



**Building Bylaw**  
**Bylaw No. 1758, 2021**  
adopted February 22, 2021

**CONSOLIDATED FOR  
CONVENIENCE ONLY**

**Includes amendments adopted  
up to **December 13, 2021****

## TABLE OF CONTENTS

<b>TITLE .....</b>	<b>4</b>
<b>INTERPRETATION .....</b>	<b>4</b>
Definitions .....	4
Severability .....	8
<b>PURPOSE OF BYLAW .....</b>	<b>8</b>
<b>SCOPE AND EXEMPTIONS .....</b>	<b>9</b>
Application .....	9
Limited Application to Existing Buildings .....	10
<b>PROHIBITIONS .....</b>	<b>10</b>
<b>PERMIT CONDITIONS .....</b>	<b>11</b>
<b>POWERS OF A BUILDING OFFICIAL .....</b>	<b>12</b>
Administration .....	12
Refusal and Revocation of Permits .....	12
Right of Entry .....	13
Powers .....	13
<b>OWNER'S RESPONSIBILITIES .....</b>	<b>14</b>
Permit Requirements .....	14
Owner's Obligations.....	14
Damage to Municipal Works.....	15
Demolition .....	15
Notice.....	15
<b>OBLIGATIONS OF OWNER'S CONSTRUCTOR .....</b>	<b>16</b>
<b>REGISTERED PROFESSIONAL'S RESPONSIBILITIES.....</b>	<b>16</b>
Professional Design and Field Review.....	16
Requirement For A Registered Professional .....	17
Professional Plan Certification .....	17
<b>GENERAL BUILDING APPLICATION REQUIREMENTS .....</b>	<b>18</b>
Requirements before Applying for a Building Permit .....	18
Building Permit Applications for Simple Buildings.....	19
Building Permit Applications for Complex Buildings.....	21
Site and Location Information .....	23
Building Permit Fee .....	24
Security Deposit with Building Permit Application .....	24

Permit Fee Refunds .....	25
Design Modification .....	25
Construction Before Permit Issued .....	25
Expiration of Application For A Permit .....	25
Issuance Of A Building Permit .....	26
Compliance with the <i>Homeowner Protection Act</i> .....	26
Partial Construction .....	27
Conditions of a Building Permit .....	27
Inspections .....	27
‘Stop Work Order’ Notice .....	29
‘Do Not Occupy’ Notice.....	30
Inspection and Other Fees .....	30
Permit Expiration .....	31
Permit Extension.....	31
Building Permit Revocation.....	31
Building Permit Cancellation.....	31
Occupancy.....	32
Provisional Occupancy .....	33
<b>RETAINING WALLS AND GRADES .....</b>	<b>33</b>
<b>MOVING BUILDING.....</b>	<b>33</b>
<b>NUMBERING OF BUILDINGS.....</b>	<b>34</b>
<b>POOLS.....</b>	<b>34</b>
Swimming Pool Permit and Fencing .....	34
Pool Gate .....	34
Maintenance.....	35
<b>ENERGY CONSERVATION AND GHG EMISSION REDUCTION .....</b>	<b>35</b>
<b>OFFENCES .....</b>	<b>35</b>
Violations .....	35
Deemed Offence .....	36
<b>REPEAL .....</b>	<b>36</b>
<b>IN FORCE.....</b>	<b>36</b>

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**DISTRICT OF COLDSTREAM  
BYLAW NO. 1758, 2021**

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**A BYLAW FOR THE ADMINISTRATION OF THE BUILDING CODE AND REGULATIONS OF CONSTRUCTION**

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WHEREAS the Council of the District of Coldstream may, by bylaw, regulate, prohibit and impose requirements with respect to the buildings and structures under sections 8(3)(g) and (l) of the *Community Charter*, and for the following under section 53(2):

- (a) The provision of access to a building or other structure, or to part of a building or other structure, for a person with disabilities;
- (b) The conservation of energy or water;
- (c) The health and safety or protection of persons or property;

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

AND WHEREAS the Council has employed trained Building Officials for the purposes of this Bylaw;

NOW THEREFORE the Council of the District of Coldstream ENACTS AS FOLLOWS:

**TITLE**

1.1 This Bylaw may be cited as “DISTRICT OF COLDSTREAM BUILDING BYLAW NO. 1758, 2021”.

**INTERPRETATION**

**Definitions**

2.1 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, as amended;

**“BC Energy Step Code”** means the requirements set out in Section 16 of this Bylaw and Division B, Part 9 and 10 of the *Building Code*”; **Amendment Bylaw 1791, 2021**

**“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 Energy Label”** means information about a building’s energy use, efficiency ratings, how the rating was calculated and where energy is consumed in the building which is posted in a location that is protected from moisture and threat of damage; **Amendment Bylaw 1791, 2021**

**“Building Official”** means the person designated in or appointed to that position by the *District*, and includes a building inspector, plan checker, or plumbing inspector designated or appointed by the *District*, and for certainty the *Building Official* is the “building inspector” referred to in the *Community Charter* and *Local Government Act*;

**“complex building”** means

- (a) a *building* used for a *major occupancy* classified as
  - (i) assembly occupancy;
  - (ii) care occupancy;
  - (iii) detention occupancy;
  - (iv) high hazard industrial occupancy,
  - (v) treatment occupancy; or
  - (vi) post-disaster building,
  
- (b) a *building* exceeding 600 m<sup>2</sup> in *building area* or exceeding three storeys in *building height* used for a *major occupancy* classified as
  - (i) residential occupancy;
  - (ii) business and personal services occupancy;
  - (iii) mercantile occupancy; or
  - (iv) medium and low hazard industrial occupancy,

**“coordinating registered professional”** means a *registered professional* retained pursuant to the *Building Code* to coordinate all design work and field reviews of the *registered professionals* required for a development;

**“construct”** includes build, erect, install, repair, alter, add, enlarge, move, locate, relocate, reconstruct, demolish, remove, *excavate* or shore;

**“constructor”** means a person who *constructs*;

**“District”** means the District of Coldstream;

**“Energy Advisor”** means a person who is registered as an energy advisor with Natural Resources Canada or another Canadian Federal Agency; *Amendment Bylaw 1791, 2021*

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

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

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

**“GHG”** means greenhouse gas, as defined by the Climate Change and Accountability Act, as amended from time to time; *Amendment Bylaw 1791, 2021*

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

**“owner”** means the registered *owner* in fee simple, or an *agent* duly authorized by the *owner* in writing in the form prescribed by the *District*;

**“permit”** means permission or authorization in writing by the *Building Official* to perform work regulated by this Bylaw and, in the case of a final inspection notice, to occupy a *building* or part of a *building*;

**“pool”** means a *structure* or *constructed* depression used or intended to be used for swimming, bathing, wading or diving which is designed to contain water and has a depth, at any point, exceeding 0.6 m, and a surface area of more than 15.0 square meters; *Amendment Bylaw 1791, 2021*

**“professional design”** means the plans and supporting documents bearing the date, seal or stamp, and signature of a *registered professional*;

**“project”** means any construction operation;

**“registered professional”** means:

- (a) person who is registered or licensed to practice as an architect under the Architects Act and has experience in the practice of architecture; or
- (b) a person who is registered or licensed to practice as a professional engineer under the Engineers and Geoscientists Act and has experience in the relevant branch of engineering or geoscience.

**“retaining wall”** means a *structure* exceeding 1.2 m in height that holds or retains *soil* or other material behind it;

**“simple building”** means a *building* of three storeys or less in *building height*, having a *building area* not exceeding 600 m<sup>2</sup> 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 1.2 m in height;

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

**“value of the work”** means the total cost of a proposed building or structure determined from an executed construction contract or an estimated value of the building or structure established by the Building Official, who may use the “Marshall Valuation Service” where deemed appropriate.

2.2 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, 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, soil; and
- (c) subject to this Bylaw, set out in section 29 of the Interpretation Act: may, must, obligation, person, property, writing, written, year.

2.3 Every reference to this Bylaw in this or another bylaw of the District is a reference to this Bylaw as amended to the date of the reference.

- 2.4 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.
- 2.5 Definitions of words and phrases used in this Bylaw that are not included in the definitions in this section 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.
- 2.6 Words in the singular include the plural, and words in the plural include the singular.
- 2.7 Headings are for convenience only and must not be construed as defining or limiting the scope or intent of the provisions.

#### **Severability**

- 2.8 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.

#### **PURPOSE OF BYLAW**

- 3.1 Despite any other provision in this Bylaw, this Bylaw must be interpreted in accordance with this section.
- 3.2 Every *permit* issued under this Bylaw is issued expressly subject to the provisions of this section.
- 3.3 This Bylaw is enacted to regulate, prohibit and impose requirements in regard to *construction* in the *District* in the public interest.
- 3.4 The purpose of this Bylaw does not extend to
- (a) the protection of *owners, designers or constructors* from economic loss;
  - (b) the assumption by the *District* or any *Building Official* of any responsibility for ensuring the compliance by any *owner*, his or her representatives or any employees, *constructors* or *designers* retained by the *owner*, with the *Building Code*, the requirements of this Bylaw, or other applicable enactments, codes or standards;
  - (c) providing any person a warranty of design or workmanship with respect to any *building* or *structure* for which a *building permit* or *occupancy permit* is issued under this Bylaw;



- (d) providing any person a warranty or assurance that *construction* undertaken under *building permits* issued by the *District* is free from latent, or any, defects; or
- (e) the protection of adjacent real property from incidental damage or nuisance.

## SCOPE AND EXEMPTIONS

### Application

- 4.1 This Bylaw applies to the geographical area of the District and to land, the surface of water, air space, *buildings* or *structures* in the *District*.
- 4.2 This Bylaw applies to the design, construction or *occupancy* of new *buildings* or *structures*, and the *alteration*, addition, reconstruction, demolition, removal, relocation or *occupancy* or change of use or *occupancy* of *existing buildings* and *structures*.
- 4.3 This Bylaw does not apply to
  - (a) buildings or structures exempted by Part 1 of the *Building Code* except as expressly provided herein;
  - (b) accessory buildings less than 10 m<sup>2</sup> in building area that do not create a hazard, on the condition that the building is sited in accordance with the *District's* current Zoning Bylaw;
  - (c) retaining structures 1.2 m in height or less;
  - (d) fences;
  - (e) bridges, except pedestrian and vehicle bridges attached to buildings;
  - (f) docks or wharves, except where a building is constructed on a dock or wharf;
  - (g) deck additions, except a deck where the difference in elevation between the deck surface and the ground surface at any point is 0.6 m or more and on the condition that the deck is sited in accordance with the *District's* current Zoning Bylaw;
  - (h) greenhouses or other similar structures covered by a polyethylene film and intended to be used solely for the production of agricultural products;
  - (i) travel trailers and similar recreational vehicles within a commercial campground as designated by the *District*;
  - (j) site services within a manufactured home park or a commercial campground as designated by the *District*;
  - (k) site services for a bare land strata development under the Strata Property Act; and

- (l) 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*. This exemption does not apply to the siting or installation of said structure, where a permit may be required.

### Limited Application to Existing Buildings

- 4.4 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.
- 4.5 This Bylaw applies if the whole or any part of an *existing building* is moved either within or into the *District*, including relocation relative to parcel lines created by subdivision or consolidation. Section 13 applies to *building* moves.
- 4.6 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*.
- 4.7 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.

### PROHIBITIONS

- 5.1 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.
- 5.2 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 and/or a provisional occupancy 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*.

- 5.3 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.
- 5.4 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.
- 5.5 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.
- 5.6 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*.
- 5.7 A person must not interfere with or obstruct the entry of a *Building Official* or other authorized official of the *District* on property in the administration of this Bylaw.
- 5.8 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.
- 5.9 A person must not contravene an administrative requirement of a *Building Official* made under any provision of this Bylaw.
- 5.10 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.

## PERMIT CONDITIONS

- 6.1 A *permit* is required if work regulated under this Bylaw is to be undertaken.
- 6.2 Neither the issuance of a *permit* under this Bylaw, nor the acceptance or review of plans, drawings, specifications or supporting documents, nor any inspections made by or on behalf of the *District* will in any way
- (a) relieve the *owner* (and if the *owner* is acting through an *agent*, the *agent* of the *owner*) from full and sole responsibility to perform the work in respect of which the *permit* was issued in strict compliance with this Bylaw, the *Building Code*, and all other applicable codes, standards and enactments;
  - (b) constitute a representation, warranty, assurance or statement that the *Building Code*, this Bylaw or any other applicable enactments respecting safety, protection, land use and zoning have been complied with; or

- (c) constitute a representation or warranty that the *building or structure* meets any standard of materials or workmanship.
- 6.3 A person shall not 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.
- 6.4 Without limiting section 6.2(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.

## POWERS OF A BUILDING OFFICIAL

### Administration

- 7.1 Words defining the authority of a *Building Official* are to be construed as internal administrative powers and not as creating a duty.
- 7.2 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

- 7.3 A *Building Official* may refuse to issue a *permit* if the proposed work will contravene the requirements of the *Building Code* or the provisions of this or any other bylaw of the *District*, and must state the reason in writing.
- 7.4 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**

- 7.5 Subject to section 16 of the *Community Charter*, a *Building Official* may enter on property at any time to ascertain whether the requirements of this Bylaw are being met.

**Powers**

- 7.6 Subject to applicable enactments, a *Building Official* may by notice in writing require
- (a) a person who contravenes any provision of this Bylaw to comply with that provision within the time ordered;
  - (b) an *owner* to stop work on a *building* or *structure*, or any part of a *building* or *structure*, if the work is proceeding in contravention of this Bylaw, the *Building Code*, or any other enactment of the *District* or other applicable enactments, or if there is deemed to be an *unsafe condition*, and may enter on property to affix or post a 'Stop Work Order' in the form prescribed by the *Building Official*;
  - (c) an *owner* to remove or prevent any unauthorized encroachment on a public parcel, a statutory right of way or easement, or a setback or yard required under an enactment;
  - (d) an *owner* to remove any *building* or *structure*, or any part of a *building* or *structure*, *constructed* in contravention of a provision of this Bylaw;
  - (e) an *owner* to have work inspected by a *Building Official* prior to covering;
  - (f) an *owner* to uncover any work that has been covered without inspection contrary to this Bylaw or an order issued by a *Building Official*;
  - (g) a person to cease any *occupancy* in contravention of a provision of this Bylaw;
  - (h) a person to cease any *occupancy* if any *unsafe condition* exists because of work being undertaken but not complete and where the *Building Official* has not issued a final inspection notice for the work;
  - (i) an *owner* to correct any *unsafe condition*; and
  - (j) an *owner* to correct any work that contravenes this Bylaw, the *Building Code*, or any other enactment.
- 7.7 Every reference to "*owner*" in section 7.6 includes a reference to the *owner's* agent or *contractor*.
- 7.8 Every person served with a notice under this section must comply with that notice
- (a) within the time ordered, or
  - (b) if no time is ordered, immediately.

## OWNER'S RESPONSIBILITIES

### Permit Requirements

- 8.1 Subject to section 11, every *owner* must apply for and obtain a *permit*, prior to
- (a) constructing, repairing or altering a building or structure, including a pool or retaining wall;
  - (b) moving a *building* or *structure* into or within the *District*;
  - (c) demolishing a *building* or *structure*;
  - (d) occupying a new building or structure;
  - (e) constructing a masonry fireplace or installing a wood-burning appliance or chimney, whether attached to, part of or detached from a building;
  - (f) changing the use or *occupancy* of a *building*;
  - (g) installing plumbing systems related to the inspections undertaken pursuant to this Bylaw as outlined in section 11.31;

unless the works are the subject of another valid and subsisting *building permit*.

- 8.2 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

- 8.3 Every *owner* must
- (a) comply with the *Building Code*, the requirements of this Bylaw and the conditions of a *permit*, and must not omit any work required by the *Building Code*, this Bylaw or the conditions of a *permit*;
  - (b) ensure that all *permits*, all plans and specifications and supporting documents on which a *permit* was based, all municipal inspection certificates, and all professional *field reviews* are available at the site of the work for inspection during working hours by the *Building Official*, and that all *permits* are posted conspicuously on the site during the entire execution of the work; and
  - (c) prior to the issuance of a *building permit*, execute and submit to the *District* an *owner's* undertaking in the form prescribed by the *District*.

- 8.4 Every *owner* and every *owner's agent*, must carry out *construction* or have the *construction* carried out in accordance with the requirements of the *Building Code*, this Bylaw and other bylaws of the *District* and none of the issuance of a *permit* under this Bylaw, the review of plans and supporting documents, or inspections made by a *Building Official* or a *registered professional* shall relieve the *owner*, or his or her *agent*, from full and sole responsibility to perform the work in strict accordance with this Bylaw, the *Building Code* and all other applicable codes, standards and enactments.
- 8.5 Every *owner* must allow a *Building Official* to enter any *building* or premises at any reasonable time to administer and enforce this Bylaw.
- 8.6 Every *owner* to whom a *permit* is issued must, during construction, post the Building Permit Card issued by the *Building Official*, so that it may be easily read from the public highway from which the property takes its address.

#### **Damage to Municipal Works**

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

#### **Demolition**

- 8.9 Prior to obtaining a *permit* to demolish a *building* or *structure*, the *owner* must
- (a) provide to the *District* a vacancy date within 45 days of permit application;
  - (b) pay capping and inspection chamber installation fees as set out in the *District's* bylaws governing sewer and the Regional District of North Okanagan's bylaws governing waterworks; and
  - (c) ensure that all municipal services and other services such as hydro, cable or telecommunications are capped and terminated at the property line in a *District* standard inspection chamber and valve arrangement.
- 8.10 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**

- 8.11 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.

- 8.12 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.
- 8.13 Without limiting sections 11.30 to 11.44, every *owner* must give at least 48 hours' online or written notice to a *Building Official*
- (a) of intent to do work that is required or ordered to be corrected during *construction*;
  - (b) of intent to cover work that is required under this Bylaw to be, or has been ordered to be, inspected prior to covering; and
  - (c) when work has been completed so that a final inspection can be made.
- 8.14 Every *owner* must give notice in writing to a *Building Official* and pay the non-refundable fee set out in the *District's* current Fees and Charges Bylaw immediately upon any change in ownership or change in the address of the *owner* which occurs prior to the issuance of an *occupancy permit*.
- 8.15 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.

## **OBLIGATIONS OF OWNER'S CONSTRUCTOR**

- 9.1 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.
- 9.2 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.
- 9.3 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.

## **REGISTERED PROFESSIONAL'S RESPONSIBILITIES**

### **Professional Design and Field Review**

- 10.1 The provision by the *owner* to the *District* of letters of assurance in accordance with the requirements of the *Building Code* shall occur prior to
- (a) the preoccupancy site review coordinated by the coordinating registered professional or other registered professional for a complex building, or



- (b) a final inspection for a *simple building* in circumstances where letters of assurance have been required in accordance with the requirements of the *Building Code*, in which case the *owner* must provide the *District* with letters of assurance in the form of Schedules C-A or C-B, as appropriate, referred to in subsection 2.2.7, Division C, of the *Building Code*.
- 10.2 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 the *District*.

#### **Requirement For A Registered Professional**

- 10.3 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 where required by the *Building Code*, or, where required in the opinion of the *Building Official*.
- 10.4 The *Building Official* may require any *registered professional* carrying out the *professional design* and *field review* 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**

- 10.5 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* are relied upon by the *District* and its *Building Officials* as certification that the design and plans to which the letters of assurance refer comply with the *Building Code*, this Bylaw and other applicable enactment.
- 10.6 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*.
- 10.7 For a building permit issued for the construction of a *complex building*, the Building Official shall provide the *owner* with a notice that the *building permit* is issued in reliance on the certification of the *registered professional* that the *professional design* and plans submitted in support of the application for the *building permit* comply with the *Building Code* and other applicable enactments. Any failure on the part of the Building Official to provide the *owner* with the notice will not diminish or invalidate the reliance by the *District* or its *Building Officials* on the *registered professionals*.
- 10.8 If a *building permit* is issued for a construction of a *complex building*, the *permit* fee is reduced per the *Building Code*.

## GENERAL BUILDING APPLICATION REQUIREMENTS

### Requirements before Applying for a Building Permit

- 11.1 Prior to issuance of a *building permit*, the *owner* must satisfy the following requirements or conditions:
- (a) the *owner* must apply for and obtain a development permit if the *building* or *structure* is in an area designated by the *District's* current Official Community Plan as a development *permit* area;
  - (b) the *owner* must ensure that the proposed *building* or *structure* complies with all bylaws of the *District*, except to the extent a variance of a bylaw is authorized by a development *permit*, development variance permit or order of the Board of Variance;
  - (c) an approving officer must have approved the subdivision plan that, once registered, would create the parcel on which the proposed *building* or *structure* will be *constructed*, and the subdivision plan must have been registered in the Land Title Office;
  - (d) the *owner* must provide evidence to the *Building Official* showing that the person applying for the *building permit* is either the *owner* of the parcel that is the subject of the proposed *building permit*, or is the *agent* of the *owner*, in which case, the *agent* must provide the name and contact information of the *owner*;
  - (e) if the parcel that is the subject of the *building permit* application is not intended to be connected to the *District's* sewage disposal system, the *owner* must apply for and obtain approval from the *District* and other applicable public authorities for an alternate *private sewage disposal system*;
  - (f) if the parcel that is the subject of the *building permit* application is not intended to be connected to the *District's* waterworks system, the *owner* must apply for and obtain approval from the *District* and other applicable public authorities for an alternate water supply system;
  - (g) if the parcel that is the subject of the *building permit* application is not intended to be connected to the *District's* storm water drainage system, the *owner* must demonstrate to the *Building Official* that a suitable alternative on-site solution has been provided;
  - (h) if all on-site and off-site works and services required by a *District* bylaw or other enactment have not been completed in accordance with the enactments, the *owner* must enter into a completion agreement with the *District* and deliver to the *District* letters of credit or cash security for completion of the works and service.

**Building Permit Applications for Simple Buildings**

- 11.2 An application for a *building permit* with respect to a *simple building* must
- (a) be made in the form provided by the *District* and signed by the *owner*, or a signing officer if the *owner* is a corporation;
  - (b) be accompanied by the *owner's* acknowledgment of responsibility and undertaking made in the form prescribed by the *District* and signed by the *owner*, or a signing officer if the *owner* is a corporation;
  - (c) include a copy of a title search for the relevant property made within 30 days of the date of the *permit* application;
  - (d) include a copy of a suitable site plan. At the discretion of the *Building Official*, the site plan may be required to have been prepared by a British Columbia land surveyor.
  - (e) include a site plan showing
    - (i) the bearing and dimensions of the parcel taken from the registered subdivision plan;
    - (ii) the legal description and civic address of the parcel;
    - (iii) the location and dimensions of *existing* and proposed statutory rights of way, easements and setback requirements, adjacent street and lane names;
    - (iv) the location and dimensions of *existing* and proposed *buildings* or *structures* on the parcel;
    - (v) setbacks to the natural boundary of any lake, swamp, pond or watercourse;
    - (vi) north arrow;
    - (vii) if applicable, location of an approved *existing* or proposed alternative private or other sewage disposal system, water supply system or storm water drainage system;
    - (viii) the location, dimensions and gradient of parking and parking access;
    - (ix) proposed and *existing* setbacks to property lines;
    - (x) natural and finished grade at *building* corners and datum determination points;
    - (xi) *first storey* floor elevation;
    - (xii) location, setbacks and elevations of all *retaining walls*, steps, stairs and decks;
    - (xiii) line of upper floors;
    - (xiv) location and elevation of curbs, sidewalks, manholes and service poles;
    - (xv) location of *existing* and proposed service connections;
    - (xvi) location and species of all trees greater than 10 cm in diameter;
    - (xvii) location of top bank and water courses;
    - (xviii) access routes for firefighting;
    - (xix) *accessible* paths of travel from the street to the *building*;
    - (xx) zoning compliance summary; and

- (xxi) the geodetic elevation of the underside of a wood floor system or the top of a finished concrete slab of a *building* or *structure* where the *District's* land use regulations or provincial flood mapping regulations establish siting requirements related to minimum floor elevation,

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

- (f) include floor plans showing the dimensions and uses of all areas, including: the dimensions and height of crawl and roof spaces; the location, size and swing of doors; the location, size and opening of windows; floor, wall, and ceiling finishes; plumbing fixtures; structural elements; and stair dimensions;
- (g) include a cross-section through the *building* illustrating *foundations*, drainage, ceiling heights and construction systems;
- (h) include elevations of all sides of the *building* showing finish details, roof slopes, windows, doors, the *grade*, the maximum *building height* line, ridge height, spatial separations and natural and finished *grade* to comply with the *Building Code* and to illustrate that the *building* or *structure* conforms with the *District's* current Zoning Bylaw and development permit;
- (i) include cross-sectional details drawn at an appropriate scale and at sufficient locations to illustrate that the *building* or *structure* substantially conforms to the *Building Code*;
- (j) include copies of approvals required under any enactment relating to health or safety, including, without limitation, sewage disposal *permits*, highway access *permits* and Ministry of Health approvals;
- (k) except for garages, carports and garden structures located on land, include a *foundation* and *excavation* design;
- (l) include geotechnical letters of assurance, in addition to a required geotechnical report, if the *Building Official* determines that the site conditions so warrant;
- (m) include two sets of drawings at a suitable scale of design including the information set out in (f) to (i) of this section.

11.3 In addition to the requirements of section 11.2, if a *project* involves

- (a) two or more *buildings*, the gross floor areas of which in the aggregate total more than 1000 m<sup>2</sup>;
- (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*.

#### **Building Permit Applications for Complex Buildings**

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

- (a) be made in the form provided by the *District* and signed by the *owner*, or a signing officer if the *owner* is a corporation;
- (b) be accompanied by the *owner's* acknowledgement of responsibility and undertaking made in form prescribed by the *District* and signed by the *owner*, or a signing officer if the *owner* is a corporation;
- (c) include a copy of a title search for the relevant property made within 30 days of the date of the *permit* application;
- (d) include a *Building Code* compliance summary including the applicable edition of the *Building Code*, such as without limitation whether the building is designed under Part 3 or Part 9 of the *Building Code*, *major occupancy* classification(s) of the *building*, *building area* and *building height*, number of streets the *building* faces, and *accessible* entrances, work areas, washrooms, firewalls and facilities;
- (e) include a copy of a survey plan prepared by a British Columbia land surveyor;
- (f) include a site plan prepared by a *registered professional* showing
  - (i) the bearing and dimensions of the parcel taken from the registered subdivision plan;
  - (ii) the legal description and civic address of the parcel;
  - (iii) the location and dimensions of *existing* and proposed statutory rights of way, easements and setback requirements, adjacent street and lane names;

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

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

- (g) include floor plans showing the dimensions and uses and *occupancy* classification of all areas, including: the dimensions and height of crawl and roof spaces; the location, size and swing of doors; the location, size and opening of windows; floor, wall, and ceiling finishes; fire separations; plumbing fixtures; structural elements; and stair dimensions;
- (h) include a cross-section through the *building* or *structure* in sufficient detail and locations to illustrate *foundations*, drainage, ceiling heights and constructions systems;
- (i) include elevations of all sides of the *building* or *structure* showing finish details, roof slopes, windows, doors, natural and finished *grade*, spatial separations and ridge height to comply with the *Building Code* and to illustrate that the *building* or *structure* conforms with the *District's* current Zoning Bylaw and development permit;
- (j) include cross-sectional details drawn at an appropriate scale and at sufficient locations to illustrate that the *building* conforms to the *Building Code*;
- (k) include all other requirements of sections 2.2.1, 2.2.3, 2.2.4, 2.2.5, 2.2.6 and 2.2.9, Division C of the *Building Code*;

- (l) include copies of approvals required under any enactment relating to health or safety, including, without limitation, sewage disposal *permits*, highway access *permits* and ministry of health approvals;
  - (m) include two sets of drawings at a suitable scale of the design prepared by each *registered professional* containing the information set out in (g) to (k) of this section;
  - (n) include illustration of any slopes on the subject parcel that exceed 30%; and
  - (o) any other documentation the *Building Official* requires to prove compliance with the *Building Code*.
- 11.5 In addition to the requirements of section 11.4, a *Building Official* may require the following to be submitted with a *permit* application for the construction of a *complex building* if the complexity of the proposed *building* or *structure* or siting circumstances warrant
- (a) site servicing drawings, including sufficient detail of off-site services to indicate locations at the property line, prepared and sealed by a *registered professional*, in accordance with the *District's* current Subdivision, Development and 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*.

#### Site and Location Information

- 11.6 Without limiting sections 11.2(f) or 11.4(d), the *Building Official* may in writing require an *owner* to submit an up-to-date plan or survey prepared by a registered British Columbia land surveyor which contains sufficient information respecting the site and location of any *building* to
- (a) establish, before *construction* begins, that all the provisions of this Bylaw in relation to this information will be complied with;
  - (b) verify, on completion of the *construction*, that all provisions of this and other applicable bylaw have been complied with;
  - (c) in relation to an *existing building*, substantiate its location, size, including appurtenances whether above, at or below ground level, relative to the site or its relationship to neighbouring grades; and

- (d) in relation to *construction* of a new *building*, or *addition* to an *existing building*, prior to and after the placement of concrete for *foundations* and *footings*, show the *elevation* at proposed top of concrete on all *building* elevations and at all significant changes of elevation to substantiate its size, location and elevation,

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

### **Building Permit Fee**

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

### **Security Deposit with Building Permit Application**

- 11.8 An applicant for a *building permit* must pay to the *District*, at the time of the application, a security deposit as set out in the *District's* Fees and Charges Bylaw.
- 11.9 The security deposit
- (a) covers the cost borne by the *District* to maintain, restore or replace any public works or public lands which are destroyed, damaged or otherwise impaired in the carrying out of the work referred to in any *building permit* held by the applicant;
  - (b) covers the cost borne by the *District* to make the site safe if the *permit* holder abandons or fails to complete the work as designated on the *permit*;
  - (c) serves as the security deposit for provisional *occupancy* when the final inspection notice makes provision for a security deposit; or
  - (d) serves as a security deposit to effect compliance with any condition under which the *permit* was issued.
- 11.10 The security deposit or applicable portion must be returned to the applicant
- (a) when the *Building Official* is satisfied that no further damage to public works or public lands will occur;
  - (b) when the inspections required by this Bylaw are complete and acceptable to the *Building Official*; and
  - (c) when the conditions or provisions of a provisional certificate of *occupancy* are completed to the satisfaction of the *Building Official*;

only if the applicant has requested the return of the security.



- 11.11 Any credit greater than the amount of the security deposit used by the *District* will be returned to the *permit* holder unless otherwise so directed by the *permit* holder. Any amount in excess of the security deposit required by the *District* to complete corrective work to public lands, public works, or the site is recoverable by the *District* from the *permit* holder, the *constructor* or the *owner* of the property.
- 11.12 If the proposed work includes *excavation* or construction on lands within 10 m of works or services owned by the *District*, the *owner* must deliver to the *Building Official* a signed agreement in a form prescribed by the *District's* Director of Infrastructure under which the *owner* acknowledges and agrees that any damage to municipal works or services arising from the construction associated with the *building permit* will be repaired by the *owner* at its expense and to the satisfaction of the Director of Infrastructure Services, and the *owner* must deposit with the *District* security in accordance with this bylaw.

### Permit Fee Refunds

- 11.13 A fee or part of a fee paid to the *District* is not refundable if construction of the *building* has started.
- 11.14 A *building permit* fee or other *permit* fee may be partially refunded as set out in the *District's* current Fees and Charges Bylaw, only if
- (a) the *owner* has submitted a written request for a refund;
  - (b) the *Building Official* has certified a start has not been made on the construction of the *building* or *structure*; and
  - (c) the *permit* has not expired.
- 11.15 A *building permit* fee or other *permit* fee is not refundable after the *permit* has been extended.

### Design Modification

- 11.16 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* increases, the *owner* must pay the increased building permit fee.

### Construction Before Permit Issued

- 11.17 The *building permit* fee or other *permit* fee is doubled for every *permit* application if construction commenced before the *Building Official* issued a *permit*, to a maximum of \$10,000.00.

### Expiration of Application For A Permit

- 11.18 A *building permit* application expires 180 days from the date a complete application is received under this section if the *building permit* is not issued by the application expiration date, unless the *permit* is not issued only due to delays caused by the *District*.

**Issuance Of A Building Permit**

## 11.19 If

- (a) a completed application is in compliance with all relevant portions of this bylaw, including all required supporting documentation, has been submitted;
- (b) the *owner* has paid all applicable fees per the *District's* current Fees and Charges Bylaw;
- (c) the *owner* or his or her representative has paid all charges and met all requirements imposed by any other statute or bylaw;
- (d) the *owner* has retained a professional engineer or geoscientist if required under this Bylaw;
- (e) the *owner* has retained an architect if required under this Bylaw; and
- (f) no covenant, agreement, resolution or regulation of the *District* requires or authorizes the *permit* to be withheld,

the *Building Official* must issue the *permit*, in the form prescribed by the *Building Official*, for which the application is made, and the date of issuance is deemed to be the date the *District* gives notice to the *owner* that the *permit* is ready to be picked up by the *owner*.

A *Building Official* may issue a building permit for a portion of a *building* or *structure* before the design, plans and specifications for the entire *building* or *structure* have been accepted, provided sufficient information has been provided to the *District* to demonstrate to the *Building Official* that the portion authorized to be constructed substantially complies with this and other applicable Bylaws and enactments and the permit fee applicable to that portion of the *building* or *structure* has been paid. The issuance of the permit notwithstanding, the requirements of this Bylaw apply to the remainder of the *building* or *structure* as if the permit for the portion of the *building* or *structure* had not been issued.

- 11.20 Despite section 11.19, the *Building Official* may refuse to issue a *permit* when the *owner* has been notified of a violation of this Bylaw about the construction of another *building* or *structure* by the *owner*.

**Compliance with the Homeowner Protection Act**

- 11.21 If the application is in respect of a *building* that includes, or will include, a *residential occupancy* governed by the *Homeowner Protection Act*, the *building permit* must not be issued unless the *owner* provides evidence under section 30(1) of the *Homeowner Protection Act*, that the proposed *building*

- (a) is covered by home warranty insurance; and
- (b) the *constructor* is a licensed "residential builder" as defined in that Act.

- 11.22 Section 11.21 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*.
- 11.23 Every permit is issued subject to the owner and constructor maintaining compliance with the *Homeowner Protection Act* and negotiations under it during the term of the *permit*.

### Partial Construction

- 11.24 If a site has been *excavated* under a *building permit* for *excavation* issued under this Bylaw and a *building permit* is not subsequently issued or a subsisting *building permit* has expired, but without the construction of the *building* or *structure* for which the *building permit* was issued having commenced, the *owner* must fill in the *excavation* to restore the original gradients of the site within 60 days of being served notice by the *District* to do so.
- 11.25 If a *building permit* has expired and partial construction has progressed, with no extension requested of the *Building Official*, permanent type fencing with privacy screen complying with the *District's* current Zoning Bylaw, must be erected around the *building* site for protection to the public.

### Conditions of a Building Permit

- 11.26 A *building permit* or an application for a *building permit* that is in process may not be transferred or assigned until the *owner* has notified the *Building Official* in writing, the *Building Official* has authorized the transfer or assignment in writing and the *owner* has paid the non-refundable fee required under the *District's* current Fees and Charges Bylaw. The transfer or assignment of a *building permit* is not an extension of a *building permit*.
- 11.27 The review of plans and supporting documents and issuance of a *building permit* do not prevent the *Building Official* from subsequently requiring the correction of errors in the plans and supporting documents, or from prohibiting *building* construction or *occupancy* being carried on when in violation of this or another bylaw.

### Inspections

- 11.28 If a *registered professional* provides letters of assurance in accordance with this section, the *District* will rely solely on *field reviews* undertaken by the *registered professional* and the letters of assurance submitted pursuant to this Bylaw and the *Building Code* as assurance that the construction substantially conforms to the design, plans and specifications and that the construction complies with the *Building Code*, this Bylaw and other applicable enactments respecting safety.
- 11.29 Despite section 11.28, 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*, and to confirm life safety and fire prevention requirements are met.

- 11.30 A *Building Official* may attend periodically at the site of the construction of *simple buildings or structures* to ascertain whether the work is being carried out in substantial conformance with the *Building Code*, this Bylaw and any other applicable enactments concerning safety.
- 11.31 For all work in respect of simple buildings the owner must give at least 48 hours' notice to the District when requesting an inspection and must obtain an inspection and receive a *Building Official's* written acceptance of the following aspects of the work prior to concealing them:
- (a) after demolition, the grading of and removal of debris from the site;
  - (b) *foundation* and footing forms, before concrete is poured;
  - (c) prior to inspection under section 11.31(e), plumbing located below the finished slab level;
  - (d) the preparation of ground, including ground cover when required, perimeter insulation on inside of concrete *foundation* walls and reinforcing steel;
  - (e) after inspection under section 11.31(d), hydronic heating pipes and below slab insulation;
  - (f) installation of rough-in plumbing before it is covered;
  - (g) installation of *building* services before being covered;
  - (h) rough in of factory built chimneys and fireplaces and solid fuel burning appliances;
  - (i) framing, sheathing, fire stopping (including drywall in fire separations), bracing, chimney and ductwork, 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;
  - (j) insulation and vapour barrier;
  - (k) *construction* of an exterior deck if the deck serves as a roof;
  - (l) on-site *constructed* tubs or showers and tub or shower trap tests;
  - (m) the installation of wall sheathing membrane, externally applied vapour or air barrier and flashings, but prior to the installation of exterior finishes which could conceal such work; and
  - (n) the health and life safety aspects of the work and accessibility aspects of the work when the *building or structure* is substantially complete, ready for *occupancy* but prior to *occupancy*.
- 11.32 A *Building Official* will only carry out an inspection under section 11.31 if the *owner* or the *owner's agent* has requested the inspection in accordance with this Bylaw.

- 11.33 Despite the requirement for the Building Official's acceptance of the work outlined in section 11.31, if a *registered professional* provides letters of assurance, the *District* will rely solely on *field reviews* undertaken by the *registered professional* and the letters of assurance submitted pursuant to this Bylaw as assurance that the aspects of the construction referenced by those letters of assurance substantially conform to the *design*, plans and specifications and that the construction complies with the *Building Code*, this Bylaw and other applicable enactments respecting safety.
- 11.34 A person must not conceal any aspect of the work referred to in section 11.31 until a *Building Official* has *accepted* it in writing.
- 11.35 For work in respect of *complex buildings*, the *owner* must
- (a) give at least 48 hours' online or written notice to the *District* when requesting a preconstruction meeting with the *Building Official* prior to the start of construction, and the *owner* or his or her representative must ensure that the *coordinating registered professional*, the *constructor*, as well as representatives of major trades, are in attendance;
  - (b) give at least 48 hours' online or written notice to the *District* when requesting a preoccupancy coordinated by the *coordinating registered professional* or other *registered professional* to have the *owner*, the *constructor* and the *registered professionals* demonstrate to the *Building Official* and Fire Services the compliance with *the health and safety aspects of the work*, the coordination and integration of the fire and life safety system, applicable *District* requirements and other enactments respecting safety and the conservation, GHG emission and accessibility aspects of the work; and
  - (c) cause the *coordinating registered professional*, at least 48 hours prior to the preoccupancy coordinated site review coordinated by the *coordinating registered professional*, to deliver to the *Building Official* the Confirmation of Required Documentation described in the form "Confirmation of Required Documentation for *Complex Buildings*" as prescribed by the *District*, complete with all documentation.

#### **'Stop Work Order' Notice**

- 11.36 The *Building Official* may direct the immediate suspension or correction of all or a portion of the construction on a *building* or *structure* by attaching a 'Stop Work Order' Notice in the form provided by the *District* on the premises whenever it is found that the work is not being performed in accordance with the requirements of the *Building Code*, any applicable bylaw of the *District* or the applicable provisions of the *Homeowner Protection Act*.
- 11.37 The coordinating registered professional may request, in writing, that the Building Official order the immediate suspension or correction of all or a portion of the construction on a building or structure by attaching a 'Stop Work Order' Notice on the premises. The Building Official must consider such a request and, if not acted upon, must respond, in writing, to the coordinating registered professional and give reasons.

- 11.38 If a *registered professional's* services are terminated, the *owner* must immediately stop any work that is subject to his or her *design* or *field review* and consult with the *Building Official* as soon as possible.
- 11.39 The *owner* must immediately, after the posting of a notice under section 11.36, secure the construction and the lands and premises surrounding the construction in compliance with the safety requirements of every statute, regulation or order of the Province or of a provincial agency and of every applicable bylaw of the *District*.
- 11.40 Subject to section 11.36, no work may be carried out on the parcel affected by the notice referred to in section 11.36 until the 'Stop Work Order' notice has been removed by the *Building Official*.
- 11.41 The notice referred to in section 11.36 must remain posted on the premises until that which is contrary to the enactments has been remedied.

#### **'Do Not Occupy' Notice**

- 11.42 If a person occupies a *building* or *structure* or part of a *building* or *structure* in contravention of this Bylaw, a *Building Official* may post a 'Do Not Occupy' Notice in the form prescribed by the *District* on the affected part of the *building* or *structure*.
- 11.43 If a notice is posted under section 11.42, the *owner* of a parcel on which a 'Do Not Occupy' Notice has been posted, and every other person, must cease *occupancy* of the *building* or *structure* immediately and refrain from further *occupancy* until all applicable provisions of the *Building Code* and this Bylaw have been substantially complied with and the 'Do Not Occupy' Notice has been rescinded by a *Building Official*.

#### **Inspection and Other Fees**

- 11.44 In addition to the fees required under other provisions of this Bylaw, the *owner* must pay the non-refundable fee set out in the *District's* current Fees and Charges Bylaw for
- (a) a second and each subsequent reinspection where it has been determined by the *Building Official* that due to non-compliance with the provisions of this Bylaw or due to non-complying work, more than one site visit is required for any required inspection;
  - (b) a special inspection during the *District's* normal business hours to establish the condition of a *building*, or if an inspection requires special arrangements because of time, location or construction techniques; and
  - (c) inspection required under this Bylaw which cannot be carried out during the *District's* normal business hours.

**Permit Expiration**

- 11.45 Every *permit* is issued on the condition that the *permit* expires and the rights of the *owner* under the *permit* terminate if
- (a) the work authorized by the *permit* is not commenced within 180 days from the date of issuance of the *permit*;
  - (b) work is discontinued for a period of 180 days; or
  - (c) the work is not completed within two years of the date of issuance of the *permit*.

**Permit Extension**

- 11.46 A *Building Official* may extend the period set out under section 11.45 for only one period, not to exceed 12 months, if construction has not been commenced or has been discontinued due to adverse weather, strikes, material or labour shortages, other similar hardship beyond the *owner's* control, or if the size and complexity of the construction warrants, if
- (a) application for the extension is made at least 30 days prior to the date of *permit* expiration; and
  - (b) the non-refundable fee set out in the *District's* current Fees and Charges Bylaw has been paid.

**Building Permit Revocation**

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

**Building Permit Cancellation**

- 11.48 A *building permit*, or a *building permit* application, may be cancelled by the *owner*, or his or her *agent*, on delivery of written notification of the cancellation to the *Building Official*.
- 11.49 On receipt of the written cancellation notice, the *Building Official* must mark on the application, and a *permit* if applicable, the date of cancellation and the word "cancelled".
- 11.50 If the *owner*, or his or her *agent*, submits changes to an application after a *permit* has been issued and the changes, in the opinion of the *Building Official*, substantially alter the scope of the work, design or intent of the application in respect of which the *permit* was issued, the

*Building Official* may cancel or amend the *permit* and mark on the *permit* the date of cancellation or amendment and the word "cancelled" or "amended".

### Occupancy

- 11.51 A person **must not** occupy a *building* or *structure* or part of a *building* or *structure* until a final inspection notice or provisional occupancy has been issued by a *Building Official*.
- 11.52 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 8.11 to 8.15 have both been inspected and *accepted* or the inspections and acceptance are not required in accordance with this Bylaw;
  - (c) the *owner* has delivered to the *District* as-built plans of works and *services* in digital format as required by the *District*;
  - (d) the *owner* has provided to the *District* a *building* survey prepared by a British Columbia Land Surveyor showing the *building* height, size, location and elevation determined in accordance with the *District's* land use regulations. This requirement may be waived by the *Building Official* if deemed that compliance with regulations can be proven without a survey;
  - (e) all other documentation required under applicable enactments has been delivered to the *District*.
- 11.53 When a *registered professional* provides letters of assurance in accordance with this Bylaw, the *District* will rely solely on the letters of assurance when issuing a final 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.
- 11.54 A *Building Official* may issue a final inspection notice for partial or provisional *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 requirements, and
  - (b) the requirements set out in section 11.53 have been met with respect to it.



- 11.55 A final inspection notice may not be issued unless
- (a) all letters of assurance and the Confirmation of Required Documentation described in the form “Confirmation of Required Documentation for *Complex Buildings*” as prescribed by the *District*;
  - (b) all aspects of the work requiring inspection and review pursuant to section 10 and sections 11.28 to 11.35 have both been inspected and *accepted*;
  - (c) the *owner* has executed and delivered to the *District* every agreement, instrument or form required by the *District* in relation to the work or the site; and
  - (d) all required offsite works respecting safety have been completed.

### **Provisional Occupancy**

- 11.56 A Building Official may issue a Provisional Occupancy Permit in the form provided by the District where the construction of a building or structure has substantially been completed and where the health and safety requirements of this Bylaw and the Building Code have been met.
- 11.57 The Provisional Occupancy Permit is valid for up to 180 days from the date the permit is issued.

### **RETAINING WALLS AND GRADES**

- 12.1 A person must not construct, or structurally repair, a *retaining wall* that provides a retained height exceeding 1.2 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 12.2, a person must not occupy a *building* unless the finished *grade* complies with all applicable enactments.

### **MOVING BUILDING**

- 13.1 A person must not move a *building* or *structure* into or within the *District*
- (a) except where certified by a *registered professional* that the *building*, including its *foundation*, will substantially comply with the current version of the *Building Code*;
  - (b) a *building permit* has been issued for the *building* or *structure*, and;
  - (c) where authorized by resolution from the District Council.

## 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 *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 *District's* Director of Infrastructure Services 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 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 to 14.3, on issuance of an *occupancy permit*, 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.

## POOLS

### Swimming Pool Permit and Fencing

- 15.1 Without limiting section 6.1, a person must not construct, or structurally repair, a swimming *pool* without a valid *building permit*.
- 15.2 A swimming *pool* must be enclosed within a fence constructed without footholds or grips that children may use to climb into the enclosed area, having a minimum height of 1.2 m and no openings greater than 100 mm at their greatest dimension. **Amendment Bylaw 1791, 2021**

### Pool Gate

- 15.3 Access through a fence enclosing a swimming *pool* must be only through a self-closing and self-latching gate designed and constructed or installed so as to cause the gate to return to a closed position when not in use and secured by a latch located on the swimming *pool*, spa or hot tub side of the gate.

## Maintenance

- 15.4 A person may not use or *occupy* a swimming *pool*, including a spa or hot tub unless the *owner* or *occupier* of property on or in which a *pool* is located maintains every fence or cover required under sections 15.2 to 15.3 in good order, and without limitation maintains and repairs in good order at all times all sagging gates, loose parts, torn mesh, missing materials, worn latches, locks or broken or binding members.

## ENERGY CONSERVATION AND GHG EMISSION REDUCTION

Amendment Bylaw 1791, 2021

- 16.1 The BC Energy Step Code, in accordance with subsections 2 through 4, is incorporated by reference into this bylaw.
- 16.2 New buildings constructed under Part 9 or Part 3 of the Building Code must be designed and constructed to meet the minimum performance requirements specified in Step One of the BC Energy Step Code for any permit applications received on or after January 3, 2022.
- 16.3 An Energy Advisor providing required documentation set out in the BC Energy Step Code must provide evidence to the Building Official that they are an energy advisor registered with the relevant Federal authority.
- 16.4 Any building constructed under a permit applied for on or after January 3, 2022, must include a building energy label posted prior to the issuance of an occupancy permit.

## OFFENCES

### Violations

- 17.1 A person who violates any provision of this Bylaw, permits any act or thing to be done in contravention of this Bylaw, or neglects to do or refrains from doing anything required to be done by any provision of this Bylaw, commits an offence against this Bylaw and;
- (a) is liable to a penalty as set out in the *District's* current Bylaw Notice Enforcement Bylaw;
  - (b) is liable to a fine as set out in the *District's* current Municipal Ticket Information Utilization Bylaw; and
  - (c) is liable upon summary conviction, to the maximum fines plus costs under the *Offence Act*, and the *Community Charter*.
- 17.2 Each day that a violation continues to occur is deemed to be a separate offence against this Bylaw.

- 17.3 Any penalty imposed pursuant to this Bylaw shall be in addition to, and not in substitution for, any other penalty or remedy imposed by this Bylaw or any other applicable statute, law or legislation.
- 17.4 Every person who fails to comply with any administrative requirement issued by a *Building Official*, or who allows a violation of this Bylaw to continue, contravenes this Bylaw.
- 17.5 Every person who commences work requiring a building permit without first obtaining such a permit must, if a 'Stop Work Order' Notice is issued and remains outstanding for 30 days, pay an additional charge as outlined in the *District's* current Fees and Charges Bylaw.

### Deemed Offence

- 17.6 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.
- 17.7 A person is not deemed liable under section 17.6 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.
- 17.8 Nothing in section 17.7 affects
- (a) the *District's* right to require and the *owner's* obligation to obtain a *permit*; and
  - (b) the obligation of the *owner* to comply with this Bylaw.

### REPEAL

- 18.1 "District of Coldstream Building and Plumbing Bylaw No. 1442, 2004" as amended, is repealed.

### IN FORCE

- 19.1 This Bylaw comes into force and effect on April 6, 2021.

READ A FIRST TIME this	8 <sup>th</sup>	day of	February	2021
READ A SECOND TIME this	8 <sup>th</sup>	day of	February	2021
READ A THIRD TIME this	8 <sup>th</sup>	day of	February	2021
ADOPTED this	22 <sup>nd</sup>	day of	February	2021

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Corporate Officer

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Mayor