

REGIONAL DISTRICT OF  
NORTH OKANAGAN



BUILDING BYLAW

## Preface Note

This consolidated bylaw is published for convenience only and because bylaw amendments may occur from time-to-time, persons wishing the most current bylaw or to view the original bylaw, should consult with the Regional District of North Okanagan, Building Inspection Services Department.

This consolidated bylaw includes the following bylaw and amendment bylaws:

- Building Bylaw 1747, 2003  
Adopted March 25, 2003
- 1. Amendment Bylaw 1848, 2003  
Adopted April 8, 2003  
Repealed April 6, 2004
- 2. Amendment Bylaw 1931, 2004  
Adopted April 6, 2004
- 3. Amendment Bylaw 1993, 2004  
Adopted February 8, 2005
- 4. Amendment Bylaw 2157, 2006  
Adopted, April 5, 2006
- 5. Amendment Bylaw 2137, 2007  
Adopted, February 7, 2007
- 6. Amendment Bylaw 2269, 2007  
Adopted, September 5, 2007
- 7. Amendment Bylaw 2399, 2009  
Adopted, May 20, 2009
- 8. Amendment Bylaw 2461, 2010  
Adopted, February 2, 2011
- 9. Amendment Bylaw 2470, 2010  
Adopted, February 2, 2011

## TABLE OF CONTENTS

<u>Division</u>		<u>Page</u>
One	Definitions.....	2
Two	General Provisions.....	6
Three	Prohibition and Enforcement.....	8
Four	Building Officials.....	10
Five	Responsibilities of the Owner.....	11
Six	General Provisions for Building Permit Applications.....	12
Seven	Specific Provisions for Building Permit Applications.....	22
Eight	Building and Occupancy Permits.....	24
Nine	Building Inspections.....	29
Ten	Demolition Permit and Application.....	31
Eleven	Moving Permit and Application.....	33
Twelve	Specific Authorizations to Construct.....	35
Thirteen	Attachments and Implementation.....	38

## SCHEDULES AND APPENDICES

### Schedules

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

### Appendices

- 1 Fees and Charges
- 2 Climate Values for the Design of Buildings
- 3 Building Permit Fees Surcharge Area

## REGIONAL DISTRICT OF NORTH OKANAGAN

### BUILDING BYLAW NO. 1747, 2003

A Bylaw for a Building Inspection Service

---

**WHEREAS** the Regional District of North Okanagan is desirous to implement a new bylaw to regulate building inspection services in the Regional District.

**AND WHEREAS** the Regional District of North Okanagan by "Building Inspection Extended Service Establishment Bylaw No. 842, 1989" established the service of building inspection within Electoral Areas 'B', 'C', 'D', 'E', and 'F' and the municipalities of the Corporation of the City of Armstrong, ~~Corporation of the District of Coldstream~~, Corporation of the City of Enderby, Corporation of the Village of Lumby and Corporation of the Township of Spallumcheen as participating areas.

**(B/L 1993/04)<sup>3</sup>**

**AND WHEREAS** by Supplementary Letters Patent dated October 4th, 1990, the Regional District of North Okanagan was granted the authority to exercise certain municipal building regulations as provided in the Local Government Act (RSBC 1996, c. 323) within the municipalities of the Corporation of the City of Armstrong, ~~Corporation of the District of Coldstream~~, Corporation of the City of Enderby, Corporation of the Village of Lumby and Corporation of the Township of Spallumcheen.

**(B/L 1993/04)<sup>3</sup>**

**AND WHEREAS** Part 21 of the Local Government Act authorizes the Regional District of North Okanagan, for the health, safety and protection of persons and property, to by bylaw, establish regulations for a building inspection service and other related regulations.

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

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

**NOW THEREFORE** the Board of the Regional District of North Okanagan in an open meeting assembled ENACTS AS FOLLOWS:

#### Title

This Bylaw is cited as "Regional District of North Okanagan Building Bylaw No. 1747, 2003".

## DIVISION ONE - DEFINITIONS

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

- |   |  |
|---|--|
| - alteration                              | - assembly occupancy                               |
| - basement                                | - building   |
| - building area                           | - building height                                  |
| - business and personal service occupancy |  |
| - care or detention occupancy             | - chimney  |
| - constructor                             | - co-ordinating registered professional            |
| - designer                                | - dwelling unit                                    |
| - field review                            | - <del>floor area</del> (B/L 2157/06) <sup>4</sup> |
| - foundation                              | - grade  |
| - high hazard industrial occupancy        | - industrial occupancy                             |
| - low hazard industrial occupancy         | - major occupancy                                  |
| - medium hazard industrial occupancy      | - mercantile occupancy                             |
| - occupancy                               | - owner  |
| - residential occupancy                   | - storey   |
| - water system                            |  |

102. The definitions in this Section will apply in this Bylaw.

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

(B/L 2461/2010)<sup>8</sup>

**Building Code** means "The British Columbia Building Code" as adopted by the Minister pursuant to Section 692 of the Local Government Act, as amended or re-enacted from time to time.

**Building Official** includes the Chief Building Inspector, Building Inspectors, Plan Checkers and Building Technicians retained by the Regional District.

**Chief Administrative Officer** means that person retained by the Regional District in that position.

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

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

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

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

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

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

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

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

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

**Construction Value** means the total cost of a proposed building or structure determined from an executed construction contract or an estimated value of the building or structure established by the Building Official in the absence of a contract.

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

(B/L 2157/06)<sup>4</sup>

**Health and Safety Aspects of the Work** means design and construction regulated by Part 3, Part 4, and sections 9.4, 9.8, 9.9, 9.10, 9.12, 9.14, 9.15, 9.17, 9.18, 9.20, 9.21, 9.22, 9.23, 9.24, 9.31, 9.32, and 9.34 of Part 9 of the Building Code.

**Holding Tank Sewage Disposal Permit** means a permit issued pursuant to the "Regional District of North Okanagan Holding Tank Sewage Disposal Bylaw No. 671, 1985" or "Township of Spallumcheen Holding Tank Sewage Disposal Bylaw No. 1212, 1990" or "Village of Lumby Holding Tank Sewage Disposal Bylaw No. 564, 1998".

**Local Jurisdiction** means the participating area under "Building Inspection Extended Service Establishment Bylaw No. 842, 1989".

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

**Regional District** means the Regional District of North Okanagan.

**Registered Professional** means:

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

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

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

**Retaining Structure** means a structure that is subject to lateral earth pressure, is laterally unsupported at the top and retains more than 1.2 metres of soil material measured as the difference between the finished grade at the top and bottom of the structure.

**Sign** means a structure that is subject to a regulatory bylaw in respect of signs enacted by a Local Jurisdiction.

**Silver Star Mountain** means those properties within the Plan Boundary as outlined in the "Silver Star Mountain Official Community Plan Bylaw No. 1332, 1995" as amended or re-enacted from time to time.

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

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

**Special Inspection** means an inspection not listed in Section 905 including inspection of a building site, a building to be moved, an existing building for the purpose of change in occupancy classification or where a permit has expired.

**Structure** means constructed works of any kind, whether fixed to, supported by or sunk into land or water; but specifically excludes landscaping, fences, flag poles, patios, paving and retaining structures 1.2 metres in height or less.

**Swimming Pool** means any constructed or pre-fabricated structure for holding water for the purpose of bathing or swimming having a surface area of more than 15.0 square metres and a depth of more than 0.5 metres.

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

## **DIVISION TWO - GENERAL PROVISIONS**

### **Purpose of Bylaw**

- 201.** This Bylaw shall, notwithstanding any other provision herein, be interpreted in accordance with Section 202.
- 202.** This Bylaw is enacted and retained for the purpose of regulating construction in the general public interest within the area where this Bylaw has force and effect. The activities undertaken by or on behalf of the Regional District pursuant to this Bylaw are for the sole purpose of providing a limited spot check for health, safety and the protection of persons and property. The purpose of this Bylaw does not include:
- (1) the protection of owners, owner/builders or constructors from economic loss;
  - (2) the assumption by the Regional District of any responsibility for ensuring the compliance by any owners, his or her representatives or any employees, constructors or designers retained by him or her, with the Building Code, the requirements of this Bylaw or any other applicable codes or standards;
  - (3) providing any person a warranty of design or workmanship with respect to any building or structure for which a permit or authorization is issued under this Bylaw; or
  - (4) providing a warranty or assurance that construction undertaken pursuant to building permits or authorization issued by the Regional District is free from latent, or any other defects.

### **Permit Conditions**

- 203.** A permit or authorization is required whenever work regulated under this Bylaw is to be undertaken.
- 204.** Neither the issuance of a permit or authorization under this Bylaw nor the acceptance or review of plans, drawings or specifications or supporting documents, nor any inspections made by or on behalf of the Regional District shall in any way relieve the owner or his or her representative from full and sole responsibility to perform the work in strict accordance with the Building Code, this Bylaw and all other codes, standards and applicable enactments.
- 205.** It shall be the full and sole responsibility of the owner, and where the owner is acting through a representative, the representative, to carry out the work in respect of which the permit or authorization was issued in compliance with the Building Code, this Bylaw and all other applicable codes, standards and enactments.
- 206.** Neither the issuance of a permit or authorization under this Bylaw nor the acceptance or review of plans, drawings or specifications or supporting documents, nor any inspections made by or on behalf of the Regional District constitute in any way a representation, warranty, assurance or statement that the Building Code, this Bylaw or any other applicable codes, standards or enactments have been complied with.

**Force and Effect**

207. Upon adoption, this Bylaw shall take force and be in effect within the Corporation of the City of Armstrong, ~~Corporation of the District of Coldstream~~, Corporation of the City of Enderby, Corporation of the Village of Lumby, Corporation of the Township of Spallumcheen and Electoral Areas 'B', 'C', 'D', 'E' and 'F' of the Regional District.  
(B/L 1993/04)

**Scope and General Exemptions**

208. This Bylaw applies to the design, construction and occupancy of new buildings and structures; the alteration, reconstruction, demolition, removal, relocation and occupancy of existing buildings and structures; and the installation of plumbing works.
209. As a general exemption to all regulations of this Bylaw, this Bylaw does not apply to:
- (1) buildings or structures exempted by Part 1 of the Building Code except as expressly provided herein;
  - (2) accessory buildings less than 10 square metres in building area that do not create a hazard, on the condition that the building is sited in accordance with the Zoning Bylaw;
  - (3) retaining structures 1.2 metres in height or less;
  - (4) fences;
  - (5) non-structural repairs or alterations to a building or structure or the repair or replacement of plumbing works;
  - (6) bridges, except pedestrian and vehicle bridges attached to buildings;
  - (7) docks or wharves, except where a building is constructed on a dock or wharf;
  - (8) deck additions, except a deck where the difference in elevation between the deck surface and the ground surface at any point is 0.6 metres or more and on the condition that the deck is sited in accordance with the Zoning Bylaw;
  - (9) greenhouses or other similar structures covered by a polyethylene film and intended to be used only for storage purposes or the production of agricultural products; on the condition that the structure is sited, and the uses are in accordance with the Zoning Bylaw;
  - (10) park model recreation units, travel trailers and similar recreational vehicles within a commercial campground as designated by the Local Jurisdiction;
  - (11) site services within a manufactured home park or a commercial campground as designated by the Local Jurisdiction; nor
  - (12) site services for a bare land strata development under the Strata Property Act.

**DIVISION THREE**  
**PROHIBITION AND ENFORCEMENT**

**Prohibitions**

- 301.** No person shall commence or continue any construction, alteration, reconstruction, demolition, removal or relocation of any building or structure, or other work related to construction, unless a Building Official has issued a permit or authorization for the work as outlined in this Bylaw.
- 302.** No person shall install a manufactured home unless a Building Official has issued a permit or authorization for the work as outlined in this Bylaw.
- 303.** No person shall change the Class of Occupancy of an existing building contrary to this Bylaw, the Building Code, the Local Government Act or any other applicable bylaw or Provincial statute unless a Building Official has issued a permit or authorization for the change as outlined in this Bylaw.
- 304.** No person shall move a building or structure unless a Building Official has issued a permit for the moving of the building or structure as outlined in this Bylaw.
- 305.** No person shall demolish a building or structure unless a Building Official has issued a permit for the demolition as outlined in this Bylaw.
- 306.** No person shall erect a sign structure unless a Building Official has issued a permit for the sign structure as outlined in this Bylaw.
- 307.** No person shall submit any false or misleading information in an application for a permit or in regards to any other submissions as outlined in this Bylaw.
- 308.** No person shall do any work that is at variance with the approved design, plans or specifications of a building, structure or other works for which a permit has been issued unless that variance has been approved in writing by a Building Official.
- 309.** No person shall occupy or use any building or structure unless an Occupancy Permit or Provisional Occupancy Permit has been issued by a Building Official for the building or structure.
- 310.** No person shall occupy or use any building or structure contrary to the terms of any permit or authorization issued or any notice given by a Building Official.
- 311.** No person shall, unless authorized in writing by a Building Official, reverse, alter, deface, cover, remove or in any way tamper with any notice, permit, authorization or certificate posted upon or affixed to a building or structure pursuant to this Bylaw.
- 312.** No person shall obstruct the entry of a Building Official or other authorized official of the Regional District on property in the administration and enforcement of this Bylaw.

**General Penalties**

313. Every person who contravenes any provision of this Bylaw commits an offence punishable on summary conviction and shall be liable to a fine of not more than \$10,000.00 or to imprisonment for not more than six months.
314. Each day during which a violation is continued shall be deemed to constitute a new and separate violation.

**'Stop Work Order' Notice**

315. A Building Official may order cessation of any work that is proceeding in contravention of the Building Code, this Bylaw or a permit or authorization issued pursuant to this Bylaw by posting a 'Stop Work Order' notice in the form of Schedule 'H' to this Bylaw.
316. The owner of property on which a 'Stop Work Order' notice has been posted, and every other person, shall cease all construction work immediately and shall not do any work other than work expressly authorized or required by the Building Official, until all applicable provisions of this Bylaw have been complied with and the 'Stop Work Order' notice has been rescinded by a Building Official.
317. Every owner who commences work requiring a permit without first obtaining such a permit shall, if a 'Stop Work Order' notice is issued, pay a penalty equal to double the permit fee **for construction valued up to \$1,000,000 (one million dollars), such penalty not to exceed \$1,500 (one thousand five hundred dollars) and 15% (fifteen percent) of the Building Permit fee for construction valued at \$1,000,000 (one million dollars) or more, such penalty not to exceed \$15,000 (fifteen thousand dollars)** prior to obtaining the required permit. ~~such penalty not to exceed \$1,000 (one thousand dollars).~~ Construction work shall be deemed to have commenced when: **(B/L 2269, 2007)<sup>6</sup>**
- (1) concrete pouring or other foundation work related to construction has begun;
  - (2) a building or manufactured home has been moved onto its new location;
  - (3) a concrete slab, which is intended to be part of a building or structure, has been poured; or
  - (4) equivalent work is in place when other building systems are used.

**'Do Not Occupy' Notice**

318. Where a person occupies a building or structure or part of a building or structure in contravention of this Bylaw a Building Official may post a 'Do Not Occupy' notice in the form of Schedule 'L' to this Bylaw on the affected part of the building or structure.
319. The owner of property on which a 'Do Not Occupy' notice has been posted, and every other person, shall cease occupancy of the building or structure immediately and shall refrain from further occupancy until all applicable provisions of this Bylaw have been complied with and the 'Do Not Occupy' notice has been rescinded by a Building Official.

**Notice on Title**

320. Upon payment of the Administrative Charge as specified in Appendix '1' to this Bylaw, an owner of land with respect to which a 'Notice on Title' has been filed pursuant to Section 700(5) of the Local Government Act may apply to the Building Inspection Department for a report concerning the cancellation of the Notice as provided in Section 701(1) of the Act.

## **DIVISION FOUR - BUILDING OFFICIALS**

- 401.** The Chief Administrative Officer and the Chief Building Inspector shall administer this Bylaw.
- 402.** Building Officials:
- (1) shall keep records of any applications; permits, authorizations and notices issued; inspections and tests made; and shall retain copies of all documents related to the administration of this Bylaw for a period as may be established by Regional District policy from time to time;
  - (2) may, if requested to do so and upon payment of the Evaluation Fee specified in Appendix '1' to this bylaw, review evidence to consider whether new or alternative types of materials, products or methods of construction used in the construction of a building or structure substantially conform to the requirements of the Building Code;
  - (3) may undertake an equivalency evaluation to determine the suitability and if appropriate, approve the use of equivalent materials, appliances, systems, equipment, methods of design and construction procedures under the terms and conditions as specified in the Building Code;
  - (4) may determine the compliance of an application with this Bylaw, the Building Code, the Local Government Act or any other applicable bylaw enacted by a Local Jurisdiction or Provincial statute;
  - (5) may enter any land, building or premises at any reasonable time for the purpose of ascertaining that the terms of this Bylaw are being observed;
  - (6) shall, where any residence is occupied, obtain the consent of the occupant or provide written notice to the occupant 24 hours in advance of entry;
  - (7) shall carry credentials confirming his or her status as a Building Official;
  - (8) may order the correction of any work that is being or has been done in contravention of the Building Code, this Bylaw or any permit or authorization issued pursuant to this Bylaw; and
  - (9) may issue or refuse to issue a permit, authorization, notice or certificate as outlined in this Bylaw; under terms as outlined in this Bylaw, the Building Code, the Local Government Act or any other applicable bylaw enacted by a Local Jurisdiction or Provincial statute.

**DIVISION FIVE**  
**RESPONSIBILITIES OF THE OWNER**

**501.** Every owner:

- (1) shall ensure that all work in respect of which a permit or authorization has been issued complies with the permit or authorization, the Building Code, this Bylaw and all other applicable codes, standards and enactments respecting safety;
- (2) to whom a permit or authorization is issued pursuant to this Bylaw, shall be responsible for the cost of repair of any damage to public works or public property that occurs in the course of construction works;
- (3) shall allow a Building Official to enter the property at any reasonable time or times for the purpose of administering or enforcing this Bylaw;
- (4) shall immediately stop work on a building or structure in respect to which a Building Official has posted a 'Stop Work Order' notice;
- (5) shall obtain from a Building Official written permission to resume construction that has been suspended by a 'Stop Work Order' notice;
- (6) shall immediately vacate the building or portion of a building in respect to which a Building Official has posted a 'Do Not Occupy' notice;
- (7) shall obtain from a Building Official written permission to resume occupancy of a building after the issuance of a 'Do Not Occupy' notice;
- (8) before the commencement of any on-site construction work, shall obtain:
  - (a) a permit as specified in Section 601,1001 or 1101 of this Bylaw,
  - (b) a permit as specified in this Bylaw relating to a proposed change in the Class of Occupancy of an existing building or part of it,
  - (c) an Authorization to Construct as specified in Division Twelve of this Bylaw, and/or
  - (d) any other permit or approval as required in this Bylaw in connection with the proposed work;
- (9) shall obtain an inspection and approval of the construction works as indicated on a permit or as provided in Division Nine of this Bylaw;
- (10) to whom a building permit is issued, shall obtain from a Building Official an Occupancy Permit as provided in this Bylaw;
- (11) to whom a permit is issued, shall during construction keep a copy of the approved designs, plans and specifications on the property; keep the permit posted in a conspicuous place on the property; and post the civic address on the property in a location that is readable from the frontage public road.

**DIVISION SIX - GENERAL PROVISIONS FOR**  
**BUILDING PERMIT APPLICATIONS**

**General Provisions**

- 601.** Every owner shall apply for and obtain a permit or authorization before:
- (1) constructing, or undertaking structural repair or alteration of a building or structure related to the inspections undertaken pursuant to this Bylaw as outlined in Division Nine;
  - (2) installing plumbing systems related to the inspections undertaken pursuant to this Bylaw as outlined in Division Nine;
  - (3) constructing a new masonry chimney, installing a new metal chimney for a solid fuel burning appliance or installing a new solid fuel burning appliance; or
  - (4) constructing works on a property to which a building or manufactured home is to be moved.
- 602.** Each building or structure to be constructed on a parcel requires a separate application for a permit and shall be assessed a separate application fee as determined in accordance with Appendix '1' to this Bylaw. The Application Fee is non-refundable.
- 603.** An application for a permit for a building or structure shall expire six months after the application date if any requested documents, professional certificates or approvals have not been submitted; or after notification to the Owner that a permit is issuable and the permit fee has not been paid. A Building Official may destroy any material that has not been retrieved by the applicant if the application has expired.

**Application Exemptions**

- 604.** Except as required to meet specifications of the Building Code, a Building Official may waive information requirements specified for an application for a permit for a building or structure where the size, simplicity or details of the proposed construction can be adequately evaluated without such information.
- 605.** An application for a permit for an accessory building may be submitted with only a Site Plan and two sets of Construction Plans consisting of a Foundation Plan, two Building Elevations and one Cross Section Drawing; all as detailed in this Division.
- 606.** An application for the structural repair of a building or structure, the installation of a chimney or the construction of a structure may be submitted with a Site Plan and only those Construction Plans relevant to the proposed works; all as detailed and at the scale specified in this Division.
- 607.** An application to accompany a Moving Permit Application may be submitted with only those Construction Plans relevant to the reconstruction at the new building site.
- 608.** General exemptions from *all* regulations of this Bylaw are provided in Section 209 of this Bylaw.

### Manufactured Homes

~~609.~~ An application for the installation of a manufactured home that does not comply with the construction standard specified by the Local Jurisdiction or the Building Code shall include a report from a Registered Professional that the manufactured home complies with or is equivalent to the required standard in matters concerning the:

- ~~\_\_\_\_\_ electrical system,~~
- ~~\_\_\_\_\_ plumbing system,~~
- ~~\_\_\_\_\_ gas and heating system,~~
- ~~\_\_\_\_\_ bedroom windows, and~~
- ~~\_\_\_\_\_ smoke alarms.~~

609. (1) *An application for the installation of a manufactured home that does not comply with the construction standard specified by the Local Jurisdiction or the Building Code shall include the following reports and plan confirming that the manufactured home substantially complies with or is equivalent to following codes or standards.*

- *A report from a Registered Professional which states that the manufactured home substantially complies with the current Structural Design requirements of the Building Code.*
- *A report from a licensed tradesperson or the Electrical Safety Officer that the manufactured home substantially complies with the Canadian Electrical Code.*
- *A report from a licensed tradesperson or the Gas Safety Officer that manufactured home substantially complies with the Natural Gas and Propane Installation Code.*
- *A floor plan showing room and building egress, electrical smoke alarm(s) installation and solid fuel burning appliance(s) installation to substantially comply with the Building Code.”*

(2) *Notwithstanding a requirement for manufactured homes to comply with the construction standard specified by the Local Jurisdiction, an application for a “Single Family Dwelling Authorization” to install a manufactured home shall not include the reports and plan submissions as notated in subsection 609. (1)”.*

**(B/L 2157/06)<sup>4</sup>**

### Professional Design and Field Review

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

where Letters of Assurance are provided, the Registered Professional shall also provide a report on professional liability insurance to the Building Official in the form of

Schedule 'P' to this Bylaw.

- 611.** Building Officials may require certification from a Registered Professional for any construction work that has been covered prior to inspection by the Building Official.
- 612.** Where a Building Official considers that siting circumstances warrant or the size or complexity of the development or an aspect of the development warrants, a Building Official may require an owner to provide a plan of the development area prepared by a Registered Professional or practising registered BC Land Surveyor showing:
- (1) site servicing plans and profiles including off-site works;
  - (2) cross section drawings through the subject parcel showing grades, existing and proposed buildings, parking areas and driveways; and
  - (3) any other information as may be necessary to establish substantial compliance with this Bylaw, the Building Code or any other applicable bylaw enacted by the Local Jurisdiction or Provincial statute.

### **Climate Data**

- 613.** The climatic values for the design of buildings in the Regional District are specified in Appendix '2' to this Bylaw.
- 614.** In the absence of a climate value in Appendix '2', the climate values shall be in conformance with those values specified in the Building Code or as may be determined by a Building Official.

### **Water Meters**

- 615.** Where a water connection is made to a Community Water System for a building located within:
- the District of Coldstream (**B/L 1993/04**)<sup>3</sup>
  - the community of Silver Star Mountain,
  - the Greater Vernon Water Utility service area of Electoral Areas 'B', 'C' or 'D' of the Regional District,
  - the Stepping Stones Estates Water Utility specified area within the Township of Spallumcheen,
  - the Grindrod Community Water System service area of Electoral Area 'F',
  - a property within the Round Prairie or Pleasant Valley water utility specified areas in the Township of Spallumcheen, or
  - a property outside the '*Residential Zones*' in the City of Armstrong as defined in the Armstrong Zoning Bylaw; (**B/L 2137/07**)<sup>5</sup>
  - the City of Armstrong (**B/L 2137/07**)<sup>5</sup>
- the owner shall install a water meter appliance on the water service line up-stream of all connections and in accordance with the specifications provided by the water utility.

- 616.** Where a water connection is made at Silver Star Mountain to a duplex, or a single family dwelling and a suite, the owner shall install a water meter appliance to each dwelling unit.
- 617.** Where a water connection is made for a building within:
- the Village of Lumby,
  - the '*Residential Zones*' in the Township of Spallumcheen as defined in the Spallumcheen Zoning Bylaw, or
  - ~~— a property in the '*Residential Zones*' in the City of Armstrong as defined in the Armstrong Zoning Bylaw; (*B/L 2137/07*)<sup>5</sup>~~
- the owner shall install a horizontal water meter setter which could, at some future date, accommodate a water meter appliance in accordance with the specifications provided by the water utility.

**Evidence of Potable Water Supply**

- 618.** Evidence of potable water supply shall be submitted with an application for a permit for a building or structure where the occupancy of which requires a supply of potable water.
- 619.** Where an application for a permit for a building or structure is submitted to replace an existing building or structure using an existing source of potable water, a Building Official may waive the requirements to provide evidence of potable water supply.
- 620.** Where a potable water supply is not located on the subject property, the applicant shall provide evidence of a registered easement to access the water supply if located on private land; or an access license, permit or lease if located on Crown land.
- Community Water System**
- 621.** Where a proposed building or structure is within a municipality and where a Community Water System is available, evidence of potable water supply shall include:
- (1) written confirmation from the municipality that potable water will be supplied by the municipality; or
  - (2) written confirmation from an alternative Community Water System utility that potable water will be supplied by this alternative utility where the municipality is not prepared to provide water.
- 622.** Where a proposed building is not within a municipality and the subject parcel is within a service area for a Community Water System, evidence of potable water supply shall include written confirmation from the Community Water System utility that potable water will be supplied by the utility.

### On-Site Water System

**623.** Where a Community Water System is not available, evidence of potable water supply shall include:

(1) a water license or written assurance that a water license will be issued, from the Provincial authority having jurisdiction for 2,000 litres of water per day (0.31 lgal/min) for each dwelling unit; or

(2) evidence of a well with a capacity to provide a minimum of 6,550 litres of water per day (1.00 lgal/min) for each dwelling unit and such evidence shall be either:

(a) ~~a well driller's pump test~~ a record of a water well capacity test conducted by a Qualified Well Driller, as defined in the Water Act or a Registered Professional's report indicating the capacity of the well, or

**(B/L 2137/07)<sup>5</sup>**

(b) in the case of a surface (dug) well, a Registered Professional's report indicating the capacity of the well except that a Building Official may waive the requirement for a Registered Professional's report where a ~~well driller's pump test~~ a record of water well capacity test conducted by a Qualified Well Driller or a Qualified Pump Installer, as defined in the Water Act indicates that the surface well has a minimum capacity of 19,650 litres of water per day (3.00 lgal/min) for each dwelling unit.

**(B/L 2137/07)<sup>5</sup>**

**624.** Where a well has existed for a period of one year or more, a Building Official may, except where he has knowledge that the well will not meet the water supply requirements outlined in this Bylaw, waive the requirement for evidence of potable water supply providing that a covenant is registered which gives notice that a potable water supply report was not filed with the Regional District and including a save-harmless indemnification clause in favour of the Regional District.

### Cistern Water System

**625.** A Cistern Water System is not permitted in the ~~District of Coldstream~~ or City of Enderby.

**(B/L 1993/04)<sup>3</sup>**

- 626.** Where an applicant cannot produce evidence of a potable water supply as outlined in this Bylaw, a Building Official may accept a Cistern Water System as equivalent evidence of potable water supply provided that:
- (1) the cistern system and all its components shall be designed by a Registered Professional;
  - (2) the service area for the cistern system is restricted to the subject property; and
  - (3) a covenant is registered in favour of the Regional District on the subject parcel which covenant:
    - (a) prohibits the use of the property for uses requiring a supply of potable water unless the Owner ensures that the water quality meets the "~~Safe Drinking Water Regulations~~" (~~Health Act, Regulation 230/92~~) *regulations of the Drinking Water Protection Act* and maintains the cistern water system in good repair at all times, **(B/L 2137/07)<sup>5</sup>**
    - (b) prohibits subdivision of the parcel until such time as a potable water supply is provided meeting the standards of the subdivision bylaw in the Local Jurisdiction, and
    - (c) indemnifies the Regional District and the municipality, if appropriate, and its officers, councillors, directors and employees in respect of any breach of the covenant.
- 627.** Where an applicant has submitted an application for a permit for a building or structure for a 'Civic Use' and cannot produce evidence of a potable water supply as outlined in this Bylaw, a Building Official may accept a Cistern Water System as equivalent evidence of potable water supply provided that approval has been obtained from the Health Region for the installation and use of a cistern system as evidence of a potable water supply for such 'Civic Use' and approved the design and specifications of such a cistern system.

#### **Sewage Disposal Permit**

- 628.** A Sewage Disposal Permit shall be submitted with an application for a permit for a building or structure, *except for additions or alterations to an existing residential building or structure served by an existing sewage disposal system installed pursuant to the Health Act* the occupancy of which will generate sewage. **(B/L 2137/07)<sup>5</sup>**

- 629.** A Sewage Disposal Permit shall mean:
- (1) written confirmation from a Community Sewer System utility that the proposed building will be permitted to connect to the Community Sewer System;
  - (2) where a Community Sewer System is not available, a Sewage Disposal Permit or a completed Filing of a Record of Sewerage System thereof for the discharge of industrial waste or sewage effluent pursuant to the provisions of the Health Act or the Waste Management Act or other statute governing sewage disposal; or **(B/L 2137/07)<sup>5</sup>**
  - (3) a Holding Tank Sewage Disposal Permit has been issued.

### **Construction Plans**

- 630.** Construction Plans shall be submitted with an application for a permit for a building or structure.
- 631.** Construction Plans shall be submitted in duplicate at a scale of 1:50 (1/4" = 1.0') indicating the nature and extent of the work in sufficient detail to establish conformance with the Building Code and the siting, height and site coverage regulations in the Zoning Bylaw and including:
- (1) a *Foundation Plan* showing building dimensions, footings, foundation walls and chimney footings;
  - (2) a *Basement Plan* showing the columns, beams, bearing walls, partition walls, doors, windows, stairs, rough-in plumbing, water/sewer service lines, floor drains and clean-outs; and the location of water heater, heating, air conditioning and ventilating equipment;
  - (3) *Floor Plans* showing the dimensions and use of every room area; dimensions and height of crawl and roof spaces; location, size and swing of doors; location size and opening of windows; location and description of all plumbing works and fixtures; location and dimensions of all stairs; location and structural details of all fireplaces; structural details and the thickness of all walls; and the finishing treatment for all floors, walls and ceilings;
  - (4) *Framing Plans* showing floor joists, trusses, rafters, beams and other structural elements;
  - (5) *Building Elevations* for each side showing the height of the building, finished grade, roof slopes, exterior finishes, doors, windows and other design features; and
  - (6) *Cross Section Drawings* (at least two) showing the existing and finished grades; entire roof, floor and wall systems; foundation walls and footings; and location of drain tiles.

- 632.** Construction Plans submitted shall bear the name and address of the designer of the building or structure.

**Roof and Foundation Drainage Plan**

- 633.** A Roof and Foundation Drainage Plan shall be submitted with an application for a permit for a building or structure.
- 634.** A Roof and Foundation Drainage Plan shall be submitted in duplicate at a scale of 1:200 (1/16" = 1.0') showing lot dimensions and the location of draitiles, drywells, storm sewer connections, culverts, manholes and cleanouts.
- 635.** For properties outside a '*Residential*', '*Commercial*' or '*Industrial*' zone as specified in the Zoning Bylaw, a Building Official may waive the requirement to provide a Roof and Foundation Drainage Plan.
- 636.** The Roof and Foundation Drainage Plan shall demonstrate that:
- (1) driveways, walkways, terraces, retaining walls, landscaping or any other structure will not obstruct the flow of drainage water; and
  - (2) where drainage water would likely enter a garage, carport, porch or basement entrance below ground level, that adequate catch basin or floor drain(s) will be installed and directed to a designated stormwater disposal location.

**Snow Shed Design Plan**

- 637.** Where an application is submitted for a permit for a building or structure within the community of Silver Star Mountain, a Snow Shed Design Plan shall be submitted.
- 638.** A Building Official may waive the requirement to provide a Snow Shed Design Plan for a flat-roof building.
- 639.** A Snow Shed Design Plan should include:
- (1) A Site Plan submitted in duplicate at a minimum scale of 1:200 (1/16" = 1.0') showing parking areas, driveways, walkways, exterior walls, doors, windows, building additions and eaves relative to the property lines and any adjacent buildings;
  - (2) a means of access to the roof to facilitate roof maintenance and snow removal; and
  - (3) engineering calculations showing where and how the roof will shed snow.

- 640.** The Snow Shed Design Plan shall demonstrate that snow shedding from the proposed building:
- (1) will be retained within the confines of the subject property;
  - (2) will not obstruct pedestrian or vehicular access and egress from the proposed building or any other building; and
  - (3) will not affect any other building.

### **Site Plan**

- 641.** A Site Plan shall be submitted with an application for permit for a building or structure.
- 642.** A Site Plan should be submitted in duplicate at a scale of 1:200 (1/16" = 1.0') showing:
- (1) legal description and civic address of the parcel together with lot dimensions taken from the registered subdivision plan or equivalent information;
  - (2) measurements for the location of any existing and proposed buildings or structures relative to:
    - (a) property lines in proximity to these buildings or structures,
    - (b) the natural boundary of any watercourses within 30 metres to these buildings or structures whether on the subject parcel or on any adjacent land, and
    - (c) all statutory rights-of-way or easements on the subject parcel;
  - (3) the location of the frontage road, driveways and other roadways including the gradient of existing and proposed driveways to access any proposed dwelling;
  - (4) the gradient of the subject parcel as required to determine the height of any proposed building or structure relative to the maximum height permitted in the Zoning Bylaw;
  - (5) the location of any septic tank and the means to access the septic tank for servicing; and
  - (6) the location of any septic drainfields, domestic water sources or water and sewer servicing lines.

### **Survey Certificate Required**

- 643.** The owner shall confirm that every building or structure, or addition to a building or structure, meets the siting and height regulations specified in the Zoning Bylaw by providing a Survey Certificate.
- 644.** A Survey Certificate shall be prepared by a practising registered BC Land Surveyor.

- 645.** A Building Official may issue a 'Stop Work Order' notice if a Survey Certificate has not been provided.
- 646.** The Survey Certificate shall be provided upon completion of the foundation wall forms but before the concrete foundation is poured or upon completion of the preserved wood or masonry foundation.
- 647.** A Survey Certificate shall include:
- (1) the location and dimensions of the foundation wall forms of the new building or structure relative to property lines, watercourses or other buildings;
  - (2) the location and dimensions of all statutory rights-of-way or easements;
  - (3) the location, dimension and gradient of driveways and parking areas; and
  - (4) the top elevation of the foundation wall of the new building or structure and the elevation of either:
    - (a) the midpoint of the rear property line in the case of a parcel which slopes uphill from the public road providing access, or
    - (b) the centre line of the road opposite the midpoint of the front property line in the case of a parcel that slopes downhill from the public road providing access.
- 648.** ~~Except in the District of Coldstream where all applicants shall provide a Survey Certificate as specified in this Bylaw,~~ a Building Official may waive the requirement for a Survey Certificate if: **(B/L 1993/04)<sup>3</sup>**
- (1) a Building Official is satisfied with the accuracy of the Site Plan and the elevations of the building or structure as submitted with an application;
  - (2) a Building Official will not require elevation information to establish the height of the building or structure; and
  - (3) the Site Plan submitted with the application shows:
    - (a) side yard setbacks of at least 200% of the minimum side yard setback requirement specified in the Zoning Bylaw,
    - (b) front and rear yard setbacks of at least 125% of the minimum setback requirement specified in the Zoning Bylaw, and
    - (c) no watercourse within 30 metres of the building or structure.

**DIVISION SEVEN**  
**SPECIFIC PROVISIONS FOR BUILDING PERMIT APPLICATIONS**

**Application for a Simple Building or a Structure**

- 701.** An application for a permit for a simple building or a structure shall be made in the form of Schedule 'A' to this Bylaw and signed by the owner, or a signing officer if the owner is a corporation.
- 702.** In addition to the requirements for an application for a permit for a simple building or a structure as described herein, a Building Official may require a professional design and field review as outlined in Section 610 of this Bylaw.
- 703.** An application for a permit for a simple building or a structure shall include:
- (1) supplementary contractor information in the form of Schedule 'C' to this Bylaw;
  - (2) owner's acknowledgement of responsibility and undertakings made in the form of Schedule 'D' to this Bylaw, signed by the owner, or a signing officer if the owner is a corporation;
  - (3) confirmation of compliance with the *Homeowner Protection Act* as applicable;
  - (4) a copy of a title search made within 30 days of the date of application;
  - (5) any required highway access permit issued by the Local Jurisdiction or the Ministry of Transportation; and
  - (6) any other documents and plans required in Division Six of this Bylaw.

**Specific Requirements for Structures**

- 704.** In general, an application for a permit for a structure shall include only construction plans as outlined in Section 630 of this Bylaw.

**Retaining Structure**

- 705.** In addition to the requirements outlined in Sections 701, 702 and 703 of this Bylaw, an application for a permit for a retaining structure greater than 1.2 metres in height shall:
- (1) require a professional design and field review by a Registered Professional including the submission of Letters of Assurance and proof of professional liability insurance as outlined in Section 610 of this Bylaw prior to an Occupancy Permit being issued by a Building Official; and
  - (2) include provisions for a guardrail in accordance with the provisions of the Building Code.

Swimming Pool

**706.** In addition to the requirements outlined in Sections 701, 702 and 703 of this Bylaw, an application for a permit for a swimming pool shall include provisions for:

- (1) an enclosed fence not less than 1.2 metres in height with no openings greater than 100mm and so designed that members, attachments or openings will not facilitate climbing;
- (2) a self-closing gate so designed and installed as to cause the gate to return to a locked position automatically; and
- (3) pressure reducing valves and a backflow prevention device to be installed in accordance with the requirements of the Building Code.

Sign

**707.** In addition to the provisions of Section 702 of this Bylaw, an application for a permit for a sign structure shall be made in the form of Schedule 'N' to this Bylaw and signed by the owner, or a signing officer if the owner is a corporation.

**Application for a Complex Building**

**708.** An application for a permit for a complex building shall be made in the form of Schedule 'B' to this Bylaw and signed by the owner, or a signing officer if the owner is a corporation.

**709.** An application for a permit for a complex building shall be accompanied by:

- (1) supplementary contractor information in the form of Schedule 'C' to this Bylaw;
- (2) the owner's acknowledgement of responsibility and undertakings made in the form of Schedule 'D' to this Bylaw, signed by the owner, or a signing officer if the owner is a corporation;
- (3) confirmation of compliance with the Homeowner Protection Act as applicable;
- (4) Letter of Assurance in the form of Schedule A to Part 2 of the Building Code signed by the owner, or a signing officer if the owner is a corporation, and the Co-Ordinating Registered Professional;
- (5) Letters of Assurance in the form of Schedules B-1 and B-2 to Part 2 of the Building Code each signed by such Registered Professionals as a Building Official or the Building Code may require, to address the design and field reviews for the construction of the proposed building;
- (6) proof of professional liability insurance in the form of Schedule 'P' to this Bylaw;
- (7) a copy of a title search made within 30 days of the date of application;
- (8) any required highway access permit issued by the Local Jurisdiction or the Ministry of Transportation; and
- (9) any other documents and plans required in Division Six of this Bylaw.

**DIVISION EIGHT**  
**BUILDING AND OCCUPANCY PERMITS**

**Building Permit**

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

**802.** When:

- (1) a completed application in compliance with Division Seven of this Bylaw including all required supporting documentation has been submitted;
- (2) a Building Official has determined that health and safety aspects of the works are in compliance with this Bylaw, the Building Code, the Local Government Act and any other applicable bylaw of the Local Jurisdiction or Provincial statute;
- (3) the owner or representative has paid all applicable fees as specified in Appendix '1' to this Bylaw including any penalty as outlined in Section 317 or any surcharge as outlined in Section 805 of this Bylaw;
- (4) the owner or representative has paid all charges and met all requirements imposed by any other statute or bylaw in respect of the issuance of a building permit;
- (5) evidence has been provided that the proposed construction complies with the Homeowner Protection Act as applicable; and
- (6) no covenant, agreement, resolution or regulation of the Local Jurisdiction authorizes the permit to be withheld;

a Building Official may issue a Building Permit for which the application is made in the form of Schedule 'E' of this Bylaw.

**803.** The Building Permit period is valid for two years from the date the permit is granted unless the permit expires or is revoked.

**Building Permit Fees**

**804.** Building Permit Fees shall be determined in accordance with Appendix '1' to this Bylaw.

**805.** The Building Permit Fees as specified in Appendix '1' to this Bylaw are increased by a factor of 30% where the construction site is located within the Building Permit Fees Surcharge Area specified in Appendix '3' to this Bylaw.

806. A Building Official may, except for the Application Fee **and subject to an Administrative Charge set in accordance with Appendix '1'**, refund the fees paid for a Building Permit upon receipt of a written request for cancellation of the permit within ~~six months~~ **one year** of the issuance of the permit provided construction has not begun. ~~No refund shall be made for less than \$100.00.~~

(B/L 2470/2010)<sup>8</sup>

807. When a Building Permit is issued in accordance with Section 808 of this Bylaw, the Building Permit Fee shall be reduced by 5% of the fee payable as specified in Appendix '1', up to a maximum reduction of \$500.00.

#### **Professional Plan Certification and Permit**

808. Letters of Assurance in the form of Schedules B-1 and B-2 to Part 2 of the Building Code provided pursuant to this Bylaw are relied upon by the Regional District and its Building Officials in the issuance of a Building Permit as certification that the design and plans, to which the Letters of Assurance relate, comply with the Building Code and other applicable enactments relating to safety.

809. A Building Permit issued for the construction of a Complex Building, or for a building or structure for which a Building Official required professional design pursuant to Section 610 of this Bylaw, shall include a notice to the owner concerning the reliance upon the certification of the Registered Professionals, in the form of Schedule 'O' to this Bylaw.

#### **Phased Building Permit**

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

(B/L 1993/04)<sup>3</sup>

#### **Building Permit Expired**

811. A Building Permit expires if:
- (1) construction has not commenced within one year of the date of permit issuance;
  - (2) an Occupancy Permit has not been issued within the valid Building Permit period or within any renewal period authorized by a Building Official;
  - (3) the work associated with a structure, other than a building, has not been approved to the Final Inspection stage within the valid Building Permit period or within any renewal period authorized by a Building Official;
  - (4) construction has been discontinued for a period of one year;
  - (5) a Building Official has revoked the Building Permit as provided in this Bylaw; or
  - (6) the owner or representative has requested that the Building Permit be cancelled.

812. Except as provided in Section 806, no fees shall be returned where a Building Permit has expired.

**Building Permit or Authorization Revoked**

813. A Building Official may, upon written notification to an applicant, revoke a Building Permit or authorization issued under this Bylaw where:
- (1) the permit or authorization was issued in error;
  - (2) an approval issued by another authority, on the basis of which a permit or authorization was issued under this Bylaw, is withdrawn by that authority;
  - (3) notification of a successful appeal has been received by the Regional District pursuant to Section 8 of the Health Act concerning the issuance of a Sewage Disposal Permit for the subject building;
  - (4) the permit or authorization was issued on the basis of incorrect information provided by the owner, representative or a Registered Professional; or
  - (5) there is a violation of this Bylaw, the Building Code, the Local Government Act, or any other Provincial statute or bylaw enacted by the Local Jurisdiction.

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

**Building Permit Renewal**

815. Where a Building Permit has expired and the owner wishes to have the permit reissued, the owner must submit a new application, including a new Application Fee, including all documents and permits as prescribed in Divisions Six and Seven of this Bylaw.
816. Where an application is received pursuant to Section 815 and where the information submitted with the new application has not changed substantively from the original application, a Building Official may issue a new Building Permit pursuant to all the terms and conditions of this Bylaw, except that the Building Permit Fees prescribed in Appendix '1' shall not apply.
817. Where a Building Permit has not expired or been revoked and upon written request, a Building Official may extend the term of the Building Permit for one renewal period of one year upon any terms and conditions specified by the Building Official.
818. Where construction has not commenced or has been discontinued due to adverse weather, strikes, material or labour shortages or similar hardship beyond the owner's control, a Building Official may extend the valid Building Permit period for one renewal period of one year upon any terms and conditions specified by the Building Official.

819. Where a Building Permit has been revoked and the owner wishes to have the permit reissued, the owner shall submit a new application, including a new Application Fee, including all documents and permits as prescribed in Divisions Six and Seven of this Bylaw.

**Occupancy Permit Required**

820. Except as provided in this Bylaw, an Occupancy Permit is required prior to occupancy of any building or structure for which a Building Permit is required under this Bylaw and it is the responsibility of the owner to obtain an Occupancy Permit after the building or structure is complete and ready for occupancy, but before any occupancy.

821. Prior to the issuance of an Occupancy Permit for:

(1) *a complex building, or for a building or structure for which a Building Official required professional design pursuant to Section 610 of this Bylaw, the owner shall provide Letters of Assurance in the form of Schedules C-A and C-B to Part 2 in the Building Code each signed by the Co-Ordinating Registered Professional and Registered Professionals as the Building Code may require;*

***(B/L 2137/07)<sup>5</sup>***

(2) *a building or structure which will generate sewage, the owner shall provide to the Building Official an Operating Permit or a completed Filing of a Letter of Certification pursuant to the Health Act or the Waste Management Act for a sewerage system, or a confirmation of acceptable connection to a Community Sewer System from a Community Sewer System Utility.*

***(B/L 2137/07)<sup>5</sup>***

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

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

**Provisional Occupancy Permit**

824. A Building Official may issue a Provisional Occupancy Permit in the form of Schedule 'K' to this Bylaw where the construction of a building or structure has substantially been completed and where the health and safety requirements of this Bylaw and the Building Code have been met.

825. The owner shall pay the Provisional Occupancy Permit fee as specified in Appendix '1' to this Bylaw before the issuance of the permit.

826. The Provisional Occupancy Permit is valid for 90 days from the date the permit is issued.

827. A Building Official may extend the term of the Provisional Occupancy Permit for an additional 90 days upon any terms and conditions specified by the Building Official.

## **DIVISION NINE - BUILDING INSPECTIONS**

### **Complex Buildings**

901. When a Registered Professional provides Letters of Assurance for the construction of a complex building, or for a building or structure for which a Building Official required professional design and Letters of Assurance pursuant to Section 610 of this Bylaw, the Regional District will rely solely on field reviews undertaken by the Registered Professional and the Letters of Assurance as certification that the construction substantially conforms to the approved design, plans and specifications and that the construction complies with the Building Code, this Bylaw and other applicable enactments respecting safety.
902. A Building Official may attend the construction site from time to time during the course of construction to ascertain that the field reviews are taking place and to monitor the field reviews undertaken by the Registered Professionals.

### **Simple Buildings or Structures**

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

### **Inspections Required**

904. The owner or representative shall give at least three clear working days' notice to the Building Official when requesting an inspection.
905. The owner or representative shall obtain an inspection and receive a Building Official's acceptance of the work as indicated on the Building Permit or at each of the following aspects of the work prior to concealing them:
- (1) *"Footing Forms Inspection"* after completion of the footing forms; but before pouring concrete for the footings.
  - (2) *"Foundation Forms Inspection"* after completion of the footings and the foundation forms; but before pouring concrete for the foundation.
  - (3) *"Pre-Backfill Inspection"* after damp-proofing foundations and the installation of perimeter drains with connections to the designated stormwater disposal location; but before backfilling the foundation or covering drainage works.
  - (4) *"Dampproofing and Sealing Inspection"* after the foundation is complete and the granular fill is prepared; but before pouring the concrete slab.

- (5) *"Framing Inspection"* after completion of framing, sheathing, stairs, chimney and fireplace; but before installing insulation and vapour barrier that would conceal the framing works.
  - (6) *"Plumbing Below-Grade Inspection"* after installation of the water and sewer service lines, and any other below-grade plumbing works; but before backfilling excavations.
  - (7) *"Plumbing Above-Grade Inspection"* after completion of the rough-in plumbing and the tests required by the Building Code have been satisfactorily completed; but before covering with insulation, vapour barrier or wall coverings.
  - (8) *"Insulation and Vapour Barrier Inspection"* after the Plumbing Above-Grade Inspection and the insulation and vapour barrier have been installed; but before wall coverings are installed.
  - (9) *"Final Inspection"* when the building or structure or part thereof is complete, including grading around the building or structure, the installation of surface drainage works and confirmation that any water meter appliance (if necessary) is in operating condition, and the building or structure is ready for use or occupancy; but before use or occupancy takes place of the whole or part of the building or structure.
- 906.** No aspect of the work referred to in Section 905 of this Bylaw shall be covered until a Building Official has indicated acceptance in writing.
- 907.** Notwithstanding the requirement for inspections under Sections 905 and 906 of this Bylaw, a Building Official may when unable to attend a construction site on the date requested due to travel distance or time constraints, alternatively determine on the basis of information provided by the contractor whether the work may proceed despite Section 906, and require that photographs of the work be taken prior to the work being concealed and these photographs be submitted to the Building Official.
- 908.** Pursuant to Section 907, a Building Official may require work to be uncovered if photographs indicate a problem is likely to create a health or safety hazard.
- 909.** The requirements of Sections 905 and 906 of this Bylaw do not apply to any aspect of the work that is the subject of a Registered Professional's Letter of Assurance which has been provided for the construction of a complex building, or for a building or structure for which a Building Official required professional design and Letters of Assurance pursuant to Section 610 of this Bylaw.
- 910.** In the event that the Building Official has notified the owner or contractor that additional inspections are required, it shall be the responsibility of the owner or representative to request these additional inspections.
- 911.** The owner or representative shall, prior to obtaining re-inspection of any work that the Building Official determines is unacceptable, pay for the Re-Inspection Charge as specified in Appendix '1' to this Bylaw.

**DIVISION TEN**  
**DEMOLITION PERMIT AND APPLICATION**

**Application**

- 1001.** No owner shall demolish or cause to be demolished any building or structure without first obtaining a permit to carry out such demolition.
- 1002.** An Application for a Demolition Permit shall be submitted in the form of Schedule 'L' to this Bylaw.

**Exemptions**

- 1003.** This Division does not apply to:
- (1) structures other than buildings, less than 15.0 metres in height; or
  - (2) accessory buildings that are one storey or less in height provided that there are no service works connected to the building.

**Demolition Permit**

- 1004.** When:
- (1) a completed application including all required supporting documentation has been submitted as outlined in Schedule 'L' to this Bylaw;
  - (2) a Building Official has determined that the proposed demolition works are in compliance with this Bylaw, the Building Code, the Local Government Act and any other applicable bylaw of the Local Jurisdiction or Provincial statute;
  - (3) the owner or representative has paid all applicable fees as specified in Appendix '1' to this Bylaw including any penalty as outlined in Section 317;
  - (4) the owner or representative has paid all charges and met all requirements imposed by any other statute or bylaw in respect of the issuance of a demolition permit; and
  - (5) no covenant, agreement, resolution or regulation of the Local Jurisdiction authorizes the permit to be withheld;

a Building Official may issue a permit for which the application is made in the form of Schedule 'E' to this Bylaw.

- 1005.** A permit for demolition shall be valid for one year from the date of issuance of the permit after which the permit expires.

- 1006.** A Building Official may withhold a permit for a demolition where:
- (1) the building or structure is protected heritage property, is subject to temporary heritage protection or is identified in a community heritage registry pursuant to the Heritage Conservation Act or the Local Government Act; or
  - (2) in the case of a residence, the building is occupied.

**Demolition Deposit**

**1007.** An applicant for a permit for a demolition shall pay the Demolition Deposit as specified in Appendix '1' to this Bylaw before the issuance of the permit to ensure the work is completed and the site is rehabilitated.

**1008.** Where a building or structure is demolished under a permit, and where:

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

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

**1009.** Where a Demolition Deposit is returned to the applicant, any interest earned upon the security shall accrue to the applicant.

**1010.** Where a permit for a demolition has expired and the demolition and works referred to in Section 1008 have not been completed, the Regional District may utilize the Demolition Deposit to complete the works.

**DIVISION ELEVEN**  
**MOVING PERMIT AND APPLICATION**

**Application**

- 1101.** Where the moving of buildings is permitted in the Local Jurisdiction, no person shall move or cause to be moved any building without first obtaining a permit to carry out such a move as well as a Building Permit for construction works on the property to which the subject building is to be moved.
- 1102.** An Application for a Moving Permit shall be submitted in the form of Schedule 'M' to this Bylaw.
- 1103.** A Building Permit Application shall be submitted in the form of Schedule 'A' or 'B' to this Bylaw for the construction works on the property to which the subject building is to be moved.

**Exceptions**

- 1104.** This Division does not apply to the moving of manufactured homes or accessory buildings.

**Moving Permit**

- 1105.** When:
- (1) a completed application including all required supporting documentation has been submitted in the form of Schedule 'M' to this Bylaw;
  - (2) a Building Official has determined that any proposed works are in compliance with this Bylaw, the Building Code, the Local Government Act or any other applicable bylaw of the Local Jurisdiction or Provincial statute;
  - (3) the owner or representative has paid all applicable fees as specified in Appendix '1' to this Bylaw including any penalty as outlined in Section 317;
  - (4) the owner or representative has paid all charges and met all requirements imposed by any other statute or bylaw in respect to the moving of buildings; and
  - (5) no covenant, agreement, resolution or regulation of the Local Jurisdiction authorizes the permit to be withheld;
- a Building Official may issue a permit for which the application is made in the form of Schedule 'E' to this Bylaw.
- 1106.** A permit for moving a building shall be valid for two years from the date of issuance of the permit after which the permit expires.

- 1107.** Building Officials shall refuse a permit for moving a building where:
- (1) the appraised value of the building after the move as indicated in the Appraisal Report as outlined in Schedule 'M' to this Bylaw, is less than 1¼ times the average appraised value of all the dwellings situated on parcels which are wholly or partially enclosed by lines drawn parallel to and perpendicularly distant 100.0 metres from the boundaries of the parcel to which the building is to be moved; or
  - (2) the floor area of the building to be moved is less than the minimum floor area specified in the Zoning Bylaw for the property to which it is to be moved.

**Moving Deposit**

- 1108.** An applicant for a permit shall pay the Moving Deposit as specified in Appendix '1' to this Bylaw before the issuance of a permit to ensure that the building is rehabilitated and installed according to the permit.
- 1109.** Where a building is moved under a permit, and where a Building Official has issued an Occupancy Permit for the building, the Building Official shall return the Moving Deposit to the applicant.
- 1110.** Where a Moving Deposit is returned to the applicant, any interest earned upon the security shall accrue to the applicant.
- 1111.** Where a permit for moving a building has expired and the works authorized by the Moving Permit and any associated Building Permit have not be completed, the Regional District may utilize the Moving Deposit to complete the works.

**DIVISION TWELVE**  
**SPECIFIC AUTHORIZATIONS TO CONSTRUCT**

**Rural Accessory Building Authorization**

- 1201.** Notwithstanding the requirements for an application, permits and inspections outlined in this Bylaw, an owner, or a signing officer if the owner is a corporation, may request an Authorization to Construct an accessory rural building or an addition to an accessory rural building without obtaining a building permit or having the construction inspected by the Regional District.
- 1202.** An application for an Authorization to Construct a rural accessory building shall be submitted in the form of Schedule 'F' to this Bylaw.
- 1203.** Upon receipt of an application pursuant to Section 1202 and where a Building Official has determined that:
- (1) the subject parcel is located within Electoral Area 'D' or 'E' of the Regional District;
  - (2) the subject parcel is not located within the '*Residential Zones*' as defined in the Zoning Bylaw and complies with the minimum lot area requirement for the zone in which the parcel is located;
  - (3) the proposed use and siting of the accessory building or the addition complies with the regulations in the Zoning Bylaw and otherwise complies with the Official Community Plan and other regulations;
  - (4) there are no plumbing works in the proposed building;
  - (5) the ~~overall building floorspace~~ *building floor area* does not exceed 185m<sup>2</sup> including any additions; **(B/L 2157/06)<sup>4</sup>**
  - (6) all attachments outlined in Schedule 'F' to this Bylaw have been submitted; and
  - (7) the owner or representative has paid all applicable fees as specified in Appendix '1' to this Bylaw;

a Building Official may issue an Authorization to Construct for which the application is made in the form of Schedule 'G' to this Bylaw.

**Single Family Dwelling Authorization**

- 1204.** Notwithstanding the requirements for an application, permits and inspections outlined in this Bylaw, an owner, or a signing officer if the owner is a corporation, may request an Authorization to Construct a single family dwelling or an addition to a single family dwelling or to install a manufactured home without obtaining a building permit or having the construction inspected by the Regional District.

**1205.** An application for an Authorization to Construct a single family dwelling shall be submitted in the form of Schedule 'F' to this Bylaw.

**1206.** Upon receipt of an application pursuant to Section 1205 and where a Building Official has determined that:

~~(1) the subject parcel is located within Electoral Area 'D' or 'E' of the Regional District;~~

(1) *the subject parcel is located within Electoral Area "D" or "E" in the Regional District, or, where the application is for the installation of a manufactured home, the subject parcel is located within Electoral Area "F" of the Regional District;*  
**(B/L 2157/06)<sup>4</sup>**

(2) the proposed use and siting of the dwelling complies with the regulations in the Zoning Bylaw and otherwise complies with the Official Community Plan and other regulations;

~~(3) the overall dwelling floorspace~~ *dwelling floor area* does not exceed ~~120m<sup>2</sup>~~  
**185m<sup>2</sup>** including any additions; **(B/L 2157/06)<sup>4</sup> (B/L 2269, 2007)<sup>6</sup>**

(4) all attachments outlined in Schedule 'F' to this Bylaw have been submitted; and

(5) the owner or representative has paid all applicable fees as specified in Appendix '1' to this Bylaw;

a Building Official may issue an Authorization to Construct for which the application is made in the form of Schedule 'G' to this Bylaw.

**Co-Ordinating Registered Professional Authorization**

**1207.** Notwithstanding the requirements for an application, permits and inspections outlined in this Bylaw, an owner, or a signing officer if the owner is a corporation, may request an Authorization to Construct a building in respect of which a Co-Ordinating Registered Professional is engaged without obtaining a building permit or having the construction inspected by the Regional District.

**1208.** An application for an Authorization to Construct a building in respect of which a Co-Ordinating Registered Professional is engaged shall be submitted in the form of Schedule 'F' to this Bylaw.

**1209.** Upon receipt of an application pursuant to Section 1208 and where a Building Official has determined that:

- (1) the subject parcel is located within the:
- City of Armstrong,
  - City of Enderby,
  - Village of Lumby,

- Township of Spallumcheen, or
  - Electoral Areas 'D' or 'E' of the Regional District;
- (2) the proposed use and siting of the building complies with the regulations in the Zoning Bylaw and otherwise complies with the Official Community Plan and other regulations;
  - (3) all attachments outlined in Schedule 'F' to this Bylaw have been submitted; and
  - (4) the owner or representative has paid a fee calculated as 80% of the Building Permit Fee as specified in Appendix '1' to this Bylaw;

a Building Official may issue an Authorization to Construct for which the application is made in the form of Schedule 'G' to this Bylaw.

**DIVISION THIRTEEN**  
**ATTACHMENTS AND IMPLEMENTATION**

**Schedules and Appendices**

**1301.** The following Schedules are attached hereto and form part of this Bylaw:

- (1) 'A' Application for a Building Permit for a Simple Building or Structure
- (2) 'B' Application for a Building Permit for a Complex Building
- (3) 'C' Supplementary Contractor Information
- (4) 'D' Property Owner's Acknowledgement of Responsibility and Undertakings
- (5) 'E' Building Permit
- (6) 'F' Owner's Application for Authorization to Construct
- (7) 'G' Authorization to Construct
- (8) 'H' 'Stop Work Order' Notice
- (9) 'I' 'Do Not Occupy' Notice
- (10) 'J' Occupancy Permit
- (11) 'K' Provisional Occupancy Permit
- (12) 'L' Application for a Demolition Permit
- (13) 'M' Application for a Moving Permit
- (14) 'N' Application for Sign Permit
- (15) 'O' 'Reliance on Certification' Notice
- (16) 'P' Report on Professional Insurance

**1302.** The following Appendices are attached hereto and form part of this Bylaw:

- (1) '1' Fees and Charges
- (2) '2' Climate Values for the Design of Buildings
- (3) '3' Building Permit Fees Surcharge Area

**Effective Date**

**1303.** This Bylaw will come into full force and effect on May 5, 2003.

**Repeal**

**1304.** "*Regional District of North Okanagan Building Bylaw No. 1090, 1992*" and all amendments thereto, are hereby repealed on the effective date of May 4, 2003.

**Severability**

**1305.** The provisions of this Bylaw are severable and the invalidity of any part of this Bylaw shall not affect the validity of the remainder of this Bylaw.

Read a First time this 25<sup>th</sup> day of March , 2003.

Read a Second time this 25<sup>th</sup> day of March , 2003.

Read a Third time this 25<sup>th</sup> day of March , 2003.

Reconsidered, Finally Passed and Adopted this 25<sup>th</sup> day of March , 2003.

***“signature on file”***

---

Chair

***“signature on file”***

---

Corporate Officer

REGIONAL DISTRICT OF  
NORTH OKANAGAN



BUILDING BYLAW NO. 1747, 2003

SCHEDULES

AND

APPENDICES



REGIONAL DISTRICT OF NORTH OKANAGAN  
APPLICATION FOR A BUILDING PERMIT  
FOR A  
SIMPLE BUILDING OR STRUCTURE

File No. \_\_\_\_\_

Pursuant to the "Regional District of North Okanagan Building Bylaw No. 1747, 2003" I, being the owner, or corporate signing officer of the owner, of the property listed below, hereby make application for a Building Permit for the works as listed below.

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

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

**CONSTRUCTION SITE:**

Legal Description: \_\_\_\_\_  
(Lot #, Plan #, Section #, etc.)

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

**PROPERTY OWNER:**

Name: \_\_\_\_\_

Signing Officer: \_\_\_\_\_ (if owner is a corporation)

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: (Home) \_\_\_\_\_ Phone: (Work) \_\_\_\_\_

**CONSTRUCTION CONTRACTOR:**  Not Applicable, As Above

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: (Home) \_\_\_\_\_ Phone: (Work) \_\_\_\_\_

(over)

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

- |   |  |
|---|--|
| <input type="checkbox"/> Construction Plans (two copies)                            | <input type="checkbox"/> Access Permit                     |
| <input type="checkbox"/> Site Plan or Survey Certificate                            | <input type="checkbox"/> Copy of a Title Search            |
| <input type="checkbox"/> <i>"Homeowner Protection Act"</i> documents                | <input type="checkbox"/> Evidence of Potable Water Supply  |
| <input type="checkbox"/> Snow Shed Design Plan (Silver Star Mtn.)                   | <input type="checkbox"/> Sewage Disposal Permit            |
| <input type="checkbox"/> Supplementary Contractor Information                       | <input type="checkbox"/> Roof and Foundation Drainage Plan |
| <input type="checkbox"/> Owner's Acknowledgement of Responsibility and Undertakings |  |
| <input type="checkbox"/> Other _____  |  |

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

Print Owner's Name: \_\_\_\_\_

Print Signing Officer: \_\_\_\_\_ (if owner is a corporation)

Signature: \_\_\_\_\_

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



REGIONAL DISTRICT OF NORTH OKANAGAN  
APPLICATION FOR A BUILDING PERMIT  
FOR A  
COMPLEX BUILDING

File No. \_\_\_\_\_

Pursuant to the "*Regional District of North Okanagan Building Bylaw No. 1747, 2003*" I, being the owner, or corporate signing officer of the owner, of the property listed below, hereby make application for a Building Permit for the works as listed below.

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

Proposed Use: \_\_\_\_\_  
(apartment, commercial retail, industrial manufacturing, etc.)

**CONSTRUCTION SITE:**

Legal Description: \_\_\_\_\_  
(Lot #, Plan #, Section #, etc.)

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

**PROPERTY OWNER:**

Name: \_\_\_\_\_

Signing Officer: \_\_\_\_\_ (if owner is a corporation)

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: (Home) \_\_\_\_\_ Phone: (Work) \_\_\_\_\_

**CONSTRUCTION CONTRACTOR:**  Not Applicable, As Above

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: (Home) \_\_\_\_\_ Phone: (Work) \_\_\_\_\_

(over)

**CO-ORDINATING REGISTERED PROFESSIONAL:**

Name: \_\_\_\_\_

Company: \_\_\_\_\_

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

\_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: (Home) \_\_\_\_\_ Phone: (Work) \_\_\_\_\_

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

- |  |  |
|--|--|
| <input type="checkbox"/> Construction Plans (two copies)   | <input type="checkbox"/> Access Permit                     |
| <input type="checkbox"/> Site Plan or Survey Certificate   | <input type="checkbox"/> Copy of a Title Search            |
| <input type="checkbox"/> "Homeowner Protection Act" documents  | <input type="checkbox"/> Evidence of Potable Water Supply  |
| <input type="checkbox"/> Snow Shed Design Plan (Silver Star Mtn.)  | <input type="checkbox"/> Sewage Disposal Permit            |
| <input type="checkbox"/> Supplementary Contractor Information  | <input type="checkbox"/> Roof and Foundation Drainage Plan |
| <input type="checkbox"/> Owner's Acknowledgement of Responsibility and Undertakings  |  |
| <input type="checkbox"/> Co-ordinating Registered Professional Letter of Assurance<br>(Schedule A of the Building Code)      |  |
| <input type="checkbox"/> Other Registered Professionals Letters of Assurance<br>(Schedules B-1 and B-2 of the Building Code) |  |
| <input type="checkbox"/> Other _____   |  |

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

Print Owner's Name: \_\_\_\_\_

Print Signing Officer: \_\_\_\_\_ (if owner is a corporation)

Signature: \_\_\_\_\_

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



REGIONAL DISTRICT OF NORTH OKANAGAN  
BUILDING PERMIT APPLICATION  
SUPPLEMENTARY CONTRACTOR INFORMATION

File No. \_\_\_\_\_

**CONSTRUCTION SITE:**

Legal Description: \_\_\_\_\_  
(Lot #, Plan #, Section #, etc.)

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

**PLUMBING INSTALLATION CONTRACTOR:**  Not Applicable

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

Name: \_\_\_\_\_ T.Q. No. \_\_\_\_\_

Company: \_\_\_\_\_

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

\_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: (Home) \_\_\_\_\_ Phone: (Work) \_\_\_\_\_

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

**HEATING INSTALLATION CONTRACTOR:**  Not Applicable

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

Name: \_\_\_\_\_ T.Q. No. \_\_\_\_\_

Company: \_\_\_\_\_

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

\_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: (Home) \_\_\_\_\_ Phone: (Work) \_\_\_\_\_

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

(over)

**VENTILATION SYSTEMS INSTALLATION CONTRACTOR:**  Not Applicable

I hereby certify that I accept full responsibility for the design and installation of the ventilation system for the new building or structure on the above noted property in compliance with the BC Building Code by using any of the following methods:

- Systems as described in Section 9.32 of the Building Code
- CAN/CA – F326 “Residential Mechanical Ventilation Systems”
- A system designed in conformance with Part 6 of the Building Code

Name: \_\_\_\_\_ T.Q. No. \_\_\_\_\_

Company: \_\_\_\_\_

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

\_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: (Home) \_\_\_\_\_ Phone: (Work) \_\_\_\_\_

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



REGIONAL DISTRICT OF NORTH OKANAGAN  
BUILDING PERMIT APPLICATION  
PROPERTY OWNER'S ACKNOWLEDGEMENT  
OF RESPONSIBILITY AND UNDERTAKINGS

File No. \_\_\_\_\_

I/we \_\_\_\_\_ (print name)

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

Legal Description: \_\_\_\_\_

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

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

- understand that in consideration of being granted a permit, release and agree to indemnify the Regional District, its Board members, employees and agents from and against all liability, demands, claims, causes of action, suits, judgments, losses, damages, costs and expenses of whatever kind which I/we or any other person, partnership or corporation or our respective heirs, successors, administrators or assignees may have or incur in consequence of, or incidental to, the granting of a permit or any representation, advice, inspection, failure to inspect, certification, approval, enforcement or failure to enforce the Building Bylaw or the Building Code and I/we agree that the Regional District owes me/us no duty of care in respect to these matters;
- have checked the Certificate of Title for covenants, building schemes, easements, etc. and I/we understand that these matters are not enforced by the Regional District or the local Jurisdiction;
- recognize that there are areas of 'problem soils' within the Regional District which are widely distributed as to location. I/we hereby affirm that it is my/our responsibility as owner of the parcel to identify site conditions generally and 'problem soils' in particular on which the construction cited in my application is to be placed and I/we will take all action required to ensure adequacy of foundation works;
- hereby acknowledge that if granted a permit pursuant to my/our application, that it is my/our responsibility to ensure compliance with the Building Code, Building Bylaw and any other applicable enactment, code, regulation or standard relating to the work in respect of which the permit is issued, whether or not said work is undertaken by me/us or by those whom I/we retain or employ to provide design and/or construction services;

(over)

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

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

Signature: \_\_\_\_\_

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

Company Name: \_\_\_\_\_ (if owner is a corporation)



**REGIONAL DISTRICT OF NORTH OKANAGAN**

9848 ABERDEEN ROAD, COLDSTREAM BC V1B 2K9

TELEPHONE: (250) 545-5368 FAX: (250) 545-1445

PERMIT No. \_\_\_\_\_

ISSUE DATE \_\_\_\_\_

**BUILDING PERMIT**

Property Info: Roll # \_\_\_\_\_ P.I.D. \_\_\_\_\_ Site Address \_\_\_\_\_  
 Lot \_\_\_\_\_ Plan \_\_\_\_\_ Section \_\_\_\_\_ Township \_\_\_\_\_  
 Range \_\_\_\_\_ Block \_\_\_\_\_ Dist Lot \_\_\_\_\_ Zoning \_\_\_\_\_

Owner's Info: \_\_\_\_\_ Contractor's Info: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Permit Type: \_\_\_\_\_ Permit Class: \_\_\_\_\_ Permit Use: \_\_\_\_\_

The following submissions are required to complete this Building Permit:

This Building Permit is issued with the following conditions:

Construction Value: \_\_\_\_\_ = Building Fees: \_\_\_\_\_ - Other Fees - \_\_\_\_\_  
 Plumbing Fixtures: \_\_\_\_\_ = Plumbing Fees: \_\_\_\_\_ \_\_\_\_\_  
 Total Building Permit Fees = \_\_\_\_\_  
 Demolition/Moving Deposit = \_\_\_\_\_  
 Receipt No. \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Print Name of Permit Recipient

\_\_\_\_\_  
Signature of Permit Recipient

This Permit expires if construction is not started within one year nor completed within two years of issuance.

The owner or contractor shall obtain an inspection and approval of the work at each to the following stages of construction. Three working days notice is required prior to an inspection.

- Footings and Forms
- Foundation Forms
- Pre-Backfill
- Dampproofing and Sealing
- Framing
- Plumbing Below Grade
- Plumbing Above Grade
- Insulation and Vapour Barrier
- Final Inspection
- Other \_\_\_\_\_



REGIONAL DISTRICT OF NORTH OKANAGAN  
BUILDING INSPECTION DEPARTMENT

OWNER'S APPLICATION FOR  
AUTHORIZATION TO CONSTRUCT

File No. \_\_\_\_\_

Pursuant to Division Twelve of the "*Regional District of North Okanagan Building Bylaw No. 1747, 2003*" I, being the owner, or corporate signing officer of the owner, of the property listed below, hereby apply for an Authorization to Construct the following building:

- #1. Rural Accessory Building
- #2. Single Family Dwelling
- #3. Building Designed and Inspected Under Supervision of a Co-Ordinating Registered Professional

Proposed Use: \_\_\_\_\_

**ATTACHMENTS:**

The following information is attached hereto.

- A Site Plan submitted in accordance with Division Six of the Building Bylaw.
- A Title Search.
- A Building Profile showing the height of the building and finished grade sufficient to calculate the height of the proposed building.
- An Access Permit issued by the local Jurisdiction or the Ministry of Transportation as may be appropriate.
- Services. Evidence of Potable Water Supply and a Sewage Disposal Permit in accordance with Division Six of the Building Bylaw (only for Exemptions #2 and #3 as appropriate).
- Letter of Assurance in the form of Schedule A as referred to in the Building Code signed by the Owner, or a signing officer if the owner is a corporation, and the Co-Ordinating Registered Professional (only for Exemption #3).
- Description of Work indicating the total number of plumbing fixtures and details on the Construction Value in accordance with Division One of the Building Bylaw (only for Exemption #3).

(over)

**OWNER'S ACKNOWLEDGEMENTS:**

Initials

\_\_\_\_\_ I hereby acknowledge that I am responsible for compliance with the Building Code, and any other applicable Provincial enactment, code, regulation or standard relating to the work cited herein, whether or not the said work is undertaken by me or by those whom I may retain or employ to provide design and/or construction services.

\_\_\_\_\_ I hereby acknowledge that I am responsible to comply with the Homeowner Protection Act and regulations thereto.

\_\_\_\_\_ I hereby acknowledge that the Regional District has not reviewed and will not review any aspect of the work cited herein with respect to compliance with the Building Code, the Homeowner Protection Act or any other applicable Provincial enactment, code, regulation or standard.

\_\_\_\_\_ I acknowledge that I have been advised to obtain independent legal advice in respect of the responsibilities I am assuming herein and with respect to these acknowledgements.

**PROPERTY:**

Legal Description: \_\_\_\_\_  
(Lot #, Plan #, Section #, etc.)

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

**PROPERTY OWNER:**

Name: \_\_\_\_\_

Signing Officer: \_\_\_\_\_ (if owner is a corporation)

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: (Home) \_\_\_\_\_ Phone: (Work) \_\_\_\_\_

Signature: \_\_\_\_\_

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



REGIONAL DISTRICT OF NORTH OKANAGAN  
BUILDING INSPECTION DEPARTMENT  
AUTHORIZATION TO CONSTRUCT

File No. \_\_\_\_\_

To:

Name: \_\_\_\_\_ (owner or signing officer)

Company: \_\_\_\_\_

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

Postal Code: \_\_\_\_\_

The Building Inspection Department of the Regional District of North Okanagan is in receipt of your application for Authorization to Construct the following building:

- Rural Accessory Building
- Single Family Dwelling
- Building Designed and Inspected Under Supervision of a Co-Ordinating Registered Professional

Proposed Use: \_\_\_\_\_

Legal Description: \_\_\_\_\_

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

Please be advised that the Regional District hereby authorizes the construction to proceed on the works as cited herein and in your application previously received by the Regional District. The Regional District has not reviewed your construction plans and will not be attending the site to conduct any inspections or otherwise inspect or review in any way the construction works or the building site with respect to compliance with the Building Code, the Homeowner Protection Act or any other applicable Provincial enactment, code, regulation or standard.

Signature: \_\_\_\_\_

Building Official

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



REGIONAL DISTRICT OF NORTH OKANAGAN  
BUILDING INSPECTION DEPARTMENT  
'STOP WORK ORDER' NOTICE

---

**STOP WORK ORDER**

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

Reasons for this Order may be obtained at the Building Inspection Department of the Regional District of North Okanagan, Telephone 250-545-5368.

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

Building Site \_\_\_\_\_

Date \_\_\_\_\_ Permit No. \_\_\_\_\_

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

Municipality or Electoral Area \_\_\_\_\_

\_\_\_\_\_  
Building Official

Regional District of North Okanagan  
9848 Aberdeen Road  
Coldstream BC  
V1B 2K9



REGIONAL DISTRICT OF NORTH OKANAGAN  
BUILDING INSPECTION DEPARTMENT  
'DO NOT OCCUPY' NOTICE

---

**DO NOT OCCUPY THESE PREMISES**

All persons shall immediately vacate the building to which this Notice is affixed.

Reasons for this order may be obtained at the Building Inspection Department of the Regional District of North Okanagan, Telephone 250-545-5368.

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

Building Site \_\_\_\_\_

Date \_\_\_\_\_ Permit No. \_\_\_\_\_

Future occupancy shall not occur without written approval from a Building Official of the Building Inspection Department of the Regional District.

Municipality or Electoral Area \_\_\_\_\_

\_\_\_\_\_  
Building Official

Regional District of North Okanagan  
9848 Aberdeen Road  
Coldstream BC  
V1B 2K9



REGIONAL DISTRICT OF NORTH OKANAGAN  
BUILDING INSPECTION DEPARTMENT  
OCCUPANCY PERMIT

---

**REGIONAL DISTRICT OF NORTH OKANAGAN  
BUILDING INSPECTION DEPARTMENT  
OCCUPANCY PERMIT**

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

Building Permit No. \_\_\_\_\_

Use Classification \_\_\_\_\_

Building Site \_\_\_\_\_

Municipality or Electoral Area \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
Building Official



REGIONAL DISTRICT OF NORTH OKANAGAN  
BUILDING INSPECTION DEPARTMENT  
PROVISIONAL OCCUPANCY PERMIT

---

**REGIONAL DISTRICT OF NORTH OKANAGAN  
BUILDING INSPECTION DEPARTMENT  
PROVISIONAL OCCUPANCY PERMIT**

Building Permit No. \_\_\_\_\_

Use Classification \_\_\_\_\_

Building Site \_\_\_\_\_

Municipality or Electoral Area \_\_\_\_\_

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

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
Building Official



REGIONAL DISTRICT OF NORTH OKANAGAN  
BUILDING INSPECTION DEPARTMENT  
APPLICATION FOR A DEMOLITION PERMIT

File No. \_\_\_\_\_

Pursuant to the "Regional District of North Okanagan Building Bylaw No. 1747, 2003" I, being the owner, or corporate signing officer of the owner, of the property listed below, hereby make application for a permit to demolish a building or structure as follows:

**DEMOLITION SITE:**

Legal Description: \_\_\_\_\_  
(Lot #, Plan #, Section #, etc.)

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

Buildings or Structures to be demolished: \_\_\_\_\_

**PROPERTY OWNER:**

Name: \_\_\_\_\_

Signing Officer: \_\_\_\_\_ (if owner is a corporation)

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: (Home) \_\_\_\_\_ Phone: (Work) \_\_\_\_\_

**CONTRACTOR:**  Not Applicable, As Above

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: (Home) \_\_\_\_\_ Phone: (Work) \_\_\_\_\_

(over)

**ATTACHMENTS:**

The following information is attached hereto.

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

**PROPERTY OWNER DECLARATION:**

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

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

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

Print Owner's Name: \_\_\_\_\_

Print Signing Officer: \_\_\_\_\_ (if owner is a corporation)

Signature: \_\_\_\_\_

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



REGIONAL DISTRICT OF NORTH OKANAGAN  
BUILDING INSPECTION DEPARTMENT  
APPLICATION FOR A MOVING PERMIT

File No. \_\_\_\_\_

Pursuant to the "Regional District of North Okanagan Building Bylaw No. 1747, 2003" I, being the owner, or corporate signing officer of the owner, of the property listed below, hereby make application for a permit to move a building to a new location as follows:

**THE BUILDING IS LOCATED AT:**

Legal Description: \_\_\_\_\_  
(Lot #, Plan #, Section #, etc.)

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

Property Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: (Home) \_\_\_\_\_ Phone: (Work) \_\_\_\_\_

Description of the building to be moved: \_\_\_\_\_

**THE BUILDING IS BEING MOVED TO:**

Legal Description: \_\_\_\_\_  
(Lot #, Plan #, Section #, etc.)

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

Property Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: (Home) \_\_\_\_\_ Phone: (Work) \_\_\_\_\_

(over)

**CONTRACTOR:**  Not Applicable

Name: \_\_\_\_\_

Company: \_\_\_\_\_

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

Postal Code: \_\_\_\_\_

Phone: (Home) \_\_\_\_\_

Phone: (Work) \_\_\_\_\_

**ATTACHMENTS:**

The following information is attached hereto:

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

**PROPERTY OWNER DECLARATION:**

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

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

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

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

Print Owner's Name: \_\_\_\_\_

Print Signing Officer: \_\_\_\_\_ (if owner is a corporation)

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



REGIONAL DISTRICT OF NORTH OKANAGAN  
BUILDING INSPECTION DEPARTMENT  
APPLICATION FOR A SIGN PERMIT

File No. \_\_\_\_\_

Pursuant to the "Regional District of North Okanagan Building Bylaw No. 1747, 2003" I, being the owner, or corporate signing officer of the owner, of the property listed below, hereby make application for a permit to erect a sign structure as follows:

Type of Sign: \_\_\_\_\_ Construction Value: \_\_\_\_\_  
(as defined in the local Jurisdiction)

**CONSTRUCTION SITE:**

Legal Description: \_\_\_\_\_  
(Lot #, Plan #, Section #, etc.)

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

**PROPERTY OWNER:**

Name: \_\_\_\_\_

Signing Officer: \_\_\_\_\_ (if owner is a corporation)

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: (Home) \_\_\_\_\_ Phone: (Work) \_\_\_\_\_

**CONSTRUCTION CONTRACTOR:**  Not Applicable, As Above

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: (Home) \_\_\_\_\_ Phone: (Work) \_\_\_\_\_

(over)

**ATTACHMENTS:**

The following information is attached hereto.

1. A Site Plan submitted in duplicate indicating measurements for the location of the sign to adjacent property lines and to nearby watercourses, statutory rights-of-ways, easements, buildings and structures as appropriate.
2. Construction Plans submitted in duplicate indicating the nature and extent of the work in sufficient detail to establish conformance to the Building Code and regulations established by the Local Jurisdiction and including information on the materials and structural components for the support structure (as necessary) as well as details on the dimensions, height, sign area, copy area and copy details.

**PROPERTY OWNER DECLARATION:**

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

I have checked the Certificate of Title of the subject property for covenants, building schemes, easements, etc. that are not enforced by the Regional District of North Okanagan.

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

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

I understand that an Application held on file at the Regional District of North Okanagan and not completed within six months shall expire and all application documents may be destroyed

Print Owner's Name: \_\_\_\_\_

Print Signing Officer: \_\_\_\_\_ (if owner is a corporation)

Signature: \_\_\_\_\_

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



REGIONAL DISTRICT OF NORTH OKANAGAN  
BUILDING INSPECTION DEPARTMENT  
'RELIANCE ON CERTIFICATION' NOTICE

Permit (File) No. \_\_\_\_\_

To:

Name: \_\_\_\_\_ (owner or signing officer)

Company: \_\_\_\_\_

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

Postal Code: \_\_\_\_\_

Re:

Legal Description: \_\_\_\_\_  
(Lot #, Plan #, Section #, etc.)

Pursuant to Section 290 of the Local Government Act and the "Regional District of North Okanagan Building Bylaw No. 1747, 2003", take notice that the Regional District of North Okanagan in issuing the Building Permit cited hereon has relied upon the Letters of Assurance issued by Registered Professionals cited below that their components of the plans and supporting documents substantially comply with the BC Building Code and other applicable enactments respecting safety and the Regional District will rely solely on the field reviews undertaken by these Registered Professionals as certification that the construction work complies with the Code, the Regional District Building Bylaw and other applicable enactments respecting safety.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
Building Official



REGIONAL DISTRICT OF NORTH OKANAGAN  
BUILDING INSPECTION DEPARTMENT  
REPORT ON PROFESSIONAL INSURANCE

File No. \_\_\_\_\_

**PROJECT:**

Described as: \_\_\_\_\_

Legal Description: \_\_\_\_\_  
(Lot #, Plan #, Section #, etc.)

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

**REGISTERED PROFESSIONAL:**

Pursuant to the "*Regional District of North Okanagan Building Bylaw No. 1747, 2003*" the undersigned hereby gives assurance that:

1. I have fulfilled my obligation to obtain professional liability or errors and omissions insurance as outlined in Bylaw No. 1747, 2003.
2. I have attached a copy of my certificate of insurance indicating the particulars of such coverage.
3. I am a registered professional as defined by Section 1.1.3.2 of the BC Building Code.
4. I will notify the Building Official immediately if this insurance coverage is reduced or terminated at any time during the construction of the above noted project.

Name: \_\_\_\_\_

Company: \_\_\_\_\_

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

\_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: (Home) \_\_\_\_\_ Phone: (Work) \_\_\_\_\_

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





# REGIONAL DISTRICT OF NORTH OKANAGAN BUILDING INSPECTION DEPARTMENT

## FEES AND CHARGES

<b>1. <u>Building Permit Application Fees – Non-Refundable</u></b>	<b>\$</b>
(a) Construction Value \$1,000 or less.....	47.50
(b) Construction Value over \$1,000 up to \$250,000.....	94.50
(c) Construction Value \$250,000 and more .....	142.00
<b>2. <u>Fees for an Authorization to Construct</u></b>	
(a) Rural Accessory Building .....	94.50
(b) Single Family Dwelling .....	94.50
(c) With Co-Ordinating Registered Professional .....	Refer to Section 1209(4)
<b>3. <u>Building Permit Fees</u></b>	
(Note: A surcharge on fees may apply in remote areas)	
(a) For the first \$1,000 of Construction Value .....	52.50
(b) For each \$1,000 of Construction Value or part thereof over \$1,000 .....	11.00
(c) For the first five Plumbing Fixtures .....	52.50
(d) For each Plumbing Fixture over the first five .....	11.00
(e) For installing a Manufactured Home (mobile home) .....	230.00 <sup>4</sup>
<b>4. <u>Building Permit Fees for Agricultural Buildings over 600 square metres</u></b>	
(Note: A surcharge on fees may apply in remote areas)	
(a) <b>For the first \$1,000 of Construction Value.....</b>	<b>52.50</b>
(b) <b>For each \$1,000 of Construction Value or part thereof over \$1,000 and \$250,000.....</b>	<b>11.00</b>
(c) <b>For each \$1,000 of Construction Value or part thereof over \$250, 000 ..</b>	<b>8.25</b> <b>(B/L 2461/2010)<sup>8</sup></b>
<b>4. <u>Sign Permit Fees</u></b>	
(a) Application for a Sign Permit (non-refundable) .....	52.50
(b) Permit for a Sign:	
- For the first \$100 of Construction Value .....	52.50
- For each \$1,000 of Construction Value or part there of over \$100 .....	11.00
<b>5. <u>Demolition / Moving Permit Fees</u></b>	
(a) Application for a Demolition / Moving Permit (non-refundable) .....	47.50
(b) Demolition / Moving Permit .....	210.00
(c) Demolition / Moving Deposit.....	2,100.00



REGIONAL DISTRICT OF NORTH OKANAGAN  
BUILDING INSPECTION DEPARTMENT  
FEES AND CHARGES

**6. Other Fees and Charges**

(a)	Special Inspection or Re-Inspection .....	94.50
(b)	Provisional Occupancy Permit with Re-Inspection .....	94.50
(c)	Inspection outside the Regional District.....	189.00
	(Plus reimbursement consistent with Regional District 'Travel Allowance' policy)	
(d)	Administrative Charge to report on a 'Notice on Title' .....	157.50
(e)	New products, systems or methods Evaluation Fee .....	2,100.00
(f)	<b>Administrative Charge for refund of Building Permit Fees.....</b>	<b>200.00</b>

*(B/L 2470/2010)<sup>9</sup>*

**Note: Additional local charges may also apply as determined by the Local Jurisdiction**



**REGIONAL DISTRICT OF NORTH OKANAGAN  
BUILDING INSPECTION DEPARTMENT  
CLIMATE VALUES FOR THE DESIGN OF BUILDINGS**

Area	Design Temperature				Degree Days Below 18°C	15 Min. Rain mm	One Day Rain mm	Ann. Tot. Ppn. mm	Ground Snow Load kPa		Hourly Wind Pressures		
	January		July 2.5%						S <sub>S</sub>	S <sub>R</sub>	1/10 kPa	1/30 kPa	1/100 kPa
	2.5% °C	1% °C	Dry °C	Wet °C									
Mara	--	--	--	--	--	--	--	--	3.9	0.1	--	--	--
Grindrod	--	--	--	--	--	--	--	--	3.6	0.1	--	--	--
Enderby	--	--	--	--	--	--	--	--	3.3	0.1	--	--	--
Armstrong	--	--	--	--	--	--	--	--	2.9	0.1	--	--	--
Spallumcheen	--	--	--	--	--	--	--	--	3.2	0.1	--	--	--
Spallumcheen South	--	--	--	--	--	--	--	--	2.9	0.1	--	--	--
Swan Lake / BX	-20	-23	33	20	3887	13	40	350	2.2	0.1	0.32	0.39	0.44
Keddleston	--	--	--	--	--	--	--	--	3.1	0.2	--	--	--
Silver Star Village	--	--	--	--	--	--	--	--	10.5	0.3	--	--	--
Westside Ok. Lake	--	--	--	--	--	--	--	--	2.2	0.1	--	--	--
Lavington	--	--	--	--	--	--	--	--	2.6	0.1	--	--	--
Lumby	--	--	--	--	--	--	--	--	2.9	0.1	--	--	--
Cherryville	--	--	--	--	--	--	--	--	3.1	0.1	--	--	--
Creighton Valley	--	--	--	--	--	--	--	--	3.1	0.2	--	--	--
Shuswap Falls	--	--	--	--	--	--	--	--	2.8	0.1	--	--	--
Mabel Lake	--	--	--	--	--	--	--	--	4.4	0.1	--	--	--

Note: Except for Silver Star Village, values cited in this Schedule and noted above are valid to elevation 1170 metres only.



# REGIONAL DISTRICT OF NORTH OKANAGAN BUILDING INSPECTION DEPARTMENT BUILDING PERMIT FEES SURCHARGE AREA

