0.453	0.269	0.150	0.275
A	Tyaughton Lake	1020	3.0	0.2	0.34	0.41	0.43	0.48	80	300	500	0.31	30	8	-27	-29	30	18	4500	0.616	0.455	0.272	0.151	0.276
B	Anderson Lake	580	2.1	0.1	0.34	0.41	0.43	0.48	80	450	550	0.55	40	7	-17	-20	32	20	3700	0.615	0.455	0.272	0.151	0.275
B	Fountain Valley	840	2.0	0.1	0.33	0.41	0.43	0.48	80	270	320	0.28	50	10	-25	-27	33	18	3800	0.575	0.416	0.244	0.135	0.257
B	Highway 12	400	2.0	0.1	0.33	0.41	0.43	0.48	80	300	380	0.31	50	10	-24	-26	33	20	3250	0.595	0.433	0.255	0.141	0.265
B	Lillooet	245	2.1	0.1	0.32	n/a	0.44	n/a	100	350	100	0.31	70	10	-21	-23	34	20	3400	0.60	0.44	0.26	0.14	0.27
B	Pavilion Lake	820	2.2	0.2	0.32	0.38	0.41	0.46	80	200	300	0.22	30	10	-26	-29	34	20	4200	0.504	0.366	0.217	0.121	0.231
B	Seton Portage/Shalalth	260	2.1	0.2	0.34	0.41	0.43	0.48	80	430	525	0.44	70	10	-16	-19	33	19	3600	0.613	0.452	0.269	0.149	0.274
B	Texas Creek	280	1.9	0.1	0.33	0.41	0.43	0.48	80	280	360	0.29	50	10	-23	-25	33	20	3250	0.598	0.436	0.256	0.142	0.266
B	West Pavilion	540	1.9	0.1	0.32	0.41	0.43	0.48	80	275	320	0.29	30	7	-25	-27	33	18	3825	0.568	0.410	0.240	0.133	0.254
B	Yalakom	640	2.2	0.1	0.33	0.41	0.43	0.48	100	280	320	0.29	60	10	-25	-28	31	19	3600	0.606	0.442	0.260	0.144	0.269
C	Birken/Poole Creek	440	2.5	0.1	0.34	0.41	0.43	0.48	80	480	580	0.57	65	7	-19	-21	32	20	3275	0.617	0.460	0.276	0.154	0.278
C	Birkenhead Lake	720	6.0	0.5	0.34	0.41	0.43	0.48	90	560	775	0.64	55	7	-17	-20	30	20	4350	0.616	0.459	0.276	0.153	0.277
C	Blackwater	640	5.5	0.5	0.34	0.41	0.43	0.48	90	560	775	0.64	55	8	-17	-20	30	20	4350	0.617	0.460	0.277	0.154	0.278
C	D'Arcy	260	3.2	0.4	0.34	0.41	0.43	0.48	90	500	630	0.59	60	10	-16	-19	32	20	3850	0.616	0.458	0.274	0.153	0.276
C	Devine	340	3.4	0.4	0.34	0.41	0.43	0.48	90	510	630	0.60	60	7	-16	-19	32	20	3850	0.616	0.458	0.274	0.153	0.276
C	Green River/Wedge Woods	600	8.6	0.8	0.28	0.34	0.36	0.40	160	845	1215	1.00	87	8	-17	-20	30	21	4250	0.626	0.468	0.280	0.156	0.283
C	Ivy Lake/Reid Rd/Walkerville	420	7.2	0.4	0.34	0.41	0.44	0.48	90	910	1230	1.06	80	8	-20	-23	33	20	4000	0.619	0.463	0.278	0.155	0.279
C	Lillooet Lake	300	5.2	0.4	0.34	0.41	0.43	0.48	90	950	1300	1.09	100	10	-16	-18	32	20	3600	0.619	0.462	0.278	0.155	0.279
C	Mount Currie	220	4.6	0.4	0.34	0.41	0.44	0.48	90	755	955	0.93	60	7	-17	-20	33	20	3650	0.620	0.463	0.279	0.155	0.280
C	Owl Ridge	380	6.8	0.5	0.34	0.41	0.43	0.48	90	920	1250	1.07	80	8	-19	-22	33	20	4070	0.619	0.462	0.278	0.155	0.279
C	Pemberton area and Valley	220	5.3	0.5	0.34	0.41	0.43	0.48	90	940	1230	1.08	80	8	-18	-21	32	20	4075	0.621	0.464	0.279	0.155	0.280
C	Ponderosa	320	2.9	0.2	0.34	0.41	0.43	0.48	90	475	610	0.57	55	10	-16	-19	32	20	3850	0.615	0.457	0.273	0.152	0.276
D	Black Tusk/Pinecrest	400	7.7	0.6	0.32	0.39	0.42	0.46	160	1550	1950	1.64	90	9	-14	-17	28	18	4130	0.649	0.482	0.285	0.158	0.296
D	Britannia Beach	100	3.2	0.6	0.39	0.46	0.50	0.55	160	2150	2300	2.22	130	10	-12	-14	27	19	3100	0.750	0.541	0.303	0.163	0.352
D	Five Coves	20	2.6	0.6	0.38	0.45	0.49	0.54	160	1950	2050	2.03	125	10	-11	-13	26	19	3100	0.765	0.55	0.306	0.164	0.361
D	Furry Creek	100	3.0	0.5	0.38	0.45	0.49	0.54	160	2150	2300	2.22	130	10	-12	-14	27	19	3100	0.775	0.556	0.308	0.165	0.366
D	Porteau Cove	60	2.4	0.4	0.38	0.45	0.49	0.54	160	1975	2100	2.05	125	10	-11	-13	26	19	3100	0.790	0.565	0.311	0.165	0.375
D	Ring Creek	620	7.0	0.6	0.39	0.46	0.50	0.55	150	2400	2950	2.46	125	10	-13	-15	29	19	3500	0.697	0.511	0.294	0.160	0.323
D	Tantalus Acres	20	3.5	0.7	0.38	0.46	0.49	0.54	150	2375	2725	2.44	150	10	-12	-14	29	19	3300	0.690	0.507	0.292	0.160	0.319
D	Tunnel Station	100	3.1	0.6	0.37	0.44	0.48	0.53	150	1730	1825	1.81	125	10	-13	-15	29	19	3400	0.670	0.495	0.289	0.159	0.308
D	Upper Squamish Valley	20	3.2	0.7	0.37	0.44	0.48	0.53	150	2125	2375	2.19	150	10	-12	-14	29	19	3350	0.672	0.496	0.289	0.159	0.309