



BUILDING BYLAW

973, 2012

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THE CORPORATION OF THE DISTRICT OF CHETWYND

BUILDING BYLAW NO. 973, 2012

A Bylaw for a Building Inspection Service

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 District of Chetwynd, in open meeting assembled, enacts as follows:

1. CITATION

This Bylaw may be cited for all purposes as the “Building Bylaw No. 973, 2012.

2. DEFINITIONS

2.1 In this Bylaw the following words and terms have the meanings as set out in the Building Code:

Alteration	Assembly occupancy
Basement	Building
Building area	Building height
Business and personal service occupancy	Care or detention occupancy
Chimney	Constructor
Co-ordinating registered professional	Designer
Dwelling unit	Field review
Foundation	Grade
High hazard industrial occupancy	Industrial occupancy
Low hazard industrial occupancy	Major occupancy
Medium hazard industrial occupancy	Mercantile occupancy
Occupancy	Owner
Residential occupancy	Storey
Water system	

2.2 The Definitions in this Section will apply in this Bylaw.

Agricultural Building means a building or structure, the use or intended use of which is agricultural and specifically includes providing for the growing, rearing, producing, and harvesting of agricultural products; includes the preliminary grading of such products for shipment, and specifically includes riding stables, dog kennels, nurseries, greenhouses, and the keeping of pigeons, doves, or other animals or birds of the like kind, feed lots, fish farms, piggeries, mushroom growing, and the keeping of bees, horses, sheep, goats, dairy cows, fur bearing animals, rabbits, poultry or other animals or birds of like kind.

Building Code means “The British Columbia Building Code” as adopted by the Minister pursuant to Section 692 of the Local Government Act, as amended or reenacted from time to time.

Building Official includes the Director of Engineering and Planning, Manager of Public Works Operations, Chief Building Inspector, Building Inspectors, Plan Checkers and Building Technicians retained by the District of Chetwynd.

Chief Administrative Officer means that person retained by the District of Chetwynd in that position.

Cistern System means a private water system consisting of facilities for the storage and distribution of potable water which is supplied by the collection and treatment of surface, groundwater or delivered water and includes all tanks, reservoirs, pipes, pumps, power supplies and mechanical and plumbing components of such a water system.

Civic Use means a use as may be defined by the Zoning Bylaw in the Local Jurisdiction.

Class of Occupancy means the major occupancy group for which a building or part thereof is used or intended to be used according to the classification set out in the Building Code.

Community Sewer System means a system of sewage collection or disposal that serves two or more lots and operates under:

- (a) A permit or operational certificate pursuant to the Waste Management Act;
or
- (b) A permit pursuant to the Health Act.

Community Water System means a system of water supply works that serves five or more lots and which is owned by:

- (a) A utility under the Water Utility Act;
- (b) An improvement district, water user's community or development district under the Water Act;
- (c) An improvement district or local service area under the Local Government Act;
- (d) A strata corporation under the Strata Property Act;
- (e) A municipality, a regional district or a greater board; or
- (f) An agency of Canada or of the Province of British Columbia.

Complex Building means those buildings to which Part 3 of the Building Code applies and specifically includes:

- (a) All buildings used for major occupancies classified as:
 - (i) Assembly occupancies;
 - (ii) Care or detention occupancies; and
 - (iii) High hazard industrial occupancies.
- (b) All buildings exceeding 600 square metres 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; and
 - (iv) Medium and low hazard industrial occupancies.

Construction Value 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 in the absence of a contract.

Floor Area means the space on any story of a building between the exterior walls including the space occupied by interior walls and partitions, but not including the floor area of basements, attached garages, sheds, open porches, or breezeways.

Health and Safety Aspects of the Work means design and construction, regulated by Building Code including Part 3, Part 4, and Part 9.

Holding Tank Sewage Disposal Permit means a permit issued by Northern Health.

Local Jurisdiction means the Municipal Boundary of the District of Chetwynd.

Official Community Plan means a bylaw adopted pursuant to Section 876 of the *Local Government Act* by Local Jurisdiction.

Registered Professional means;

- (a) 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.

Re-Inspection means any additional inspection required as a result of faulty or deficient work, work not completed or work covered-up prior to inspection.

Representative means a person authorized by the property owner to represent the owner where permitted by this bylaw.

Retaining Structure means a structure that is subject to lateral earth pressure, is laterally unsupported at the top and retains more than 1.5 metres of soil material measured as the difference between the finished grade at the top and bottom of the structure.

Simple Building means those buildings to which Part 9 of the Building Code applies; being buildings of three storeys or less in building height, having a building area not exceeding 600 square metres and used for major occupancies classified as:

- (a) Residential occupancies;
- (b) Business and personal services occupancies;
- (c) Mercantile occupancies; and
- (d) Medium and low hazard industrial occupancies.

Special Inspection means an inspection not listed in Section 10.5 including inspection of a building site, a building to be moved, an existing building for the purpose of change in occupancy classification or where a permit has expired.

Structure means constructed works of any kind, whether fixed to, supported by or sunk into land or water; but specifically excludes landscaping, fences, flag poles, patios, paving and retaining structures 1.5 meters in height or less.

Swimming Pool means any constructed or pre-fabricated structure for holding water for the purpose of bathing or swimming having a surface area of more than 12.0 square metres and a depth of more than 0.5 metres.

Zoning Bylaw means a bylaw adopted by a Local Jurisdiction pursuant to Section 903 of the *Local Government Act*.

3. GENERAL PROVISIONS

Purpose of Bylaw

- 3.1 This Bylaw shall, notwithstanding any other provision herein, be interpreted in accordance with Section 3.2.
- 3.2 This Bylaw is enacted and retained for the purpose of regulating construction in the general public interest within the District of Chetwynd Municipal Boundary. The activities undertaken by or on behalf of the District pursuant to this Bylaw are for the sole purpose of providing a limited spot check for health, safety and the protection of persons and property. The purpose of this Bylaw does not include:
- (a) The protection of owners, owner/builders or constructors from economic loss;
 - (b) The assumption by the District of Chetwynd of any responsibility for ensuring the compliance by any owners, 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 any other applicable codes or standards;
 - (c) Providing any person a warranty of design or workmanship with respect to any building or structure for which a permit or authorization is issued under this Bylaw; or
 - (d) Providing a warranty or assurance that construction undertaken pursuant to building permits or authorization issued by the District of Chetwynd is free from latent, or any other defects.

Permit Conditions

- 3.3 A permit or authorization is required whenever work regulated under this Bylaw is to be undertaken.

- 3.4 Neither the issuance of a permit or authorization 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 of Chetwynd shall in any way relieve the owner or his or her representative from full and sole responsibility to perform the work in strict accordance with the Building Code, this Bylaw and all other codes, standards and applicable enactments.
- 3.5 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 or authorization was issued in compliance with the Building Code, this Bylaw and all other applicable codes, standards and enactments.
- 3.6 Neither the issuance of a permit under this bylaw, the review of the plans and supporting documents, nor inspections made by the Building Inspector shall, in any way, constitute a representation, warranty, or statement that the building code or this bylaw has been complied with and no person shall rely on any of the above listed matters as establishing compliance with the building code or this bylaw.

Scope and General Exemptions

- 3.7 This Bylaw applies to the design, construction and occupancy of new buildings and structures; the alteration, reconstruction, demolition, removal, relocation and occupancy of existing buildings and structures; and the installation of plumbing works.
- 3.8 As a general exemption to all regulations of this Bylaw, 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 square metres in building area on the condition that the building is sited in accordance with the Zoning Bylaw;
 - (c) retaining structures less than 1.5 meters in height;
 - (d) fences;
 - (e) non-structural repairs or alterations to a building or structure or the repair or replacement of plumbing works where the construction value is \$10,000.00 or less for Residential and \$20,000.00 or less for Multifamily, Industrial and Commercial;
 - (f) bridges, except pedestrian and vehicle bridges attached to buildings;

- (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 metres or more and on the condition that the deck is sited in accordance with the Zoning Bylaw;
- (h) greenhouses or other similar structures covered by a polyethylene film and intended to be used only for storage purposes or the production of agricultural products;
- (i) park model recreation units, travel trailers and similar recreational vehicles within a commercial campground as designated by the Local Jurisdiction;
- (j) site services within a manufactured home park or a commercial campground as designated by the Local Jurisdiction; nor
- (k) site services for a bare land strata development under the Strata Property Act.

4. PROHIBITION AND ENFORCEMENT

Prohibitions

- 4.1 No person shall commence or continue any construction, alteration, reconstruction, demolition, removal or relocation of any building or structure, or other work related to construction, unless a Building Official has issued a permit or authorization for the work as outlined in this Bylaw.
- 4.2 No person shall install a manufactured home unless a Building Official has issued a permit or authorization for the work as outlined in this Bylaw.
- 4.3 No person shall change the Class of Occupancy of an existing building contrary to the Bylaw, the Building Code, the Local Government Act or any other applicable bylaw or Provincial statute unless a Building Official has issued a permit or authorization for the change as outlined in the Bylaw. Such change in use shall conform to the District of Chetwynd Zoning Bylaw regulations.
- 4.4 No person shall move a building or structure unless a Building Official has issued a permit for the moving of the building or structure as outlined in this Bylaw.
- 4.5 No person shall demolish a building or structure unless a Building Official has issued a permit for the demolition as outlined in this Bylaw.
- 4.6 No person shall submit any false or misleading information in an application for a permit or in regards to any other submissions as outlined in this Bylaw.

- 4.7 No person shall do any work that is at variance with the approved design, plans or specifications of a building, structure or other works for which a permit has been issued unless that variance has been approved in writing by a Building Official.
- 4.8 No person shall occupy or use any building or structure contrary to the terms of any permit or authorization issued or any notice given by a Building Official.
- 4.9 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, authorization or certificate posted upon or affixed to a building or structure pursuant to this Bylaw.
- 4.10 No person shall obstruct the entry of a Building Official or other authorized official of the District of Chetwynd on property in the administration and enforcement of the Bylaw.

General Penalties

- 4.11 Every person who contravenes any provision of this Bylaw commits an offence punishable on summary conviction and shall be liable to a fine of not more than \$10,000.00 and not less than \$500.00.
- 4.12 Each day during which a violation is continued shall be deemed to constitute a new and separate violation.

'Stop Work Order' Notice

- 4.13 A Building Official may order cessation of any work that is proceeding in contravention of the Building Code, this Bylaw or a permit or authorization issued pursuant to this Bylaw by posting a 'Stop Work Order' notice in the form of Schedule 'F' to this Bylaw
- 4.14 The owner of property on which a 'Stop Work Order' notice has been posted, and every other person, shall cease all construction work immediately and shall not do any work other than work expressly authorized or required by the Building Official, until all applicable provisions of this Bylaw have been complied with and the 'Stop Work Order' notice has been rescinded by a Building Official.
- 4.15 Every owner who commences work requiring a permit without first obtaining such a permit shall, if a 'Stop Work Order' notice is issued, pay a penalty equal to double the permit fee for construction valued up to 1,000,000 (one million dollars), such penalty not to exceed \$1,500 (one thousand five hundred dollars) and 15% (fifteen percent) of the Building Permit fee for construction valued at \$1,000,000 (one million dollars) or more, such penalty not to exceed \$15,000 (fifteen thousand dollars) prior to obtaining the required permit. Construction work shall be deemed to have commenced when:
 - (a) concrete pouring or other foundation work related to construction has begun;

- (b) a building or manufactured home has been moved onto its new location;
- (c) a concrete slab, which is intended to be part of a building or structure, has been poured; or
- (d) equivalent work is in place when other building systems are used.

'Do Not Occupy' Notice

- 4.16 Where 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 of Schedule 'G' to this Bylaw on the affected part of the building or structure.
- 4.17 The owner of property on which a 'Do Not Occupy' notice has been posted, and every other person, shall cease occupancy of the building or structure immediately and shall refrain from further occupancy until all applicable provisions of the Bylaw have been complied with and the 'Do Not Occupy' notice has been rescinded by a Building Official.

5. BUILDING OFFICIALS

- 5.1 The Chief Administrative Officer and the Chief Building Inspector shall administer this Bylaw.
- 5.2 Building Officials:
- (a) shall keep records of any applications, permits, authorizations and notices issued; inspections and tests made; and shall retain copies of all documents related to the administration of this Bylaw for a period as may be established by the District of Chetwynd from time to time;
 - (b) may undertake an equivalency evaluation to determine the suitability and if appropriate, approve the use of equivalent materials, appliances, systems, equipment, methods of design and construction procedures under the terms and conditions as specified in the Building Code;
 - (c) may determine the compliance of an application with this Bylaw, the Building Code, the *Local Government Act* or any other applicable bylaw enacted by a Local Jurisdiction or Provincial statute;
 - (d) may enter any land, building or premises at any reasonable time for the purpose of ascertaining that the terms of this Bylaw are being observed;
 - (e) shall, where any residence is occupied, obtain the consent of the occupant or provide written notice to the occupant 24 hours in advance of entry;

- (f) shall carry credentials confirming his or her status as a Building Official;
- (g) may order the correction of any work that is being or has been done in contravention of the Building Code, this Bylaw or any permit or authorization issued pursuant to this Bylaw; and
- (h) may issue or refuse to issue a permit, authorization, notice or certificate as outlined in this Bylaw; under terms as outlined in this Bylaw, the Building Code, the Local Government Act or any other applicable bylaw enacted by a Local Jurisdiction or Provincial statute.

6. RESPONSIBILITIES OF THE OWNER

6.1. Every owner:

- (a) shall ensure that all work in respect of which a permit or authorization has been issued complies with the permit or authorization, the Building Code, this Bylaw and all other applicable codes, standards and enactments respecting safety;
- (b) to whom a permit or authorization is issued pursuant to this Bylaw, shall be responsible for the cost or repair of any damage to public works or public property that occurs in the course of construction works;
- (c) shall allow a Building Official to enter the property at any reasonable time or times for the purpose of administering or enforcing this Bylaw;
- (d) shall immediately stop work on a building or structure in respect to which a Building Official has posted a 'Stop Work Order' notice;
- (e) shall obtain from a Building Official written permission to resume construction that has been suspended by a 'Stop Work Order' notice;
- (f) shall immediately vacate the building or portion of a building in respect to which a Building Official has posted a 'Do Not Occupy' notice;
- (g) shall obtain from a Building Official written permission to resume occupancy of a building after the issuance of a 'Do Not Occupy' notice;
- (h) before the commencement of any on-site construction work, shall obtain
 - (i) a permit as specified in Sections 7.1, 11.1 or 12.1 of this Bylaw;
 - (ii) a permit as specified in this Bylaw relating to a proposed change in the Class of Occupancy of an existing building or part of it; and

- (iii) any other permit or approval as required by this Bylaw in connection with the proposed work;
- (i) shall obtain an inspection and approval of the construction works as indicated on a permit or as provided in Section 10 of this Bylaw;
- (j) to whom a permit is issued, shall obtain from a Building Official an Occupancy Permit as provided in this Bylaw; and
- (k) to whom a permit is issued, shall during construction keep a copy of the approved designs, plans and specifications on the property; keep the permit posted in a conspicuous place on the property; and post the civic address on the property in a location that is readable from the frontage public road.

7. GENERAL PROVISIONS FOR BUILDING PERMIT APPLICATIONS

General Provisions

- 7.1. Every owner shall apply for and obtain a permit or authorization before:
- (a) constructing, or undertaking structural repair or alteration of a building or structure related to the inspections undertaken pursuant to this Bylaw as outlined in Section 10;
 - (b) installing plumbing systems related to the inspections undertaken pursuant to this Bylaw as outlined in Section 10;
 - (c) constructing a new masonry chimney, installing a new metal chimney for a solid fuel burning appliance; or
 - (d) constructing works on property to which a building or manufactured home is to be moved.
- 7.2. Each building or structure to be constructed on a parcel requires a separate application for a Building Permit and shall be assessed a separate Building Permit fee as set out in Appendix '1' to this Bylaw.
- 7.3. An application for a permit for a building or structure shall expire twelve months after the application date if any requested documents, professional certificates or approvals have not been submitted; or after notification to the Owner that a permit is issuable and the permit fee has not been paid. A Building Official may destroy any material that has not been retrieved by the applicant if the application has expired.

Damage Deposit

- 7.4. In addition to the fees required for the Building Permit, a Damage Deposit is required as set out in Appendix '1' to this Bylaw. The Damage Deposit is required in order to cover any damage to municipal infrastructure during the construction process. Upon completion of the project and issuance of an Occupancy Permit, and confirmation that no outstanding fees remain, and once a site inspection has verified no damage to municipal infrastructure, the damage deposit will be refunded. Should damage have occurred or should there be outstanding fees such as 're-inspection fees' that are unpaid, these costs will be deducted from the damage deposit and the remainder of the deposit will be refunded.

Control of Site Debris and Rubbish

- 7.5. Owners of land or property under construction are responsible for the control of debris on their site. Any owner who fails to control debris and construction material from leaving the site shall be subject to a \$1,000 fine, as set out in Appendix "1" to this Bylaw.

Application Exemptions

- 7.6. Except as required to meet specifications of the Building Code, a Building Official may waive information requirements specified for an application for a permit for a building or structure where the size, simplicity or details of the proposed construction can be adequately evaluated without such information.
- 7.7. An application for a permit for an accessory building may be submitted with only a Site Plan and two sets of Construction Plans consisting of a Foundation Plan, two Building Elevations and one Cross Section Drawing; all as detailed in this Section.
- 7.8. An application for the structural repair of a building or structure, the installation of a chimney or the construction of a structure may be submitted with a Site Plan and only those Construction Plans relevant to the proposed works; all as detailed and at the scale specified in this Section.
- 7.9. An application to accompany a Moving Permit Application may be submitted with only those Construction Plans relevant to the reconstruction at the new building site.
- 7.10. General exemptions from *all* regulations of this Bylaw are provided in Section 3.8 of this Bylaw.

Manufactured Homes

- 7.11. An application for the installation of a manufactured home that does not comply with the construction standard specified by the Local Jurisdiction or the Building Code shall include the following reports and plans confirming that the manufactured home substantially complies with or is equivalent to the following codes or standards:
- (a) a report from a Registered Professional which states that the manufactured home substantially complies with the current Structural Design requirements of the Building Code;
 - (b) a report from a licensed tradesperson or the Electrical Safety Officer that the manufactured home substantially complies with the Canadian Electrical Code; and
 - (c) a report from a licensed tradesperson or the Gas Safety Officer that the manufactured home substantially complies with the Natural Gas and Propane Installation Code.
 - (d) A floor plan showing room and building egress, electrical smoke alarm(s) installation and solid fuel burning appliance(s) installation to substantially comply with the Building Code.

Professional Design and Field Review

- 7.12. Where a Building Official considers that the site conditions or the size or complexity of the development or an aspect of the development warrants, a Building Official may require an owner to provide a design, certification or a field review from a Registered Professional, supported by Letters of Assurance as outlined in the Building Code, that the plans submitted with the application for a permit, or specified aspects of those plans, comply with this Bylaw, the Building Code and other applicable enactments respecting safety; and

Where Letters of Assurance are provided, the Registered Professional shall also provide a report on professional liability insurance to the Building Official in the form of Schedule 'M' to this Bylaw.

- 7.13. Building Officials may require certification from Registered Professionals for any construction work that has been covered prior to inspection by the Building Official.

- 7.14. Where a Building Official considers that siting circumstances warrant or the size or complexity of the development or an aspect of the development warrants, a Building Official may require an owner to provide a plan of the development area prepared by a Registered Professional or practicing registered BC Land Surveyor showing:
- (a) site servicing plans and profiles including off-site works;
 - (b) cross section drawings through the subject parcel showing grades, existing and proposed buildings, parking areas and driveways; and
 - (c) any other information as may be necessary to establish substantial compliance with this Bylaw, the Building Code or any other applicable bylaw enacted by the Local Jurisdiction or the Provincial Government of BC.

Climate Data

- 7.15. Values shall be in conformance with those values specified in the Building Code or as may be determined by a Building Official.

Water Meters

- 7.16. Where a water connection is made to the Municipal water system for a building the owner shall install a water meter appliance on the water service line up-stream of all connections and in accordance with the specifications in the Water Fees, Charges and Regulation Bylaw.

Evidence of Potable Water Supply

- 7.17. Evidence of potable water supply shall be submitted with an application for a permit for a building or structure where the occupancy of which requires a supply of potable water.
- 7.18. Where an application for a permit for a building or structure is submitted to replace an existing building or structure using an existing source of potable water, a Building Official may waive the requirements to provide evidence of potable water supply.
- 7.19. Where a potable water supply is not located on the subject property, the applicant shall provide evidence of a registered easement to access the water supply if located on private land; or an access license, permit or lease if located on Crown land.

Community Water System

- 7.20. Where a proposed building or structure is within a municipality and where a Community Water System is available, evidence of potable water supply shall include:
- (a) written confirmation from the municipality that potable water will be supplied by the municipality; or
 - (b) written confirmation from an alternative Community Water System utility that potable water will be supplied by this alternative utility where the municipality is not prepared to provide water.

On-Site Water System

- 7.21. Where a Community Water System is not available, evidence of potable water supply shall include:
- (a) a water license or written assurance that a water license will be issued, from the Provincial authority having jurisdiction for 2,000 liters of water per day (0.31 imperial gallons per minute) for each dwelling unit; or
 - (b) evidence of a well with a capacity to provide a minimum of 6,550 liters of water per day (1.00 imperial gallons per minute) for each dwelling unit and such evidence shall be either:
 - (i) a record of a water well capacity test conducted by a Qualified Well Driller, as defined in the Water Act or a Registered Professional's report indicating the capacity of the well, or
 - (ii) in the case of a surface (dug) well, a Registered Professional's report indicating the capacity of the well except that a Building Official may waive the requirement for a Registered Professional's report where a record of water well capacity test conducted by a Qualified Well Driller or a Qualified Pump Installer, as defined in the Water Act indicates that the surface well has a minimum capacity of 19,650 liters of water per day (3.00 imperial gallons per minute) for each dwelling unit.
- 7.22. Where a well has existed for a period of one year or more, a Building Official may, except where he or she has knowledge that the well will not meet the water supply requirements outlined in this Bylaw, waive the requirement for evidence of potable water supply providing that a covenant is registered which gives notice that a potable water supply report was not filed with the District of Chetwynd and including a save-harmless indemnification clause in favour of the District of Chetwynd.

- 7.23. Where an applicant cannot produce evidence of a potable water supply as outlined in the Bylaw, a Building Official may accept a Cistern Water System as equivalent evidence of potable water supply provided that:
- (a) the cistern system and all its components shall be designed by a Registered Professional;
 - (b) the service area for the cistern system is restricted to the subject property; and
 - (c) a covenant is registered in favour of the District of Chetwynd on the subject parcel which covenant:
 - (i) prohibits the use of the property for uses requiring a supply of potable water unless the Owner ensures that the water quality meets the regulations of the *Drinking Water Protection Act* and maintains the cistern water system in good repair at all times;
 - (ii) prohibits subdivision of the parcel until such time as a potable water supply is provided meeting the standards of the subdivision bylaw in the Local Jurisdiction; and
 - (iii) indemnifies the District of Chetwynd and its officers, councillors, directors and employees in respect of any breach of the covenant.

- 7.24. Where an applicant has submitted an application for a permit for a building or structure for a Civic Use and cannot produce evidence of a potable water supply as outlined in this Bylaw, a Building Official may accept a Cistern Water System as equivalent evidence of potable water supply provided that approval has been obtained from the Health Region for the installation and use of a cistern system as evidence of a potable water supply for such Civic Use and approved the design and specifications of such a cistern system.

Sewage Disposal Permit

- 7.25. A Sewage Disposal Permit shall be submitted with an application for a permit for a building or structure, except for additions or alterations to an existing residential building or structure served by an existing sewage disposal system installed pursuant to the *Health Act*, the occupancy of which will generate sewage.
- 7.26. A Sewage Disposal Permit shall mean:
- (a) written confirmation from a Community Sewer System utility that the proposed building will be permitted to connect to the Community Sewer System;

- (b) where a Community Sewer System is not available, a Sewage Disposal Permit or a completed Filing of a Record of Sewerage System thereof for the discharge of industrial waste or sewage effluent pursuant to the provisions of the *Health Act* or the *Waste Management Act* or other statute governing sewage disposal; or
- (c) a Holding Tank Sewage Disposal Permit has been issued.

Construction Plans

- 7.27. Construction Plans shall be submitted with an application for a permit for a building or structure.
- 7.28. Construction Plans shall be submitted in duplicate at a scale of 1:50 (1/4" = 1.0') indicating the nature and extent of the work in sufficient detail to establish conformance with the Building Code and the siting, height and site coverage regulations in the Zoning Bylaw and including:
- (a) a *Foundation Plan* showing building dimensions, footings, foundation walls and chimney footings;
 - (b) a *Basement Plan* showing the columns, beams, bearing walls, partition walls, doors, windows, stairs, rough-in plumbing, water/sewer service lines, floor drains and clean-out; and the location of water heater, heating, air conditioning and ventilation equipment;
 - (c) *Floor Plans* showing the dimensions and use of every room area; dimensions and height of crawl and roof spaces; location, size and swing of doors; location size and opening of windows; location and description of all plumbing works and fixtures; location and dimensions of all stairs; location and structural details of all fireplaces; structural details and the thickness of all walls; and the finishing treatment for all floors, walls and ceilings;
 - (d) *Framing Plans* showing floor joists, trusses, rafters, beams and other structural elements;
 - (e) *Building Elevations* for each side showing the height of the building, finished grade, roof slopes (with pitch of not less than 3 in 12), exterior finishes, doors, windows and other design features; and
 - (f) *Cross Section Drawings* (at least two) showing the existing and finished grades; entire roof (showing pitch of not less than 3 in 12), floor and wall systems; foundation walls and footings; and location of drain tiles.

7.29. Construction Plans submitted shall bear the name and address of the designer of the building or structure.

Site Plan

7.30. A Site Plan shall be submitted with an application for permit for a building or structure.

7.31. A Site Plan should be submitted in duplicate at a scale of 1:200 (1/16" = 1.0') showing:

- (a) legal description and civic address of the parcel together with lot dimensions taken from the registered subdivision plan or equivalent information;
- (b) measurements for the location of any existing and proposed buildings or structures relative to:
 - (i) property lines in proximity to these buildings or structures;
 - (ii) the natural boundary of any watercourses within 30 metres to these buildings or structures whether on the subject parcel or on any adjacent land; and
 - (iii) all statutory rights-of-way or easements on the subject parcel.
- (c) the location of the frontage road, driveways and other roadways including the gradient of existing and proposed driveways to access any proposed dwelling;
- (d) the gradient of the subject parcel as required to determine the height of any proposed building or structure relative to the maximum height permitted in the Zoning Bylaw;
- (e) the location of any septic tank and the means to access the septic tank for servicing; and
- (f) the location of any septic drain fields, domestic water sources or water and sewer servicing lines.

Survey Certificate Required

7.32. The owner shall confirm that every building or structure, or addition to a building or structure, meets the siting and height regulations specified in the Zoning Bylaw by providing a Survey Certificate.

- 7.33. A Survey Certificate shall be prepared by a practicing registered BC Land Surveyor.
- 7.34. A Building Official may issue a 'Stop Work Order' notice if a Survey Certificate has not been provided.
- 7.35. The Survey Certificate shall be provided upon completion of the footing forms before the concrete foundation is poured or prior to construction of the preserved wood foundation.
- 7.36. A Survey Certificate shall include:
- (a) the location and dimensions of the foundation wall forms of the new building or structure relative to property lines, watercourses or other buildings;
 - (b) the location and dimensions of all statutory rights-of-way or easements;
 - (c) the location, dimension and gradient of driveways and parking areas; and
 - (d) the top elevation of the foundation wall of the new building or structure and the elevation of either:
 - (i) the midpoint of the rear property line in the case of a parcel which slopes uphill from the public road providing access; or
 - (ii) the center line of the road opposite the midpoint of the front property line in the case of a parcel that slopes downhill from the public road providing access.
- 7.37. A Building Official may waive the requirement for a Survey Certificate if:
- (a) a Building Official is satisfied with the accuracy of the Site Plan and the elevations of the building or structure as submitted with an application;
 - (b) a Building Official will not require elevation information to establish the height of the building or structure; and
 - (c) the Site Plan submitted with the application shows:
 - (i) side yard setbacks of at least 200% of the minimum side yard setback requirement specified in the Zoning Bylaw;
 - (ii) front and rear yard setbacks of at least 125% of the minimum setback requirement specified in the Zoning Bylaw; and
 - (iii) no watercourse within 30 metres of the building or structure.

8. SPECIFIC PROVISIONS FOR BUILDING PERMIT APPLICATIONS

Application for a Simple Building or a Structure

- 8.1. An application for a permit for a simple building or a structure shall be made in the form of 'Schedule 'A' to this Bylaw and signed by the owner, or a signing officer if the owner is a corporation.
- 8.2. In addition to the requirements for an application for a permit for a simple building or a structure as described herein, a Building Official may require a professional design and field review as outlined in Section 7.12 of this Bylaw.
- 8.3. An application for a permit for a simple building or a structure shall include:
 - (a) supplementary contractor information in the form of Schedule 'C' to this Bylaw;
 - (b) owner's acknowledgement of responsibility and undertakings made in the form of Schedule 'D' to this Bylaw, signed by the owner, or a signing officer if the owner is a corporation;
 - (c) confirmation of compliance with the *Homeowner Protection Act* as applicable;
 - (d) a copy of a Title Search made within 30 days of the date of application;
 - (e) any required Highway Access Permit issued by the Local Jurisdiction or the Ministry of Transportation; and
 - (f) any other documents and plans required in Section 7 of this Bylaw.

Specific Requirements for Structures

- 8.4. In general, an application for a permit for a structure shall include only construction plans as outlined in Section 7.27 of this Bylaw.

Retaining Structure

- 8.5. In addition to the requirements outlined in Sections 8.1, 8.2 and 8.3 of this Bylaw, an application for a permit for a retaining structure greater than 1.5 metres in height shall:
 - (a) require a professional design and field review by a Registered Professional including the submission of Letters of Assurance and proof of professional liability insurance as outlined in Section 7.12 of this Bylaw prior to an Occupancy Permit being issued by a Building Official; and

- (b) include provisions for a guardrail in accordance with the provisions of the Building Code.

Swimming Pool

- 8.6. In addition to the requirements outlined in Sections 8.1, 8.2 and 8.3 of this Bylaw, an application for a permit for a swimming pool shall include provisions for:
- (a) an enclosed fence not less than 1.2 meters in height with no openings greater than 100mm and so designed that members, attachments or openings will not facilitate climbing;
 - (b) a self-closing gate so designed and installed as to cause the gate to return to a locked position automatically; and
 - (c) pressure reducing valves and backflow prevention device to be installed in accordance with the requirements of the Building Code.

Application for a Complex Building

- 8.7. An application for a permit for a complex building shall be made in the form of Schedule 'B' to this Bylaw and signed by the owner or a signing officer if the owner is a corporation.
- 8.8. An application for a permit for a complex building shall be accompanied by:
- (a) supplementary contractor information in the form of Schedule 'C' to this Bylaw;
 - (b) the owner's acknowledgement of responsibility and undertakings made in the form of Schedule 'D' to this Bylaw, signed by the owner, or a signing officer if the owner is a corporation;
 - (c) confirmation of compliance with the *Homeowner Protection Act* as applicable;
 - (d) Letter of Assurance in the Form of Schedule 'A' to Part 2 of the Building Code signed by the owner, or a signing officer if the owner is a corporation, and the Co-ordinating Registered Professional;
 - (e) Letters of Assurance in the form of Schedules B-1 and B-2 to Part 2 of the Building Code each signed by such Registered Professionals as a Building Official or the Building Code may require, to address the design and field reviews for the construction of the proposed building;

- (f) proof of professional liability insurance in the form of Schedule 'M' to this Bylaw;
- (g) a copy of a title search made within 30 days of the date of application;
- (h) any required Highway Access Permit issued by the Local Jurisdiction or the Ministry of Transportation and Infrastructure; and
- (i) any other documents and plans required in Section 7 of this Bylaw.

9. BUILDING AND OCCUPANCY PERMITS

Building Permit

- 9.1. Neither the issuance of a permit under this bylaw, the review of the plans and supporting documents, nor inspections made by the Building Inspector shall, in any way, constitute a representation, warranty, or statement that the building code or this bylaw has been complied with and no person shall rely on any of the above listed matters as establishing compliance with the building code or this bylaw.
- 9.2. A Building Permit shall be issued when the following conditions have been met:
- (a) a completed application in compliance with Section 8 of this Bylaw including all required supporting documentation has been submitted;
 - (b) a Building Official has determined that health and safety aspects of the works are in compliance with this Bylaw, the Building Code, the *Local Government Act* and any other applicable bylaw of the Local Jurisdiction or Provincial statute;
 - (c) the owner or representative has paid all applicable fees as specified in Appendix '1' to this Bylaw including any penalty as outlined in Section 4.15;
 - (d) the owner or representative has paid all charges and met all requirements imposed by any other statute or bylaw in respect of the issuance of a building permit;
 - (e) evidence has been provided that the proposed construction complies with the *Homeowner Protection Act* as applicable; and
 - (f) no covenant, agreement, resolution or regulation of the Local Jurisdiction authorizes the permit to be withheld.
- 9.3. The Building Permit period is valid for two years from the date the permit is granted unless the permit expires or is revoked.

Building Permit Fees

- 9.4. Building Permit Fees shall be determined in accordance with Appendix '1' to this Bylaw.
- 9.5. A Building Official may authorized the refund of eighty-five percent (85%) of the Building Permit fee upon receipt of a written request for a refund within one year of the issuance of the permit provided construction has not started.
- 9.6. When a Building Permit is issued in accordance with Section 9.7 of this Bylaw, the Building Permit Fee shall be reduced by 25% of the fee payable as specified in Appendix '1'.

Professional Plan Certification and Permit

- 9.7. Letters of Assurance in the form of Schedules B-1 and B-2 Part 2 of the Building Code provided pursuant to this Bylaw are relied upon by the District and its Building Officials in the issuance of a Building Permit 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.
- 9.8. A Building Permit issued for the construction of a Complex Building, or for a building or structure for which a Building Official required professional design pursuant to Section 7.12 of this Bylaw, shall include a notice to the owner concerning the reliance upon the certification of the Registered Professionals, in the form of Schedule 'L' to this Bylaw.

Phased Building Permit

- 9.9. A Building Official may issue a Building Permit for construction of a phase of a building or structure before the entire plans and specifications have been submitted or approved, provided sufficient information has been submitted showing that the building phase is in substantial compliance with the Building Code, this Bylaw or other applicable bylaws or regulations and the permit fee for that portion of the building or structure has been paid. The remainder of the building or development shall conform to those regulations as if a Building Permit has not been issued.

Building Permit Expired

- 9.10. A Building Permit expires if:
 - (a) construction has not commenced within one year of the date of permit issuance;

- (b) an Occupancy Permit has not been issued within the valid Building Permit period or within any renewal period authorized by a Building Official;
- (c) the work associated with a structure, other than a building, has not been approved to the Final Inspection stage within the valid Building Permit period or within any renewal period authorized by a Building Official;
- (d) construction has been discontinued for a period of one year;
- (e) a Building Official has revoked the Building Permit as provided in this Bylaw; or
- (f) the owner or representative has requested that the Building Permit be cancelled.

9.11. Except as provided in Section 9.5, no fees shall be returned where a Building Permit has expired.

Building Permit or Authorization Revoked

9.12. A Building Official may, upon written notification to an applicant, revoke a Building Permit or authorization issued under this Bylaw where:

- (a) the permit or authorization was issued in error;
- (b) notification of successful appeal has been received by the District of Chetwynd pursuant to Section 8 of the *Health Act* concerning the issuance of a Sewage Disposal Permit for the subject building;
- (c) the permit or authorization was issued on the basis of incorrect information provided by the owner, representative or a Registered Professional; or
- (d) there is a violation of this Bylaw, the Building Code, the *Local Government Act* or any other Provincial statute or bylaw enacted by the Local Jurisdiction.

9.13. No fees will be returned where a Building Permit has been revoked.

Building Permit Renewal

9.14. Where a Building Permit has expired and the owner wishes to have the permit reissued, the owner must submit a new application, including all documents and permits as prescribed in Sections 7 and 8 of this Bylaw.

- 9.15. Where an application is received pursuant to Section 9.14 and where the information submitted with the new application has not changed substantively from the original application, a Building Official may issue a new Building Permit pursuant to all the terms and conditions of this Bylaw, except that the Building Permit Fees prescribed in Appendix '1' shall not apply.
- 9.16. Where construction has not commenced or has been discontinued due to adverse weather, strikes, material or labour shortages or similar hardship beyond the owner's control, a Building Official may extend the valid Building Permit period for one renewal period of one year upon any terms and conditions specified by the Building Official.
- 9.17. Where a Building Permit has been revoked and the owner wishes to have the permit reissued, the owner shall submit a new application, including all documents and permits as prescribed in Sections 7 and 8 of this Bylaw.

Occupancy Permit Required

- 9.18. Except as provided in this Bylaw, an Occupancy Permit is required prior to occupancy of any building or structure for which a Building Permit is required under this Bylaw and it is the responsibility of the owner to obtain an Occupancy Permit after the building or structure is complete and ready for occupancy, but before any occupancy.
- 9.19. Prior to issuance of Occupancy Permit for:
- (a) a complex building, or for a building or structure for which a Building Official required professional design pursuant to Section 7.12 of this Bylaw, the owner shall provide Letters of Assurance in the form of Schedules C-A and C-B to Part 2 in the Building Code each signed by the Co-ordinating Registered Professional as the Building Code may require; and/or
 - (b) a building or structure which will generate sewage, the owner shall provide to the building official an Operating Permit or a completed Filing of a Letter of certification pursuant to the *Health Act* or the *Waste Management Act* for a sewerage system, or a confirmation of acceptable connection to a Community Sewer System from a Community Sewer System Utility;

the Building Official shall ensure that all Building Permit fees have been paid in full.

- 9.20. Where a Building Official has indicated on final inspection that the construction work is acceptable, the Building Official may issue an Occupancy Permit in the form of Schedule 'H' to this Bylaw.

- 9.21. A Building Official may issue an Occupancy Permit for part of a building when part of the building is self-contained and complies with the requirements of this Bylaw, the Building Code, the *Local Government Act* or any other Provincial statute or bylaw enacted by the Local Jurisdiction.

Provisional Occupancy Permit

- 9.22. A Building Official may issue a Provisional Occupancy Permit in the form of Schedule “I” to this Bylaw 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.
- 9.23. The owner shall pay the Provisional Occupancy Permit fee as specified in Appendix ‘1’ to this Bylaw before the issuance of the permit.
- 9.24. The Provisional Occupancy Permit is valid for 90 days from the date the permit is issued.
- 9.25. A Building Official may extend the term of the Provisional Occupancy Permit for an additional 90 days upon any terms and conditions specified by the Building Official.

10. BUILDING INSPECTIONS

Complex Buildings

- 10.1. When a Registered Professional provides Letters of Assurance for the construction of a complex building, or for a building or structure for which a Building Official required professional design and Letters of Assurance pursuant to Section 8 of this Bylaw, the District of Chetwynd will rely solely on field reviews undertaken by a Registered Professional and the Letters of Assurance as certification that the construction substantially conforms to the approved design, plans and specifications and that the construction complies with the Building Code, this Bylaw and other applicable enactments respecting safety.
- 10.2. A Building Official may attend the construction 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.

Simple Buildings or Structures

- 10.3. A Building Official may attend periodically at the site of the construction of simple buildings or structures to ascertain whether the health and safety aspects of the work are being carried out in substantial conformance with the health and safety requirements of the Building Code, this Bylaw and any other applicable enactments concerning safety.

Inspections Required

- 10.4. The owner or representative shall give at least three clear working days' notice to the Building Official when requesting an inspection.
- 10.5. The owner or representative shall obtain an inspection and receive a Building Official's acceptance of the work as indicated on the Building Permit or at each of the following aspects of the work prior to concealing them:
- (a) "*Footing Forms Inspection*" after completion of the footing forms but before pouring concrete for the footings.
 - (b) "*Foundation Forms*" after completion of the footings and the foundation forms; but before pouring concrete for the foundation.
 - (c) "*Pre-Backfill Inspection*" after damp-proofing foundations and the installation of perimeter drains with connections to the designated storm water disposal location; but before backfilling the foundation or covering drainage works.
 - (d) "*Damp Proofing and Sealing Inspection*" after the foundation is complete and the granular fill is prepared; but before pouring the concrete slab.
 - (e) "*Framing Inspection*" after completion of framing, sheathing, stairs, chimney and fireplace; but before installing insulation and vapour barrier that would conceal the framing work.
 - (f) "*Pre-Slab Inspection*" after installation of the water and sewer service lines, and any other below-grade plumbing works; but before backfilling excavations.
 - (g) "*Plumbing Above-Grade Inspection*" after completion of the rough-in plumbing and the tests required by the Building Code have been satisfactorily completed; but before covering with insulation and before vapour barrier and wall coverings have been installed.
 - (h) "*Insulation and Vapour Barrier Inspection*" after the Plumbing Above-Grade Inspection and the insulation and vapour barrier have been installed; but before wall coverings are installed.
 - (i) "*Pre-Cladding*" prior to cladding the exterior of the building to ensure proper building wrap and window/door treatment.

- (j) “*Final Inspection*” when the building or structure or part thereof is complete, including grading around the building or structure, the installation of surface drainage works and confirmation that any water meter appliance (if necessary) is in operating condition, and the building or structure is ready for use or occupancy; but before use or occupancy takes place of the whole or part of the building or structure.
- 10.6. No aspect of the work referred to in Section 10.5 of this Bylaw shall be covered until a Building Official has indicated acceptance in writing.
 - 10.7. Notwithstanding the requirements for inspections under Sections 10.5 and 10.6 of this Bylaw, a Building Official may when unable to attend a construction site on the date requested due to travel distance or time constraints, alternatively determine on the basis of information provided by the contractor whether the work may proceed despite Section 10.6, and require that photographs of the work be taken prior to the work being concealed and these photographs be submitted to the Building Official.
 - 10.8. Pursuant to Section 10.7, a Building Official may require work to be uncovered if photographs indicate a problem is likely to create a health or safety hazard.
 - 10.9. In the event that the Building Official has notified the owner or contractor that additional inspections are required, it shall be the responsibility of the owner or representative to request these additional inspections.
 - 10.10. The owner or representative shall, prior to obtaining re-inspection of any work that the Building Official determines is unacceptable, pay for the Re-Inspection Charge as specified in Appendix ‘1’ to this Bylaw.

11. DEMOLITION PERMIT AND APPLICATION

Application

- 11.1. No owner shall demolish or cause to be demolished any building or structure without first obtaining a permit to carry out such demolition.
- 11.2. An Application for a Demolition Permit shall be submitted in the form of Schedule ‘J’ to this Bylaw.

Exemptions

- 11.3. The division does not apply to:
 - (a) structures other than buildings; or
 - (b) accessory building that are one storey or less in height provided that there are no service works connected to the building.

Demolition Permit

11.4. A Demolition Permit shall be issued when the following conditions have been met:

- (a) a completed application including all required supporting documentation has been submitted as outlined in Schedule 'J';
- (b) a Building Official has determined that the proposed demolition works are in compliance with this Bylaw, the Building Code, the *Local Government Act* and any other applicable bylaw of the Local Jurisdiction or Provincial statute;
- (c) the owner or representative has paid all charges and met all requirements imposed by any other statute or bylaw in respect of the issuance of a demolition permit; and
- (d) no covenant, agreement, resolution or regulation of the Local Jurisdiction or Provincial statutes and Regulations authorizes the permit to be withheld.

11.5. A Demolition Permit shall be valid for one year from the date of issuance of the permit after which the permit expires.

11.6. A Building Official may withhold a permit for a demolition where:

- (a) in the case of a residence, the building is occupied; or
- (b) the site on which the building is located is subject to potential contamination and as required by the *Local Government Act* must require a site profile.

Demolition Deposit

11.7. An applicant for a permit for a demolition shall pay the Demolition Deposit as specified in Appendix '1' to this Bylaw before the issuance of the permit to ensure the work is completed and the site is rehabilitated.

11.8. Where a building or structure is demolished under a permit, and where:

- (a) the property is rehabilitated to a tidy and safe condition;
- (b) all waste debris has been removed;
- (c) any septic tank or other underground storage facility has been removed; and
- (d) any barricade or covered way has been dismantled;

the Building Official shall return the Demolition Deposit to the applicant.

- 11.9. Where a permit for a demolition has expired and the demolition and works referred to in Section 11.8 have not been completed, the District may utilize the Demolition Deposit to complete the works.

12. MOVING PERMIT AND APPLICATION

Application

- 12.1. Where the moving of buildings is permitted in the Local Jurisdiction, no person shall move or cause to be moved any building without first obtaining a permit to carry out such a move as well as a Building Permit for construction works on the property to which the subject building is to be moved.
- 12.2. An Application for a Moving Permit shall be submitted in the form of Schedule 'K' to this Bylaw.
- 12.3. A Building Permit Application shall be submitted in the form of Schedule 'A' or 'B' to this Bylaw for the construction works on the property to which the subject building is to be moved.
- 12.4. A Mobile Home Tax Certificate shall be obtained from the District of Chetwynd Collector (or Deputy Collector) indicating that no taxes imposed or deemed to have been imposed on the subject mobile home remain unpaid.

Moving Permit

- 12.5. A Moving Permit shall be issued when the following conditions have been met:
- (a) a completed application including all required supporting documentation has been submitted in the form of Schedule 'K' to this Bylaw;
 - (b) a Building Official has determined that any proposed works are in compliance with this Bylaw, the Building Code, the *Local Government Act* or any other applicable bylaw of the Local Jurisdiction or Provincial statute;
 - (c) the owner or representative has paid all applicable fees as specified in Appendix '1' to this Bylaw including any penalty as outlined in Section 4.15;
 - (d) the owner or representative has paid all charges and met all requirements imposed by any other statute or bylaw in respect to the moving of buildings; and
 - (e) no covenant, agreement, resolution or regulation of the Local Jurisdiction authorizes the permit to be withheld.

- 12.6. A Moving Permit shall be valid for one year from the date of issuance of the permit after which the permit expires.
- 12.7. Building Officials shall refuse a permit for moving a building where:
- (a) the floor area of the building to be moved is less than the minimum floor area specified in the Zoning Bylaw for the property to which it is to be moved;
 - (b) the building is older than 20 years.

Moving Deposit

- 12.8. An applicant for a permit shall pay the Moving Deposit as specified in Appendix '1' to this Bylaw before the issuance of a permit to ensure that the building is rehabilitated and installed according to the permit.
- 12.9. Where a building is moved under a permit, and where a Building Official has issued an Occupancy Permit for the building, the Building Official shall return the Moving Deposit to the applicant upon written request.
- 12.10. Where a permit for moving a building has expired and the works authorized by the Moving Permit and any associated Building Permit have not be completed, the District of Chetwynd may utilize the Moving Deposit to complete the work.

13. ATTACHMENTS AND IMPLEMENTATION

Schedules and Appendices

- 13.1. The following Schedules, generally in the form as attached hereto, form part of this Bylaw:

'A'	Application for a Building Permit for a Simple Building or Structure
'B'	Application for a Building Permit for a Complex Building
'C'	Supplementary Contractor Information
'D'	Property Owner's Acknowledgement of Responsibility and Undertakings
'E'	Building Permit
'F'	'Stop Work Order' Notice
'G'	'Do Not Occupy' Notice
'H'	Occupancy Permit
'I'	Provisional Occupancy Permit
'J'	Application for a Demolition Permit
'K'	Application for a Moving Permit
'L'	'Reliance on Certification' Notice
'M'	Report on Professional Insurance

13.2. The following Appendices are attached hereto and form part of this Bylaw:

‘1’ Fees and Charges

Effective Date

13.3. This Bylaw will come into full force and effect upon its adoption.

Repeal

13.4. District of Chetwynd Building Bylaw No. 798/G/03 and all amendment thereto, are hereby repealed.

Severability

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

Read a First Time This	17 th	day of	December,	2012.
Read a Second Time This	17 th	day of	December,	2012.
Read a Third Time This	17 th	day of	December,	2012.
Reconsidered and Adopted This	7 th	day of	January,	2013.

Director of Corporate Administration

Mayor

**DISTRICT OF CHETWYND
BUILDING BYLAW NO. 973, 2012**

SCHEDULE 'A'

**APPLICATION FOR A BUILDING PERMIT
FOR A SIMPLE BUILDING OR STRUCTURE**

File No. _____

Pursuant to the District of Chetwynd Building Bylaw No. 973, 2012, I, being the owner, or corporation signing officer of the owner, of the property listed below, hereby make application for a Building Permit for the works as listed below.

Type of Work: _____ Construction Value: \$ _____
(build, alteration, addition, plumbing etc.)

Proposed Use: _____
(house, mobile home, barn, accessory building etc.)

CONSTRUCTION SITE

Legal Description: _____
(Lot , Plan , Block, DL, etc.)

Street Address: _____

Mailing Address: _____

PROPERTY OWNER

Name: _____

Signing Officer: _____ (if owner is a corporation)

Mailing Address: _____ Postal Code: _____

Phone: (Home) _____ Phone: (Work) _____

CONSTRUCTION CONTRACTOR

Not Applicable, As Above

Name: _____

Signing Officer: _____ (if owner is a corporation)

Mailing Address: _____ Postal Code: _____

Phone: (Home) _____ Phone: (Work) _____

I provide the following documentation as described in Sections 7 and 9 in the Building Bylaw and I agree to provide additional information as may be required by a Building Official to complete my application.

- Construction Plans (two copies)
- Site Plan or Survey Certificate
- “*Homeowner Protection Act*” documents
- Supplementary Contractor Information
- Copy of a Title Search
- Evidence of Potable Water Supply (where applicable)
- Sewage Disposal Permit (Where Applicable)
- Owner’s Acknowledgement of Responsibility and Undertakings
- Other: _____

I understand that a Building Permit Application held on file at the District of Chetwynd and not completed within 12 months shall expire and all application documents may be destroyed.

Print Owner’s Name: _____

Print Signing Officer: _____ (If owner is a corporation)

Signature: _____

Date: _____

**DISTRICT OF CHETWYND
BUILDING BYLAW NO. 973, 2012**

SCHEDULE 'B'

**APPLICATION FOR A BUILDING PERMIT
FOR A COMPLEX BUILDING**

File No. _____

Pursuant to the District of Chetwynd Building Bylaw No. 973, 2012, I, being the owner, or corporation signing officer of the owner, of the property listed below, hereby make application for a Building Permit for the works as listed below.

Type of Work: _____ Construction Value: \$ _____
(build, alteration, addition, plumbing etc.)

Proposed Use: _____
(house, mobile home, barn, accessory building etc.)

CONSTRUCTION SITE

Legal Description: _____
(Lot , Plan , Block, DL, etc.)

Street Address: _____

Mailing Address: _____

PROPERTY OWNER

Name: _____

Signing Officer: _____ (if owner is a corporation)

Mailing Address: _____ Postal Code: _____

Phone: (Home) _____ Phone: (Work) _____

CONSTRUCTION CONTRACTOR

Not Applicable, As Above

Name: _____

Signing Officer: _____ (if owner is a corporation)

Mailing Address: _____ Postal Code: _____

Phone: (Home) _____ Phone: (Work) _____

I provide the following documentation as described in Sections 7 & 8 in the Building Bylaw and I agree to provide additional information as may be required by a Building Official to complete my application.

- Construction Plans (two copies)
- Site Plan or Survey Certificate
- “*Homeowner Protection Act*” documents
- Supplementary Contractor Information
- Copy of a Title Search
- Evidence of Potable Water Supply (where applicable)
- Sewage Disposal Permit (Where Applicable)
- Owner’s Acknowledgement of Responsibility and Undertakings
- Other: _____

I understand that a Building Permit Application held on file at the District of Chetwynd and not completed within 12 months shall expire and all application documents may be destroyed.

Print Owner’s Name: _____

Print Signing Officer: _____ (If owner is a corporation)

Signature: _____

Date: _____

**DISTRICT OF CHETWYND
BUILDING BYLAW NO. 973, 2012**

SCHEDULE 'C'

**BUILDING PERMIT APPLICATION
SUPPLEMENTARY CONTRACTOR INFORMATION**

File No. _____

CONSTRUCTION SITE

Legal Description: _____
(Lot , Plan , Block, DL, etc.)

Street Address: _____

Mailing Address: _____

PLUMBING INSTALLATION CONTRACTOR Not Applicable

I hereby certify that I accept full responsibility for the design and installation of the plumbing system for the new building or structure on the above noted property in compliance with the BC Building Code including Part 7 of the Code (Plumbing Services).

Name: _____ T.Q. No. _____

Company: _____

Mailing Address: _____ Postal Code: _____

Phone: (Home) _____ Phone: (Work) _____

Signature: _____ Date: _____

HEATING INSTALLATION CONTRACTOR Not Applicable

I hereby certify that I have performed heat loss calculations and I accept full responsibility for the design and installation of the heating system for the new building or structure on the above noted property in compliance with the Building code and other Provincial standards and regulations as may be applicable.

Name: _____ T.Q. No. _____

Company: _____

Mailing Address: _____

Phone: (Home) _____ Phone: (Work) _____

Signature: _____ Date: _____

CO-ORDINATING REGISTERED PROFESSIONAL

Name: _____

Company: _____

Mailing Address: _____

Phone: (Home) _____ Phone: (Work) _____

Signature: _____ Date: _____

I provide the following documentation as described in Section 7 and 8 in the Building Bylaw and I agree to provide additional information as may be required by a Building Official to complete my application.

- Construction Plans (two copies)
- Site Plan or Survey Certificate
- “*Homeowner Protection Act*” documents
- Supplementary Contractor Information
- Copy of a Title Search
- Evidence of Potable Water Supply (where applicable)
- Sewage Disposal Permit (Where Applicable)
- Owner’s Acknowledgement of Responsibility and Undertakings
- Co-Ordinating Registered Professional Letter of Assurance (Schedule A of the Building Code)
- Other Registered Professional Letters of Assurance (Schedule B-1 and B-2 of the Building Code)
- Other: _____

I understand that a Building Permit Application held on file at the District of Chetwynd and not completed within 12 months shall expire and all application documents may be destroyed.

Print Owner’s Name: _____

Print Signing Officer: _____ (If owner is a corporation)

Signature: _____

Date: _____

**DISTRICT OF CHETWYND
BUILDING BYLAW NO. 973, 2012**

SCHEDULE 'D'

**PROPERTY OWNER'S ACKNOWLEDGEMENT
OF RESPONSIBILITIES AND UNDERTAKINGS**

File No. _____

I/we _____ (print name)

being the owner, or the signing authority for the corporate owner of the following property:

Legal Description: _____

Street Address: _____

(Owner or Signing Authority to **Initial Each Clause**)

understand that in consideration of being granted a permit, release and agree to indemnify the District of Chetwynd, its Council members, employees and agents from and against all liability, demands, claims, causes of action, suits, judgments, losses, damages, costs and expenses of whatever kind which I/we or any other person, partnership or corporation or our respective heirs, successors, administrators or assignees may have or incur in consequence of, or incidental to, the granting of a permit or any representation, advice, inspection, failure to inspect, certification, approval, enforcement or failure to enforce the Building bylaw or the Building Code and I/we agree that the District of Chetwynd owes me/us no duty of care in respect to these matters;

have checked the Certificate of Title for covenants, building schemes, easements, etc. and I/we understand that these matters are not enforced by the District of Chetwynd or the Local Jurisdiction;

recognize that there are areas of 'problem soils' within the District of Chetwynd which are widely distributed as to location. I/we hereby affirm that it is my/our responsibility as owner of the parcel to identify site conditions generally and 'problem soils' in particular on which the construction cited in my application is to be placed and I/we will take all action required to ensure adequacy of foundation works;

hereby acknowledge that if granted a permit pursuant to my/our application, that it is my/our responsibility to ensure compliance with the Building Code, Building Bylaw and any other applicable enactment, code, regulation or standard relating to the work in respect of which the permit is issued, whether or not said work is undertaken by me/us or by whom I/we retain or employ to provide design and/or construction services;

- hereby acknowledge that neither the issuance of a permit; nor the acceptance and review of plans, specifications, drawings or supporting documents; nor inspections made by or on behalf of the District of Chetwynd constitute a representation, warranty, assurance or statement that the Building Code, Building Bylaw or any other applicable enactment, code regulation or standard has been complied with;
- understand that where the permit is issued on the basis of a "Permit to Construct a Sewage Disposal System" issued by the Health Region, if I/we commence construction before the expiry of the 30 day appeal period pursuant to Section 4 of the Health Act I/we do so at my/our own risk including the risk of not being able to occupy the building. I/we also understand that the District of Chetwynd will not be responsible to verify the existence or status of any appeals and accepts no responsibility for any damages or losses incurred due to my/our failure to verify whether an appeal has been taken and if so, whether it is allowed; and
- acknowledge that I/we have been advised to obtain independent legal advice in respect of the responsibilities I/we am assuming upon the granting of a permit by the District of Chetwynd pursuant to my/our application and in respect of the execution of this document.

I have read the above acknowledgement, undertaking, release and indemnity and understand it.

Signature: _____

Date: _____

Company Name: (If Applicable) _____

**DISTRICT OF CHETWYND
BUILDING BYLAW NO. 973, 2012**

SCHEDULE 'E'

BUILDING PERMIT

DISTRICT OF CHETWYND
5400 NORTH ACCESS, BOX 357
CHETWYND, BC V0C 1J0

FOLIO NO _____

BUILDING PERMIT NO. _____

**THIS PERMIT
IS ISSUED TO:** _____
(name of owner)

FOR: _____
(description of work)

(state location)

(legal location)

In accordance with terms and conditions noted on the application form, and on drawings and specifications where applicable

Date: _____ BUILDING INSPECTOR

PERMIT FEE PAID \$ _____ RECEIPT # _____ DATE: _____

POST PERMIT ON-SITE

**DISTRICT OF CHETWYND
BUILDING BYLAW NO. 973, 2012**

SCHEDULE 'F'

'STOP WORK ORDER' NOTICE

STOP WORK ORDER

All persons shall stop work immediately on the building or structure to which this Order is affixed.

Reasons for this Order may be obtained at the Building Inspection Department of the District of Chetwynd, Telephone 250-401-4100.

Every person who fails to comply with this Order, pursuant to the Building Bylaw, shall be liable to a penalty not exceeding \$10,000.00 and costs as determined.

Building Site _____

Date: _____ Permit No. _____

Work shall not resume without written approval from a Building Official of the Building Inspection Department of the District of Chetwynd.

Building Official

District of Chetwynd
5400 North Access Road
Chetwynd, B.C.
V0C 1J0

**DISTRICT OF CHETWYND
BUILDING BYLAW NO. 973, 2012**

SCHEDULE 'G'

'DO NOT OCCUPY' NOTICE

DO NOT OCCUPY THESE PREMISES

All persons shall stop work immediately on the building or structure to which this Order is affixed.

Reasons for this Order may be obtained at the Building Inspection Department of the District of Chetwynd, Telephone 250-401-4100.

Every person who fails to comply with this Order, pursuant to the Building Bylaw, shall be liable to a penalty not exceeding \$10,000.00 and costs as determined/

Building Site _____

Date: _____ Permit No. _____

Work shall not resume without written approval from a Building Official of the Building Inspection Department of the District of Chetwynd.

Building Official

District of Chetwynd
5400 North Access Road
Chetwynd, B.C.
V0C 1J0

**DISTRICT OF CHETWYND
BUILDING BYLAW NO. 973, 2012**

SCHEDULE 'H'

OCCUPANCY PERMIT

This confirms that inspections pursuant to the District of Chetwynd Building Bylaw have been completed. At the time of the inspections, no substantive violations of health and safety requirements were observed. This is not a warranty that the subject building complies with all local government and provincial regulations governing building construction nor that it is without defect.

Building Permit No. _____

Use Classification. _____

Building Site _____

Date _____

Building Official

**DISTRICT OF CHETWYND
BUILDING BYLAW NO. 973, 2012**

SCHEDULE 'I'

PROVISIONAL OCCUPANCY PERMIT

Building Permit No. _____

Use Classification. _____

Building Site _____

The above building has not been completed. At the time of the inspections conducted prior to the issuance of the Provisional Occupancy Permit, no substantive violations of health and safety requirements were observed.

This Permit is valid for a period of 90 days from the date the Permit is granted. The Owner must ensure that construction is completed following the approved plans and an Occupancy Permit is issued by the end of the 90 day period. The following conditions are noted:

Date _____

Building Official

**DISTRICT OF CHETWYND
BUILDING BYLAW NO. 973, 2012**

SCHEDULE 'J'

APPLICATION FOR A DEMOLITION PERMIT

File No. _____

Pursuant to the "District of Chetwynd Building Bylaw No. 973, 2012, I, being the owner, or corporation signing officer of the owner, of the property listed below, hereby make application for a permit to demolish a building or structure as follows.

DEMOLITION SITE

Legal Description: _____
(Lot , Plan , Block, DL, etc.)

Street Address: _____

Mailing Address _____

Buildings or Structures to be demolished: _____

PROPERTY OWNER

Name: _____

Signing Officer: _____ (if owner is a corporation)

Mailing Address: _____ Postal Code: _____

Phone: (Home) _____ Phone: (Work) _____

CONTRACTOR Not Applicable, As Above

Name: _____

Signing Officer: _____ (if owner is a corporation)

Mailing Address: _____ Postal Code: _____

Phone: (Home) _____ Phone: (Work) _____

ATTACHMENTS

The following information is attached hereto:

1. A Site Plan submitted in duplicate at a minimum scale of 1:200 showing lot dimensions and the location of physical features as well as the dimensions and location of all existing buildings, setbacks from property lines, septic tank location, or the location of any other underground storage facility, and indicating the building(s) or structure(s) proposed for demolition.
2. Floor Plans submitted in duplicate showing the dimensions and general description of the building(s) or structure(s) proposed for demolition.
3. A Statutory Declaration stating that all applicable utilities and services (hydro, gas, water, telephone, cablevision, etc.) have been disconnected and that any storage tanks (septic tank, oil tank, etc.) either above ground or below ground have been pumped-out.

PROPERTY OWNER DECLARATION

I agree to provide additional information as may be required by a Building Official to complete my application.

I hereby release and agree to indemnify and save harmless the District of Chetwynd of all claims, liabilities, judgments, costs and expenses of whatsoever kind which may in any way occur against the said parties in consequence of, and incidental to, the granting of this Permit, if issued, and I further agree to conform to the conditions of the Permit, requirements of all bylaws in force in the District of Chetwynd.

I understand that a Demolition Permit Application held on file at the District and not completed within six months shall expire and all application documents may be destroyed.

Print Owner's Name: _____

Print Signing Officer: _____ (If owner is a corporation)

Signature: _____

Date: _____

**DISTRICT OF CHETWYND
BUILDING BYLAW NO. 973, 2012**

SCHEDULE 'K'

APPLICATION FOR MOVING PERMIT

File No. _____

Pursuant to the District of Chetwynd Building Bylaw No. 973, 2012, I, being the owner, or corporate signing officer of the owner, of the property listed below, hereby make application for a permit to move a building to a new location as follows:

THE BUILDING IS LOCATED AT:

Legal Description: _____
(Lot , Plan , Block, DL, etc.)

Street Address: _____

Property Owner _____

Mailing Address: _____

Phone: (Home) _____ Phone: (Work) _____

Description of building being moved: _____

THE BUILDING IS BEING MOVED TO:

Legal Description: _____
(Lot , Plan , Block, DL, etc.)

Street Address: _____

Property Owner _____

Mailing Address: _____

Phone: (Home) _____ Phone: (Work) _____

CONTRACTOR Not Applicable

Name: _____

Company: _____

Mailing Address: _____

Phone: (Home) _____ Phone: (Work) _____

ATTACHMENTS

The following information is attached hereto:

- An Appraisal Report that:
 - (1) has been prepared by an Appraiser accredited by the Appraisal Institute of Canada;
 - (2) indicates the floor area of the building to be moved, which area excludes the basement floor area;
 - (3) indicates the appraised value of the building after the move including construction works at the new site as outlined in the "Building Permit Application"; and
 - (4) includes the appraised value, or approximate appraised value, of any dwellings situated on parcels which are wholly or partially enclosed by lines drawn parallel to and perpendicularly distant 100 metres from the boundaries of the parcel to which the building is to be moved.

- A "Building Permit Application" as outlined in the Building Bylaw with all required information for construction works at the new construction site.

- A "Mobile Home Tax Certificate" indicating that no taxes imposed or deemed to have been imposed on the subject mobile home remain unpaid.

PROPERTY OWNER DECLARATION

(owner of land where the building is being moved to)

I agree to provide additional information as may be required by a Building Official to complete my application.

I hereby release and agree to indemnify and save harmless the District of Chetwynd, of all claims, liabilities, judgments, costs and expenses of whatsoever kind which may in any way occur against the said parties in consequence of, and incidental to, the granting of this Permit, if issued, and I further agree to conform to the conditions of the Permit, requirements of all bylaws in force in the District of Chetwynd.

I understand that a Moving Permit Application held on file at the District of Chetwynd and not completed within six months shall expire and all application documents may be destroyed.

Print Owner's Name: _____

Print Signing Officer: _____ (If owner is a corporation)

Signature: _____

Date: _____

**DISTRICT OF CHETWYND
BUILDING BYLAW NO. 973, 2012**

SCHEDULE 'L'

'RELIANCE ON CERTIFICATION' NOTICE

Permit (File) No. _____

To:

Name: _____ (owner or signing officer)

Company: _____

Mailing Address: _____

_____ Postal Code: _____

RE:

Legal Description: _____
(Lot#, Plan #, Section#, etc)

Pursuant to Section 290 of the *Local Government Act* and the District of Chetwynd Building Bylaw No. 973, 2012", take notice that the District of Chetwynd in issuing the Building Permit cited hereon has relied upon the Letters of Assurance issued by Registered Professionals cited below that their components of the plans and supporting documents substantially comply with the BC Building Code and other applicable enactments respecting safety and the District of Chetwynd will rely solely on the field reviews undertaken by these Registered Professionals an certification that the construction work complies with the Code, the District Building Bylaw and other applicable enactments respecting safety.

Date: _____

Building Official

**DISTRICT OF CHETWYND
BUILDING BYLAW NO. 973, 2012**

SCHEDULE 'M'

REPORT ON PROFESSIONAL INSURANCE

Permit (File) No. _____

PROJECT

Described as: _____

Legal Description: _____
(Lot #, Plan #, Section #, etc)

Street Address: _____

REGISTERED PROFESSIONAL

Pursuant to the District of Chetwynd Building Bylaw No. 973, 2012 the undersigned hereby gives assurance that:

1. I have fulfilled my obligation to obtain professional liability or errors and omissions insurance as outlined in Bylaw No. 973, 2012.
2. I have attached a copy of my certificate of insurance indicating the particulars of such coverage.
3. I am a registered professional as defined by Section 1.1.3.2 of the BC Building Code.
4. I will notify the Building Official immediately if this insurance coverage is reduced or terminated at any time during construction of the above noted project.

Name: _____

Company: _____

Mailing Address: _____

Phone: (Home) _____ Phone (Work) _____

Signature: _____ Date: _____

**DISTRICT OF CHETWYND
BUILDING BYLAW NO. 973, 2012**

APPENDIX '1'

FEES AND CHARGES

Building Permit Fees:

Minimum Building Permit Fee (retaining walls, etc.)	\$75.00
First \$10,000 of construction value	\$9.00 per \$1,000 of value
Remainder of construction value over \$10,000	\$6.50 per \$1,000 of value
Re-Inspection Fee	\$40.00
Inspection outside of regular working hours	\$65.00
Charge for starting construction without permit	\$400.00

Damage Deposits

Single Family Dwellings	\$500.00
Renovations or buildings valued less than \$10,000	\$250.00
All other projects	\$1,000.00

NOTE: Damage Deposits are 100% refundable. Deposit will be held by Municipality until the final inspection has been completed; it has been verified that there are no outstanding fees; and it has been confirmed that no damage occurred to municipal infrastructure

Fees to Move or Demolish a Building

Under 200 square feet	\$625.00
200 square feet and over	\$1,250.00

NOTE: Fees to move or demolish a building are 75% refundable upon completion of work and confirmation that the site has been left in satisfactory condition.

Control of Site Debris and Rubbish

Failure to control debris and rubbish from leaving site	\$1,000.00
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Reduction

If an engineer provides a sealed design drawing and on-site supervision to confirm construction meets necessary requirements under this Bylaw, the Building Permit cost will be reduced by ten percent (10%).