

**CONSOLIDATION OF  
BYLAW 7353  
BUILDING REGULATION  
BYLAW, 2003**

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**CONSOLIDATION OF BYLAW 7353 AS OF DECEMBER 20<sup>th</sup>, 2004  
UP TO AND INCLUDING BYLAW 7518  
THE DISTRICT OF NORTH VANCOUVER**

BYLAW 7353

A bylaw for the Administration and Enforcement of the Building Code

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

AND WHEREAS the Province by enactment has authorized the Council, for the health, safety and protection of persons and property, to regulate the construction, alteration, repair or demolition of *buildings* and *structures* by bylaw;

NOW THEREFORE the Council of the District of North Vancouver, in open meeting assembled, enacts as follows:

**PART 1     INTERPRETATION**

**Citation**

- 1.1     This bylaw may be cited as “**BUILDING REGULATION BYLAW, 2003**”.
- 1.2     Every reference to this bylaw in this or another District bylaw is a reference to this bylaw as amended to the date of the reference.

**Definitions**

- 1.3     In this bylaw the following words and terms have the meanings set out in Section 1.1.3.2 of the *building code* as of the date of the adoption of this bylaw: *assembly, building, building area, building height, business and personal services occupancy, care or detention occupancy, constructor, coordinating registered professional, designer, excavation, field review, firewall, high hazard industrial occupancy, industrial occupancy, low hazard industrial occupancy, major occupancy, mercantile occupancy, medium hazard industrial occupancy, occupancy, owner, private sewage disposal system, registered professional, residential occupancy or unsafe condition.*
- 1.4     In this bylaw,
- accepted* means reviewed by the *chief building official* under the applicable provisions of the *building code* and this bylaw;
- addition* means an *alteration* to any *building* which will increase the total aggregate

floor area or the *building height* (in storeys), and includes the provision of two or more separate *buildings* with openings between each other for intercommunication;

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

*alteration* means a change, repair or modification of the *construction* or arrangement of any *building* or *structure*, or to an *occupancy* regulated by this bylaw;

*building code* means the *British Columbia Building Code 1998* as adopted by the Minister responsible under provincial legislation, as amended or re-enacted from time to time;

*building official* includes *building* inspectors, plan checkers, plumbing inspectors and electrical inspectors designated or appointed by the District;

*chief building official* means the person designated in or appointed to that position by the District, and any *person* named by the Council to act in place of the chief building official;

*complex building* means:

- (a) all *buildings* used for *major occupancies* classified as
  - (i) *assembly occupancies*,
  - (ii) *care or detention occupancies*, or
  - (iii) *high hazard industrial occupancies*, or
- (b) all *buildings* exceeding 600 square meters in *building area* or exceeding three storeys in *building height* used for *major occupancies* classified as
  - (iv) *residential occupancies*,
  - (v) *business and personal services occupancies*,
  - (vi) *mercantile occupancies*, or
  - (vii) *medium and low hazard industrial occupancies*;

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

*designer* means the *person* responsible for design and, unless the requirement is waived under an enforcement policy of the Council, if required under this bylaw or the *building code* must be an architect or professional engineer registered and licensed as such under the laws of British Columbia;

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

*health and safety aspects of the work* means *design* and *construction* regulated by sections 3.2.4, 3.2.5, 3.2.6, 3.2.7, 3.3.1.12, 3.3.1.17, 3.4.5, 3.4.6.5, 3.4.6.6, 3.4.6.7, 3.4.6.10-15, 3.7.4.8, 3.8 of Part 3 of the *building code* and 9.5, 9.6, 9.7.1-9.7.3, 9.7.5-9.7.7, 9.8, 9.9, 9.10, 9.14, 9.18, 9.21, 9.22, 9.31, 9.32, 9.35 and 9.36 of Part 9 of the *building code*.

*multi-family residential* describes a *building* containing more than one *residential occupancy*, where each *residential occupancy* does not have more than one stove or other cooking facility;

*owner* includes the *agent* of the *owner*;

*permit* means permission or authorization in writing by the *chief building official* to perform work regulated by this bylaw and, in the case of *occupancy permit*, to occupy a *building* or part of a *building*;

*pool* means a *structure* or *constructed* depression used or intended to be used for swimming, bathing, wading or diving which is designed to contain water and has a depth exceeding 0.5 m;

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

*protection* describes an enactment made for the health, safety and protection of persons and property;

*project* means any *construction* operation;

*retaining wall* means a wall, or a series of walls, constructed for the purpose of supporting or confining earth, water or other material and restraining it from moving,

- (a) if the wall exceeds 1.22 m (4 ft) in height above the lesser of natural or finished grade;
- (b) in the case of a series of walls, if any of the walls extend above a line commencing 1.22 metres above the lesser of natural or finished grade at the base of any of the walls and projected at an angle of one linear unit vertically to one unit horizontally;

*simple 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*;

*stacked rock wall* means any wall consisting of rock or boulder units greater than 250mm in the least dimension or .027 m<sup>3</sup> in volume where each rock or boulder unit is not

- (a) buried in native, solid bearing ground to a depth not less than one third its diameter and volume; or
- (b) located on land generally sloping less than 4 horizontal to 1 vertical;

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

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

- (a) for *construction* of a *building* containing a *residential occupancy* that is served by only one stove, or two stoves if permitted as an auxiliary and secondary *residential occupancy*, the greater of:
  - (i) the declared value of the work, or
  - (ii) the value calculated using Schedule C; or
  
- (b) for all other *construction*, the greater of:
  - (i) the declared value of the work, or
  - (ii) the value calculated using a method stipulated in the “Marshall Valuation Service” or “RS Means”.

1.5 Definitions of words and phrases used in this bylaw that are not included in the definitions in this Part have the meanings commonly assigned to them in the context in which they are used in this bylaw, taking into account the specialized use of terms with the various trades and professions to which the terminology applies.

#### **Administrative Directions**

1.6 Words defining the authority of the *chief building official* are to be construed as internal administrative directions and not as creating a duty.

#### **Abbreviations**

1.7 The abbreviations of words and phrases in this bylaw shall have the meanings assigned to them by the *building code*.

#### **Climatic Data**

1.8 The applicable climatic and seismic data for the design of *buildings* in the District are set out in Schedule M.

### **PART 2 PURPOSE OF BYLAW**

2.1 Despite any other provision in this bylaw, this bylaw is to be interpreted in accordance with this Part.

2.2 This bylaw is enacted for the purpose of regulating *construction* in the District in the general public interest.

2.3 The activities undertaken by or on behalf of the District under this bylaw are for the sole purpose of providing a limited and interim spot checking.

2.4 The purpose of this bylaw does not extend to

2.4.1 the protection of *owners*, *owner/builders* or *constructors* from economic loss;

2.4.2 the assumption by the District or any *building official* of any responsibility for ensuring the compliance by any *owner*, his or her representatives or any employees, *constructors* or *designers* retained by him or her, with the *building code*, the requirements of this bylaw or any other applicable codes or standards;

2.4.3 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;

- 2.4.4 providing a warranty or assurance that *construction* undertaken pursuant to *building permits* issued by the District is free from latent, or any, defects.

### **PART 3 APPLICATION**

#### **Application**

- 3.1 This bylaw applies to the geographical area of the District of North Vancouver and to land, the surface of water, air space, *buildings* and *structures* in the District of North Vancouver.
- 3.2 This bylaw applies to the *design, construction* and *occupancy* of new *buildings* and *structures*, and the alteration, reconstruction, demolition, removal, relocation and *occupancy* of existing *buildings* and *structures*.
- 3.3 This bylaw does not apply to
- 3.3.1 a fence permitted to be *constructed* under the District's zoning bylaw, except as provided for in Part 6;
- 3.3.2 an accessory *building* with a floor area less than 10 square metres, a trellis, an arbour, a wall supporting soil less than 1.22 metres (4 feet) in height, and other such landscape features on a parcel zoned for single family *residential occupancy* uses under the District's zoning bylaw, if the *building* or *structure* complies with the siting requirements of the zoning bylaw;
- 3.3.3 nonstructural repair and maintenance of lawfully conforming *structures* on a parcel zoned for single family *residential occupancy* uses under the District's zoning bylaw.

#### **Limited Application to Existing Buildings**

- 3.4 Except as provided in the *building code*, when an *existing building* has been *constructed* before the enactment of this bylaw, the enactment of this bylaw is not to be interpreted as requiring that the *building* must be reconstructed or altered, unless it is by this or another bylaw, regulation or statute expressly so provided.
- 3.5 This bylaw applies if the whole or any part of an *existing building* is moved either within or into the District, including relocation relative to parcel lines created by subdivision or consolidation.
- 3.6 If an *existing building* or a *structure* is damaged by fire, decay, storm, earthquake or otherwise to an extent greater than 75 percent of its assessed value as of the date of the damage above its *foundations*, this bylaw, the *building code* and the "British Columbia Fire Code Regulation" apply to the work necessary to reconstruct damaged portions of the *building* or *structure* and to correct any contraventions of these codes in the remainder of the *building* or *structure*.
- 3.7 If an *alteration* is made to an existing *building*:
- 3.7.1 the *alteration* must comply with this bylaw and the *building code* and other applicable enactments respecting protection;
- 3.7.2 the existing *building* must be upgraded to a level consistent with Schedule O.
- 3.8 If the *alteration* is limited to small suites intended for a Group A Division 2, D, E or F2 occupancy



under the *building code* and if the occupancy load for the entire suite does not exceed 60 persons:

- 3.8.1 the alteration must conform to this bylaw, and
- 3.8.2 the suite area and its means of egress must be upgraded to a level consistent with Schedule O, and:
  - 3.8.2.1 materials approved for one-hour fire resistive *construction must be* installed on the suite side of the suite separation, or
  - 3.8.2.2 the building must have been, within the last 20 years, either *constructed* or upgraded to a level consistent with Schedule O.
- 3.9 If an addition is made to an existing *building*, the additions must comply with this *bylaw* and the *building code*, and the rest of the building must be upgraded to a level consistent with Schedule O.
- 3.10 If the *alterations* to an existing building include minor *additions* which:
  - 3.10.1 add no more than 25% to the *building area* of the *building*,
  - 3.10.2 do not exceed 500 square meters in floor area, and
  - 3.10.3 do not create a non-conformity or add further non-compliance to the *building*,  
the *additions* must comply with this bylaw and the *building code*.

## **PART 4 POWERS, ROLES AND RESPONSIBILITIES**

### **ADMINISTRATION**

#### **Administration of Bylaw**

- 4.1 The *chief building official* may keep records of applications received, *permits* and orders issued, inspections and tests, and retain copies of papers and documents connected with the administration of this bylaw.

#### **Refusal to Issue Permit**

- 4.2 The *chief building official* may refuse to issue a *permit* if in his or her opinion the proposed work will contravene the requirements of the *building code* or the provisions of this or any other bylaw of the District.

#### **Revocation of Permit**

- 4.3 The *chief building official* may revoke a *permit* if in his or her opinion the results of tests on materials, devices, *construction* methods, structural assemblies or *foundation* conditions contravene the *building code* or the provisions of this bylaw or both, or if all *permits* required under this bylaw have not been obtained.

#### **Conformity to Building Code**

- 4.4 The *chief building official* may establish or require the *owner* to establish whether a method or

type of construction or material used in the construction of a *building* or *structure* complies with the requirements and provisions of this bylaw and the *building code*.

#### **Right of Entry**

- 4.5 The *chief building official* may enter on property at any time in order to ascertain whether the requirements of this bylaw are being met.

#### **Consent or Notice**

- 4.6 If a *building* permitted under the District's zoning bylaw to be used for a *residential occupancy* is occupied, the *chief building official* must, prior to entry in the residence under section 4.5:

4.6.1 obtain the prior consent of an occupant; or

4.6.2 deliver to an occupant at least 24 hours' written notice of the proposed entry.

#### **Credentials**

- 4.7 The *chief building official* must ensure that *persons* entering on property under sections 4.5 and 4.6 are in possession of credentials which identify them as his or her authorized representatives.

#### **Tests**

- 4.8 The *chief building official* may direct that tests of materials, equipment, devices, construction methods, structural assemblies or *foundations* be made, or sufficient evidence or proof be submitted at the expense of the *owner*, where such evidence or proof is necessary to determine whether the material, equipment, device, construction or *foundation* condition complies with this bylaw and the *building code*.

#### **Powers**

4.9 The *chief building official* may order

4.9.1 a *person* who contravenes any provision of this bylaw to comply with the provision within the time period ordered;

4.9.2 work to stop on the *building* or *structure* or any part of it, if the work is proceeding in contravention of this bylaw, the *building code*, or any other enactment of the District or other applicable enactments respecting protection or if there is an *unsafe condition*;

4.9.3 the removal of any unauthorized encroachment on public property;

4.9.4 the removal of any *building*, *structure* or part of them *constructed* in contravention of a provision of this bylaw;

4.9.5 the cessation of any *occupancy* in contravention of a provision of this bylaw;

4.9.6 the cessation of any *occupancy* if any *unsafe condition* exists because of *work* being undertaken or not completed;

4.9.7 the correction of any *unsafe condition*; and

4.9.8 the correction of any work which contravenes this bylaw, the *building code* or any other enactments

of the District;

and every person served with an order under this section must comply with the order.

## **OWNER'S AND CONSTRUCTOR'S RESPONSIBILITIES**

### **Equivalents**

- 4.10 Every *owner* who wishes to provide an equivalent to satisfy one or more of the requirements the *building code* or this bylaw must submit sufficient evidence to demonstrate that the proposed equivalent will provide the level of performance required by the *building code* or this bylaw and pay the non-refundable fee set out in Schedule B.

### **Owner's Undertakings**

- 4.11 Despite the other provisions of this bylaw, the *chief building official* may require as a condition of the issuance of a *building permit* that the *owner* execute and submit to the District the *owner's* undertaking form set out in Schedule E.

### **Owner's Responsibility**

- 4.12 Every *owner*, or his or her *agent*, must carry out *construction* or have the *construction* carried out in accordance with the requirements of the *building code*, this bylaw and the other bylaws of the District and neither the issuance of a *permit* under this bylaw, the review of plans and supporting documents, nor inspections made by the *chief building official* or a *registered professional* relieve the *owner*, or his or her *agent*, from full and sole responsibility to perform the work in strict accordance with this bylaw, the *building code* and other applicable enactments.
- 4.13 Every *owner* must allow the *chief building official* and any *person* authorized by the *chief building official* to act on his behalf to enter any *building* or premises at any reasonable time for the purpose of administering and enforcing this bylaw.
- 4.14 Every *owner* must obtain all required *permits* or approvals prior to commencing the work to which they relate.
- 4.15 Every *owner* must ensure that the *permit*, the plans and specifications on which the issuance of the *building permit* was based, the *environment permit* and supporting documents, all municipal inspection certificates, and professional field reviews are available at the site of the work for inspection during working hours by the *chief building official* and that the *permit* placard is posted conspicuously on the site during the entire execution of the work authorized by the *permit*.
- 4.16 Every *owner* must ensure that all *construction* complies with the *building code*, this bylaw and other applicable enactments respecting safety.
- 4.17 Every *owner* to whom a *permit* is issued is responsible for the cost of repair of any damage to municipal works that occurs in the course of the work authorized by the *permit*.
- 4.18 Every *owner* to whom a *permit* is issued must, during *construction* post the civic address on the property in a location visible from any adjoining streets.

### **Notice**

- 4.19 Every *owner* must, at least 48 hours prior to commencing work at the *building* site, give notice to the *chief building official* of the date on which the *owner* intends to begin such work.

- 4.20 Every owner must give notice in writing to the *chief building official* of any change in or termination of engagement of a *registered professional* during the course of the *construction* immediately when the change or termination occurs.
- 4.21 If an owner terminates the engagement of, a *registered professional* the owner must terminate the work until the owner has engaged a new *registered professional*, and has delivered to the *chief building official* letters of assurance.
- 4.22 Without limiting section 5.34 to 5.49, every owner must give notice to the *chief building official* with at least 24 hours' warning:
- 4.22.1 of intent to do work that is required or ordered to be inspected during *construction*;
- 4.22.2 of intent to cover work that has been ordered to be inspected prior to covering; and
- 4.22.3 when work has been completed so that a final inspection can be made.
- 4.23 Every *owner* must give notice in writing to the *chief building official* and pay the nonrefundable fee set out in Schedule B immediately upon any change in ownership or change in the address of the *owner* which occurs prior to the issuance of an *occupancy permit*.
- 4.24 Every *owner* must give such other notice to the *chief building official* as may be required by the *chief building official* or by a provision of this bylaw.

#### **Uncovering Work**

- 4.25 When required by the *chief building official*, every *owner* must uncover and replace at the *owner's* own expense any work that has been covered without inspection contrary to this bylaw or an order issued by the *chief building official*.

#### **Damage to Public Property**

- 4.26 In addition to a security deposit under Section 5.13 to 5.17, every *owner* must pay to the District, within 30 days of receiving an invoice for same from the District, the cost of repair of any damage to public property or District works or services that may occur as a result of undertaking work for which a *permit* was required.

#### **Requirements of Permit**

- 4.27 Every *owner* must comply with the requirements of this bylaw and the conditions of a *permit* and must not omit work required by this bylaw or the conditions of a *permit*.

#### **Occupancy Permit**

- 4.28 Every *owner* must obtain an *occupancy permit* from the *chief building official* under section 5.59 to 5.62 prior to any *occupancy* of
- 4.28.1 a new building or structure; or
- 4.28.2 a partial *occupancy* of a *building* or *structure* under construction but only if that portion of the *building* or *structure* is self contained and provided with essential services respecting health and safety.

#### **Unsafe Condition**

- 4.29 When a *building* or part thereof is in an *unsafe condition*, the *owner* must immediately take all necessary action to put the *building* in a safe condition.

#### **Demolition**

- 4.30 Prior to obtaining a *building permit* to demolish a *structure* the *owner* must:

4.30.1 provide a vacancy date,

4.30.2 pay capping and inspection chamber installation fees as set out in the waterworks bylaw and the sewer bylaw, and

prior to obtaining a *building permit* to demolish a *structure* all municipal services must be capped and terminated at the property line in a District standard inspection chamber and valve arrangement.

- 4.31 Every *owner* must ensure that on completion of demolition procedures, all debris and fill is cleared and the site leveled or graded.

#### **Obligations of Constructor**

4.32 Every *constructor* must ensure that all requirements of the *building code*, this bylaw and other applicable enactments respecting *construction* safety are complied with.

4.33 Every *constructor* must ensure that no *excavation* or other work is undertaken on public property, or adjacent private property and that no land is disturbed, *building* erected or materials stored in whole or in part thereon, without first having obtained approval in writing from the appropriate authority over such public or private property.

4.34 Every *constructor* is responsible jointly and severally with the *owners* for any work actually undertaken.

### **REGISTERED PROFESSIONALS' RESPONSIBILITIES**

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

4.35 If 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 the *owner* to retain a *registered professional* to provide *design* and plan certification and *field review* supported by letters of assurance in the form of Schedules A, B-1, B-2 and C-B referred to in section 2.6 of Part 2 of the *building code*.

4.36 Prior to the coordinated preoccupancy site review for a *complex building*, or final inspection for a *simple building* in circumstances where letters of assurance have been required in accordance with the requirements of this bylaw, the *owner* must provide the District with letters of assurance in the form of Schedules C-A or C-B, as appropriate, referred to in section 2.6 of Part 2 of the *building code*.

4.37 If a *registered professional* provides letters of assurance in accordance with the requirements of this bylaw, he or she must also provide proof of professional liability insurance to the *chief building official* in the form of Schedule F.

#### **Requirement for Registered Professional**

- 4.38 The *owner* must provide *professional design* and a *field review* in respect of a *building permit* for:
- 4.38.1 a complex building;
  - 4.38.2 a simple *building* constructed on, or contiguous to, a complex building;
  - 4.38.3 structural components of *buildings* that fall within the scope of Part 4 of the *building code*;
  - 4.38.4 except for garages, carports and garden structures located on land zoned for single family use, foundation and excavation components of new simple *buildings* greater than 46 sq m and additions greater than 46 sq m to simple *buildings*;
  - 4.38.5 a *building* that is designed with common egress systems for the occupants and requires the use of *firewalls* according to the *building code*;
  - 4.38.6 *alterations* to a *building* or *structure* falling under the circumstances set out in paragraph 4.38.1, .2 or .3;
  - 4.38.7 a *building* or *structure* subject to section 4.35 in respect of which the *chief building official* determines that site conditions, size or complexity so warrant in the interests of health and safety of persons or protection of persons and property;
  - 4.38.8 the *building* envelope components of all buildings under Part 3 of the *building code*, all residential *buildings* that contain more than two dwelling units, and all other *buildings* whose building envelopes do not comply with the prescriptive requirements of Part 9 of the *building code*;
  - 4.38.9 a *building* or *structure* on a parcel the *chief building official* believes is subject to or is likely to be subject to flooding, mud flows, debris flows, debris torrents, erosion, land slip, rock falls, subsidence or avalanche, and the requirement for *professional design* and a *field review* is in addition to a requirement under the an enactment of the Province for a report certified by a professional engineer with experience in geotechnical engineering that the parcel may be used safely for the use intended and that the plans submitted with the application comply with the relevant provisions of the *building code* and applicable bylaws of the District;
- 4.39 The requirement for professional design and field review in subsection 4.38 may be waived by the *chief building official* for work involving minor tenant improvements.
- 4.40 The *chief building official* may require the *registered professional* carrying out the professional design and *field review* of a *building* envelope to provide evidence that he or she has experience and expertise in respect of the design and *field review* of *building* envelopes.

#### **PROFESSIONAL PLAN CERTIFICATION**

- 4.41 The letters of assurance in the form of Schedules A, B-1 and B-2 referred in sections 2.6 of Part 2 of the *building code* are relied upon by the District and its *building officials* as certification that the *design* and plans to which the letters of assurance relate comply with the *building code* and other applicable enactments relating to *protection*.
- 4.42 A *building permit* issued for the construction of a *complex building*, or for a *simple building* for which a *building official* required professional *design* under section 5.6, 5.7 and 5.9 must be in the form of Schedule H, and letters of assurance pursuant to section 5.7 and 5.9 of this bylaw must be in the form of Schedules A, B-1 and B-2 referred to in sections 2.6 of Part 2 of the *building code*.

- 4.43 A *building permit* issued pursuant to section 4.42 of this bylaw must 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 *protection*.
- 4.44 When a *building permit* is issued pursuant to section 4.43 of this bylaw the permit fee must be reduced by 2.5% of the fees payable pursuant to Schedule B to this bylaw, up to a maximum reduction of \$500.00 (five hundred dollars).

#### **Permit Conditions**

- 4.45 A *permit* is required whenever work regulated under this bylaw is to be undertaken.

#### **Owner Responsibility**

- 4.46 The issuance of a permit under this bylaw, the acceptance or review of plans, drawings or specifications or supporting documents, or inspections made by or on behalf of the District do not:
- 4.46.1 relieve the owner or his or her representatives 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;
  - 4.46.2 constitute in any way a representation, warranty, assurance or statement that the *building code*, this bylaw or any other applicable standards or enactments have been complied with; or
  - 4.46.3 constitute a representation or warranty that the building or structure meets any standards or materials of workmanship,
- and no person may rely on any of those acts as establishing compliance with the *building code* or this bylaw or any standard of construction.
- 4.47 It is the full and sole responsibility of the *owner* (and if the *owner* is acting through a representative, the representative of the *owner*) to carry out the work in respect of which the *permit* was issued in compliance with the *building code*, this bylaw and all other applicable codes, standards and enactments.

### **PART 5 BUILDING PERMIT**

#### **Requirements Before Applying For Building Permit**

- 5.1 Prior to submitting an application for a *building permit*, the *owner* must satisfy the following requirements or conditions:
- 5.1.1 issuance of a development permit in an area designated by the District's official community plan as a development permit area;
  - 5.1.2 compliance of the proposed *building* or *structure* with all District bylaws, except to the extent a variance of a bylaw is authorized by a development *permit*, development variance permit or order of the Board of Variance;

- 5.1.3 the signing by the District Approving Officer of the subdivision plan that, once registered, would create the parcel on which the *building* or *structure* is proposed to be constructed;
- 5.1.4 documentation to provide evidence to the *chief building official* that the *person* applying for the proposed *building permit* is the *owner* of the parcel that is the subject of the proposed *building permit* application, or is the *agent* of the *owner*;
- 5.1.5 if the parcel that is the subject of the proposed *building permit* application is not, or is not intended to be, connected to the District's sewage disposal system, approval of an alternate *private sewage disposal system*;
- 5.1.6 if the parcel that is the subject of the proposed *building permit* application is not connected to the District's waterworks system, approval of an alternate water supply system.

### **Requirements and Exemptions**

- 5.2 It is the duty of the *owner* to make application for and obtain a *building permit* prior to commencement of *construction* or prior to a change in the use, *occupancy*, or both, of a *building* or *structure* or part of a *building* or *structure*.
- 5.3 No *person* may
  - 5.3.1 construct, or
  - 5.3.2 continue constructionunless the *chief building official* has issued a *building permit* for the *construction*.

### **Applications**

- 5.4 Every person must apply for and obtain a *building permit*:
  - 5.4.1 before constructing, repairing or altering a building or structure;
  - 5.4.2 to install or modify a commercial cooking facility or ventilation system used in a process producing grease laden vapours;
  - 5.4.3 to install or modify a fire alarm system;
  - 5.4.4 before moving a *building* or *structure*;
  - 5.4.5 to demolish, before demolishing a *building* or *structure*;
  - 5.4.6 before the *construction* of a masonry fireplace or the installation of a wood burning appliance or chimney unless the works are encompassed by another valid building permit.

### **Form**

- 5.5 An application for a *permit* must be made in the form attached as Schedule A.

### **Designer**

- 5.6 Plans submitted with *permit* applications must bear the name and address of the *designer* of the *building* or *structure*.



**Applications for Complex Buildings**

- 5.7 An application for a building *permit* with respect to a *complex building* must:
- 5.7.1 be made in the form attached as Schedule A to this bylaw, signed by the *owner*;
  - 5.7.2 be accompanied by the *owner's* acknowledgment of responsibility and undertakings made in the form attached as Schedule E to this bylaw, signed by the *owner*;
  - 5.7.3 include a copy of a title search made within 30 days of the date of the application;
  - 5.7.4 include a *building code* compliance summary including applicable edition of the *building code*, Part 3 or Part 9 designation, major occupancy classification(s) of the *building*, *building* area and height, number of streets the building faces, accessible entrances, work areas, washrooms and facilities.
  - 5.7.5 include a copy of a survey plan prepared by a British Columbia land surveyor in accordance with "Survey – Complex – Master Requirement BLD105" dated October 25, 2002, a copy of which is available from the office of the *chief building official*, except that the *building official* may waive the requirements for a survey plan, in whole or in part, where conditions warrant.
  - 5.7.6 include a site plan prepared by a *registered professional* showing:
    - 5.7.6.1 the bearing and dimensions of the parcel taken from the registered subdivision plan;
    - 5.7.6.2 the legal description and civic address of the parcel;
    - 5.7.6.3 the location and dimensions of existing and proposed statutory rights of way, easements and setback requirements, adjacent street and lane names;
    - 5.7.6.4 the location and dimensions of existing and proposed *buildings* or *structures* on the parcel;
    - 5.7.6.5 setbacks to the natural boundary of any lake, swamp, pond or watercourse;
    - 5.7.6.6 north arrow;
    - 5.7.6.7 location of an approved existing or proposed alternative sewage disposal system;
    - 5.7.6.8 zoning compliance summary;
    - 5.7.6.9 the location, dimensions and gradient of parking and parking access;
    - 5.7.6.10 proposed and existing setbacks to property lines;
    - 5.7.6.11 natural and finished grade at *building* corners and significant breaks in the building plan;
    - 5.7.6.12 main floor elevation;
    - 5.7.6.13 location, setbacks and elevations of all retaining walls, steps, stairs and decks;
    - 5.7.6.14 line of upper floor;
    - 5.7.6.15 location and elevation of curbs, sidewalks, manholes and service poles;

- 5.7.6.16 location of existing and proposed service connections;
- 5.7.6.17 location and species of all trees greater than 10 cm in diameter;
- 5.7.6.18 location of top of bank and water courses;
- 5.7.6.19 the access routes for fire fighting;
- 5.7.6.20 the accessible paths of travel from the street to the *building*;
- 5.7.6.21 the geodetic elevation of the underside of a wood floor system or the top of finished concrete slab of a *building* or *structure* if the District's land use regulations or provincial flood mapping regulations establish siting requirements related to minimum floor elevation;

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

- 5.7.7 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; fire separations; plumbing fixtures; structural elements; and stair dimensions;
- 5.7.8 include a cross section through the *building* or *structure* illustrating foundations, drainage, ceiling heights and construction systems;
- 5.7.9 include elevations of all sides of the *building* or *structure* showing finish details, roof slopes, windows, doors, natural and finished grade, and ridge height;
- 5.7.10 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*;
- 5.7.11 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;
- 5.7.12 include a letter of assurance in the form of Schedule A as referred to in section 2.6 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*;
- 5.7.13 include letters of assurance in the form of Schedules B-1 and B-2 as referred to in Section 2.6 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*;
- 5.7.14 include four sets of drawings at a suitable scale of the design prepared by each *registered professional* containing the information set out in sections to 5.7.7 to 5.7.10 of this bylaw.
- 5.8 In addition to the requirements of section 5.7, the following may be required by a *building official* to be submitted with a *building permit* application for the *construction* of a *complex building* if the complexity of the proposed *building* or *structure* or siting circumstances warrant:
  - 5.8.1 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 development servicing bylaw;

- 5.8.2 section through the site showing grades, *buildings*, *structures*, parking areas and driveways;
- 5.8.3 *any other information required by the building official* or the *building code* to establish compliance with this bylaw, the *building code* and other bylaws and enactments relating to the *building* or *structure*.

**Applications For Simple Buildings**

- 5.9 An application for a *building permit* with respect to a *simple building* must:
  - 5.9.1 be made in the form attached as Schedule A to this bylaw, signed by the *owner*, or a signing officer if the *owner* is a corporation;
  - 5.9.2 be accompanied by the *owner's* acknowledgment of responsibility and undertakings made in the form attached as Schedule E to this bylaw, signed by the *owner*, or a signing officer if the *owner* is a corporation;
  - 5.9.3 include a copy of a title search made within 30 days of the date of the application;
  - 5.9.4 include a copy of a survey plan prepared by a British Columbia Land Surveyor in accordance with "Survey-Complex-Master Requirement BLD105" dated October 25, 2002, a copy of which is available from the office of the Chief Building Inspector, except that the *building official* may, waive the requirements for a survey plan, in whole or in part, where conditions warrant.
  - 5.9.5 include a site plan showing:
    - 5.9.5.1 the bearing and dimensions of the parcel taken from the registered subdivision plan;
    - 5.9.5.2 the legal description and civic address of the parcel;
    - 5.9.5.3 the location and dimensions of all statutory rights of way, easements, setback requirements adjacent street and lane names;
    - 5.9.5.4 the location and dimensions of existing and proposed *buildings* or *structures* on the parcel;
    - 5.9.5.5 setbacks to the natural boundary of any lake, swamp, pond or watercourse;
    - 5.9.5.6 north arrow;
    - 5.9.5.7 location of an approved existing or proposed alternative sewage disposal system;
    - 5.9.5.8 the location, dimensions and gradient of parking and parking access;
    - 5.9.5.9 proposed and existing setbacks to property lines;
    - 5.9.5.10 natural and finished grade at building corners datum determination points;
    - 5.9.5.11 main floor elevation;
    - 5.9.5.12 location, setbacks and elevations of all retaining walls, steps, stairs and decks;
    - 5.9.5.13 line of upper floor;

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- 5.9.5.14 location and elevation of curbs, sidewalks, manholes and service poles;
- 5.9.5.15 location of existing and proposed service connections;
- 5.9.5.16 location and species of all trees greater than 10 cm in diameter;
- 5.9.5.17 location of top of bank and water courses;
- 5.9.5.18 the geodetic elevation of the underside of a wood floor system or the top of finished concrete slab of a *building* or *structure* if the District's land use regulations or provincial flood mapping regulations establish siting requirements related to minimum floor elevation;
- except that the building *official* may waive, in whole or in part, the requirements for a site plan, if the *permit* is sought for the repair or alteration of an existing *building* or *structure*;
- 5.9.6 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;
- 5.9.7 include a cross section through the *building* or *structure* illustrating foundations, drainage, ceiling heights and construction systems;
- 5.9.8 include elevations of all sides of the *building* or *structure* showing finish details, roof slopes, windows, doors, the *building* height base line, the maximum *building* height line, ridge height and natural and finished grade;
- 5.9.9 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*;
- 5.9.10 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;
- 5.9.11 except for garages, carports and garden structures located on land zoned for single family use, include a foundation and excavation design prepared by a registered professional in accordance with section 4.2 of Part 4 of the *Building Code*, accompanied by letters of assurance in the form of schedules B-1 and B-2 as referred to in section 2.6 of Part 2 of the *Building Code*, signed by the *registered professional*;
- 5.9.12 The requirements of section 5.9.11 may be waived by a *building official* if documentation, prepared and sealed by a *registered professional*, is provided assuring that the foundation design substantially complies with section 9.4.4 of Part 9 the *Building Code* and the foundation excavation substantially complies with section 9.12 of Part 9 of the *Building Code*.
- 5.9.13 include a geotechnical report if the *chief building official* determines that the site conditions so warrant;
- 5.9.14 include two sets of drawings at a suitable scale of the design including the information set out in sections 5.9.6 to 5.9.9 of this bylaw.
- 5.10 In addition to the requirements of section 5.9, the following may be required by a *building official* to be submitted with a *building permit* application for the construction of a *simple building* if the project involves two or more *buildings*, which in the aggregate total more than 1000 square meters, or two or more *buildings* that will contain four or more dwelling units, or otherwise if the

complexity of the proposed *building* or *structure* or siting circumstances warrant:

- 5.10.1 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;
- 5.10.2 a section through the site showing grades, *buildings*, *structures*, parking areas and driveways;
- 5.10.3 a roof plan and roof height calculations;
- 5.10.4 structural, electrical, mechanical or fire suppression drawings prepared and sealed by a *registered professional*;
- 5.10.5 letters of assurance in the form of Schedules B-1 and B-2 as referred to in Section 2.6 of Part 2 of the *building code*, signed by the *registered professional*;
- 5.10.6 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*.

#### **Survey**

- 5.11 Without limiting Sections 5.7.5 or 5.9.4, the *chief building official* may order any *owner* to submit an up to date plan of survey prepared by a registered British Columbia land surveyor which contains sufficient information respecting the site and location of any *building*:
  - 5.11.1 to establish before *construction* begins that all the provisions of this bylaw in relation to this information will be complied with;
  - 5.11.2 to verify on completion of the *construction* that all provisions of this bylaw have been complied with,
  - 5.11.3 in relation to an *existing building* when and as required by the *chief building official*, to substantiate its location, size, including appendages whether above, at or below ground level, relative to the site or its relationship to neighbouring grades; and
  - 5.11.4 in relation to *construction* of a new *building*, or addition to an existing *building*, prior to the placement of concrete for *foundations* and footings, including the elevations at proposed top of concrete on all building elevations and at all significant changes of elevation to substantiate its size, location and elevation.

and every *person* served with an order under this section must comply with the order.

#### **Building Permit Fee**

- 5.12 Before receiving a *building permit* for a *building* or *structure*, the *owner* must first pay to the District
  - 5.12.1 the *building permit* fee prescribed in Schedule B, and
  - 5.12.2 fees, charges, levies or taxes imposed by the District and payable under an enactment.

#### **Security Deposit**

- 5.13 An applicant for a *building permit* must pay to the District, at the time of the application, a security

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deposit of:

- 5.13.1 for a single family dwelling parking *structure*, combination parking *structure* accessory building, a swimming *pool* or an accessory building greater than 25 square metres \$ 750.00
- 5.13.2 for a single family dwelling addition, alteration, renovation, demolition \$1,000.00
- 5.13.3 for new single family dwelling \$2,000.00
- 5.13.4 for other building types,

the amount designated on the Development Permit or Minor Development Permit; if the *construction* does not require a Development Permit or a Minor Development Permit the deposit will be collected on the basis of 10% of the value of the *construction*, or demolition, up to a maximum security deposit of \$100,000.00.

- 5.14 The security deposit sum must
  - 5.14.1 cover the cost borne by the District to maintain, restore or replace any public works or public lands which are destroyed, damaged or otherwise impaired in the carrying out of the work referred to in any *building permit* held by the applicant,
  - 5.14.2 cover the cost borne by the District to make the site safe if the permit holder abandons or fails to complete the work as designated on the permit,
  - 5.14.3 serve as the security deposit for a provisional certificate of occupancy when such a certificate makes provision for a security deposit, or
  - 5.14.4 serve as a security deposit for the purpose of effecting compliance with any condition under which the permit was issued.
- 5.15 The security deposit must be returned to the applicant;
  - 5.15.1 when the *building official* is satisfied that no further damage to public works or public lands will occur;
  - 5.15.2 when the inspections required by this bylaw are complete and acceptable to the building official; and
  - 5.15.3 when the conditions or provisions of a provisional certificate of occupancy are completed to the satisfaction of the *building official*.
- 5.16 Any credit greater than the amount of the security deposit used by the District for the purposes described in Section 5.13 to 5.15 will be returned to the payee unless otherwise so directed by the payee.
- 5.17 An amount in excess of the security deposit required by the District to complete corrective work to public lands, public works, or the site is recoverable by the District from the *permit* constructor or the *owner* of the property.
- 5.18 No fee or part of a fee paid to the District may be refunded if a start has been made on *construction* of the *building*.
- 5.19 A *building permit* or a mechanical *permit* fee may be partially refunded as set out in Schedule B,

only if:

- 5.19.1.1 the *owner* has submitted a written request for a refund,
  - 5.19.1.2 the *chief building official* has certified a start has not been made on the construction of the *building* or *structure*, and
  - 5.19.1.3 the *permit* has not expired.
- 5.20 A building *permit* or a mechanical *permit* fee is not refundable after the *permit* has been extended under section 5.52.
- 5.21 If an issued *building permit* or mechanical *permit* is active and the *owner* proposes modification to the *building* design whereby the value of construction does not increase or the value of construction decreases, the *owner* must first pay to the District a *building permit* fee based on the plan review hourly rate set out in Schedule B.
- 5.22 The *building permit* or mechanical *permit* fee is doubled for every *permit* application if construction commenced before the *chief building official* issued a *permit*, to a maximum of \$2000.00.

#### **Expiration of Application**

- 5.23 A *building permit* or a mechanical *permit* application expires 180 days from the date a complete application is received under this Part if the *building permit* or mechanical *permit* is not issued by the application expiration date, unless the *permit* is not issued only due to delays caused by the *chief building official*.

#### **Issuance of a Permit**

- 5.24 If:
- 5.24.1 a completed application in compliance with section 5.7 and 5.8 or 5.9 and 5.10 of this bylaw, including all required supporting documentation, has been submitted;
  - 5.24.2 the *owner* has paid all applicable fees set out in section 5.12 to 5.22 and Schedule B of this bylaw;
  - 5.24.3 the *owner* or his or her representative has paid all charges and met all requirements imposed by any other statute or bylaw;
  - 5.24.4 the owner has retained a professional engineer or geoscientist if required under this bylaw or by the provisions of the *Engineers and Geoscientists Act*;
  - 5.24.5 the owner has retained an architect if required by the provisions of the *Architects Act*;
  - 5.24.6 no covenant, agreement, resolution or regulation of the District requires or authorizes the *permit* to be withheld;

the *Chief Building Official* must issue the *permit*, in the form of Schedule H, for which the application is made.

#### **Compliance with the Homeowner Protection Act**

- 5.25 If 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 evidence under section 30(1) of the *Homeowner Protection Act*, SBC 1998, Chapter 31, that the proposed *building*:

- 5.25.1 is covered by home warranty insurance, and
- 5.25.2 the constructor is a licensed residential builder.
- 5.26 Section 5.25 of this bylaw does not apply if the *owner* is not required to be licensed and to obtain home warranty insurance in accordance with sections 20(1) or 30(1) of the *Homeowner Protection Act*, SBC 1998, Chapter 31.
- 5.27 Every *permit* is issued subject to the *owner* and *constructor* maintaining compliance with the *Homeowner Protection Act* and negotiations under it during the term of the *permit*.
- 5.28 A *building official* may issue a *building permit* for an excavation or a portion of a *building* or *structure* before the *design*, plans and specifications for the entire *building* or *structure* have been accepted, if sufficient information has been submitted to the District to demonstrate to the *building official* that the portion authorized to be constructed substantially complies with this and other applicable bylaws and all security deposits and charges related to the entire *building* or *structure* and the permit fee applicable to that portion of the *building* or *structure* has been paid. Despite the issuance of a permit, the requirements of this bylaw apply to the remainder of the *building* or *structure* as if the permit for the portion of the *building* or *structure* had not been issued.
- 5.29 If a site has been *excavated* under a *building permit* for *excavation* issued under this bylaw and a *building permit* is not subsequently issued or a subsisting *building permit* has expired in accordance with the requirements of section 5.50, but without the construction of the *building* or *structure* for which the *building permit* was issued having commenced, the *owner* must fill in the excavation to restore the original gradients of the site within 60 days of being served notice by the District to do so.

#### **Conditions of a Building Permit**

- 5.30 A *building permit* or an application for a *building permit* that is in process may not be transferred or assigned until the *owner* has notified the *chief building official* in writing, the *chief building official* has authorized the transfer or assignment in writing, and the *owner* has paid the non-refundable fee required under Schedule B. The transfer or assignment of a *building permit* is not an extension of a *building permit*.
- 5.31 The review of plans and supporting documents and issuance of a *building permit* do not prevent the *chief building official* from subsequently requiring the correction of errors in the said plans and supporting documents, or from prohibiting *building construction* or occupancy being carried on when in violation of this or another bylaw.
- 5.32 The *chief building official* may refuse to issue a *permit* when the *owner* has been notified of violation of this bylaw with regard to the construction of another *building* or *structure* by the *owner*.

#### **Inspections**

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



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- 5.34 Despite section 5.33 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*.
- 5.35 A *building official* may attend periodically at the site of the *construction* of *simple buildings* or *structures* to ascertain whether the work is being carried out in substantial conformance with the *building code*, this bylaw and any other applicable enactments concerning safety.
- 5.36 For all work in respect of *simple buildings* the *owner* must give at least 24 hours' notice to the District when requesting an inspection and must obtain an inspection and receive a *building official's* written acceptance of the following aspects of the work prior to concealing them:
- 5.36.1 after demolition, the grading of and removal of debris from the site;
- 5.36.2 excavation, within 24 hours of the start of excavation;
- 5.36.3 foundation and footing forms, before concrete is poured;
- 5.36.4 prior to inspection under section 5.36.5, plumbing located below the finished slab level;
- 5.36.5 the preparation of ground, including ground cover when required, perimeter insulation on inside of concrete foundation walls and reinforcing steel;
- 5.36.6 after inspection under section 5.36.5, hydronic heating pipes and below slab insulation;
- 5.36.7 rough in of factory built chimneys and fireplaces and solid fuel burning appliances;
- 5.36.8 framing, firestopping, bracing, chimney and ductwork, rough wiring, rough plumbing, rough heating, gas venting, exterior doors and windows, but prior to the installation of insulation, interior finishes, sheathing paper or exterior finishes which would conceal such work;
- 5.36.9 insulation and vapor barrier;
- 5.36.10 the installation of wall sheathing membrane, externally applied vapour or air barrier, stucco wire or lath, and flashings, but prior to the installation of exterior finishes which could conceal such work;
- 5.36.11 the *health and safety aspects of the work* when the *building* or *structure* is substantially complete, ready for occupancy but prior to occupancy.
- 5.37 A *building official* may only carry out an inspection under section 5.37:
- 5.37.1 in the order specified in section 5.36.1 to 5.36.11; and
- 5.37.2 if the *owner* or the *owner's* agent has requested the inspection.
- 5.38 Despite the requirement for the *building official's* acceptance of the work outlined in section 5.36, if a *registered professional* provides letters of assurance, the District will rely solely on *field reviews* undertaken by the *registered professional* and the letters of assurance submitted pursuant to this bylaw as assurance that the aspects of the *construction* referenced by those letters of assurance substantially conforms to the *design*, plans and specifications and that the *construction* substantially complies with the *building code*, this bylaw and other applicable enactments respecting safety.
- 5.39 No aspect of the work referred to in section 5.36 of this bylaw shall be concealed until a *building*

*official* has accepted it in writing.

5.40 For work in respect of *complex buildings* the *owner* must:

5.40.1 give at least 48 hours' notice to the District when requesting a preconstruction meeting with the *building official* prior to the start of *construction*, and the *owner* or his or her representative must ensure that the *coordinating registered* professional, the *constructor* as well as representatives of major trades are in attendance;

5.40.2 give at least 48 hours' notice to the District when requesting a pre-occupancy coordinated site review in order to have the *owner*, the *constructor* and the *registered professionals* demonstrate to the *building official* and Fire Services the compliance with the *health and safety aspects of the work*, the coordination and integration of the fire and life safety system, applicable District requirements and other enactments respecting safety;

5.40.3 cause the *coordinating registered professional*, at least 48 hours prior to the pre-occupancy coordinated site review, to deliver to the *building official* the Confirmation of Required documentation described in Schedule I, complete with all documentation in a hard covered three ring binder.

#### **Stop Work Order**

5.41 The *chief building official* may direct the immediate suspension or correction of all or a portion of the construction on a *building* or *structure* by attaching a stop work order notice described in Schedule K on the premises whenever it is found that the work is not being performed in accordance with the requirements of the *building code*, any applicable bylaw of the District or provisions of the *Homeowner Protection Act*.

5.42 The *coordinating registered professional* may request, in writing, that the *chief building official* order the immediate suspension or correction of all or a portion of the *construction* on a *building* or *structure* by attaching a stop work order notice on the premises. The *chief building official* must consider such a request and if not acted upon, must respond, in writing, to the *coordinating registered professional* and give reasons.

5.43 If a *registered professional's* services are terminated, the *owner* must immediately stop any work that is subject to his or her design or *field review* and the *chief building official* is deemed to have issued a stop work order under section 5.41.

5.44 The *owner* must immediately after the posting of a notice under section 5.41 secure the construction and the lands and premises surrounding the *construction* in compliance with the safety requirements of every statute, regulation or order of the Province or of a provincial agency and of every applicable bylaw of the District.

5.45 Subject to section 5.44, no work other than the required remedial measures may be carried out on the parcel affected by the notice referred to in section 5.41 until the stop work order notice has been removed by the *chief building official*.

5.46 The notice referred to in section 5.41 must remain posted on the premises until that which is contrary to the enactments has been remedied.

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

5.47 If a person occupies a *building* or *structure* or part of a *building* or *structure* in contravention of section 11.3.8 of this bylaw a *building official* may post a Do Not Occupy Notice in the form of Schedule L to this bylaw on the affected part of the *building* or *structure*.

- 5.48 If a notice is posted under section 5.41 or 5.47, the *owner* of a parcel on which a Do Not Occupy Notice has been posted, and every other person, must cease occupancy of the *building* or *structure* immediately and 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*.

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

- 5.49 In addition to the fees required under other provisions of this bylaw, the *owner* must pay the non-refundable fee set out in Schedule B for:
- 5.49.1 a second and subsequent reinspection where it has been determined by the *chief building official* that due to non-compliance with the provisions of this bylaw or due to non-complying workmanship, more than two inspections are required for each type of inspection;
- 5.49.2 a special inspection during the District's normal business hours to establish the condition of a *building*, or if an inspection requires special arrangements because of time, location or construction techniques;
- 5.49.3 inspection required under this bylaw which cannot be carried out during the District's normal business hours;
- 5.49.4 each report containing a maximum of two separate equivalents;
- 5.49.5 each equivalent greater than two contained in the same report;
- 5.49.6 an amendment to an original equivalency report after acceptance or rejection of the report;
- 5.49.7 a request from the *owner* or *agent* that the *chief building official* review an application or part of an application that has already been reviewed by the *chief building official*.

#### **Permit Expiration**

- 5.50 Every permit is issued on the condition that the permit expires and the rights of the *owner* under the permit terminate if:
- 5.50.1 the work authorized by the permit is not commenced within 180 days from the date of issuance of the permit; or
- 5.50.2 work is discontinued for a period of 180 days; or
- 5.50.3 the work is not completed within two years of the date of issuance of the permit.

#### **Permit Extension**

- 5.51 A *building official* may extend the period of time set out under section 5.50 for a period of not to exceed six months if construction has not been commenced or has been discontinued due to adverse weather, strikes, material or labour shortages, other similar hardship beyond the *owner's* control or if the size and complexity of the construction warrants if:
- 5.51.1 application for the extension is made within 30 days of the date of *permit* expiration, and
- 5.51.2 the non-refundable fee set out in Schedule B has been paid.

**Permit Revocation**

- 5.52 The *chief building official* may revoke a *building permit* if there is a violation of
  - 5.52.1 a condition under which the *permit* was issued, or
  - 5.52.2 a requirement of the *building code* or of this or another bylaw of the District.
- 5.53 The permit revocation must be in writing and sent to the *permit* holder by signature mail to, or personal service on, the *permit* holder.

**Permit Cancellation**

- 5.54 A building permit, or a *building permit* application, may be cancelled by the *owner*, or his or her *agent*, on delivery of written notification of the cancellation to the *chief building official*.
- 5.55 On receipt of the written cancellation notice, the *chief building official* must mark on the application, and a *permit* if applicable, the date of cancellation and the word "cancelled".
- 5.56 If the *owner*, or his or her *agent*, submits changes to an application after a *permit* has been issued and the changes, in the opinion of the *chief building official*, substantially alter the scope of the work, design or intent of the application in respect of which the *permit* was issued, the *chief building official* must cancel the *permit* and mark on the *permit* the date of cancellation and the word "cancelled".
- 5.57 If a *building permit* application or *permit* is cancelled, and construction has not commenced under the *permit*, the *chief building official* must return to the *owner* any fees deposited under Schedule B, less:
  - 5.57.1 any non-refundable portion of the fee, and
  - 5.57.2 15% of the refundable portion of the fee.

**Changes By Permit Holder**

- 5.58 *Construction* which is at variance with the plans and supporting documents for a *building* or *structure* for which a *building permit* has been issued is prohibited, unless the change has been reviewed and accepted by the *chief building official*.

**Occupancy Permits**

- 5.59 No person may occupy a new *building* or *structure* until an occupancy *permit* has been issued in the form of Schedule J.
- 5.60 An occupancy *permit* may not be issued unless:
  - 5.60.1 all letters of assurance and the confirmation of required documentation described in Schedule I have been submitted when required in accordance with the requirements of this bylaw;
  - 5.60.2 all aspects of the work requiring inspection, review and acceptance pursuant to section 5.33 to 5.40 of this bylaw have both been inspected and accepted;
  - 5.60.3 the *owner* has executed and delivered to the *District* every agreement, instrument or form required by

the District in relation to the work or the site; and

5.60.4 all required off site works respecting safety have been completed.

5.61 A *building official* may issue an *occupancy permit* for partial *occupancy* of a portion of a *building* under construction when that portion of the *building* or *structure* is self contained and provided with essential services respecting health and safety.

5.62 If *occupancy* occurs prior to the completion of any work being undertaken that requires a *permit*, every *owner* must ensure that no *unsafe condition* exists or will exist because of the work being undertaken or not completed.

### **Temporary Building**

5.63 Subject to the bylaws of the District and orders of Council, the *chief building official* may issue a *building permit* for the erection or placement of a temporary *building* or *structure* for *occupancy* if:

5.63.1 the *permit* is for a period not exceeding one year; and

5.63.2 the *building* or *structure* is located in compliance with the District's zoning bylaw, built in compliance with the *building code* and this bylaw, and connected, as required by enactments, to municipal utility services.

5.64 The application for a *building permit* for the erection or placement of a temporary *building* or *structure* must be made in the form of a temporary *permit* application under Schedule A, signed by the *owner* or *agent*, including:

5.64.1 plans and supporting documents showing the location of the *building* or *structure* on the parcel,

5.64.2 plans and supporting documents showing construction details of the *building* or *structure*,

5.64.3 a statement by the *owner* indicating the intended use and duration of the use,

5.64.4 plans and supporting documents showing the proposed parking and loading space,

5.64.5 a written description of the *project* explaining why the *building* is temporary,

5.64.6 a copy of an issued development permit, if required,

5.64.7 in the case of a manufactured *building*, a CSA label in respect of electrical inspections,

5.64.8 a report or drawing by an engineer, architect or *designer* confirming compliance with the *building code*, this bylaw, the District's zoning bylaw and other applicable bylaws,

5.64.9 security in the form of cash or a letter of credit for 10% of the value of the temporary *building*, which security:

5.64.9.1 may be used by the District to remove the *building* after one year of the date of the final inspection required under this bylaw, or

5.64.9.2 must be returned to the *owner* if the *owner* removes the temporary *building* within one year of the date of the final inspection of the temporary *building* required under this bylaw.

- 5.65 Before receiving a *building permit* for a temporary *building* or *structure* for *occupancy*, the *owner* must pay to the District the applicable *building permit* fee set out in Schedule B.
- 5.66 A *permit* fee for a temporary *building* or *structure* is not refundable.

### **Sanitary Facilities**

- 5.67 During the time a *building permit* has been issued and remains valid under this bylaw, the *owner* must provide on the parcel of land in respect of which the *permit* has been issued, sanitary facilities for the disposal of human waste from individual persons who enter on the parcel in relation to the work referred to in the permit, which facilities must be accessible and unlocked when not occupied, and every sanitary facility that is not connected to a:
- 5.67.1 sanitary sewer; or
- 5.67.2 septic disposal system approved under the *Health Act*,

by plumbing that complies with the *British Columbia Plumbing Code* and this bylaw, must be provided, at all times the facility is required under this bylaw, with toilet paper, a locking door for privacy, and ventilation, and shall be kept in sanitary condition without leaking beyond the facility and without overflowing within the facility. Such facilities must be located so as not to create a nuisance to neighbouring parcels or highways.

## **PART 6 POOLS**

### **Swimming Pool Fencing**

- 6.1 Without limiting section 5.4.1, no person may *construct*, or structurally repair, a swimming *pool* without a valid and subsisting *building permit*.
- 6.2 A swimming *pool*, *spa* or *hot tub*, not contained within or by a building, must be enclosed within a fence *constructed* without footholds or grips that children may use to climb into the enclosed area, having a minimum height of 1.2 meters and no openings greater than 100 mm at their least dimension.

### **Pool Gate**

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

### **Spa or Hot Tub Lid**

- 6.4 In lieu of a fence, a *spa* or *hot tub* may be covered with a locking cover, which would prevent unauthorized access to the water.

### **Maintenance**

- 6.5 It is the responsibility of every owner or occupier of property on or in which a *pool*, *spa* or *hot tub* is located, to maintain every fence or cover required under sections 6.2 to 6.4 in good order. All sagging gates, loose parts, torn mesh, missing materials, worn latches, locks or broken or binding members must be replaced or repaired immediately.

## PART 7 RETAINING WALLS

- 7.1 A *registered professional* must undertake the design and conduct *field reviews* of the *construction* or structural repair of a *retaining wall*. Sealed copies of the design plan and *letters of assurance* prepared by the *registered professional* for all retaining walls must be submitted to a *building official* prior to issuance of a *permit* for the work.

### Permit

- 7.2 No *person* may *construct*, or structurally repair, a *retaining wall* without a valid and subsisting *building permit*. *Design* and *field review* services and applicable letters of assurance must be provided by the *registered professionals* for all *retaining walls*.

### Slopes Created by Excavation

- 7.3 Except as certified by a professional engineer with expertise in geotechnical engineering registered in the province of British Columbia, a cut on a parcel that is steeper than one linear unit vertically to one linear unit horizontally and total height of 1.22 meters or more that is created by *excavation* is prohibited unless restrained by a *retaining wall*.

### Slopes Created by Fill Material

- 7.4 Except as certified by a professional engineer with expertise in geotechnical engineering registered in the province of British Columbia, fill material placed on a parcel, unless restrained by permitted *retaining walls*, must not have a surface slope exceeding a ratio of one linear unit vertically to two linear units horizontally.

### Stacked Rock Walls

- 7.5 *Stacked rock walls* and rock armoured slopes are prohibited on land zoned for *residential* use.

## PART 8 BUILDING MOVE

### Building Move

- 8.1 No *person* may move a *building* or *structure* into or within the District:
- 8.1.1 except where certified by a *registered professional* that the *building* or *structure* will substantially comply with the current version of the *building code*; and
- 8.1.2 a *building permit* has been issued for the *building*.

## PART 9 NUMBERING OF BUILDINGS

- 9.1 Immediately upon issuance of a *building permit* governing the *construction*, *alteration* or repair of a *building*, or prior to and during the occupancy of a *building*, the owner or occupant shall display the address number assigned to it by the District
- 9.1.1 on or over the entrance to the *building*; or
- 9.1.2 where landscaping or structures obscure the visibility of a *building* entrance from the street on the *building* property within sight of the street;

- 9.1.3 until such time as the *building* is removed from the site or has been demolished; and
- 9.1.4 as permitted by the District's sign bylaw, the address numbers shall be on a contrasting background and of a size in conformance with Table 9.1.
- 9.1.5

9.1.6	9.1.7	Table 9.1	9.1.8
9.1.9 Building Setback from Street	9.1.10 Minimum Non-illuminated Character Size		9.1.11 Minimum Illuminated Character Size
9.1.12 0-15 m	9.1.13 100 mm		9.1.14 80 mm
9.1.15 15-20 m	9.1.16 150 mm		9.1.17 100 mm
9.1.18 Greater than 20 m	9.1.19 200 mm		9.1.20 150 mm

**PART 10 MECHANICAL PERMIT**

**Definitions**

10.1 In this Part,

*“plumbing”* includes a drainage system, a venting system and a water system or parts of such a system; municipal connections; fire sprinklers, fire suppression systems and fire lines; drain tile and drain pipe for foundation drainage; sumps; rock pits and drywells;

*“heating”* includes forced air duct and hydronic piping distribution systems.

**Owner's Responsibility**

10.2 It is the responsibility of the *owner* to carry out the installation, *alteration* or repair of *plumbing* and *heating* in substantial accordance with the requirements of the *building code*, this bylaw and other bylaws of the *District* and neither the issuance of a *permit* under this bylaw, the review of plans and supporting documents, nor inspections made by the *chief building official* relieve the *owner*, or his or her *agent*, from this responsibility.

**Conformity With Building Code and Bylaw**

10.3 No *plumbing* may be installed, altered or repaired and no *heating* may be installed or altered, except in conformity with the requirements of the *building code* and this bylaw.

**Requirement for Permit**

10.4 A mechanical permit issued by the *chief building official* must be obtained:

10.4.1 by a licenced plumber, or if permitted by the *building code*, the registered owner, prior to installation, *alteration* or repair of *plumbing*; and

10.4.2 by the *owner* prior to installation or alteration of a heating system installed in a simple building.



**General Prohibitions**

- 10.5 No person may
  - 10.5.1 submit false or misleading information in relation to a mechanical *permit* or an application for a *permit* under this bylaw; or
  - 10.5.2 commence or continue any *plumbing* or *heating* unless he or she has a valid and subsisting *permit* pursuant to the requirements of this bylaw issued by the *chief building official*.

**Potable Water Cross Connection**

- 10.6 The *chief building official* may, if in respect of a parcel there is a cross connection to potable water, disconnect the water service to the parcel and discontinue the water service until the *chief building official* confirms that the cross connection to the potable water has been removed.

**Requirements and Exemptions**

- 10.7 The *owner* must apply for and obtain a mechanical *permit* prior to installation, *alteration* or repair of *plumbing* and installation or alteration of *heating*.
- 10.8 No person may
  - 10.8.1 install, alter or repair *plumbing*; or
  - 10.8.2 continue the installation, *alteration* or repair of *plumbing*, or
  - 10.8.3 install or alter *heating*, or
  - 10.8.4 continue the installation or alteration of *heating*,  
  
unless the *chief building official* has issued a mechanical *permit* pursuant to the requirements of this bylaw.
- 10.9 Despite sections 10.7 and 10.8, a *plumbing permit* is not required for the clearing of stoppages or the repairing of leaks in pipes, valves or fixtures, or the replacement of tubs, showers, toilets, lavatories or sinks if the work does not involve or require the rearrangement of valves, pipes or fixtures or hot water tanks.

**Application for Simple Building**

- 10.10 An application for a mechanical *permit* for *plumbing* for a simple building must:
  - 10.10.1 be made to the chief building official;
  - 10.10.2 be made in a form prescribed under Schedule A;
  - 10.10.3 be signed by a licensed plumber or, where permitted by the *building code*, the owner;
  - 10.10.4 state the intended use or uses of the *building* or *structure* in which the *plumbing* is or is to be located;
  - 10.10.5 when required by the *chief building official*, include a minimum of two complete sets of
    - 10.10.5.1 plans showing the location and size of every *building* drain and every trap, sump

and *plumbing* fixture that is on a *building* drain; and water distribution piping; and

10.10.5.2 sectional drawings showing the size and location of every *soil* or waste pipe, trap and vent pipe; and water distribution piping,

and the plans and drawings must bear the name and address of the *designer* and bear complete design and calculation criteria so that the *chief building official* has this information available for examination;

10.10.6 contain any other information necessary to satisfy the *chief building official* that the proposed installation, *alteration* or repair of plumbing complies with the *building code* and this and every other applicable District bylaw.

10.11 An application for a mechanical *permit* for a forced air heating distribution system must:

10.11.1 be made to the chief building official;

10.11.2 be made in a form prescribed under Schedule A;

10.11.3 be signed by the *owner* or the *owner's agent*;

10.11.4 include:

10.11.4.1 heat loss calculations; and

10.11.4.2 an appliance selection work sheet,

per the HVCIABC "Quality First" guidelines or equivalent.

10.12 An application for a mechanical *permit* for a hydronic heating distribution system must:

10.12.1 be made to the chief building official;

10.12.2 be made in a form prescribed under Schedule A;

10.12.3 be signed by the *owner* for the *owner's agent*;

10.12.4 include:

10.12.4.1 heat loss calculations, and

10.12.4.2 a hydronic system design,

per the RHHWABC guidelines or equivalent.

### **Application for Complex Building**

10.13 An application for a mechanical *permit* for *plumbing* for a *complex building* must:

10.13.1 be made to the chief building official;

10.13.2 be made in a form prescribed under Schedule A;

10.13.3 be signed by a licenced plumber;

10.13.4 state the intended use or uses of the *building* or *structure* in which the *plumbing* is or is to be located;

10.13.5 when required by the *chief building official*, include a minimum of two complete sets of

10.13.5.1 plans showing the location and size of every *building* drain and every trap, sump and *plumbing* fixture that is on a *building* drain; water distribution piping; and

10.13.5.2 sectional drawings showing the size and location of every *soil* or waste pipe, trap and vent pipe, water distribution piping,

and the drawings and documents must be ink sealed by the registered professional and include complete design and calculation criteria so that the *chief building official* has the information available for examination;

10.13.6 be accompanied by letters of assurance in the form of Schedules B-1 and B-2 as referred to in Section 2.6 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 installation of the mechanical systems;

10.13.7 contain any other information necessary to satisfy the *chief building official* that the proposed installation, *alteration* or repair of plumbing complies with the *building code* and this and every other applicable District bylaw.

10.14 Despite Section 10.13.6, the *chief building official* may waive the requirements for letters of assurance and professional certification for minor works such as tenant or *owner* improvements.

10.15 An application for a mechanical *permit* for sprinklers or a fire suppression system must

10.15.1 be made to the chief building official,

10.15.2 be made in a form prescribed under Schedule A,

10.15.3 be signed by a licenced sprinkler fitter or, if permitted by a provincial enactment, the *owner*; and

10.15.4 include ink sealed plans, sections and documentation as required by the relevant NFPA 13, 13r or 13d standard;

10.15.5 be accompanied by letters of assurance in the form of Schedules B-1 and B-2 as referred to in Section 2.6 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 installation of fire sprinklers or fire suppression systems,

and the drawings and documents must be ink sealed by the registered professional.

10.16 Parts 1 to 4 and 5.19 to 5.24 and 5.50 to 5.57 apply to an application for a mechanical *permit* and to a mechanical *permit*, except to the extent a provision of this Part is more specific.

#### **Duties of the Owner**

10.17 Every *owner* of a parcel must:

10.17.1 obtain from the *chief building official*, if applicable, a mechanical *permit* prior to the commencement of

the installation, *alteration* or repair of plumbing and installation or alteration of heating;

10.17.2 in all cases where it is proposed to conduct waste from *plumbing* fixtures, trade waste or surface or roof water to a public sewer:

10.17.2.1 make certain, by enquiring from the *chief building official*, that the public sewer is at a sufficient depth and of a capacity to receive the discharge; and

10.17.2.2 arrange the plumbing to suit the location of the connection provided for the parcel by the *chief building official*;

10.17.3 if it is desired to connect a *building* or storm sewer with a *building* or storm sewer extension, deliver to the District's Director of Engineering such information as the Director of Engineering may require to show that the proposed sewers will be laid at such depth and in such a position as to connect the property with the *building* or storm sewer extension.

### **Inspection Schedule**

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

10.19 Despite section 10.18 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*.

10.20 A *building official* may attend periodically at the site of the *construction* of *simple buildings* or *structures* to ascertain whether the work is being carried out in substantial conformance with the *building code*, this bylaw and any other applicable enactments concerning safety.

10.21 For all work in respect of *simple buildings* the *owner*, or his or her representative, must give at least 24 hours notice to the District when requesting an inspection and must obtain an inspection and receive a *building official's* acceptance of the following aspects of the work prior to concealing them:

10.21.1 underground water, sanitary and storm services, foundation drainage piping and dampproofing; prior to such inspection the *owner* or his agent, shall deliver to the *chief building official* a letter sized site and foundation drainage plan;

10.21.2 heating distribution piping or duct work;

10.21.3 rough plumbing;

10.21.4 rough fire sprinkler and fire suppression piping;

10.21.5 tub and shower fixtures and piping;

10.21.6 after the *plumbing*, *sprinklers*, *site services* and *heating* are complete and ready for occupancy, but before occupancy.

10.22 Despite the requirement for the *building official's* acceptance of the work outlined in section 10.21, if a *registered professional* provides letters of assurance, the District will rely solely on *field*

reviews undertaken by the *registered professional* and the letters of assurance submitted pursuant to this bylaw as assurance that the aspects of the *construction* referenced by those letters of assurance substantially conforms to the *design*, plans and specifications and that the *construction* substantially complies with the *building code*, this bylaw and other applicable enactments respecting safety.

- 10.23 No aspect of the work referred to in section 10.21 of this bylaw shall be concealed until a *building official* has accepted it in writing.
- 10.24 The District will not inspect under any subsection of section 10.21 unless the *owner* has requested an inspection and the District has inspected under the previous subsection.
- 10.25 For work in respect of complex buildings the *owner*, or his or her representative, must give at least 48 hours' notice to the District when requesting an inspection:
- 10.25.1 and must convene a preconstruction meeting with the *building official* prior to the start of *construction*; the *owner* or his or her representative must ensure that the *registered professional*, the *constructor* as well as trade representatives are in attendance;
- 10.25.2 and must request an inspection prior to opening the premise isolation water valve;
- 10.25.3 and must request an inspection prior to removal of the sanitary premise isolation plug;
- 10.25.4 and must request an inspection prior to removal of the storm water premise isolation plug;
- 10.25.5 and must convene a pre-occupancy coordinated site review in order to have the *owner*, the *constructor* and the *registered professionals* demonstrate to the *building official* and Fire Services the operation and integration of the fire and life safety systems and compliance with Part 7 of the *building code*, applicable District requirements and other enactments respecting safety.
- 10.25.6 and must cause the *registered professional*, at least 48 hours prior to the pre-occupancy coordinated site review, to deliver to the *building official* the letters of assurance in the form of Schedules CA and CB as referred to in section 2.6 of Part 2 of the *building code*, each signed by such *registered professionals* as the *building official* or *building code* may require.

#### **Changes by Permit Holder**

- 10.26 *Construction* which is at variance with the plans and supporting documents for a *building* or *structure* for which a *permit* has been issued is prohibited, unless the change has been reviewed and accepted by the *chief building official*. Changes to approved mechanical *permit* drawings for new *construction* shall be submitted to the *chief building official* prior to the pre-occupancy coordinated site review.

#### **Provisional Plumbing Final**

- 10.27 The *chief building official* may issue an inspection notice for provisional *plumbing* final in support of provisional *occupancy* of part of a *building*.

#### **Connection to Storm Drainage System**

- 10.28 Subject to the District's sewer and development servicing bylaws, the *owner* must during *construction* or *alteration* of a single or two family dwelling, connect all rainwater conductors to a municipal storm drainage system if the system is contiguous to the parcel on which the construction or *alteration* is taking place.

- 10.29 The onsite drainage system must be extended to the rear parcel line if the municipal connection is located at the front of the *parcel* or to the front *parcel* line if the municipal connection is located at the rear of the *parcel* wherever reasonably possible.

#### **Plumbing Regulations**

- 10.30 Material transitions upstream of the main shut off valve within the perimeter of a *building foundation* are prohibited.
- 10.31 Sanitary and storm sewer connections must comply with the requirements of the District's bylaws.
- 10.32 Sanitary and storm sewer connections in respect of a *building* must be fitted with a District standard inspection chamber at or near the property line.
- 10.33 Corrugated, perforated and unperforated plastic piping is prohibited for use in conveying storm water in a storm drainage system.
- 10.34 A subsoil drainage system is permitted to be connected to a drywell or rock pit only if the subsoil conditions are suitable as determined by a soil report prepared by a qualified professional engineer and *accepted* by the *chief building official*.

#### **Perimeter Drainage and Storm Water Pumps**

- 10.35 A *registered professional* must undertake the design and conduct field reviews of the installation of storm water pumps, sealed copies of the design plan and letters of assurance prepared by the *registered professional* must be submitted to a building official prior to issuance of a permit for the work.
- 10.36 New storm water pump installations must include:
- 10.36.1 dual or duplex pumps;
- 10.36.2 a high level alarm audible within the premises; and
- 10.36.3 a covenant in the form of Schedule G registered on title serving as notice to future owners and to indemnify the District.

#### **Sanitary System Pumps**

- 10.37 A *registered professional* must undertake the design and conduct field reviews of the installation of sanitary pumps where the pump serves an entire residence. Sealed copies of the design plan and letters of assurance prepared by the registered professional must be submitted to a building official prior to issuance of a permit for the work.
- 10.38 New sanitary pump installations must include a high level alarm audible within the premises.

#### **Fire Sprinklers**

- 10.39 "*Fire limits area*" in this Part means the areas shown on the plan attached as Schedule N to this bylaw.
- 10.40 Except as provided for in section 10.41, section 10.40 to 10.46 applies to:

- 10.40.1 a new *building* containing a mercantile, industrial, assembly, institutional, business and personal service or *residential occupancy*;
- 10.40.2 an *existing building* containing a mercantile, industrial, assembly, institutional, business and personal service or *residential occupancy* upon creation of an additional dwelling unit;
- 10.40.3 an *existing building* containing a mercantile, industrial, assembly, institutional, business and personal services or *residential occupancy* if the total *building permit* value determined by the *chief building official*, pursuant to this bylaw, of all *additions* and structural *alterations* made within any consecutive 24 month period, exceeds 25% of the assessed value of the *existing building* as determined by the most recent assessment by the British Columbia Assessment Authority; and
- 10.40.4 an *existing building* (single family *residential occupancy*) within the *fire limits area* if the total *building permit* value (excluding the value of the fire sprinkler system) determined by the *chief building official*, pursuant to this bylaw, of all *additions* and or structural *alterations* made within any consecutive 24 month period, exceeds \$60,000.00.
- 10.41 Sections 10.40 to 10.46 do not apply to single family *residential* dwellings located outside the *fire limits area*, accessory *buildings* less than 30 square meters, temporary buildings, park shelters, detached gas station canopies or detached garages serving only one dwelling unit.
- 10.42 Subject to section 10.41, a *building* containing a mercantile, industrial, assembly, institutional, business or personal service or *residential occupancy* or a *building* in a *fire limits area* must be *sprinklered* in accordance with NFPA 13 1996 "Standard for Installation of Sprinkler Systems".
- 10.43 A *building* containing only a *residential occupancy* of up to four storeys in height must be *sprinklered* in accordance with NFPA 13 1996 "Standard for installation of Sprinkler Systems" or with NFPA 13R 1996 "Standard for installation of Sprinkler Systems in Residential Occupancies up to and including Four Storeys in Height", except as set out in section 10.41.
- 10.44 A *building* containing only one or two family *residential occupancies* must be *sprinklered* in accordance with NFPA 13 1996 "Standard for installation of Sprinkler Systems" or with NFPA 13R 1996 "Standard for installation of Sprinkler Systems in Residential Occupancies up to and including Four Stories in Height", or NFPA 13D 1996 "Standard for installation of Sprinkler Systems in one and two Family Dwellings and Mobile Homes".
- 10.45 All fire sprinkler systems must be designed and reviewed by a *registered professional* with experience in sprinkler system design, except for modifications to *existing* systems involving the relocation or addition of less than six sprinkler heads, in which case the requirement for *registered professional* design and review may be waived at the discretion of the *chief building official*.
- 10.46 Review of the work by a *registered professional* must include *field review* as defined in the *building code* and review of the *Contractor's* Material and Test Certificates, a copy of which shall be provided with the letter of assurance of Professional Field Review and Compliance.

#### **Water Conservation**

- 10.47 Every water closet shall be of a low consumption type which shall
- a) conform with CSA B45.0-99, "General Requirements for Plumbing Fixtures", and
  - b) have an average water consumption not exceeding 6 litres per flush cycle.

- 10.48 Every urinal shall be of low consumption type which shall
- a) conform with CSA B45.0-99, "General Requirements for Plumbing Fixtures", and
  - b) have an average water consumption not exceeding 3.8 litres per flush cycle.

(7447)

## **PART 11 PROHIBITIONS**

### **Conformity With Building Code and Bylaw**

- 11.1 No *building* or *structure* may be *constructed* except in conformity with the requirements of the *building code* and this bylaw.
- 11.2 Section 11.1 applies whether or not in any case it is expressly stated that the doing of or failure to do the thing mentioned is unlawful.

### **General Prohibitions**

- 11.3 No person may
- 11.3.1 unless authorized by the *chief building official*, reverse, alter, deface, cover, remove or in any way tamper with a *construction* site identification placard, stop work order notice, certificate, card or notice posted on or affixed to a *building* or *structure* pursuant to a provision of this bylaw;
  - 11.3.2 do any work at variance with the description, plans and supporting documents for the *building*, *structure* or work for which a *permit* has been issued, unless the *chief building official* has authorized the change;
  - 11.3.3 interfere with or obstruct the entry of the *chief building official* if he or she is administering this bylaw;
  - 11.3.4 erase, alter or modify plans and supporting documents after the same have been reviewed by the *chief building official*, or plans and supporting documents which have been filed for reference with the *chief building official* after the *permit* has been issued;
  - 11.3.5 submit false or misleading information in relation to a *permit* or an application for a *permit* under this bylaw;
  - 11.3.6 repair a *building* or *structure* damaged by fire, decay, storm, earthquake or otherwise to an extent greater than 75% of its assessed value as of the date of damage above its *foundations* unless in every respect the entire *building* or *structure* is made to comply with the *building code*, subject to the provisions of this bylaw;
  - 11.3.7 repair any portion of a *building* or *structure* damaged by fire, decay, storm or otherwise to an extent less than 75% of its assessed value as of the date of damage above its *foundations* unless in every respect the repair of the *building* or *structure* is made to comply with the *building code*, subject to the provisions of this bylaw;
  - 11.3.8 occupy or *permit occupancy* of a *building* or *structure* or part of a *building* or *structure* until the *chief building official* has issued a final inspection notice for it;
  - 11.3.9 *construct* on a parcel unless the civic address is conspicuously posted on the front of the premises or



on a sign post so it may be easily read from the public highway from which it takes its address; or

- 11.3.10 change the use, *occupancy* or both of a *building* or *structure* or a part of a *building* or *structure* without first applying for and obtaining a *building permit* under this bylaw.

## **PART 12 OFFENCES**

### **Violations**

- 12.1 Every person who violates or causes or allows to be violated a requirement of this bylaw is guilty of an offence and of a separate offence each day the violation is caused or allowed to continue.

### **Penalty**

- 12.2 Every *person* who commits an offence contrary to the provisions of this bylaw is liable on summary conviction to a penalty of not more than \$10,000.00 in addition to the costs of the prosecution.

### **Deemed Offence**

- 12.3 An *owner* is deemed to have knowledge of and be liable under this bylaw in respect of any *construction* on the parcel the *owner* owns and any change in the use, *occupancy* or both of a *building* or *structure* or part of a *building* or *structure* on that parcel.
- 12.4 No *person* is deemed liable under section 12.3 who establishes, on a balance of probabilities, that the *construction* or change of use or *occupancy* occurred before he or she became the *owner* of the parcel.
- 12.5 Nothing in section 12.4 affects:
- 12.5.1 the District's right to require and the *owner's* obligation to obtain a *permit*, and
- 12.5.2 the obligation of the *owner* to comply with this bylaw.

## **PART 13 MISCELLANEOUS**

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

### **Repeal**

- 13.2 The Building Bylaw, 1973, as amended, is repealed.

### **Appendices**

- 13.3 Appendices A to P are attached to and form part of this bylaw.

### **Citation**

- 13.4 This Bylaw may be cited for all purposes as "**Building Regulation Bylaw, 2003**".

**In Force**

13.5 This bylaw comes into force December 31, 2003.

Amended by: 7440 7447 7518

**PART 14 SCHEDULES**

# Schedule A



District of North Vancouver  
 Planning Engineering Parks & Regulatory Services  
 Tel. (604) 990-2480 Fax. (604) 984-9683  
 Web: www.dnv.org

<b>Process Type:</b> <input type="checkbox"/> Standard <input type="checkbox"/> BOV <input type="checkbox"/> DVP <input type="checkbox"/> Fast Track <input type="checkbox"/> Bldg Scheme Received By _____ Plan Reviewer _____ Inspector Area _____
--

**Building Permit Application** No: \_\_\_\_\_

**LOCATION OF WORK** \_\_\_\_\_

**Legal Description:** Lot \_\_\_\_\_ Lot \_\_\_\_\_ Blk \_\_\_\_\_ DL \_\_\_\_\_ Plan \_\_\_\_\_ PID \_\_\_\_\_

**APPLICANT**  Owner  Owner's Agent

Name: \_\_\_\_\_ Phone: (w) \_\_\_\_\_

Co. Name: \_\_\_\_\_ Phone: (h) \_\_\_\_\_

Address: \_\_\_\_\_ Fax: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code \_\_\_\_\_ Email/other \_\_\_\_\_

**Applicant Business Licence No** \_\_\_\_\_  Strata title  Non-strata

**Estimated Construction Value \$** \_\_\_\_\_  Single Family  Non-SFD

**Description of Work** \_\_\_\_\_

**Demolition / Vacancy Date** \_\_\_\_\_

OTHER CRITERIA	Yes	No	OTHER CRITERIA (cont)	Yes	No
Water access only?			Lot Unconsolidation required?		
On Site Sewage System?			License to Occupy required?		
Private Water System?			On Heritage Designation List?		
Within Fire Limits Area?			Siting Area/Amendment Required?		
Within Development Permit Area?			Commercial Food Handling Premise?		

Bldg Permit Application Fee (min. 50% of total BP Fee) \$ \_\_\_\_\_ Environment Permit Req'd  Yes  No

Title Search Fee required?  Yes  No Amount \$ \_\_\_\_\_

Security Deposit required?  Yes  No Amount \$ \_\_\_\_\_ due upon issuance

**A BUILDING PERMIT APPLICATION IS VALID FOR SIX MONTHS FROM DATE OF APPLICATION. Applicants are advised that information contained on the applications, permits, licences and other discretionary benefits granted by the District of North Vancouver are considered public information.**

The undersigned hereby makes application for a Building Permit and submits the

By Applicant

**nonrefundable portion of the Building Permit fee, plans and documents for review under the provisions of the District of North Vancouver Bylaws.**

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

TYPE OF WORK		ZONING USES(S)		
<input type="checkbox"/> New Construct	<input type="checkbox"/> Accessory Build'g	<input type="checkbox"/> <i>Res'l Single Family</i>	<input type="checkbox"/> <i>Light Manufactur'g</i>	<input type="checkbox"/> <i>Retail Food Service</i>
<input type="checkbox"/> Addition	<input type="checkbox"/> Chimney	<input type="checkbox"/> <i>Auto Body Shop</i>	<input type="checkbox"/> <i>Office Purposes</i>	<input type="checkbox"/> <i>Retail Purposes</i>
<input type="checkbox"/> Add & Improv	<input type="checkbox"/> Foundations Only	<input type="checkbox"/> <i>Auto Repair Shop</i>	<input type="checkbox"/> <i>Parking Structure</i>	<input type="checkbox"/> <i>School Elementary</i>
<input type="checkbox"/> Alt & Impro	<input type="checkbox"/> House move	<input type="checkbox"/> <i>Bed &amp; Breakfast</i>	<input type="checkbox"/> <i>Personal Serv. Shp</i>	<input type="checkbox"/> <i>School Secondary</i>
<input type="checkbox"/> Demolition	<input type="checkbox"/> Repair	<input type="checkbox"/> <i>Bus/Off Support</i>	<input type="checkbox"/> <i>Professional Office</i>	<input type="checkbox"/> <i>Secondary Suite</i>
<input type="checkbox"/> In Ground Pool	<input type="checkbox"/> Prefab Building	<input type="checkbox"/> <i>College</i>	<input type="checkbox"/> <i>Res'l Low Rise</i>	<input type="checkbox"/> <i>Service Station</i>
<input type="checkbox"/> Parking Structure	<input type="checkbox"/> Temporary Build'g	<input type="checkbox"/> <i>Child Care Facility</i>	<input type="checkbox"/> <i>Res'l High Rise</i>	<input type="checkbox"/> <i>Warehousing</i>
<input type="checkbox"/> Retaining Wall	<input type="checkbox"/> Underground Tank	<input type="checkbox"/> <i>Group Home</i>	<input type="checkbox"/> <i>Res'l Multi Town</i>	<input type="checkbox"/> <i>Wholesaling</i>
<input type="checkbox"/> Convert from SFD to Multi-F	<input type="checkbox"/> Other (see rev)	<input type="checkbox"/> <i>Home Occupation</i>	<input type="checkbox"/> <i>Restaurant Major</i>	<input type="checkbox"/> Other (see rev)

Comments \_\_\_\_\_

\_\_\_\_\_

**Planning**     **Engineering**     **Mechanical**     **Electrical**     **Fire**     **Prop. Use**     **Environmental**

**Type of Work (cont.)**

- |   |   |
|---|---|
| <input type="checkbox"/> Additional Value                               | <input type="checkbox"/> Deconversion from Single Family to Non Resid'l |
| <input type="checkbox"/> Conversion from Multifamily to Multifamily     | <input type="checkbox"/> Mechanical construction                        |
| <input type="checkbox"/> Conversion from Multifamily to Non Residential | <input type="checkbox"/> Strata Occupancy New                           |
| <input type="checkbox"/> Conversion from Non Residential to Residential | <input type="checkbox"/> Superstructure-New Construction                |
| <input type="checkbox"/> Excavation Only                                |   |

**Zoning Use(s) (cont.)**

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Accessory Building                    | <input type="checkbox"/> FRU                                      | <input type="checkbox"/> <i>Outdoor Customer Service Area</i>                         |
| <input type="checkbox"/> <i>Animal Shelter</i>                 | <input type="checkbox"/> Funeral Homes & Mortuaries               | <input type="checkbox"/> <i>Port-Oriented Purposes</i>                                |
| <input type="checkbox"/> Antenna                               | <input type="checkbox"/>  | <input type="checkbox"/> <i>Research &amp; Development Est</i>                        |
| <input type="checkbox"/> <i>Auction Room</i>                   | <input type="checkbox"/> <i>Gas Bar</i>                           | <input type="checkbox"/> Recreation Grounds   |
| <input type="checkbox"/> <i>Billiard Hall</i>                  | <input type="checkbox"/> Golf Course                              | <input type="checkbox"/> Religious Worship & Bldgs                                    |
| <input type="checkbox"/> <i>Bingo</i>                          | <input type="checkbox"/> Government Building Federal              | <input type="checkbox"/> <i>Residential Bldg 2-family</i>                             |
| <input type="checkbox"/> <i>Building Supply Est.</i>           | <input type="checkbox"/> Government Building Municipal            | <input type="checkbox"/> <i>School, Trade</i>   |
| <input type="checkbox"/> Broadcasting Station                  | <input type="checkbox"/> Government Building Provincial           | <input type="checkbox"/> Ski Resort   |
| <input type="checkbox"/> <i>Caretaker Unit</i>                 | <input type="checkbox"/> Guest Suite                              | <input type="checkbox"/> Specialized Light Ind. & Tech. Est.                          |
| <input type="checkbox"/> Casino Gaming                         | <input type="checkbox"/> <i>Gun Shop</i>                          | <input type="checkbox"/> <i>Studio</i>  |
| <input type="checkbox"/> <i>Children's Animal Farm</i>         | <input type="checkbox"/> <i>Health Service Purposes</i>           | <input type="checkbox"/> <i>Tourist Accommodation Hotel</i>                           |
| <input type="checkbox"/> <i>Clubs</i>                          | <input type="checkbox"/> <i>Heavy Manufacturing</i>               | <input type="checkbox"/> <i>Tourist Accommodation Hotel</i>                           |
| <input type="checkbox"/> Community & Social Centres            | <input type="checkbox"/> <i>Hobby Beer &amp; Wine-Making Est.</i> | <input type="checkbox"/> <i>Transportation Purposes</i>                               |
| <input type="checkbox"/> <i>Construction Services</i>          | <input type="checkbox"/> Hospital                                 | <input type="checkbox"/> <i>Vehicle Sale/Rental/Lease Establishment; Recreational</i> |
| <input type="checkbox"/> <i>Contractor Services</i>            | <input type="checkbox"/> <i>Household Repair Services</i>         | <input type="checkbox"/> <i>Veterinary Clinic</i>                                     |
| <input type="checkbox"/> Convalesc't, nursing and rest homes   | <input type="checkbox"/> <i>Industrial Product Sales Est.</i>     | <input type="checkbox"/> <i>Veterinary Hospital</i>                                   |
| <input type="checkbox"/> Cottage                               | <input type="checkbox"/> Library                                  | <input type="checkbox"/> Water Storage Tank, Reservoir                                |
| <input type="checkbox"/> <i>Custom Manufacturing Est.</i>      | <input type="checkbox"/> <i>Local Commercial (C1A Zone)</i>       | <input type="checkbox"/> <i>Works Yard</i>  |
| <input type="checkbox"/> <i>Delivery Services</i>              | <input type="checkbox"/> <i>Marina</i>                            | <input type="checkbox"/> Other  |
| <input type="checkbox"/> <i>Drive-in Restaurant</i>            | <input type="checkbox"/> <i>Marine Public House</i>               |   |
| <input type="checkbox"/> <i>Entertainment &amp; Recreation</i> | <input type="checkbox"/> <i>Media-Related Est.</i>                |   |
| <input type="checkbox"/> <i>Equipment Rental Est</i>           | <input type="checkbox"/> <i>Mini-Warehouse</i>                    |   |
| <input type="checkbox"/> Financial Institution                 | <input type="checkbox"/> <i>Multi-Level Care Facility</i>         |   |
| <input type="checkbox"/> Firehall                              | <input type="checkbox"/> <i>Neighbourhood Public House</i>        |   |
| <input type="checkbox"/> <i>Fish Farming</i>                   | <input type="checkbox"/> <i>Nursery</i>                           |   |
| <input type="checkbox"/> <i>Fitness Centre</i>                 |   |   |

Notes: *Italicized* uses are defined in the Zoning Bylaw  
 Background grayed uses create default activities



## **BUILDING PERMIT FEES**

1. (a) The fees payable for the issuance of a permit or renewal of a permit for the erection, addition, alteration, repair, removal or demolition of any building or structure, or any part thereof including other building service systems or regulated by the Building Code, are as follows:

(i)	for the first \$1,000.00 value of the work	\$61.00
(ii)	for each \$1,000 or part thereof by which the value of work exceeds the sum of \$1,000 up to a maximum of \$15,000, add	\$12.30
(iii)	for each \$1,000 or part thereof by which the value of the work exceeds the sum of \$15,000 up to a maximum of \$50,000, add	\$10.25
(iv)	for each \$1,000 or part thereof by which the value of the work exceeds the sum of \$50,000, add	\$9.23

except that,

(a) where a certification or report is required to be provided by the applicant in accordance with section 4.38 of this bylaw, the above fees are reduced by 2.5% to maximum reduction of \$500.00; and

(b) the fees payable for the issuance of a building permit for the removal, repair or alteration of a building envelope and the repair of damage to structures caused by building envelope failure for any residential building completed between 1983 and 1998 are waived

- (b) At the time a building permit application is made, a non-refundable fee of 50% of the estimated permit fee shall be due and payable.
- (c) Recheck fee: \$61.00/hr. \$61.00 min
- (d) The Building Permit fee is increased by 100% of the unreduced fee where construction commenced before the Building Inspector issued a permit to a maximum \$1000.00
- (e) Reinspection Fee

For a second inspection	\$100.00
(f) A Building Permit may be extended pursuant to clause 5.50. The total fee payable will equal 10% of the original fee or \$61.00 whichever is greater.	
(g) Preliminary Plan Review	
For a preliminary plan review analysing a proposed single family residential building for compliance with requirements of the Zoning Bylaw prior to application for a building permit, the fee shall be	\$120.50
(h) Review of Equivalentents	
For a review of submitted requests for acceptance of equivalentents in accordance with section 2.5 of the B.C. Building Code:	
Up to Two Equivalency Items included in one submission (this includes a single review of a single revisions required from the primary review)	\$373.25
For each equivalency item review exceeding the first two items included a single submission	\$120.50
Each additional revision submission of any single item	\$ 61.00
(i) Transfer of Building Permit	
For transfer or assignment of an active building permit to a new owner or agent:	
Single Family Residential Building	\$ 61.00
Other building type	\$120.50
(j) Secondary Suite Inspection Fee	\$125.00
(k) Title Search Fee	\$ 15.00
(l) Plan Review and Summary Letter (reviewed for Board of Variance application)	\$208.00
(m) A Special inspection (per 5.49.2) payable in advance	\$61.00/hr
(n) An inspection (per 5.49.3)	\$169.00 plus\$61.00/hr in excess of 4 hrs
(o) Drawing Imaging Fee	\$5.00 / page <b>(7440)</b>



## **CHIMNEY AND FUEL BURNING APPLIANCE FEES**

2. The fees payable for a Building permit for:

(a) a chimney with one flue, including factory-built chimney	\$61.00
(b) each additional flue or chimney in a building	\$17.25
(c) a fireplace and flue, including factory-built fireplace	\$61.00
(d) solid fuel burning appliances	\$61.00

unless the work is encompassed by another valid Building Permit.

## **MECHANICAL PERMIT FEES**

3. The fees payable for the issuance of a mechanical permit are as follows:

(a) for the installation of fixtures, each roof drain, hot water tank, sump and interceptor being classed as a fixture, as follows:	
(i) one fixture	\$61.00
(ii) each additional fixture up to ten	\$22.50
(iii) each additional fixture over ten	\$19.25
(b) for the installation or replacement of water service	\$61.00
(c) for the installation of perimeter foundation drains	
(i) for single or two family residential buildings up to 250'	\$61.00
for each additional 250'	\$31.00
(ii) for other than single or two family residential buildings, for each 100' or portion thereof to 500'	\$61.00
for each additional 250'	\$31.00
(d) for the alteration of plumbing where no fixtures are involved, for each 10 metres of house drain installed or portion thereof	\$61.00
(e) in every case where, due to non-compliance with the provisions of this bylaw or to unsatisfactory workmanship, more than two inspections are necessary, for each inspection after the second inspection	\$100.00

(f) special inspections, being inspections made in response to a request by a person having an interest in establishing the fitness of the plumbing to be inspected, may be made for a fee per inspection, payable in advance by the person requesting such inspection of	\$72.50/hr
(g) for the installation of plumbing fixtures by other than the original permit holder	\$61.00
(h) for the installation of domestic water for fire lines in other than single family dwellings:	
(i) for the first 30m or portion thereof	\$61.00
for each additional 30m	\$31.00
(ii) for each fire hydrant, alarm valve, dry valve & flow switch	\$31.00
(iii) for first hose connection, Siamese	\$31.00
for each additional hose connection, Siamese	\$15.00
(iv) for the connection of the municipal water supply to an hydraulic equipment	\$61.00
(v) for the installation of pressure vacuum breakers, approved double check valve assemblies and reduced pressure backflow preventers	\$61.00
(i) for the installation of	
(i) a house sewer and building sanitary drain where the length does not exceed 30m	\$61.00
and each additional 30m or part thereof	\$31.00
(ii) a storm sewer and building storm drain where the length does not exceed 30m	\$61.00
and each additional 30m or part thereof	\$31.00
(j) for the installation of either or both when under a common permit	
(i) Storm Sewer House Service Connection	\$255.00
(ii) Sanitary Sewer House Service Connection	\$255.00
(k) for the installation of Sprinkler System	

- (i) fee for the first head \$61.00
- (ii) for each additional head \$ 2.75

(l) for the installation of a forced air heating duct distribution system  
\$1.50 per 1000 btu to \$200 maximum (minimum \$61.00)

(m) for the installation of a hydronic heating pipe distribution system  
\$1.50 per 1000 btu to \$200 maximum (minimum \$61.00)



District of North Vancouver  
355 West Queens Rd  
North Vancouver, BC V7N 4N5  
Tel 604-990-2480 Fax 604-984-9683 email  
building@dnv.org

Schedule C Value  
of the Work

**Residential**

Construction	\$/Sq.M	\$/Sq.Ft.
Crawlspace	322.80	30.00
Unfinished Basement	591.80	55.00
Main Floor	1022.20	95.00
Upper Floor	753.20	70.00
Additional Floors	753.20	70.00
Basement or space finishing	269.00	25.00
Basement with secondary suite	269.00	25.00
Additions	120%	120%
Garages	484.20	45.00
Carports	269.00	25.00
Verandas/Covered decks	430.40	40.00
Sundeck	215.20	20.00
Carport infill to create garage	215.20	20.00
Garage/carport infill to create living area	269.00	25.00
Sundeck enclosure to create living area	645.60	60.00

Demolition minor (less than or equal to 100 m <sup>2</sup> )	\$5000.00
Demolition major (greater than 100 m <sup>2</sup> )	\$10,000.00

(7440 7518)



**District of North Vancouver**  
 355 West Queens Rd  
 North Vancouver, BC V7N 4N5  
 Tel 604-990-2480 Fax 604-984-9683 email building @dnv.org

**Schedule D**  
**Letter of Authorization**

Date: \_\_\_\_\_

The District of North Vancouver  
 355 West Queens Road  
 North Vancouver, BC V7N 4N5

**ATTENTION: Chief Building Inspector**

**RE: LETTER OF AUTHORIZATION FOR:**

\_\_\_\_\_  
**Civic Address**

\_\_\_\_\_  
**Legal Description**

This letter is to advise that I/we \_\_\_\_\_

am/are the **Registered Owner(s)** of the above referenced property, and hereby

authorize

\_\_\_\_\_  
**Name of Agent**

\_\_\_\_\_  
**Address of Agent**

to act as my agent with respect to the property noted above. Unless otherwise noted below, to "act as my agent" is interpreted to mean view and/or obtain copies of documents and plans and/or to make application for permits.

**MY AGENT CANNOT:**

- Make application for a permit on my behalf
- View plans associated with the above address
- Obtain a copy of plans associated with the above address
- All the above
- Other \_\_\_\_\_

\_\_\_\_\_  
**Registered Owner - Please Print**

\_\_\_\_\_  
**Registered Owner - Signature**



**District of North Vancouver**  
 355 West Queens Rd  
 North Vancouver, BC V7N 4N5  
 Tel 604-990-2480 Fax 604-984-9683 email building @dnv.org

**Schedule E**  
**Owner's Undertaking**

- Note: 1. To be submitted prior to issuance of a building permit  
 2. Only an original Schedule printed by the District of North Vancouver or an unaltered photocopy of this Schedule is to be completed and submitted.

District of North Vancouver  
 355 W. Queens Road  
 North Vancouver, B.C.  
 V7N 4N5

**ATTENTION: Chief Building Official**

Dear Sir/Madam:

**Re: Address:** \_\_\_\_\_

**Building Permit Application No.** \_\_\_\_\_

In consideration of the District accepting and processing the above application for a building permit, and as required by the District's Building Regulation Bylaw, the following representations, warranties and indemnities are given to the District.

1. That I am:
- the owner of the above property; or
  - authorized by the owner of the property described above to make this application (Agent for Owner)

2. That I have authorized:

\_\_\_\_\_  
**Name** (Print)

\_\_\_\_\_  
**Address** (Print)

to make application for the above permit on my behalf.

3. That I will comply with or cause those whom I employ to comply with the B.C. Building Code and all bylaws of the District and other statues and regulations in force in the District relating to the development, work, undertaking or permission in respect of which this application is made.
4. That I understand and acknowledge that I am fully responsible for carrying out the work, or having the work carried out, in accordance with the requirements of the B.C. Building code, the Building Regulation Bylaw and all other bylaws of the District.
5. That I understand and acknowledge that neither the issuance of a permit under this bylaw, the review of plans and supporting documents, nor inspections made by the chief building official shall in any way

constitute a representation, warranty or statement that the B.C. Building Code, the Building Regulation Bylaw or any other bylaw of the district has been complied with.

- 6. That I confirm that I have relied only on the said registered professionals for the adequacy of the plans and supporting documents submitted with this application.
- 7. The District has relied and is relying exclusively on the Letter of Assurance of "Professional Design and Commitment for Field Review" prepared by:

**(insert name of registered professional)**

- |       |                                 |
|-------|---------------------------------|
| _____ | <b>Architectural</b>            |
| _____ | <b>Structural</b>               |
| _____ | <b>Mechanical</b>               |
| _____ | <b>Plumbing</b>                 |
| _____ | <b>Fire suppression Systems</b> |
| _____ | <b>Electrical</b>               |
| _____ | <b>Geotechnical – temporary</b> |
| _____ | <b>Geotechnical – permanent</b> |

in reviewing the plans and supporting documents submitted with this application for a building permit.

- 8. That I understand that where used herein the words "work" or "work or undertaking in respect of which this application is made" includes all electrical, plumbing, mechanical, gas and other works necessary to complete the contemplated construction.
- 9. That I am authorized to give these representations, warranties, assurance and indemnities to the District.
- 10. That I confirm that I have been advised that I should seek independent legal advice from a lawyer in respect of signing this schedule.

**Owner's Information**

**Agent for Owner Information**

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address (print)

\_\_\_\_\_  
Address (print)

If owner is company, affix corporate seal in space below.

**The Corporate Seal of**

**Witness Information**

\_\_\_\_\_ was hereunto affixed in the presence of:

\_\_\_\_\_ Name (print)

\_\_\_\_\_ Signature of Officer

\_\_\_\_\_ Signature

\_\_\_\_\_ Name of Officer (print)

\_\_\_\_\_ Address (print)

\_\_\_\_\_ Title of Officer (print)

\_\_\_\_\_ Signature of Officer

\_\_\_\_\_ Name of Officer (print)

\_\_\_\_\_ Occupation (print)

\_\_\_\_\_ Title of Officer (print)

(Affix seal here)

The above must be signed by the owner or his appointed agent. The signature must be witnessed. If the owner is a company, the corporate seal of the company must be affixed to the document in the presence of the duly authorized officers. The officers must also sign, setting for the their positions in the company.

Please note the following provision from the Building Regulation Bylaw 2003:

**Owner's Responsibility**

- 4.12 *Every owner, or his or her agent, must carry out construction or have the construction carried out in substantial accordance with the requirements of the building code, this bylaw and the other bylaws of the District and neither the issuance of a permit under this bylaw, the review of plans and supporting documents, nor inspections made by the chief building official or a registered professional relieve the owner, or his or her agent, from full and sole responsibility to perform the work in strict accordance with this bylaw, the building code and other applicable enactments.*





District of North Vancouver  
355 West Queens Rd  
North Vancouver, BC V7N 4N5  
Tel 604-990-2480 Fax 604-984-9683 email [building@dnv.org](mailto:building@dnv.org)

## Schedule F Confirmation of Professional Liability Insurance

---

### Building Permit Number

- Note:
1. This letter must be submitted along with each British Columbia Building Code Schedule A, B1 and B2 before issuance of a **building permit**. A separate letter must be submitted for each **registered professional**.
  2. Only an original Schedule printed by the **District of North Vancouver** or an unaltered photocopy of this Schedule is to be completed and submitted.

District of North Vancouver  
355 W Queens Rd  
North Vancouver, BC V7N 4N5

**Attention: Chief Building Official**

Dear Sir/Madame:

**Re: Address of Project (print)** \_\_\_\_\_

**Legal Description of Project (print)** \_\_\_\_\_

The undersigned hereby gives assurance that

- (a) I have fulfilled my obligation for insurance coverage as outlined in the District of North Vancouver Building Regulation Bylaw 2003,
- (b) I have enclosed a copy of my certificate of insurance coverage indicating the particulars of such coverage,
- (c) I am a **registered professional** as defined in the Building Regulation Bylaw 2003, and
- (d) I will notify the building inspector in writing immediately if the undersigned's insurance coverage is reduced or terminated at any time during construction.

---

**Name** (print)

---

(Signed)

---

**Date**

---

**Address** (print)

---

(Affix professional seal here)

---

**Phone**

(If the **registered professional** is a member of a firm, complete the following.)

I am a member of this firm:

---

**Name of Firm** (print)

---

**Address** (print)

---

**City**

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

*Note: The above letter must be signed by a **registered professional**. The District of North Vancouver Building Regulation Bylaw defines a **registered professional** to mean a person who is registered or licensed to practice:*

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

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



TERMS OF INSTRUMENT - PART 2

**SECTION 219 COVENANT**

WHEREAS:

- A. This document is dated for reference purposes the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_
- B. In these terms of instrument:
- (a) **THE CORPORATION OF THE DISTRICT OF NORTH VANCOUVER** is referred to as the "Municipality".
  - (b) \_\_\_\_\_, of [insert address] is referred to as the "Grantor".
- C. The Grantor is the registered owner of the lands described in Item 2 of Part 1 to this General Instrument ("Lands").
- D. Section 219 of the Land Title Act (R.S.B.C. 1996, c. 250) provides that there may be registered as a charge against the title to any land a covenant in favour of a municipality in respect of the use of land or the use of a building on or to be erected on land or that land is or is not to be built on or is not to be subdivided except in accordance with the covenant.

WITNESSETH THAT in consideration of the premises and the sum of One Dollar (\$1.00) (the receipt and sufficiency of which the Grantor hereby acknowledges), and pursuant to the provisions of Section 219 of the *Land Title Act*, the Grantor covenants with the Municipality as follows:

1. The Grantor has installed or, further to a requirement of the Municipality's building regulation bylaw, the Grantor intends to install, a storm water lift pump (the "Pump") to service the Lands.
2. The Grantor covenants not to use or occupy the Lands, or permit the Lands to be used or occupied, for residential purposes unless the Pump is properly installed and is thereafter maintained in good working order, at the Grantor's expense.
3. The Grantor acknowledges that the Pump may fail, causing damage to the Lands and adjacent properties, and the Grantor hereby agrees to indemnify and save the Municipality harmless from all actions, causes of action, damages, claims, costs and expenses (including solicitors' fees) arising from or connected with the installation of the Pump on the Lands or its failure.

4. The Grantor agrees to do everything necessary to ensure that this Agreement is registered against the title to the Lands with priority over all financial charges, liens and encumbrances registered, or the registration of which is pending, at the time of application for registration of this Agreement, including all options to purchase, rights of first refusal, mortgages and assignments.
5. If any portion of this Agreement is held invalid by a court of competent jurisdiction, the invalid portion shall be severed and the decision that it is invalid shall not affect the validity of the remainder of the Agreement.
6. Every obligation and covenant of the Grantor in this Agreement constitutes both a contractual obligation and a covenant granted under Section 219 of the *Land Title Act* in respect of the Lands and this Agreement burdens the Lands and runs with it and binds the successors in title to the Lands. This Agreement burdens and charges all of the Lands and any parcel into which it is subdivided by any means and any parcel into which the Lands are consolidated. The Grantor is only liable for breaches of this Agreement that occur while the Grantor is the registered owner of the Lands.
7. The Grantor hereby releases, indemnifies and saves harmless the Municipality, its elected officials, officers, employees, agents and others from and against any and all matter of actions, causes of action, claims, costs, expenses (including actual legal fees), losses, damages, debts, demands and harm, by whomsoever brought, of whatsoever kind and howsoever arising out of or in any way due to or relating to the granting or existence of this Agreement.
8. This Agreement is the entire agreement between the parties concerning its subject, and supersedes and terminates all other agreements, understandings or promises concerning its subject. The Municipality has made no representations and gives no warranties to the Grantor regarding the subject of this Agreement or any related matter or proceeding.
9. A waiver of any breach of this Agreement is binding only if given in that instrument executed by the party giving the waiver, and only if the waiver is an express waiver of the breach in question. A waiver of the Breach of this Agreement operates to waive only the breach in respect of which has expressly been given.
10. Nothing in this Agreement exempts the Grantor on the Lands from any statutory requirement or from the ordinary jurisdiction of the Municipality, its bylaws, permits, regulations and orders, and, without limitation, this Agreement does not relieve the Grantor from complying with any enactment relating to the use of the Lands.
11. The rights given to the Municipality by this Agreement are permissive only and nothing in this Agreement imposes any legal duty of any kind on the Municipality to anyone, or obliges the Municipality to enforce this Agreement, to perform any act or to incur any expense in respect of this Agreement.
12. This Agreement binds the parties hereto and their respective successors, heirs,

executors and administrators.

13. All covenants made by the Grantor shall be construed as being several as well as joint with respect to all persons constituting the Grantor.

As evidence of their agreement to be bound by the above terms, the parties each have executed and delivered this Agreement under seal by executing Part 1 of the Land Title Act Form C to which this Agreement is attached and which forms part of this Agreement.

## Grant of Priority

GIVEN THAT:

- A. The Grantor (as defined in the Covenant to which this agreement is attached) ("Lift Pump Covenant") is the registered owner of the land described in Section 2 of Part 1 of the Form C to which this agreement is attached and which forms part of this agreement ("Land");
- B. The Grantor granted \_\_\_\_\_ ("Prior Chargeholder") a mortgage which is registered against the title to the Land in the Vancouver/New Westminster Land Title Office ("LTO") under number \_\_\_\_\_ ("Prior Charge");
- C. By the Lift Pump Covenant, the Owner granted to the Municipality (as defined in the Covenant Agreement) ("Subsequent Chargeholder") the covenant that is described in the Covenant Agreement ("Subsequent Charge"); and
- D. Section 202 of the *Land Title Act* permits the Prior Chargeholder to grant priority over a charge to a subsequent chargeholder.

This Priority Agreement is evidence that in consideration of \$2.00 paid by the Subsequent Chargeholder to the Prior Chargeholder (the receipt and sufficiency of which are hereby acknowledged) the Prior Chargeholder grants to the Subsequent Chargeholder priority over the Prior Charge and the Prior Chargeholder covenants and agrees to subordinate and postpone all its right, title and interest in and to the Land with the intent and with the effect that the interests of the Subsequent Chargeholder in and under the Subsequent Charge are the same as if the Subsequent Charge had been executed, delivered and registered against the title to the Land before registration of the Prior Charge.

As evidence of their agreement to be bound by the above terms of this Priority Agreement, the party described in this Priority Agreement as the Prior Chargeholder has executed and delivered the *Land Title Act* Form D to which this Priority Agreement is attached and which forms part of this Priority Agreement.

# Schedule H – Building Permit

## The District of North Vancouver

Mailing and Municipal Hall: 355 West Queens Road, North Vancouver, B.C. V7N 4N5  
Planning, Engineering, Parks & Regulatory Services Division Tel. 604 990-2480 Fax. 604 984-9683  
email: [building@dnv.org](mailto:building@dnv.org) web: [www.dnv.org](http://www.dnv.org)

**24 Hr. Bldg/Mech/Gas Inspections: 604 990-2444 Mon-Fri before 4:00 p.m. for next working day inspection**

### **BUILDING PERMIT:**

*Reviewed by:*

*Issue Date:*

*Expiry Date:*

*Construction Address:*

*Legal Address:*

*Zone:*

*Property Owner:*

*Primary Contact:*

*Project Description:*

*Type of Work:*

*Construction Value:*

*Permit Conditions:*

*Accepted Zoning Uses:*

*No. of Dwelling units or floor area:*

*Article of Construction:*

*Equivalencies Accepted:*

*Fire Alarm System Installed:*

*Building Sprinklered:*

*Professionals Retained:*

By signing, the applicant, where other than the owner, represents that he or she is the agent of the owner and has the owner's authority to agree to the permit conditions for and on the owner's behalf.

The District of North Vancouver does not assume any responsibility for opening roads or lanes or providing water services or other public utilities in connection with this permit. The Owner must comply with all enactments, including bylaws, codes and regulations. Neither this permit, the approval of related plans and specifications nor any other District communication with the Owner either (a) relieves the Owner of the obligation to comply with all enactments, or (b) warrants that the work authorized by this permit complies with an enactment. The Owner shall repair, at its cost, any damage to municipal works, roads, pavement, curb, sidewalk, sidewalk trees, aquatic areas or drainage works as a result of the work covered by this permit. In return for the approval of this permit, the Owner agrees to indemnify and save harmless the District, and each of its officers, employees, agents and servants, of and from any claims, suits, liabilities, judgements, costs, expenses or actions of any kind arising from or relating to this permit or any communications or representations in connection with the work authorized by this permit.

### **THE OWNER AGREES TO ALL OF THE ABOVE CONDITIONS**

Signature	Date	Issued for The Inspector by
-----------	------	-----------------------------

Applicants are advised that information contained on Permits, Licences and other discretionary benefits granted by the District of North Vancouver are considered public information.

**SEE REVERSE FOR IMPORTANT NOTICE**

**BUILDING PERMIT PAGE 2**

**BUILDING PERMIT:**

**Type of Work:** *New Construction*  
**Environmental No:**  
**Subdivision No:**  
**As Built No:**

**Project Location:**  
**Legal Address:**

**Property Owner:**  
**Primary Contact:**

**Sanitary Sewer Location:**

**Storm Sewer Location:**

Note: Where connection exists, expose before setting plumbing grade.

**Water Service Location:**

**Water Meter:**

**Gas Main Location:**

Contact B.C. Gas if concerned

**Easements/Rights of Ways:**

Note: A structure must not encroach within the easement. Applicant is cautioned to protect Municipal utilities within easement.

**Covenants:**

**Remarks:**

<b>Engineering Signature:</b>	<b>Date:</b>
-------------------------------	--------------

**SEE REVERSE FOR IMPORTANT NOTICE**



## **NOTICE**

[Information on reverse of every Permit]

It is a condition of this permit that the Owner or the Owner's Agent request all required inspections and obtain all necessary approvals required by the governing bylaw.

It is a condition of a Building Permit that the Owner or the Owner's Agent must request all required inspections and obtain all necessary approvals prior to occupancy of the whole building or part thereof in respect to work for which this permit was issued.

It is a condition of a Security deposit that all inspections required by the governing bylaw are complete and acceptable to the Inspector prior to its release.

It is an offence if the Owner, the Owner's Agent or a tenant occupy or permit a building or part thereof to be occupied prior to final inspection and approval by the Inspector.

This permit has an expiry date. It is an offence if the Owner or the Owner's Agent commences work or continues to work beyond the expiry date. Inspections requested after the expiry date are subject to the Owner or the Owner's Agent obtaining a new Building Permit. The Owner or the Owner's Agent may apply for a construction time extension prior to the permit expiry date.

The Owner or the Owner's agent should familiarize themselves with the contents of the District of North Vancouver Building Regulation Bylaw, Electrical Bylaw and Gas Fitting Bylaw.



**District of North Vancouver**  
 355 West Queens Rd  
 North Vancouver, BC V7N 4N5  
 Tel 604-990-2480 Fax 604-984-9683 email building @dnv.org

**Schedule I**  
**Confirmation of Required Documents**

**Building Permit Number**

- Note: 1. *The Confirmation of Required Documentation and all required documentation must be submitted to the Building Inspector 48 hours prior to the Pre-occupancy Coordinated Review.*
2. *The Confirmation of Required Documentation and all required documentation to be submitted in tabbed ringed binder. Tab sections per this schedule.*

	Provided	Not Applicable	
<b>TAB 1</b>	<input type="checkbox"/>	<input type="checkbox"/>	<b>CONFIRMATION OF REQUIRED DOCUMENTATION</b>
<b>TAB 2</b>	<input type="checkbox"/>	<input type="checkbox"/>	<b>DIRECTORY OF PRINCIPALS (Role/Firm/Name/Telephone)</b>
	<input type="checkbox"/>	<input type="checkbox"/>	Owner
	<input type="checkbox"/>	<input type="checkbox"/>	Co-coordinating Registered Professional
	<input type="checkbox"/>	<input type="checkbox"/>	Registered Professionals
	<input type="checkbox"/>	<input type="checkbox"/>	Warranty Provided
	<input type="checkbox"/>	<input type="checkbox"/>	Licensed Builder
	<input type="checkbox"/>	<input type="checkbox"/>	Sub Contractors
<b>TAB 3</b>	<input type="checkbox"/>	<input type="checkbox"/>	<b>LETTERS OF ASSURANCE (A, B-1,B-2, CA, CB)</b>
	<input type="checkbox"/>	<input type="checkbox"/>	Co-coordinating Registered Professional
	<input type="checkbox"/>	<input type="checkbox"/>	Architectural
	<input type="checkbox"/>	<input type="checkbox"/>	Structural
	<input type="checkbox"/>	<input type="checkbox"/>	Mechanical
	<input type="checkbox"/>	<input type="checkbox"/>	Plumbing
	<input type="checkbox"/>	<input type="checkbox"/>	Fire Suppression Systems
	<input type="checkbox"/>	<input type="checkbox"/>	Electrical
	<input type="checkbox"/>	<input type="checkbox"/>	Geotechnical Temporary
	<input type="checkbox"/>	<input type="checkbox"/>	Geotechnical Permanent
	<input type="checkbox"/>	<input type="checkbox"/>	_____ (Other – specify)
	<input type="checkbox"/>	<input type="checkbox"/>	_____ (Other – specify)

- TAB 4**            **PROFESSIONAL REVIEW LETTERS**
- Equivalency (Confirmation of Field Review – sealed)  
        Equivalency (Confirmation of Field Review – Sealed)  
        Site Services – Civil Engineer  
        Building Envelope Specialist  
        Roofing Consultant  
        Generator Test Report / Certificate  
        \_\_\_\_\_ (Other – specify)  
        \_\_\_\_\_ (Other – specify)

- TAB 5**            **FIRE ALARM**
- Fire Alarm Verification Certificate (include field work sheets)  
        Letter of Signed contract from ULC Listed Monitoring Agency

- TAB 6**            **SPRINKLER SYSTEMS**
- Material and Test Certificate – Above ground piping  
        Material and Test Certificate – Under ground piping  
        Fire Pump Test Report

- TAB 7**            **PROVINCIAL APPROVALS**
- Certificate to Operate Elevating Device (one per each device)  
        Gas Safety Branch Approval  
        Electrical Safety Branch Approval  
        North Shore Health Approval – Pools / Hot Tubs  
        North Shore Health Approval – Food Services

- TAB 8**            **District of North Vancouver Approvals**
- Sprinkler Permit – Pre-occupancy Co-coordinated Review  
        Electrical Permit(s) Final Inspection  
        Plumbing Permit(s) Final Inspection – Pre-occupancy Co-coordinated Review  
        Drainage Permit(s) Final Inspection – Pre-occupancy Co-coordinated Review  
        Fire Department Acceptance (Fire Safety Plan)  
        Building Permit Final Inspection – Pre-occupancy Co-coordinated Review

- TAB 9**            **DEFICIENCY LIST**

**Submitted by Co-coordinating Registered Professional**

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Address (print)

\_\_\_\_\_



District of North Vancouver  
 355 West Queens Rd  
 North Vancouver, BC V7N 4N5  
 Tel 604-990-2480 Fax 604-984-9683 email building @dnv.org

**Schedule J  
 Occupancy Permit**

**OCCUPANCY PERMIT**

BUILDING PERMIT NO \_\_\_\_\_

LOCATED AT \_\_\_\_\_  
*Civic Address*

FOR THE PURPOSE OF \_\_\_\_\_

**FINAL INSPECTION RECORD**

BRANCH	FINAL INSPECTION DATE	INSPECTOR
BUILDING		
PLUMBING		
SEWER		
GAS		
SPRINKLER		
ELECTRICAL		
OTHER		

**BASED UPON THE FOREGOING FINAL INSPECTIONS, THE WORK PERFORMED UNDER THE ABOVE BUILDING PERMIT HAS BEEN ACCEPTED FOR COMPLIANCE WITH THE APPLICABLE DISTRICT OF NORTH VANCOUVER BYLAWS AND ACCORDINGLY MAY BE OCCUPIED AND USED FOR THE ABOVE-NOTED PURPOSE.**

DATE \_\_\_\_\_ BUILDING INSPECTOR \_\_\_\_\_

**Please note the following provision from the Building Regulation Bylaw 2003:**

**Owner's Responsibility**

4.12 *Every owner, or his or her agent, must carry out construction or have the construction carried out in substantial accordance with the requirements of the building code, this bylaw and the other bylaws of the District and neither the issuance of a permit under this bylaw, the review of plans and supporting documents, nor inspections made by the chief building official or a registered professional relieve the owner, or his or her agent, from full and sole responsibility to perform the work in strict accordance with this bylaw, the building code and other applicable enactments.*



District of North Vancouver  
 355 West Queens Rd  
 North Vancouver, BC V7N 4N5  
 Tel 604-990-2480 Fax 604-984-9683 email building @dnv.org

**Schedule K**  
**Stop Work Order**

All work on the building, or on the land, whereon this notice is posted is suspended by order of the Chief Building Official pursuant to the District of North Vancouver Building Regulation Bylaw 2003. Particulars of this order may be obtained at the Building Department Municipal Hall.

# **STOP WORK**

---

## **O R D E R**

Any person who fails to comply with this order will be guilty of an offence contrary to the provisions of the Building Regulation Bylaw 2003 and is liable on summary conviction to a penalty of not more than \$10,000.00 for each day the violation is caused or allowed to continue.

Address: \_\_\_\_\_

Date: \_\_\_\_\_ Inspector: \_\_\_\_\_

Partial Stop Work Order

Full Stop Work Order

Inspector Notes  <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
--

**DO NOT REMOVE THIS CARD**



District of North Vancouver  
355 West Queens Rd  
North Vancouver, BC V7N 4N5  
Tel 604-990-2480 Fax 604-984-9683 email building @dnv.org

**Schedule L  
Do Not Occupy**

No person shall occupy, or permit occupancy, of this building or structure or part of this building or structure until the chief building official has issued a final inspection notice for it. Particulars of this notice may be obtained at the Building Department Municipal Hall.

**DO NOT**  
**OCUPY**

Any person who fails to comply with this order will be guilty of an offence contrary to the provisions of the Building Regulation Bylaw 2003 and is liable on summary conviction to a penalty of not more than \$10,000.00 for each day the violation is caused or allowed to continue.

Address: \_\_\_\_\_

Date: \_\_\_\_\_ Inspector: \_\_\_\_\_

- Entire Building or Structure       Part of a Building or Structure

Inspector Notes:

**DO NOT REMOVE THIS CARD**



District of North Vancouver  
355 West Queens Rd  
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Tel 604-990-2480 Fax 604-984-9683 email building @dnv.org

## Schedule M Climate and Seismic Data

### CLIMATIC DATA:

January 1% Design Temperature	-9° C
January 2-1/2% Design Temperature	-7° C
July 2-1/2% Design Dry Temperature	26° C
July 2-1/2% Design Wet Temperature	19° C
Degree Days Below 18° C	3000

Snow Load on the Ground (Sa)	<u>GSL</u>	<u>Elevation (geodetic)</u>
	2.3 Kpa	0-10m (0-30ft)
	2.5 Kpa(52psf)	10-60m (30-200ft)
	2.7 Kpa(56psf)	60-135m (200-440ft)
	2.9 Kpa(61psf)	135-270m (440-885ft)
	-5.33+0.0305xelev(elev in m)	270-n1000m (885-3280ft)

Rain Factor (SR) 0.3 Kpa (6psf)

Rainload:	15 minute	10 mm
	one day	14 mm
	annual	2100 (annual)

Wind Effects Probability	.36 Kpa (1/10)
	.44 Kpa (1/30)
	.53 Kpa (1/100)

Depth of Frost Penetration 450mm (18")

### SEISMIC DATA

Seismic zone (Za, Zv) 4

Zonal Velocity Ratio (v) 0.2



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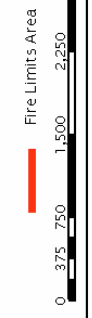
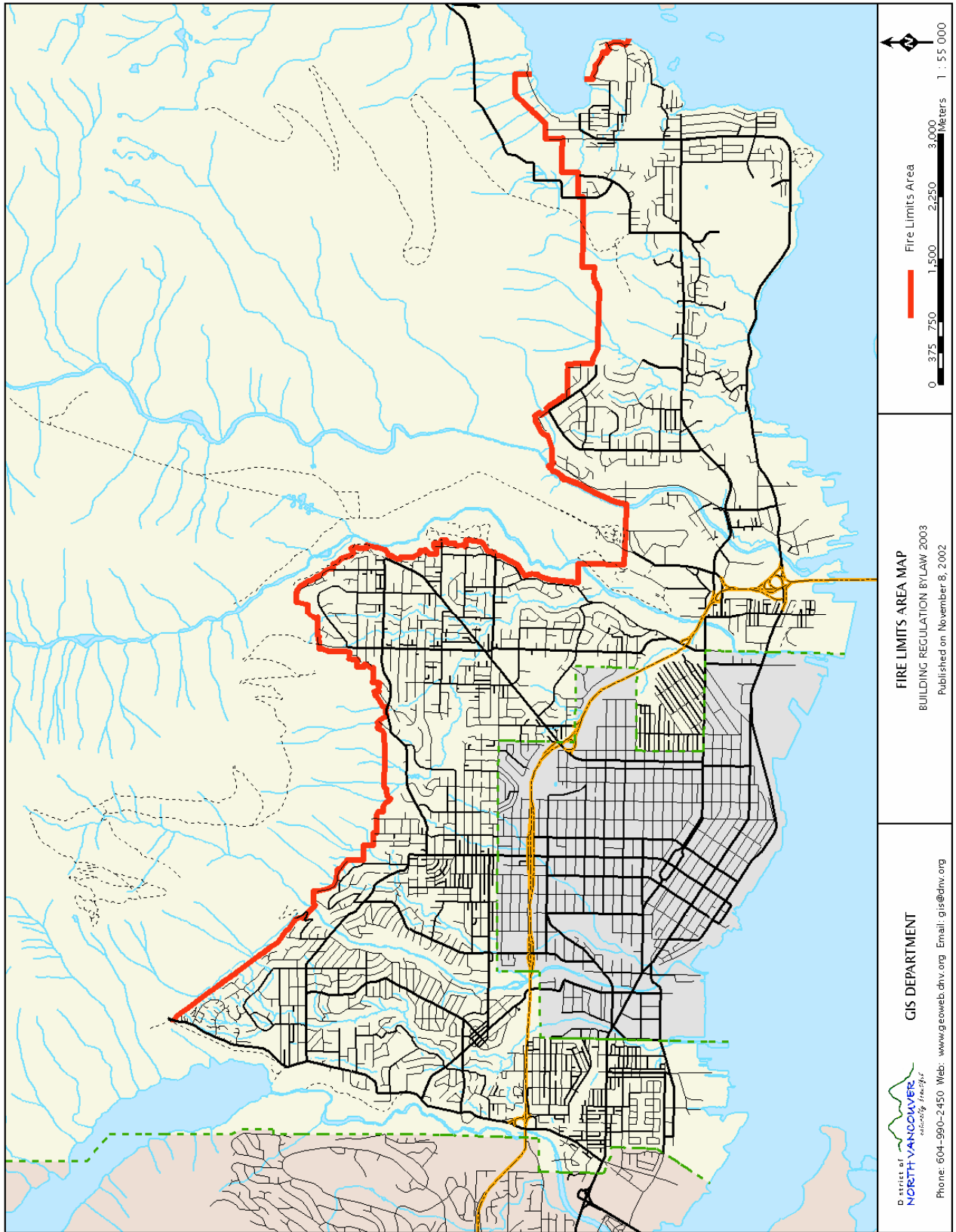
## **Schedule N Fire Limits Areas**

---

The designated **Fire Limits Areas** are:

- 4700 and greater Blocks Prospect Rd
- 4900 greater Blocks Skyline
- 4300 and greater Blocks St Georges Ave
- 1500 and greater Blocks Lillooet Rd
- 4400 and greater Blocks Marion Rd
- 4500 and greater Blocks Lynn Valley Rd
- 2200 and greater Blocks Indian River Cres
- 2800 and greater Blocks Panorama Dr
- Eastridge Rd – even addresses only
- Any construction above the 1050ft elevation
- The areas designated as Woodlands, Sunshine and Cascades
- The area designated as Indian Arm, and
- All areas so designated on the attached plan





**FIRE LIMITS AREA MAP**  
 BUILDING REGULATION BYLAW 2003  
 Published on November 8, 2002

**CITY OF NORTH VANCOUVER**  
*intensity energy*  
 Phone: 604-990-2450 Web: [www.gisweb.dmv.org](http://www.gisweb.dmv.org) Email: [gis@dmv.org](mailto:gis@dmv.org)



District of North Vancouver  
 355 West Queens Rd  
 North Vancouver, BC V7N 4N5  
 Tel 604-990-2480 Fax 604-984-9683 email building @dnh.org

## Schedule O Application to Existing Buildings

When considering what is an acceptable level with respect to upgrading existing structures the CBO shall be guided by the following table.

Ratio of Project Costs to Assessed Value % ****	Item to be Upgraded	Location of Upgrading			Notes for Upgrading
		Project Area	Public Areas	Entire Bldg	
Up to 25%	Exits	X			Number, capacity and fire separations.
Over 25% and up to 50%	Including item above -Alarms/detectors -Emergency Lights -Exits -Exits Lights & Signs -Flame Spread Rating -Standpipes & Sprinklers -Alarms/detectors	X X  X	X X  X	  X X  X X	Per s.10.39-10.46
Over 50% and up to 100%	Including all items above -Access to exits -Emergency Lights -Fire Fighting Access -Floor assemblies & supports -Spatial Separation	X  X X	X    	  X X	
Over 100% and up to 200%	Including all items above -Access to exits -Building Structure -Flame spread Rating -Occupancy Separation -Provisions for Section 3.8 -Washrooms	    X X		X X X X	Structural survey**.
Over 200%	Including all items above -Building Structure -Emergency Power & Lights -Floor Assemblies & Supports -High Rise Requirements -Lightning Levels -Provisions for Section 3.8 -Spatial Separation -STC Requirements -Ventilation -Washrooms			X X X X X X X X X X	Structural Analysis***.

Notes to Schedule O:

### **\*\*Structural Survey**

- 1) When alterations to an existing building do not include an addition and when the total cost of the intended work exceeds 100% but does not exceed 200% of the actual value of the building as determined by the British Columbia Assessment Authority, a structural survey of the existing building may be provided by a registered structural engineer instead of a structural analysis.
- 2) The Structural Survey required by sentence 1) shall
  - (a) describe the condition of all structural members and connections,
  - (b) document evidence of deterioration from physical damage, fire, weather or neglect,
  - (c) document evidence of foundation settlement or failure,
  - (d) include an evaluation of the building's expected stability with respect to minimum design loads, forces and effects
  - (e) include an evaluation of the building in conformance with the NRC publication "Guidelines for Seismic Evaluation of Existing Buildings" dated December 1992,
  - (f) document the condition of all flashings, rain gutters, down pipes, chimneys, ornamentation, parapets and appurtenances, and
  - (g) indicate the weather protection ability of the roof and exterior cladding, and the extent of impermeability of the below ground structure, where present.
- 3) Sealed drawings which detail the structural upgrading work required as a result of the survey carried out under sentence 2) shall be provided to the chief building official by the owner.
- 4) All structural work referred to in sentence 3) shall be completed prior to final inspection and occupancy.

### **\*\*\*Structural Analysis**

- 1) A Structural Analysis of an existing building shall be provided to the chief building official by a registered structural engineer when
  - (a) the total cost of the intended work exceeds 200% of the value of the building as determined by the British Columbia Assessment Authority, or
  - (b) the work includes an addition as determined by sections 3.9 and 3.10.
- 2) The Structural Analysis required by sentence 1) shall
  - (a) take into account the proposed alterations and the building occupancy,
  - (b) indicate the structural sufficiency of the building to safely resist all vertical and lateral loads, including wind and earthquake forces, and any construction loads that may be expected, and
  - (c) show the remedial works necessary to bring the structure up to the minimum standards required by Part 4 of the building code.
- 3) Sealed drawings which detail the structural upgrading work required as a result of the analysis carried out under sentence 2) shall be provided to the chief building official by the owner.
- 4) All structural work referred to in sentence 3) shall be completed prior to final inspection and occupancy.

### **\*\*\*\*Voluntary Upgrade**

Where voluntary upgrades for fire alarm systems, sprinkler systems, exits, seismic work and building envelope are performed, it is not the intent of this bylaw to require the owner to further upgrade the building as detailed in Articles 3.7 to 3.10.