

THE CORPORATION OF THE DISTRICT OF CHETWYND

BUILDING BYLAW NO. 798/G/03

A Bylaw to Provide for the Administration of the Building Code

WHEREAS section 694 (1) of the *Local Government Act* authorizes The Corporation of the District of Chetwynd, for the health, safety and protection of persons and property, to regulate the construction, alteration, repair, or demolition of buildings and structures by bylaw;

AND WHEREAS the Province of British Columbia has adopted a Building Code to govern standards in respect of the construction, alteration, repair and demolition of buildings in municipalities and regional districts in the Province;

AND WHEREAS it is deemed necessary to provide for the administration of the Building Code;

NOW THEREFORE the Council of The Corporation of the District of Chetwynd, in open meeting assembled, enacts as follows:

1.0 **Title**

1.1 This Bylaw may be cited for all purposes as the “Building Bylaw No. 798/G/03.

2.0 **Definitions**

2.1 In this Bylaw:

The following words and terms have the meanings set out in section 1.1.3.2 of the British Columbia Building Code 1998: assembly occupancy, building, building area, building height, business and personal services occupancy, care or detention occupancy, constructor, coordinating registered professional, designer, field review, high hazard industrial occupancy, industrial occupancy, low hazard industrial occupancy, major occupancy, mercantile occupancy, medium hazard industrial occupancy, occupancy, owner, registered professional, and residential occupancy.

“Building Code” means the British Columbia Building Code 1998 as adopted by the Minister pursuant to section 692(1) of the *Local Government Act*, as amended or reenacted from time to time.

“Building Official” means the person employed or contracted by the District to administer this Bylaw.

“Complex Building” means:

- (a) all buildings used for major occupancies classified as:
 - (i) assembly occupancies,
 - (ii) care or detention occupancies,
 - (iii) high hazard industrial occupancies; and

- (b) all buildings exceeding 600 square meters in building area or exceeding three storeys in building height used for major occupancies classified as
 - (i) residential occupancies,
 - (ii) business and personal services occupancies,
 - (iii) mercantile occupancies,
 - (iv) medium and low hazard industrial occupancies.

“District” means The Corporation of the District of Chetwynd.

“Health and safety aspects of the work” means design and construction regulated by Part 3, Part 4, and sections 9.4, 9.8, 9.9, 9.10, 9.12, 9.14, 9.15, 9.17, 9.18, 9.20, 9.21, 9.22, 9.23, 9.24, 9.31, 9.32, and 9.34 of Part 9 of the Building Code.

“Minor Repairs or Alterations” means repairs, alterations or renovations which do not alter a structural component of the building or structures and are of a lesser value than \$7,000.00 in the case of a residential building or structure; \$ 15,000.00 in the case of a commercial building or structure.

“Standard Building” means a building of three storeys or less in building height, having a building area not exceeding 600 square meters and used for major occupancies classified as:

- (a) residential occupancies,
- (b) business and personal services occupancies,
- (c) mercantile occupancies, or
- (d) medium and low hazard industrial occupancies.

“Structure” means a construction or portion thereof of any kind, whether fixed to, supported by or sunk into land or water, but specifically excludes landscaping, fences, paving and retaining structures less than 1.5 meters in height.

“Value” means the estimated value of the work proposed to be undertaken, as determined pursuant to Schedule “A” to this Bylaw;

3.0 Purpose of Bylaw

- 3.1 This Bylaw, shall, notwithstanding any other provision herein, be interpreted in accordance with this section.
- 3.2 This Bylaw has been enacted for the purpose of regulating construction within the District in the general public interest. The activities undertaken by or on behalf of the District pursuant to this Bylaw are for the sole purpose of providing a limited and interim spot checking function for reason of health, safety and the protection of persons and property. It is not contemplated nor intended, nor does the purpose of this Bylaw extend:
- 3.2.1 to the protection of owners, owner/builders or constructors from economic loss;
 - 3.2.2 to the assumption by the District or a Building Official of any responsibility for ensuring the compliance by any owner, his or her representatives or any employees, constructors or designers retained by him or her, with the Building Code, the requirements of this Bylaw or other applicable enactments respecting safety;
 - 3.2.3 to 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;
 - 3.2.4 to providing a warranty or assurance that construction undertaken pursuant to building permits issued by the District is free from latent, or any defects.
 - 3.2.5 to providing to any person a warranty that construction is in compliance with the Building Code, this Bylaw or any other enactment with respect to a building or structure for which a building permit or occupancy permit is issued under this Bylaw.

4.0 Permit Conditions

- 4.1 A permit is required whenever work regulated under this Bylaw is to be undertaken.
- 4.2 Neither the issuance of a permit under this Bylaw nor the acceptance or review of plans, drawings or specifications or supporting documents, nor any inspections made by or on behalf of the District shall in any way relieve the owner or his or her representatives from full and sole responsibility to perform the work in strict accordance with the Building Code, the requirements of this Bylaw or other applicable enactments respecting safety.
- 4.3 It shall be the full and sole responsibility of the owner (and where the owner is acting through a representative, the representative) to carry out the work in respect of which the permit was issued in compliance with the Building Code, this Bylaw and other applicable enactments respecting safety.

4.4 Neither the issuance of a permit under this Bylaw nor the acceptance or review of plans, drawings or specifications or supporting documents, nor any inspections made by or on behalf of the District constitute in any way a representation, warranty, assurance or statement that the Building Code, this Bylaw or other applicable enactments respecting safety have been complied with.

4.5 No person shall rely upon any permit as establishing compliance with this Bylaw or assume or conclude that this Bylaw has been administered or enforced according to its terms. The person to whom the building permit is issued and his or her representatives are responsible for making such determination.

5.0 Scope and Exemptions

5.1 This Bylaw applies to the design, construction and occupancy of new buildings and structures, and the alteration, reconstruction, demolition, removal, relocation, change of occupancy and occupancy of existing buildings and structures.

5.2 This Bylaw does not apply to buildings or structures exempted by Part 1 of the Building Code except as expressly provided herein; to retaining structures less than 1.5 meters in height; to patio decks or sundecks of an area less than 18.5 square meters; or to any minor repairs or alterations which do not alter a structural component of the building or structure. Temporary buildings, modular homes and mobile homes are not exempted from this bylaw.

6.0 Prohibitions

6.1 No person shall commence or continue any construction, alteration, placement, reconstruction, demolition, removal or relocation or change the occupancy of any building or structure, including excavation, earthworks or other work related to construction, unless a Building Official has issued a valid and subsisting permit for the work.

6.2 No person shall occupy or use any building or structure:

- (a) unless a valid and subsisting occupancy permit has been issued by a Building Official for the building or structure; or
- (b) contrary to the terms of any permit issued or any notice given by a Building Official; or
- (c) in the case of a temporary building or structure, for longer than a period of six months from the date of issue of the permit.

6.3 No person shall knowingly submit false or misleading information to a Building Official in relation to any permit application or construction undertaken pursuant to this Bylaw.

- 6.4 No person shall, 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 upon or affixed to a building or structure pursuant to this Bylaw.
- 6.5 No person shall 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 accepted in writing by a Building Official.
- 6.6 No person shall obstruct the entry of a Building Official or other authorized official of the District on property in the administration of this Bylaw.

7.0 Building Officials

7.1 A Building Official or the Director of Engineering may:

7.1.1 administer this Bylaw;

7.1.2 keep records of permit applications, permits, notices and orders issued, inspections and tests made, and shall retain copies of all documents related to the administration of this Bylaw or microfilm copies of such documents;

7.1.3 establish, if requested to do so, whether the methods or types of construction and types of materials used in the construction of a building or structure for which a permit is sought under this Bylaw substantially conform to the requirements of the Building Code.

7.2 A Building Official:

7.2.1 may enter any land, building, structure or premises at all reasonable times to ascertain whether the requirements of this Bylaw are being met and its regulations are being observed;

7.2.2 where any residence is lawfully occupied, shall obtain the consent of the occupant or provide written notice to the occupant 24 hours in advance of entry; and

7.2.3 shall carry proper credentials confirming his or her status as a Building Official.

7.3 A Building Official may order the correction of any work that is being or has been done in contravention of this Bylaw.

7.4 If the cessation of work has been ordered under section 22.3 of this Bylaw, a Building Official may authorize the work to continue when the contravention has been corrected.

8.0 Applications

8.1 Unless exempted by section 5.2 of this Bylaw, a person shall apply for and obtain:

8.1.1 a building permit before constructing, repairing or altering a building or structure or temporary building or structure or commencing excavation or other earthworks;

8.1.2 a moving permit before moving a building or structure;

Notwithstanding anything herein contained, the Building Official shall not issue a permit to move any building into the District from one property to another in the District, if application is made more than twenty (20) years after the building has been constructed; provided that if the building has been re-constructed to the extent on ninety-five percent (95%) of its value above its foundation, the date of such re-construction shall be deemed to be the date of construction for the purposes of this clause.

In addition to the age requirement of 20 years:

- a) A building may not be moved into a residential area if it is in excess of five (5) years of the age of the buildings within a 500 ft. radius of the lot; and
- b) The square footage of the building being relocated shall be equal in size to at least 90% of the buildings within a 500 ft. radius; and
- c) The exterior finish of the building being relocated shall meet the standard exterior finish of buildings within a 500 ft. radius within 12 months of its placement.

8.1.3 a demolition permit before demolishing a building or structure;

8.1.4 a fireplace and chimney permit prior to the construction of a masonry fireplace or the installation of a wood burning appliance or chimney unless the works are included in a valid and subsisting building permit.

8.1.5 an access permit prior to excavating, placing a culvert, constructing or removing an access or culvert

8.2 An application for a permit required under this Bylaw shall be made in the form provided by the Building Official.

8.3 All plans submitted with permit applications shall bear the name and address of the designer of the building or structure.

8.4 Each building or structure to be constructed on a site requires a separate building permit and shall be assessed a separate building permit fee calculated as prescribed in Schedule "A" to this Bylaw.

9.0 Applications for Complex Buildings

9.1 An application for a building permit with respect to a complex building shall:

- 9.1.1 be made in the form provided by the Building Official, signed by the owner, or a signing officer if the owner is a corporation, and the coordinating registered professional;
- 9.1.2 be accompanied by the owner's acknowledgment of responsibility and undertakings under this Bylaw made in the form provided by the Building Official, signed by the owner, or a signing officer if the owner is a corporation;
- 9.1.3 include a copy of a title search made within three (3) days of the date of the application;
- 9.1.4 include a site plan prepared by a British Columbia Land Surveyor showing:
 - 9.1.4.1 the bearing and dimensions of the parcel taken from the registered subdivision plan;
 - 9.1.4.2 the legal description and civic address of the parcel;
 - 9.1.4.3 the location and dimensions of all statutory rights of way, easements and setback requirements;
 - 9.1.4.4 the location and dimensions of all existing and proposed buildings or structures on the parcel;
 - 9.1.4.5 setbacks to the natural boundary of any lake, swamp, pond or watercourse where the District's land use regulations establish siting requirements related to flooding,
 - 9.1.4.6 the existing and finished ground levels to an established datum at or adjacent to the site and the geodetic elevation of the underside of the floor system of a building or structure where the District's land use regulations establish siting requirements related to minimum floor elevation; and
 - 9.1.4.7 the location, dimension and gradient of parking and driveway access;
 - 9.1.4.8 The Building Official may waive the requirements for a site plan, in whole or in part, where the permit sought is for the repair or alteration of an existing building or structure.
- 9.1.5 include floor plans showing the dimensions and uses of all areas:
 - the dimensions and height of crawl and roof spaces; the location, size and swing of doors; the location, size and opening of windows; floor, wall, and ceiling finishes; plumbing fixtures; structural elements; and stair dimensions.
- 9.1.6 include a cross section through the building or structure illustrating foundations, drainage, ceiling heights and construction systems;
- 9.1.7 include elevations of all sides of the building or structure showing finish details, roof slopes, windows, doors, and finished grade;

- 9.1.8 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;
 - 9.1.9 include copies of manufacturer's specifications for installation of a chimney, fireplace, or solid fuel burning appliance;
 - 9.1.10 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 approval;
 - 9.1.11 include a letter of assurance in the form of Schedule "A" as referred to in section 2.6.2.1 of Part 2 of the Building Code signed by the owner, or a signing officer of the owner if the owner is a corporation, and the coordinating registered professional.
 - 9.1.12 include letters of assurance in the form of Schedules "B-1" and "B-2" referred to in section 2.6.2.1 of Part 2 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 or structure;
 - 9.1.13 include two sets of drawings at a suitable scale of the design prepared by each registered professional and including the information set out in sections 9.1.5 -9.1.8 of this Bylaw;
 - 9.1.14 state the intended use or uses of and the Value of each building or structure.
- 9.2 In addition to the requirements of section 9.1, the following shall be submitted with a building permit application for the construction of a complex building:
- 9.2.1 site servicing drawings, including sufficient detail of off-site services to indicate locations at the property line, prepared and sealed by a registered professional, in accordance with the District's subdivision servicing bylaw;
 - 9.2.2 a section through the site showing grades, buildings, structures, parking areas and driveways;
 - 9.2.3 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.

10.0 Applications for Standard Buildings

- 10.1 An application for a building permit with respect to a Standard Building shall:
 - 10.1.1 be made in the form provided by the Building Official, signed by the owner, or a signing officer if the owner is a corporation;

- 10.1.2 be accompanied by the owner's acknowledgment of responsibility and undertakings made in the form provided by the District signed by the owner or a signing officer if the owner is a corporation;
- 10.1.3 include a copy of a title search made within three (3) days of the date of the application;
- 10.1.4 include a site plan showing:
 - 10.1.4.1 the bearing and dimensions of the parcel taken from the registered subdivision plan;
 - 10.1.4.2 the legal description and civic address of the parcel;
 - 10.1.4.3 the location and dimensions of all statutory rights of way, easements and setback requirements;
 - 10.1.4.4 the location and dimensions of all existing and proposed buildings or structures on the parcel;
 - 10.1.4.5 setbacks to the natural boundary of any lake, swamp, pond or watercourse where the District's land use regulations establish siting requirements related to flooding,
 - 10.1.4.6 the existing and finished ground levels to an established datum at or adjacent to the site and the geodetic elevation of the underside of the floor system of a building or structure where the District's land use regulations establish siting requirements related to minimum floor elevation;
 - 10.1.4.7 the location, dimension and gradient of parking and driveway access;
 - 10.1.4.8 The Building Official may waive the requirements for a site plan, in whole or in part, where the permit sought is for the repair or alteration of an existing building or structure.
- 10.1.5 include floor plans showing the dimensions and uses of all areas:
 - the dimensions and height of crawl and roof spaces; the location, size and swing of doors; the location, size and opening of windows; floor, wall, and ceiling finishes; plumbing fixtures; structural elements; and stair dimensions.
- 10.1.6 include a cross section through the building or structure illustrating foundations, drainage, ceiling heights and construction systems;
- 10.1.7 include elevations of all sides of the building or structure showing finish details, roof slopes, windows, doors, and finished grade;

- 10.1.8 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;
 - 10.1.9 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 approval;
 - 10.1.11 include two copies of specifications and two sets of drawings at a suitable scale of the design including the information set out in sections 10.1.5 - 10.1.8 and 10.1.10 of this Bylaw.
 - 10.1.12 state the intended use or uses and the Value of each building or structure.
- 10.2 In addition to the requirements of section 10.1, the following may be required by a Building Official to be submitted with a building permit application for the construction of a Standard Building where the project involves two or more buildings, which in the aggregate total more than 1000 square metres, or two or more buildings that will contain four or more dwelling units, or otherwise where the complexity of the proposed building or structure or siting circumstances warrant:
- 10.2.1 include a foundation design prepared by a registered professional, accompanied by letters of assurance in the form of Schedules “B-1” and “B-2” referred to in section 2.6 of Part 2 of the Building Code signed by the registered professional, unless:
 - 10.2.1.1 the requirements of section 10.1.10 are waived by a Building Official because the Building Official required a professional engineer’s report pursuant to section 699(2) of the *Local Government Act* and the building permit is issued in accordance with sections 699(5) and (6) of the *Local Government Act*, or
 - 10.2.1.2 documentation, prepared and sealed by a registered professional, is provided certifying that the foundation design substantially complies with section 9.4.4 of Part 9 of the Building Code and the foundation excavation substantially complies with section 9.12 of Part 9 of the Building Code, *or*
 - 10.2.1.3 the foundation is for a manufactured home in compliance with the (CSA Z240.10.1 Site Preparation, Foundation, and Anchorage of Mobile Home Standard), and the manufactured home is less than 4.9 metres in width;
 - 10.2.1.4 the foundation is for an accessory building or structure, less than 50 square metres, within Part 9 of the Building Code.
 - 10.2.2 site servicing drawings, including sufficient detail of off-site services to indicate locations at the property line, prepared and sealed by a registered professional, in accordance with the District’s subdivision servicing bylaw;

- 10.2.3 a section through the site showing grades, buildings, structures, parking areas and driveways;
- 10.2.4 a roof plan and roof height calculations;
- 10.2.5 structural, electrical, mechanical or fire suppression drawings prepared and sealed by a registered professional;
- 10.2.6 include copies of manufacturer's specifications for installation of a chimney, fireplace, or solid fuel burning appliance;
- 10.2.7 letters of assurance in the form of Schedules "B-1" and "B-2" referred to in section 2.6 of Part 2 of the Building Code signed by the registered professional;
- 10.2.8 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.

11.0 Professional Plan Certification

- 11.1 The letters of assurance in the form of Schedules B-I and B-2 referred to in section 2.6 of Part 2 of the Building Code and provided pursuant to sections 9.1.12, 10.1.10, 10.2.6 and 15.1 of this Bylaw are relied upon by the District and its Building Officials as certification that the design and plans to which the letters of assurance relate comply with the Building Code and other applicable enactments relating to safety.
- 11.2 A building permit issued for the construction of a Complex Building, or for a Standard Building for which a Building Official required professional design pursuant to section 10.2.4 and letters of assurance pursuant to section 10.2.6 of this Bylaw, shall be in the form provided by the District.
- 11.3 A building permit issued pursuant to section 11.2 of this Bylaw shall include a notice to the owner that the building permit is issued in reliance upon the certification of the registered professionals that the design and plans submitted in support of the application for the building permit comply with the Building Code and other applicable enactments relating to safety.

2.0 Fees and Charges

- 12.1 In addition to applicable fees and charges required under other bylaws, a permit fee, prescribed and calculated in accordance with Schedule "A" to this Bylaw, shall be paid in full prior to the issuance of any permit under this Bylaw.
- 12.2 When an application is cancelled or remains incomplete after 12 months, the plans and related documents submitted with the application may be returned to the applicant.

- 12.3 The owner may obtain a refund of 50% of the permit fees prescribed in Schedule “A” to this Bylaw when a permit is surrendered and cancelled before any construction begins, provided that the permit has not expired.
- 12.4 Where, due to non-compliance with this Bylaw, more than two inspections are necessary when one inspection is normally required, for each inspection after the second inspection, the re-inspection charge prescribed in Schedule “A” to this Bylaw shall be paid prior to additional inspections being performed.
- 12.5 For a required permit inspection requested to be done after the hours during which the offices of the District are normally open, an inspection charge shall be payable, based on the time actually spent in making such inspection, including travel time, as prescribed in Schedule “A” to this Bylaw.

13.0 Building Permits

13.1 When:

- 13.1.1 a completed application, including all required supporting documentation, has been submitted;
- 13.1.2 the proposed work set out in the application substantially conforms to the Building Code, this Bylaw and all other applicable bylaws and enactments respecting safety;
- 13.1.3 the owner or his or her representative has paid all applicable fees prescribed under section 12.1 of this Bylaw;
- 13.1.4 the owner or the owner’s representative has paid all charges and met all requirements imposed by any other enactment or bylaw;
- 13.1.5 no enactment, covenant, agreement, or regulation favouring or enacted by the District authorizes the permit to be withheld or prevents it from being issued;
- 13.1.6 the owner has retained a professional engineer or geoscientist if required by the *Engineers and Geoscientists Act*; and
- 13.1.7 the owner has retained an architect if required by the *Architects Act*;

a Building Official shall issue the permit for which the application is made.

- 13.2 When the application is in respect of a building that includes, or will include, a residential occupancy, the building permit must not be issued unless the owner provides the evidence required by section 30(1) of the *Homeowner Protection Act*, S.B.C. 1998, c. 31, and amendments thereto.
- 13.3 Every permit, except a temporary building permit, is issued upon the condition that the permit shall expire and the rights of the owner under the permit shall terminate if:

- 13.3.1 the work authorized by the permit is not commenced within 12 months from the date of issuance of the permit;
 - 13.3.2 work is discontinued for a period of 12 months;
 - 13.3.3 where the circumstances described in sections 13.3.1 and 13.3.2 of this Bylaw have not arisen, the work authorized by the permit is not completed within twenty-four (24) months from the date the permit was issued;
 - 13.3.4 a permit for a temporary building shall be valid for a period of six (6) months.
- 13.4 The Chief Administrative Officer or his or her designate may extend the period of time set out under sections 13.3.1, 13.3.2, 13.3.3 and 13.3.4 where construction has not been commenced or has been discontinued due to adverse weather, strikes, material or labour shortages, or similar hardship beyond the owner's control.
- 13.5 No excavation shall remain uncovered for a period longer than 60 days.

14.0 Disclaimer of Warranty or Representation

- 14.1 Neither the issuance of a permit under this Bylaw, the review and acceptance of the design, drawings, plans or specifications, nor inspections made by a Building Official, shall constitute a representation or warranty that the Building Code or this Bylaw have been complied with or that the building or structure meets any standard of materials or workmanship.
- 14.2 No person shall rely on the issuance of a permit under this Bylaw, the review or acceptance of the design, drawings, plans or specifications nor any inspection made by a Building Official as establishing compliance with the Building Code or this Bylaw or any standard of construction, materials or workmanship.

15.0 Professional Design and Field Review

- 15.1 When a Building Official considers that the site conditions, size or complexity of a development or an aspect of a development warrant, he or she may require a registered professional to provide design and plan certification and field review by means of letters of assurance in the form of Schedules "B-1", "B-2" and "C-B" referred to in section 2.6 of Part 2 of the Building Code.
- 15.2 Prior to the issuance of an Occupancy Permit for a Complex Building, or a Standard Building in circumstances where letters of assurance have been required in accordance with sections 10.1.10, 10.2.6 or 15.1 of this Bylaw, the owner shall provide the District with letters of assurance in the form of Schedules "C-A" or "C-B", as is appropriate, referred to in section 2.6 of Part 2 of the Building Code.

15.3 When a registered professional provides letters of assurance in accordance with sections 9.1.12, 10.1.10, 10.2.6, 15.1 or 15.2 of this Bylaw, he or she shall also provide proof of professional liability insurance to the Building Official in the form provided by the Building Official.

16.0 Responsibilities of the Owner

16.1 Every owner shall ensure that all construction complies with the Building Code, this Bylaw and other applicable enactments respecting safety.

16.2 Every owner to whom a permit is issued shall be responsible for the cost of repair of any damage to municipal works that occurs in the course of the work authorized by the permit and may be required to provide to the District the damage deposit prescribed by Schedule “A” prior to the issuance of the permit, if the nature of the construction poses a risk to the integrity of municipal works in the vicinity of the construction under the permit.

16.3 Every owner to whom a permit is issued shall, during construction:

16.3.1 post and maintain the permit in a conspicuous place on the property in respect of which the permit was issued;

16.3.2 keep a copy of the accepted designs, plans and specifications on the property; and

16.3.3 post the civic address on the property in a location visible from any adjoining streets.

16.3.4 install a water service pressure reducing valve.

16.3.5 provide adequate room to allow the installation of a water meter.

16.3.6 Install a cross connection protection on the water system (new buildings).

17.0 Inspections

17.1 When a registered professional provides letters of assurance in accordance with sections 9.1.12, 10.1.10, 10.2.6 or 15.1 of this Bylaw, the District will rely solely on field reviews undertaken by the registered professional and the letters of assurance submitted pursuant to section 15.2 of this Bylaw as certification 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.

17.2 Notwithstanding section 17.1 of this Bylaw, 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.

- 17.3 The owner, or the owner's representative, shall give at least 24 hours notice to the District when requesting an inspection and shall obtain an inspection and receive a Building Official's acceptance of the following aspects of the work prior to concealing them:
- 17.3.1 installation of perimeter drain tiles and damp-proofing, prior to backfilling;
 - 17.3.2 the preparation of ground, including ground cover, when required, prior to the placing of a concrete slab;
 - 17.3.3 rough in of factory built chimneys and fireplaces and solid fuel burning appliances;
 - 17.3.4 the framing and sheathing;
 - 17.3.5 duct work, roughed-in plumbing or gas venting;
 - 17.3.6 insulation and vapor barrier;
 - 17.3.7 when the building or structure is substantially complete and ready for occupancy, but before occupancy takes place of the whole or part of the building or structure.
- 17.4 No aspect of the work referred in section 17.3 of this Bylaw shall be concealed until a Building Official has accepted it in writing.
- 17.5 The requirements of section 17.3 of this Bylaw do not apply to any aspect of the work that is the subject of a registered professional's letter of assurance provided in accordance with sections 9.1.12, 10.1.10, 10.2.6, 15.1 or 15.2 of this Bylaw.

18.0 Occupancy Permits

- 18.1 No person shall occupy a building or structure or part of a building or structure or change the class of occupancy of a building or structure until an occupancy permit has been issued in the form provided by the District.
- 18.2 An occupancy permit shall not be completed unless:
- 18.2.1 all letters of assurance have been submitted when required in accordance with sections 9.1.12, 10.1.10, 10.2.6, 15.1 and 15.2 of this Bylaw; and
 - 18.2.2 all aspects of the work requiring inspection and an acceptance pursuant to section 17.4 of this Bylaw have been inspected and accepted.
 - 18.2.3 as built drawings for plumbing installations have been provided.

18.3 A Building Official may issue an occupancy permit for part of a building or structure when that part of the building or structure is self-contained, is provided with essential services and meets the requirements set out in section 18.2 of this Bylaw.

19.0 Retaining Structures

19.1 A registered professional shall undertake the design and conduct field reviews of the construction of a retaining structure greater than 1.5 meters in height. Sealed copies of the design plan and field review reports prepared by the registered professional for all retaining structures greater than 1.5 meters in height shall be submitted to a Building Official prior to acceptance of the works by the Building Official.

20.0 Permits, Applications and Forms

20.1 A Building Official may from time to time prescribe the form of application, permit, stop work notice, do not occupy notice, and other forms required for the purpose of administering this Bylaw.

21.0 Cancellation of Permit

21.1 A Building Official may revoke a permit issued under this Bylaw where:

21.1.1 the application for the permit contained false or misleading information;

21.1.2 there is a contravention of a provision of this Bylaw or the Building Code.

21.2 The revocation of a permit must be in writing and delivered to the owner in person or by registered mail.

21.3 An owner may, within 14 days of delivery of the notice of revocation, apply to the Chief Administrative Officer or designate for a reconsideration of the decision of the Building Official to revoke the owner's permit.

22.0 Penalties and Enforcement

22.1 Every person who contravenes any provision of this Bylaw commits an offense punishable on summary conviction and shall be liable to a fine of not more than Ten Thousand (\$10,000.00) Dollars or to imprisonment for not more than six months.

22.2 A person who fails to comply with an order or notice issued by a Building Official or who allows a violation of this Bylaw to continue, despite that order or notice, commits an offence.

22.3 A Building Official may order the cessation of any work that is proceeding in contravention of the Building Code or this Bylaw by posting a Stop Work notice in a form acceptable to the District on the site of the work.

- 22.4 The owner of property on which a Stop Work notice has been posted, and every other person, shall cease all construction work immediately and shall not do any work until all applicable provisions of this Bylaw have been substantially complied with and the Stop Work notice has been rescinded in writing by a Building Official.
- 22.5 Where a person occupies a building or structure or part of a building or structure in contravention of section 6.2 of this Bylaw a Building Official may post a Do Not Occupy notice in a form acceptable to the District on the affected part of the building or structure.
- 22.6 The owner of property on which a Do Not Occupy notice has been posted, and every person, shall cease occupancy of the building or structure immediately and shall 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.
- 22.7 Every person who commences work requiring a building permit without first obtaining such a permit shall, if a Stop Work notice is issued and remains outstanding for 30 days, pay an additional charge equal to 100% of the building permit fee prior to obtaining the required building permit.

23.0 Severability

- 23.1 The provisions of this Bylaw are severable and the invalidity of any part of this Bylaw shall not affect the validity of the remainder of this Bylaw.

24.0 Schedules and Appendices

- 24.1 Schedule "A" attached to this Bylaw form a part of and are enforceable in the same manner as this Bylaw.

25.0 Repeal Bylaw

- 25.1 District of Chetwynd Building Bylaw No. 712, and any amendments thereto, are hereby repealed in their entirety.

READ A FIRST TIME this 20th day of October, 2003.

READ A SECOND TIME this 20th day of October, 2003.

READ A THIRD TIME this 18th day of November, 2003.

ADOPTED this 2nd day of December, 2003.

Director of Corporate Administration

Mayor

**District of Chetwynd
Building Code Administration and Enforcement Bylaw No.798/G/03**

SCHEDULE “A”

FEES

1) Schedule of BUILDING PERMIT FEES: (Value is determined by the Building Inspector)

- | | | |
|----|--|--------------------------------|
| a) | <u>Value of Construction</u> | <u>Permit fees payable</u> |
| | Minimum permit fee | \$32.00 |
| | For the first ten thousand (\$10,000) | \$9.00 per \$1,000.00 of value |
| | For the remainder of value over (\$10,000) | \$4.00 per \$1,000.00 of value |
- b) Mobile or Modular (Factory Built) homes are required to pay a reduced rate on the value (based on 50% of the building value, and 100% of the footing and foundation value).
- c) Renewal permit fees are 10% of the original fee.
- d) **“Value of Construction”** will be established by interpreting the following table;

RESIDENTIAL

basement home.....	\$90	Sq. ft
basement finished..... (add)	\$20	Sq. ft
crawl space home.....	\$80	Sq. ft
2 nd . Story (finished)..... (add)	\$50	Sq. ft
attached garage..... (add)	\$30	Sq. ft
detached garage..... (add)	\$35	Sq. ft
with car port (add)	\$15	Sq. ft
with sun deck (add)	\$10	Sq. ft
repairs, alterations, renovations	\$45	Sq. ft
OR VERIFIED CONTRACT PRICE		

COMMERCIAL

frame construction	\$36	Sq. ft
slab @unfinished part	\$42	Sq. ft
finished with partitions	\$78	Sq. ft
masonry (unfinished).....	\$42	Sq. ft
“finished with partitions”	\$84	Sq. ft
“finished, no partitions”	\$47	Sq. ft
repairs, alterations, renovations	\$42	Sq. ft
OR VERIFIED CONTRACT PRICE		

2) Schedule of Plumbing Permit Fees

- a) Except for normal repairs or maintenance, Plumbing Permits are required for the installation or alteration of plumbing within the District boundaries.

Number of Fixtures

Permit Fees Payable

one to twelve (1 to 12) fixtures	\$32.00
thirteen (13) or more fixtures	\$ 2.50 per fixture

3) **Permit Fees for Moving, Demolition, or Temporary buildings.**

- a) The following prescribed fees are required for the demolition or destruction of any building, for the erection or placement of a temporary building, structure, or shelter, or to move any building or structure within the District boundaries.

<u>Size of Structure</u>	<u>Permit Fees Payable</u>
200 sq. ft or less	\$625.00 per structure
over 200 sq. ft	\$1,250.00 per structure

- b) Ninety-five (95%) of the permit fee is subject to refund upon written application by the owner to the authority having jurisdiction provided the site has been left in a satisfactory condition. Application for refund must be made within six (6) months of issuance of the permit. The owner is responsible to ensure that all services have been disconnected, and that all required Ministry of Transport or other permits have been obtained.

4) **Security Deposit**

The following **security deposits are required** as a condition of issuing a Building Permit.

- | | |
|--|------------|
| a) for single family dwellings | \$500.00 |
| b) for renovations or buildings valued less than \$10,000.00 | \$250.00 |
| c) for all other projects | \$1,000.00 |

Security deposits will be held by the District until the final inspection has been requested and completed, and until Public Works has verified that there are no outstanding fees, and that there are no claims for damage unpaid.

Damage to Municipal property during the course of construction, and not repaired by the owner to the satisfaction of the District at the time of occupancy, will be repaired by the District. The costs of repairs will be deducted from the security deposit and any remaining balance will be added to municipal taxes payable for the property in question.

5) **Retaining Walls**

The required permit fee to place or construct a retaining wall is\$32.00

6) **Driveway Culverts**

The required permit fee for the installation of a driveway culvert is.....\$32.00

7) **Wood burning appliances**

The required permit fee for the installation of a wood burning appliance is....\$70.00

8) **Accessory buildings and earthworks**

The required permit fee for accessory buildings under 10 Sq. Metres (101 Sq. Feet), excavation or other earthworks:

Permit fee prior to starting work \$ 0.00

Permit fee for work underway \$50.00

Certified a true and correct copy of Schedule
“A” to the District of Chetwynd “Building
Bylaw No. 798/G/03 as adopted this
_____ day of _____, 2003.

Director of Corporate Administration