

*DISTRICT OF
SECHELT
BUILDING BYLAW
No. 409, 2003*



Consolidated for convenience February 2011

This Consolidation includes the following Bylaw Amendments:

409-1, 2005

409-2, 2007

409-3, 2010

409-4, 2011

This version of this bylaw is a consolidation of amendments to the original bylaw as of the date specified. This consolidation is done for the convenience of users and accurately reflects the status of the bylaw as of the specified date but must not be construed as the original bylaw and is not admissible in Court unless specifically certified by the Director of Corporate Services for the District of Sechelt. Persons interested in the definitive wording of this bylaw and its amendments should view the original bylaws at the District of Sechelt.

DISTRICT OF SEHELTT

BUILDING BYLAW NO. 409, 2003

**A bylaw to regulate the construction within the District of Sechelt
in the general public interest**

WHEREAS the *Local Government Act* authorizes the District of Sechelt, for the health, safety and protection of persons and property to regulate the construction, alteration, repair, or demolition of buildings and structures by bylaw;

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

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

NOW THEREFORE THE COUNCIL OF THE DISTRICT OF SEHELTT, in an open meeting assembled, enacts as follows:

1. TITLE

This bylaw may be cited for all purposes as the "District of Sechelt Building Bylaw No. 409, 2003".

**District of Sechelt Building Bylaw No. 409, 2003
CONSOLIDATION**

BUILDING BYLAW 409, 2003

TABLE OF CONTENTS

PART 1 – INTERPRETATION	1
1.2 Definitions.....	1
1.3 Purpose of Bylaw.....	3
1.4 Permit Conditions.....	3
1.5 Scope and Exemptions.....	3
1.6 Disclaimer of Warranty or Representation.....	5
PART 2 – PROHIBITIONS.....	5
PART 3 – BUILDING OFFICIALS.....	6
PART 4 – APPLICATIONS	8
PART 5 – APPLICATIONS FOR COMPLEX BUILDINGS	8
PART 6 – APPLICATIONS FOR STANDARD BUILDINGS	11
PART 7 – PROFESSIONAL PLAN CERTIFICATION.....	13
PART 8 – FEES AND CHARGES	14
PART 9 – BUILDING PERMITS	15
PART 10 – PROFESSIONAL DESIGN AND FIELD REVIEW.....	18
PART 11 – RESPONSIBILITIES OF THE OWNER/AGENT	19
PART 12 – TEMPORARY PERMITS.....	19
12.1 Issuance of Permits	19
12.2 Permit Applications	19
12.3 Extension of Permit	20
12.4 Permit Fee	20
12.5 Security Deposit	20
12.6 Security Deposit Refund	21
12.7 Default.....	21
PART 13 – SWIMMING POOLS AND HOT TUBS	21
13.1 Engineering Requirements	21
13.2 Fencing & Self-Closing Gate	21

13.6 Final Inspection

PART 14 – SPRINKLERS	22
PART 15 – DEMOLITION PERMITS	23
15.1 Issuance of Permits	23
PART 16 – MOVING BUILDINGS AND STRUCTURES ONTO A NEW FOUNDATION	23
PART 17 – INSPECTIONS	26
PART 18 – OCCUPANCY PERMITS.....	28
PART 19 – RETAINING STRUCTURES.....	28
PART 20 – PENALTIES AND ENFORCEMENT	29
PART 21 – SEVERABILITY	29
PART 22 – REPEAL	30

SCHEDULES

Schedule A – Permit Fees, Security and Damage Deposits.....	31
Schedule B – Climatic Data	33
Schedule C – Part 14 (1)(5) Map of Area Exempted from Sprinkler System Requirements.....	34
Schedule D – Owners Undertaking.....	35
Schedule E – Confirmation of Insurance by a Registered Professional	37
Schedule F – Reliance on Certification Notice.....	39

**District of Sechelt Building Bylaw No. 409, 2003
CONSOLIDATION**

PART 1 - INTERPRETATION

1.2 DEFINITIONS

In this bylaw:

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

Agent means a person, representing the Owner or agent, by authorization in writing and includes a hired tradesman or contractor who may be granted permits for work within the limitations of their license. (Refer to Schedule “D”) for form.

Council means the Council of the District of Sechelt.

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

Building Official includes Building Inspectors, Plan Checkers and Plumbing Inspectors employed and/or designated by the District of Sechelt.

Complex Building means:

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

Designated Buildings means those buildings in the following categories:

- (a) buildings containing more than two dwelling units;
- (b) buildings containing an assembly use component;
- (c) buildings containing a commercial use component (excluding Home Occupations);
- (d) buildings containing an industrial use component.

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**.

Manufactured Home means a mobile home, labeled CSA Z240 MH Series and a modular home labeled CSA A277.

Sprinkler System means a functional sprinkler system to the appropriate N.F.P.A. 13 standard of the National Fire Protection Association Regulations, as amended from time to time.

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

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

Structure means a construction or portion thereof of any kind, whether fixed to, supported by or sunk into land or water, but specifically excludes landscaping, flag poles, fences, patios, paving and retaining structures less than 1.2 meters in height.

Swimming Pool means a structure located wholly or principally in the ground to be used or intended to be used for swimming, bathing, wading or diving and has a surface area exceeding 15 square metres and a depth exceeding 1.0 metres.

Value of Building Construction means the completed **building** value of all **construction** or **work** related to the **building** including finishes, roofing, electrical, plumbing, heating, air conditioning, fire extinguishing systems, elevators and any other building service equipment and materials, the current monetary worth of all plans and specifications, labour and fees for design, testing, consulting, management, contractors', profit and

overhead, and current monetary worth of all contributed labour and material and site works, as confirmed by the **building official**.

Zoning Bylaw means the current Zoning Bylaw of the District of Sechelt, as amended from time to time.

1.3 PURPOSE OF BYLAW

1.3.1 The bylaw, shall, notwithstanding any other provision herein, be interpreted in accordance with this section.

1.3.2 This bylaw has been enacted for the purpose of regulating construction within the District of Sechelt in the general public interest. The activities undertaken by or on behalf of the District of Sechelt pursuant to this bylaw are for the sole purpose of providing a limited and interim spot checking function for reason of health, safety and the protection of persons and property. It is not contemplated nor intended, nor does the purpose of this bylaw extend:

- (1) to the protection of **owner or agents**, owner or agent/builders or **constructors** from economic loss;
- (2) to the assumption by the District of Sechelt or any **building official** of any responsibility for ensuring the compliance by any **owner or agent**, his or her representatives or any employees, **constructors** or **designers** retained by him or her, with the **Building Code**, the requirements of this bylaw or other applicable enactments codes or standards;
- (3) to providing any person a warranty of design or workmanship with respect to any **building** or **structure** for which a building permit or occupancy permit is issued under this bylaw;
- (4) to providing a warranty or assurance that construction undertaken pursuant to building permits issued by the District of Sechelt is free from latent, or any defects.

1.4. PERMIT CONDITIONS

1.4.1 A permit is required whenever work regulated under this bylaw is to be undertaken.

1.4.2 Neither the issuance of a permit under this bylaw nor the acceptance or review of plans, drawings or supporting documents, nor any inspections made by or on behalf of the District of Sechelt shall in any way relieve the **owner or agent** or his or her representatives from full and sole responsibility to perform the work in strict accordance with this bylaw, the **Building Code** and or other applicable enactments, codes or standards.

- 1.4.3 It shall be the full and sole responsibility of the **owner or agent** (and where the **owner or agent** is acting through a representative, the representative) to carry out the work in respect of which the permit was issued in compliance with the **Building Code** and this bylaw or other applicable enactments respecting safety.
- 1.4.4 Neither the issuance of a permit under this bylaw nor the acceptance or review of plans, drawings or specifications or supporting documents, nor any inspections made by or on behalf of the District of Sechelt constitute in any way a representation, warranty, assurance or statement that the **Building Code**, this bylaw or other applicable enactments respecting safety have been complied with.
- 1.4.5 No person shall rely upon any permit as establishing compliance with this bylaw or assume or conclude that this bylaw has been administered or enforced according to its terms. The person to whom the building permit is issued and his or her representatives are responsible for making such determination.

1.5 SCOPE AND EXEMPTIONS

- 1.5.1 This bylaw applies to the design, construction and **occupancy** of new **buildings** and **structures**, and the alteration, reconstruction, demolition, removal, relocation and **occupancy** of existing **buildings** and **structures**.
- 1.5.2 This bylaw does not apply to:
- (1) **buildings** or **structures** exempt by Part 1 of the **Building Code** except as expressly provided herein,
 - (2) retaining **structures** less than 1.2 meters (4 ft) in height
 - (3) fences
 - (4) non-structural repairs or alterations to a **building** or **structure** or the repair or replacements of plumbing works
 - (5) bridges, except pedestrian and vehicle bridges attached to buildings
 - (6) docks or wharves
 - (7) floating **structures** except where they are used for commercial or industrial occupancy use, on the condition that all floating **structures** must conform to the District of Sechelt's **Zoning Bylaw** with respect to height and siting.
 - (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 (2 ft) or more and on the condition that the deck is sited in accordance with the **Zoning Bylaw**, other bylaws or enactments

- (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*, other bylaws or enactments.

1.6 **DISCLAIMER OF WARRANTY OR REPRESENTATION**

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

PART 2 - PROHIBITIONS

- 2.1 No person shall commence or continue any construction, alteration, reconstruction, demolition, removal, relocation or change the *occupancy* of any *building* or *structure*, including excavation or other work related to construction unless a *building official* has issued a valid and subsisting permit for the work, or change of class of occupancy.
- 2.2 No person shall occupy or use any *building* or *structure* unless a valid and subsisting occupancy permit has been issued by a *building official* for the *building* or *structure*, or contrary to the terms of any permit issued or any notice given by a *building official*.
- 2.3 No person shall knowingly submit false or misleading information to a *building official* in relation to any permit application or construction undertaken pursuant to this bylaw.
- 2.4 No person shall, unless authorized in writing by a *building official*, reverse, alter, deface, cover, remove or in any way tamper with any notice, permit or certificate posted upon or affixed to a *building* or *structure* pursuant to this bylaw.
- 2.5 No person shall do any work that is substantially at variance with the accepted design or plans of a *building*, *structure* or other works for which a permit has been issued, unless that variance has been accepted in writing by a *building official*.
- 2.6 No person shall obstruct the entry of a *building official* or other authorized official of the District of Sechelt on property in the administration of this bylaw.
- 2.7 No person shall repair a *building* or *structure* damaged to an extent greater than 75% of its value above its foundations as determined by the *building official*, unless in every respect the entire *building* or *structure* is made to comply with the *Building Code* subject to the requirements of this or other applicable bylaws.

- 2.8 No person shall construct a concrete pad or foundation on which equipment, to be used for an industrial or commercial use, is to be mounted without first applying for and obtaining a building permit.
- 2.9 No person shall move a *manufactured home* unless a *building official* has issued a permit or authorized for the work as outlined in this Bylaw.
- 2.10 No person shall change the Class of Occupancy of an existing *building* unless a *building official* has issued a permit or authorization for the change as outlined in the Bylaw.

PART 3 – BUILDING OFFICIALS

- 3.1 Each *building official* may:
 - (1) administer this bylaw;
 - (2) keep records of permit applications, permits, notices and orders issued, inspections and tests made, and shall retain copies of all documents related to the administration of this bylaw or microfilm copies of such documents for a period of thirty (30) years.
 - (3) establish, if requested to do so, whether the methods or types of construction and types of materials used in the construction of a *building* or *structure* for which a permit is sought under this bylaw substantially conform to the requirements of the *Building Code*.
 - (4) request any information not already provided for in the bylaw that may, in the opinion of the *building official* be applicable or necessary to accompany the information for a specific site, including a geotechnical report.
- 3.2 A *building official*:
 - (1) may enter any land, *building*, *structure*, or premises at any reasonable time for the purpose of ascertaining that the terms of this bylaw are being observed;
 - (2) where any residence is occupied, shall obtain the consent of the occupant or provide written notice to the occupant 24 hours in advance of entry; and
 - (3) shall carry proper credentials confirming his or her status as a *building official*.
- 3.3 A *building official* may:
 - (1) order the correction of any work that is being or has been done in contravention of this bylaw;
 - (2) order the immediate suspension of all work, or any portion of construction that is proceeding in contravention of this or any other bylaw of the District by posting a “stop work” order on the offending property;

- (3) direct that tests be conducted of materials, devices, construction methods, structural assemblies or foundation conditions, in accordance with standard test methods of recognized National testing authorities, or, direct that sufficient evidence or proof be submitted, at the expense of the owner, where such evidence or proof, is in the opinion of the Building Inspector, necessary to determine whether the material, device, construction, or foundation condition meets the requirements of this Bylaw;
- (4) revoke or refuse to issue a permit where in his opinion the results of tests referred to in 3.3 (3) are not satisfactory;
- (5) when not satisfied with any work in connection with the construction of a building, place upon the building a notice to the effect that the building shall not be occupied until the work has been completed in accordance with this Bylaw, and to the satisfaction of the Building Official.

PART 4 - APPLICATIONS

- 4.1 Every person shall apply for and obtain:
 - (1) a building permit before constructing, repairing or altering, moving or demolishing a ***building*** or ***structure***;
 - (2) a building permit prior to a change in class of occupancy of a ***building*** or part thereof;
 - (3) a fireplace and chimney permit prior to the construction of a masonry fireplace or the installation of a wood burning appliance or chimney unless the works are encompassed by a valid building permit.
- 4.2 All applications for building permits covered under this bylaw shall be made in the form prescribed by the ***building official***, signed by the ***owner or agent*** or a signing officer if the owner or agent is a corporation.
- 4.3 All plans submitted with permit applications shall bear the name, address and phone number of the ***designer*** of the ***building*** or ***structure***.
- 4.4 Each ***building*** or ***structure*** to be constructed on a site requires a separate building permit and shall be assessed a separate building permit fee based on the ***value of building construction*** of that ***building*** or ***structure*** as determined in accordance with Schedule "A" attached to this bylaw.
- 4.5 An application for a building permit filed with the Building Official shall be accompanied by the appropriate application fee made payable to the District of Sechelt as set out in Schedule "A" to this bylaw.

PART 5 - APPLICATIONS FOR *COMPLEX BUILDINGS*

- 5.1 An application for a building permit with respect to a ***complex building*** shall;
- (1) Be made in the form prescribed by the ***building official***, be signed by the ***owner or agent*** or a signing officer if the owner or agent is a corporation, and be accompanied by the owner or agent's acknowledgement of responsibility and undertakings made in the form attached as Schedule "D" to this bylaw, signed by the owner or agent, or a signing officer if the owner or agent is a corporation;
 - (2) Include a copy of a title search made within 30 days of the date of the application;
 - (3) Include a site plan prepared by a British Columbia Land Surveyor showing:
 - a) the bearing and dimensions of the parcel taken from the registered subdivision plan;
 - b) the legal description and civic address of the parcel;
 - c) the location and dimensions of all statutory rights of way, easements and setback requirements;
 - d) the location and dimensions of all existing and proposed ***buildings*** or ***structures*** on the parcel;
 - e) setbacks to the natural boundary of any lake, swamp, pond or watercourse where the District of Sechelt's ***Zoning Bylaw*** establishes siting requirements related to flooding;
 - f) the existing and finished ground levels to an established datum at or adjacent to the site and the geodetic elevation of the underside of the floor system of a ***building*** or ***structure*** where the District of Sechelt's ***Zoning Bylaw*** establishes siting requirements related to minimum floor elevation; and
 - g) the location, dimension and gradient of parking and driveway access;
 - (4) the ***building official*** may waive the requirements for a site plan, in whole or in part, where the permit is sought for the repair or alteration of an existing ***building*** or ***structure***.
 - (5) Include four (4) sets of plans showing:
 - a) the dimensions and uses of all areas; the dimensions and height of crawl and roof spaces; the location, size and swing of doors; the location, size and opening of windows; floor, wall and ceiling finishes; plumbing fixtures; structural elements; and stair dimensions

- b) a cross section through the **building** or **structure** illustrating foundations, drainage, ceiling heights and construction systems;
 - c) elevations of all sides of the **building** or **structure** showing finish details, roof slopes, windows, doors, and finished grade;
 - d) cross-sectional details drawn at an appropriate scale and at sufficient locations to illustrate that the **building** or **structure** substantially conforms to the **Building Code**;
- (6) Where applicable be accompanied by confirmation of filing by an authorized person with the Vancouver Coastal Health Authority required information and documentation pursuant to the Sewerage System Regulation under the Health Act of British Columbia or a current and valid permit for the installation of a private sewage disposal systems issued by the Medical Health Officer having jurisdiction or his delegate pursuant to the Sewage Disposal Regulation under the Health Act of British Columbia or the Waste Management Act of British Columbia, or any other approvals or permits which might be required;
- (7) Include a letter of assurance in the form of Schedule “A” as referred to in section 2.6 of Part 2 of the **Building Code**, signed by the **owner or agent**, or a signing officer of the **owner or agent** if the **owner or agent** is a corporation, and the **coordinating registered professional**.
- (8) Include letters of assurance in the form of Schedules B-1 and B-2 as referred to in section 2.6 of Part 2 of the **Building Code**, each signed by such **registered professionals** as the **building official** or **Building Code** may require to prepare the **design** for and conduct **field reviews** of the construction of the **building** or **structure**;
- (9) Include four (4) sets of drawings at a suitable scale of the design prepared by each **registered professional** and including the information set out in Part 9 of this bylaw.
- 5.2 In addition to the requirements of section 5.1, the following may be required by a **building official** to be submitted with a building permit application for the construction of a **complex building** where the complexity of the proposed **building** or **structure** or siting circumstances warrant:
- (1) Site servicing drawings, including sufficient detail of off-site services to indicate locations at the property line, prepared and sealed by a **registered professional**, in accordance with the District of Sechelt’s Subdivision & Development Control Bylaw.
 - (2) A section through the site showing grades, **buildings**, **structures**, parking areas and driveways;

- (3) Any other information required by the *building official* or the *Building Code* to establish substantial compliance with this bylaw, the *Building Code* and other bylaws and enactments relating to the *building* or *structure*.

PART 6 - APPLICATIONS FOR STANDARD BUILDINGS

6.1 An application for a building permit with respect to a *standard building* shall:

- (1) Be made in the form prescribed by the *building official*, be signed by the *owner or agent* or a signing officer if the owner or agent is a company and be accompanied by the *owner or agent's* acknowledgment of responsibility and undertakings made in the form prescribed by the *building official* (Schedule "D" - Owner's Undertaking) signed by the *owner or agent*, or a signing officer if the *owner* is a corporation;
- (2) include a copy of a title search made within 30 days of the date of the application;
- (3) include a detailed site plan showing:
 - a) the bearing and dimensions of the parcel taken from the registered subdivision plan;
 - b) the legal description and civic address of the parcel;
 - c) the location and dimensions of all statutory rights of way, easements and setback requirements;
 - d) the location and dimensions of all existing and proposed *buildings* or *structures* on the parcel;
 - e) setbacks from and elevations above the natural boundary of any lake, swamp, pond or watercourse where the District of Sechelt's Zoning Bylaw establishes siting requirements related to flooding;
 - f) the existing and finished ground levels to an established datum at or adjacent to the site and the geodetic elevation of the underside of the floor system of a *building* or *structure* where the District of Sechelt's Zoning Bylaw establishes siting requirements related to minimum floor elevation;
 - g) the location, dimension and gradient of parking and driveway access and access to the garage if applicable;
- (4) include a professional geotechnical reports as referred to in Section 10.4.1 and/or in areas as identified as a Development Permit area in the District of Sechelt's Official Community Plan, as amended from time to time;

- (5) include floor plans showing the dimensions and uses of all areas: the dimensions and height of crawl and roof spaces; the location, size and swing of doors; the location, size and opening of windows; floor, wall, and ceiling finishes; plumbing fixtures; structural elements; and stair dimensions.
 - (6) include a cross section through the **building** or **structure** illustrating foundations, drainage, ceiling heights and construction systems;
 - (7) include elevations of all sides of the **building** or **structure** showing finish details, roof slopes, windows, doors, and finished grade;
 - (8) include cross-sectional details drawn at an appropriate scale and at sufficient locations to illustrate that the **building** or **structure** substantially conforms to the **Building Code**;
 - (9) include copies of approvals required under any enactment relating to health or safety, including, without limitation, sewage disposal permits, highway access permits and confirmation of filing by an authorized person with the Vancouver Coastal Health Authority required information and documentation pursuant to the Sewerage System Regulation under the Health Act of British Columbia;
 - (10) include a sealed foundation design plan prepared by a **registered professional** in accordance with section 4.2 of Part 4 of the **Building Code**, accompanied by letters of assurance in the form of Schedules B-1 and B-2 as referred to in section 2.6 of Part 2 of the **Building Code**, signed by the **registered professional**;
- 6.2 The requirements of section 6.1 (10) may be waived by a **building official** in circumstances where the **building official** has required a professional engineer's report pursuant to Part 21 of the *Local Government Act* and the building permit is issued in accordance with sections 699 (5) and (6) of the *Local Government Act*.
- 6.3 The requirements of section 6.1 (10) may be waived by a **building official** if documentation, prepared and sealed by a **registered professional**, is provided assuring that the foundation design substantially complies with section 9.4.4 of Part 9 the **Building Code** and the foundation excavation substantially complies with section 9.12 of Part 9 of the **Building Code**.
- 6.4 In addition to the requirements of section 6.1, the following may be required by a **building official** to be submitted with a building permit application for the construction of a **standard building** where the project involves two or more **buildings**, which in the aggregate total more than 1000 square meters, or two or more buildings that will contain four or more dwelling units, or otherwise where the complexity of the proposed **building** or **structure** or siting circumstances warrant:
- (1) site servicing drawings, including sufficient detail of off-site services to indicate locations at the property line, prepared and sealed by a **registered**

professional, in accordance with the District of Sechelt's Subdivision Servicing Bylaw.

- (2) a section through the site showing grades, **buildings, structures**, parking areas and driveways;
- (3) a roof plan and roof height calculations;
- (4) structural, electrical, mechanical or fire suppression drawings prepared and sealed by a **registered professional**;
- (5) letters of assurance in the form of Schedules B-1 and B-2 as referred to in section 2.6 of Part 2 of the **Building Code**, signed by the **registered professional**;
- (6) any other information required by the **building official** or the **Building Code** to establish substantial compliance with this bylaw, the **Building Code** and other bylaws and enactments relating to the **building** or **structure**.

PART 7 - PROFESSIONAL PLAN CERTIFICATION

- 7.1 The letters of assurance in the form of Schedules B-1 and B-2 referred in section 2.6 of Part 2 of the **Building Code** and provided pursuant to sections 5.1 (6), 6.1 (10), 6.4 (5), and 10.1 of this bylaw are relied upon by the District of Sechelt and its **building officials** as certification that the design and plans to which the letters of assurance relate comply with the **Building Code** and other applicable enactments relating to safety.
- 7.2 A building permit issued for the construction of a complex building, or for a standard building for which a **building official** required professional design pursuant to section 6.4 (4) and letters of assurance pursuant to section 6.4 (5) of this bylaw shall be in the form prescribed by the **building official**.
- 7.3 A building permit issued in reliance upon letters of assurance referred to in section 7.1 of this bylaw shall include a notice to the **owner or agent** that the building permit is issued in reliance upon the certification of the **registered professionals** that the design and plans submitted in support of the application for the building permit comply with the **Building Code** and other applicable enactments relating to safety.

PART 8 - FEES AND CHARGES

- 8.1 In addition to applicable fees and charges required under other bylaws, a permit fee, calculated in accordance with Schedule "A" to this bylaw, shall be paid in full prior issuance of any permit under this bylaw.

- 8.2 When a building permit is issued in accordance with Part 7 of this bylaw the permit fee shall be reduced by 10% of the fees payable pursuant to Schedule “A” to this bylaw, up to a maximum reduction of \$2000.00 (two thousand dollars).
- 8.3 An application made for a building permit shall be accompanied by the appropriate application fee as set out in Schedule “A” to this bylaw.
- 8.4 The application fee is non-refundable and shall be credited against the building permit fee when the permit is issued.
- 8.5 An application shall be cancelled and the application fee forfeited if the building permit has not been issued and the permit fee paid within 90 days of the date of written notification to the owner or agent that the permit is ready to be issued.
- 8.6 When an application is cancelled the plans and related documents submitted with the application may be destroyed.
- 8.7 The owner or agent may obtain a refund of the permit fees set out in Schedule “A” to this bylaw when a permit is surrendered and cancelled before any construction begins, provided:
- (1) The refund amount shall be 50% of the total building permit fee as set out in Schedule “A” attached to this bylaw less the non-refundable application processing fee paid pursuant to section 8.4 of this bylaw; and
 - (2) No refund shall be made where construction has begun or an inspection has been made.
- 8.9 An *owner or agent* must submit a written request for a building permit fee refund and the *building official* must confirm that no construction has started prior to any refund.
- 8.10 Where, due to non-compliance with this bylaw, more than two inspections are necessary when one inspection is normally required, for each inspection after the second inspection, a re-inspection charge as set out in Schedule “A” to this bylaw shall be paid prior to additional inspections being performed.
- 8.11 For a required permit inspection requested to be done after the hours during which the offices of District of Sechelt are normally open, an inspection charge shall be payable by the owner, based on actual staff costs incurred by the District of Sechelt in making such inspection, including travel time, as set out in Schedule “A” to this bylaw.
- 8.12 An inspection charge, as set out in Schedule “A” to this bylaw, shall be payable in advance for a voluntary inspection to establish compliance of or to obtain a report on the status of an existing *building* or *structure* for which a permit is sought under this bylaw.

PART 9 - BUILDING PERMITS

- 9.1 A **building official** shall issue the permit for which the application is made when:
- (1) a completed application including all required supporting documentation has been submitted;
 - (2) the proposed work set out in the application substantially conforms with the **Building Code**, this bylaw and all other applicable bylaws and enactments;
 - (3) the **owner** or his or her **agent** has paid all applicable fees set out in Part 8 of this bylaw;
 - (4) the **owner** or his or her **agent** has paid all charges and met all requirements imposed by any other enactment or bylaw;
 - (5) no enactment, covenant, agreement, or regulation in favour or, or regulation of, the District of Sechelt authorizes the permit to be withheld;
 - (6) the **owner or agent** has retained a professional engineer or geoscientist if required by the provisions of the *Engineers and Geoscientists Act*;
 - (7) the **owner or agent** has retained an architect if required by the provisions of the *Architects Act*.
- 9.2 When the application is in respect of a **building** that includes, or will include, a **residential occupancy**, the building permit must not be issued unless the **owner or agent** provides evidence pursuant to Section 30 (1) of the *Homeowner or agent Protection Act* that the proposed **building**:
- (1) is covered by home warranty insurance, and
 - (2) the constructor is a licensed residential builder.
- 9.3 Section 9.2 of this bylaw does not apply if the **owner or agent** is not required to be licensed and to obtain home warranty insurance in accordance with sections 20 (1) or 30 (1) of the *Homeowner or agent Protection Act*.
- 9.4 Every permit is issued upon the condition that the permit shall expire and the rights of the **owner or agent** under the permit shall terminate if:
- (1) the work authorized by the permit is not commenced within 6 months from the date of issuance of the permit; or
 - (2) work is discontinued for a period of 12 months.
- 9.5 A **building official** may extend the period of time set out under sections

9.4 (1) and 9.4 (2) where construction has not been commenced or where construction has been discontinued due to adverse weather, strikes, material or labour shortages, or similar hardship beyond the *owner or agent's* control.

9.6 A *building official* may issue an excavation permit in the form prescribed by the *building official* prior to the issue of a building permit.

9.7 Despite section 9.5, every building permit shall expire such that it is not valid and of no force and effect at the end of 24 months from the date of issue.

9.8 A temporary building permit shall expire at the end of 12 months from the date of issuance.

9.9 Subject to Section 9.5, where a building permit has expired and the *building* or *structure* has not received final inspection approval, a new building permit must be obtained prior to completing the construction for a maximum period of twelve (12) months. The owner or agent shall first pay to the District of Sechelt the appropriate fee set out in Schedule "A" attached to this Bylaw, based on the *value of building construction* left to complete.

9.10 A building permit may:

(1) Be extended for a period of twelve (12) months from the date of expiry of permit expiration if:

a) Application for the extension is made within 30 days after the date of permit expiration; and

b) A non-refundable fee set out in Schedule "A" attached to this bylaw has been paid,

Except that:

a) A temporary permit may be extended for a period of twelve (12) months

b) A building permit to move a *building or structure* shall not be extended

c) A permit to demolish a *building or structure* shall not be extended.

9.11 Building permits may only be extended a maximum of 2 times.

9.12 Where only one dwelling unit is permitted on a lot, the owner or agent may obtain a building permit to construct a second dwelling unit on the lot subject to the following conditions prior to permit issuance:

(1) A refundable security deposit in accordance with Schedule "A" must be deposited with the District of Sechelt

(2) A replacement dwelling covenant must be registered in the Land titles Office, stating the owner or agent's intention to demolish the first dwelling unit, or to

- convert it to a permitted use within 60 days of occupancy or permitting occupancy of the second dwelling unit
- (3) The refundable security deposit will be forfeited if any of the conditions of the covenant are defaulted upon
- (4) A building permit is required prior to starting construction on demolishing or converting the original existing dwelling unit to a use permitted by the District of Sechelt Zoning Bylaw.
- 9.13 A **building official** may issue a building permit for a portion of a **building** before the design, plans and specifications for the entire **building** have been accepted, provided sufficient information has been provided to the District of Sechelt that demonstrates to the **building official** that the portion authorized to be constructed substantially complies with this and other applicable bylaws and the permit fee applicable to that portion of the **building** has been paid. The issuance of the permit notwithstanding, the requirements of this bylaw apply to the remainder of the **building** as if the permit for the portion of the **building** had not been issued.
- 9.14 A building permit shall be in form prescribed by the **building official**.
- 9.15 When a site has been excavated under an excavation permit issued pursuant to section 9.6 of this bylaw and a building permit is not subsequently issued or a subsisting building permit has expired in accordance with the requirements of section 9.4, but without the construction of the **building** for which the building permit was issued having commenced, the **owner or agent** shall fill in the excavation to restore the original gradients of the site within 60 days of being served notice by the District of Sechelt to do so.

PART 10 - PROFESSIONAL DESIGN AND FIELD REVIEW

- 10.1 When a **building official** considers that the site conditions, size or complexity of a development or an aspect of a development warrant, he or she may require a **registered professional** to provide design and plan certification and **field review** by means of letters of assurance in the form of Schedules B-1, B-2 and C-B referred to in section 2.6 of Part 2 of the **Building Code**.
- 10.2 Prior to the issuance of an occupancy permit for a **complex building**, or **standard building** in circumstances where letters of assurance have been required in accordance with provisions of this bylaw, the **owner or agent** shall provide the District of Sechelt with letters of assurance in the form of Schedules C-A or C-B, as is appropriate, referred to in section 2.6 of Part 2 of the **Building Code**.
- 10.3 When a **registered professional** provides letters of assurance in accordance with any provisions of this bylaw, he or she shall also provide proof of professional liability insurance to the **building official** in the form prescribed by the **building official**.

10.4 Despite the other provisions of this bylaw, the **owner or agent** must provide Letters of Assurance for professional design and a field review in the form of Schedules B1 & B2 in respect of a building for:

- (1) Geotechnical components of all new standard buildings and additions to standard buildings greater than 55 m²; (592 sq. ft.) except auxiliary buildings of not more than one storey in building height and not more than 55 m² in building area,
- (2) The Building envelope components of all buildings under Part 3 of the **Building Code**, all residential buildings than contain more than two dwelling units, and all other buildings whose building envelopes do not comply with the prescriptive requirements of Part 9 of the **Building Code**;
- (3) A **building** on a parcel the **building official** believes is subject to or is likely to be subject to flooding, mud flows, debris flows, debris torrents, erosion, land slip, rock falls, subsidence or avalanche, and the requirement for professional design and a field review is in addition to a requirement under Part 21 of the Local Government Act for a report certified by a professional engineer with experience in geotechnical engineering that the parcel may be used safely for the use intended and that the plans submitted with the application comply with the relevant provisions of the **Building Code** and applicable bylaws of the District of Sechelt.

PART 11 - RESPONSIBILITIES OF THE OWNER OR AGENT

- 11.1 The *owner or agent* shall ensure that all construction complies with the *Building Code*, this bylaw and other applicable enactments respecting safety.
- 11.2 Every *owner or agent* to whom a permit is issued shall be responsible for the cost of repair of any damage to municipal works that occurs in the course of the work authorized by the permit.
- 11.3 Every *owner or agent* to whom a permit is issued shall, during construction:
- (1) post and maintain the permit in a conspicuous place on the property in respect of which the permit was issued;
 - (2) keep a copy of the accepted designs, plans and specifications on the property; and
 - (3) post the civic address on the property in a location visible from any adjoining streets.
- 11.4 The owner or agent bears full responsibility for ensuring that buildings and structures are located in conformance with the Zoning Bylaw, or any other bylaw, enactment or encumbrances, such as but not limited to rights-of-way and easements.

PART 12 - TEMPORARY BUILDINGS

Issuance of Permit

- 12.1 Subject to the bylaws of the District of Sechelt and order by the Council, the *building official* may issue a temporary building permit for the erection or placement of a temporary *building* or travel trailer if:
- (1) The permit is for a period not exceeding 12 months;
 - (2) The *building* is built to the requirements of the *Building Code* (where applicable);
 - (3) The *building* is sited and the use is in accordance with the Zoning Bylaw.

Permit Application

- 12.2 The application for a building permit for the erection or placement of a temporary *building* shall be made in the form prescribed by the Building Official, signed by the Owner or agent or a signing officer if the owner or agent is a corporation and accompanied by:
- (1) Plans and supporting documents showing the location of the *building* on the site;

- (2) Plans and supporting documents showing construction details of the *building*;
- (3) A statement by the Owner or agent indicating the intended use and duration of the use.

Extension of Permit

12.3 The temporary building permit may be extended one time only for a period of not greater than 1 year from the date of expiry of the original building permit provided:

- (1) application for the extension is made within 30 days before the date of permit expiration; and
- (2) A non-refundable fee set out in Schedule “A” attached to this bylaw has been paid.

Permit Fee

12.4 (1) Before receiving a building permit for a temporary *building* the Owner or agent shall first pay to the District of Sechelt the appropriate building permit fee set out in Schedule “A” attached to this bylaw;

- (2) A permit fee for a temporary *building* is not refundable.

Security Deposit

12.5 The permit fee for a temporary building permit shall be accompanied by a security deposit in the amount set out in Schedule “A” attached to this bylaw to:

- (1) ensure that the building to be erected for a temporary period will be completely removed from the site at the expiration of the permit; and
- (2) ensure that the site be left in a safe, sanitary and undamaged condition at the expiration of the permit.

Security Deposit Refund

- 12.6 Upon satisfactory completion of the requirements contained in section 12.5 above, the required security deposit shall be refunded. The security deposit will be applied first to any permit extension fees owing.

Default

- 12.7 If default is made of any of the provisions contained in Part 12 of this bylaw, the security deposit shall be forfeited to the District of Sechelt.

PART 13 - SWIMMING POOLS AND HOT TUBS

Engineering Requirement

- 13.1 A registered professional shall undertake the design and conduct field reviews of the construction of any reinforced concrete Swimming Pool. Letters of assurance in the form of Schedules B-1, B-2 and C-B referred to in Section 2.6 of Part 2 of the *Building Code* must be submitted.

Fence and Self Closing Gate

- 13.2 Every private swimming pool shall be enclosed within a secure and sturdy fence or other vertical barrier not less than 3 feet 6 inches (± 1067 mm) in height which shall enclose the pool itself or the entire premises on which the pool is situated. The fence or barrier shall be continuous except for points of access, which shall be equipped with a self-closing gate or door, so designed as to cause the gate or door to return to a locked position when not in use, and secured by a spring lock located not more than 3 feet (± 914 mm) above grade, which can only be opened from the swimming pool side of the fence. Openings through the fence shall be of a size as to prevent the passage of a spherical object having a diameter of 4 inches (± 102 mm). Fences shall be designed so that no member, attachment or opening located between 4 inches (102 mm) and 3 feet (± 914 mm) above the finished grade will facilitate climbing.
- 13.3 Every hot tub shall be enclosed in a building or surrounded by a fence and gate, as provided in section 13.2, or covered with a rigid, locked lid.
- 13.4 Every fence enclosing every private swimming pool or hot tub shall be adequately maintained in good order and repair by the owner or occupier of the real property, so as to perform its intended function.
- 13.5 Every gate which provides access to a private swimming pool or hot tub shall be kept in a locked closed position and shall be self-closing and only be open for the purpose of entry to or exit from the pool.

Pool Apron

- 13.6 Access shall be provided around the perimeter of all swimming pools, including those within a building, by means of an apron or walkway not less than 30 inches (± 762 mm) in width and not more than 18 inches (± 457 mm.) above the water level of the swimming pool. The walkway (apron) shall have no obstructions and be readily accessible to those using the swimming pool.
- 13.7 The above requirements shall not apply when the pool is under construction unless the Building Inspector deems it necessary.
- 13.8 No swimming pool or hot tub shall be partially or completely filled with water until the requirements of this Section have been inspected and accepted by the Building Inspector.

PART 14 - SPRINKLERS

- 14.1 Throughout the District, a Sprinkler System shall be installed throughout the following buildings:
- (1) all new Designated Buildings
 - (2) all buildings which are converted into Designated Buildings but only where the conversion involves an addition to the building and results in a net floor increase of 50% or more of the net floor area as it existed on January 1, 1994
 - (3) existing or converted buildings where additions to the building result in a net floor increase of more than 50% of the previous net floor area of the Designated Buildings
 - (4) all existing Designated Buildings which are added to incrementally when such additions result in a net increase of 50% or more of the existing net floor area over the size of the existing building as it was on January 1, 1994 at the time of the first addition.
 - (5) despite Section 14.1 (1), a Sprinkler System is not required under this bylaw in a building constructed within those utility corridor rights-of-way created by B.C. Hydro, Terasen Gas Ltd. and the Ministry of Transportation within that area of the District of Sechelt as shown outlined with a heavy black line on the plan attached to and forming part of this bylaw as Schedule "C".

PART 15 - DEMOLITION PERMITS

Issuance of Permits

- 15.1 A building permit to demolish a **building** shall:
- (1) Be valid for 12 months from the date of issuance;
 - (2) Carry with it the obligation to remove from the site within the lifetime of the permit, all material resulting from or produced by the demolition and such other on site works of reclamation as may be specified in the permit;
 - (3) Not be extended.
- 15.2 An application for a permit to demolish a **building** shall include a site plan showing the location of the **building** to be demolished which must be submitted to the Building Official prior to permit issuance.
- 15.3 The owner or agent is fully responsible for ensuring that he or she complies with the Waste Management Act and Contaminated Sites Regulation, other bylaws or enactments, ensures proper disconnection of all utilities before demolition, and is fully responsible to ensure that the site is left in a safe condition.
- 15.4 Before receiving a demolition permit for a **building** the Owner or agent shall first pay the District of Sechelt the appropriate fee set out in Schedule "A" attached to this bylaw.

PART 16 - MOVING BUILDINGS AND STRUCTURES ONTO A NEW FOUNDATION

- 16.1 Buildings may be moved into or within the District of Sechelt provided the following conditions are fulfilled:
- (1) A building permit to move the **building** onto a parcel of land or a new location on a parcel of land is obtained prior to any work proceeding;
 - (2) An application for a building permit to move a **building** shall:
 - (a) Be made in the form prescribed by the Building Official signed by the owner or agent, or a signing officer if the owner or agent is a corporation;
 - (b) Include a copy of a title search made within 30 days of the date of application;
 - (c) Include a site plan showing:
 - i) the bearing and dimensions of the parcel taken from the registered subdivision plan; and the legal description and civic address of the parcel;

- ii) the location and dimensions of all statutory rights of way, easements and setback requirements;
 - iii) the location and dimensions of all existing and proposed buildings or structures on the parcel;
 - iv) setbacks to the natural boundary of any lake, swamp, pond or watercourse where the District of Sechelt Zoning Bylaw establish siting requirements related to flooding.
- (d) Include copies of approvals required under any enactments relating to health or safety;
 - (e) Include a foundation design prepared by a registered professional in accordance with section 4.2 of Part 4 of the **Building Code**, accompanied by letters of assurance in the form of Schedules B-1 and B-2 as referred to in section 2.6 of Part 2 of the **Building Code**, signed by the registered professional;
 - (f) When the building is intended to be used as a dwelling unit the applicant shall include a report prepared by a Professional Engineer stating the **building** intended to be used for habitation has been constructed to current **Building Code** requirements, including but not limited to structural, health and safety, thermal insulation and window requirements, or;
 - (g) Include plans detailing any and all upgrading required to meeting the requirements of this Bylaw, the Plumbing Bylaw and any enactments after, the building is moved to a new site;
 - (h) Include a written statement from the owner or agent declaring that the building will be upgraded to current **Building Code** and other required standards within 24 months from the date of permit issuance;
 - (i) Be accompanied by confirmation of liability insurance including the District of Sechelt as an additional insured in the amount of \$2,000,000 with a maximum deductible of \$5000;
 - (j) Be accompanied by a security bond as set out in Schedule “A” attached to this bylaw;
 - (k) Any other information as required by the **building official**.

16.2 Prior to the move a qualified Appraiser shall submit a report stating the estimated value of the building after it is completed.

- 16.3 All moved buildings shall be of a value after completion equal to at least 85% of all other buildings within 500 metres of the site of the moved building.
- 16.4 The time and the route of the moving shall be approved by the Superintendent of Public Works in consultation with the RCMP and the Ministry of Transportation.
- 16.5 The requirements of section 16.1(2)(e) may be waived by a Building Official in the circumstances where the Building Official has required a professional engineer's report pursuant to section 699 (2) of the Local Government Act and the building permit is issued in accordance with sections 699 (5) and (6) of the Local Government Act.
- 16.6 The requirements of section 16.1(2)(e) may be waived by a Building Official if documentation, prepared and sealed by a registered professional, is provided assuring that the foundation design substantially complies with section 9.4.4 of the **Building Code** and the foundation excavation substantially complies with section 9.12 of the **Building Code**.
- 16.7 When an application is made to relocate a dwelling unit within the boundaries of the District of Sechelt and the dwelling unit has heritage significance as determined by the Building Official, some of the requirements of Sections 16.1(2)(f), 16.1(2)(g) and 16.1(2)(h) may be waived by the Building Official to maintain significant heritage features.
- 16.8 Before receiving a building permit to move a **building** the Owner or agent shall first pay to the District of Sechelt the building permit fee set out in Schedule "A" attached to this bylaw.
- 16.9 Before receiving a building permit to move a **building** the Owner or agent shall first pay to the District of Sechelt a refundable security deposit in the amount set out in Schedule "A" attached to this bylaw.
- 16.10 The security deposit shall be forfeited to the District of Sechelt if any conditions of the building permit are defaulted on, or the building permit expires.
- 16.11 An application for a building permit to move a Manufactured Home must include proof of the appropriate CSA certificate and registration number, foundation details and method of anchorage.
- 16.12 The building permit to move a **building** is valid for a period of 24 months from the date of issuance and may not be extended;

PART 17 - INSPECTIONS

- 17.1 When a **registered professional** provides letters of assurance in accordance with the provisions of this bylaw, the District of Sechelt will rely solely on **field reviews** undertaken by the **registered professional** and the letters of assurance submitted pursuant to this bylaw as assurance that the construction substantially conforms to the design and that the construction substantially complies with the **Building Code**, this bylaw and other applicable enactments respecting safety.
- 17.2 Notwithstanding section 17.1 of this bylaw, a **building official** may attend the site from time to time during the course of construction to ascertain that the **field reviews** are taking place and to monitor the **field reviews** undertaken by the **registered professionals**.
- 17.3 A **building official** may attend periodically at the site of the construction of **standard buildings** or **structures** to ascertain whether the **health and safety aspects of the work** are being carried out in substantial conformance with the those portions of the **Building Code**, this bylaw and any other applicable enactment concerning safety.
- 17.4 The owner or agent or his or her representative shall give at least 24 hours notice to the District of Sechelt when requesting an inspection and shall obtain an inspection and receive an **building official's** acceptance of the following aspects of the work:
- a) Siting inspection prior to pouring of footings and form work;
 - b) Installation of perimeter drain tiles and damp-proofing, prior to backfilling;
 - c) The preparation of ground, including ground cover, when required, prior to the placing of a concrete slab;
 - d) Following the installation, repair or replacement of any part of a plumbing system, including the water service, while the system is under test but prior to concealment;
 - e) Framing and sheathing complete, all exterior doors, windows, roof membrane are installed, including the installation of mechanical and electrical and fire suppression systems, and rough plumbing but before the insulation, lath or other interior finish is applied;
 - f) Following the construction of any fireplace smoke chamber, and at such subsequent time as directed by the Building Official, but prior to the construction of any part of the chimney;
 - g) The insulation and vapour barrier are in place, but prior to the concealing of such work;

- h) The stucco lath is complete including all flashing on residential buildings that contain no more than two dwelling units;
- i) The first coat of stucco prior to the start of the second coat; this includes installation of artificial rock facing;
- j) When the **building** is substantially complete and ready for occupancy, but before occupancy takes place of the whole or part of the **building**.

17.5 No aspect of the work referred in section 17.4 of this bylaw shall be concealed until a **building official** has accepted it in writing.

17.6 The requirements of section 17.3 and 17.4 of this bylaw do not apply to any aspect of the work that is the subject of a **registered professional's** letter of assurance provided in accordance with Parts 1.5, 2, 3, 10 and 21 of this bylaw except that a siting inspection must be obtained prior to pouring any concrete and an occupancy inspection is required by the Building Official.

Survey Certificate

17.7 Despite section 11.4 of this bylaw, the Building Official may require that the owner or agent provide a survey certificate of non-encroachment prepared by a British Columbia Land Surveyor showing the following:

- (1) The shortest distances from the outer surfaces of the foundation to the parcel lines;
- (2) An elevation of the top of the finished concrete wall or in the case of a **building** constructed on a concrete slab an elevation of the top of the concrete slab measured from the lowest of the average finished levels of ground adjoining each exterior face of a structure;
- (3) Location on all right-of-ways, easements or other encumbrances;
- (4) Or other information as required by the **building official**.

PART 18 - OCCUPANCY PERMITS

18.1 No person shall occupy a **building** or part of a **building** until an occupancy permit has been issued in the form prescribed by the Building Official.

18.2 An occupancy permit shall not be issued unless:

- (1) all letters of assurance have been submitted when required in accordance with the provisions of this bylaw.

- (2) all aspects of the work requiring inspection and acceptance pursuant to section 17.4 of this bylaw have both been inspected and accepted or the inspections and acceptance are not required in accordance with section 17.5 of this bylaw.

18.3 A **building official** may issue an occupancy permit for part of a **building** when the part of the **building** is self-contained, provided with essential services and the requirements set out in section 18.2 of this bylaw have been met with respect to it.

PART 19 - RETAINING STRUCTURES

19.1 A **registered professional** shall undertake the design and conduct **field reviews** of the construction of a retaining structure greater than 1.2 meters in height. Sealed copies of the design plan and **field review** reports prepared by the **registered professional** for all retaining structures greater than 1.2 meters in height, as well as letters of assurance in the form of Schedules B-1, B-2 and C-B referred to in Section 2.6 of Part 2 of the **Building Code** shall be submitted to a **building official** prior to acceptance of the works.

PART 20 - PENALTIES AND ENFORCEMENT

- 20.1 Every person who contravenes any provision of this bylaw commits an offense punishable on summary conviction and shall be liable to a fine of not more than \$10,000.00 (Ten Thousand Dollars) or to imprisonment for not more than six months.
- 20.2 Every person who fails to comply with any order or notice issued by a **building official**, or who allows a violation of this bylaw to continue, contravenes this bylaw.
- 20.3 A **building official** may order the cessation of any work that is proceeding in contravention of the **Building Code** or this bylaw by posting a Stop Work Order notice.
- 20.4 The **owner or agent** of property on which a Stop Work notice has been posted, and every other person, shall cease all construction work immediately and shall not do any work until all applicable provisions of this bylaw have been substantially complied with and the Stop Work notice has been rescinded in writing by a **building official**.
- 20.5 Where a person occupies a **building** or part of a **building** in contravention of section 6.4 of this bylaw a **building official** may post a Do Not Occupy notice in the form prescribed by the Building Official on the affected part of the **building**.
- 20.6 The **owner or agent** of property on which a Do Not Occupy notice has been posted, and every person, shall cease **occupancy** of the **building** immediately and shall refrain from further **occupancy** until all applicable provisions of the **building** and this bylaw have

been substantially complied with and the Do Not Occupy notice has been rescinded in writing by a *building official*.

20.7 Every person who commences work requiring a building permit without first obtaining such a permit shall pay an additional penalty fee as set out in Schedule “A” attached to this bylaw.

20.8 Each day this bylaw is contravened constitutes a separate offence.

PART 21 - SEVERABILITY

21.1 The provisions of this bylaw are severable and the invalidity of any part of this bylaw shall not affect the validity of the remainder of this bylaw.

PART 22 - REPEAL

22.1 “District of Sechelt Bylaw No. 351, 1999” and all amendments thereto is hereby repealed.

READ A FIRST TIME THIS	3rd	DAY OF	December,	2003
READ A SECOND TIME THIS	3rd	DAY OF	December,	2003
READ A THIRD TIME THIS	3rd	DAY OF	December,	2003
ADOPTED THIS	19th	DAY OF	December,	2003

“C. Reid”

Mayor

“Joni Heinrich”

Municipal Clerk

**SCHEDULE A
FEES AND DEPOSITS**

1. FEES

- (1) The fees for a permit to erect, repair, alter, or add to a building or other structure are:

<u>Value</u>	<u>Fee</u>
\$ 0 to 1,000	\$60.00
\$ 1,001 to 10,000	\$60.00 plus \$14.00 for each \$1,000 or part thereof over \$1,000
\$10,001 to 30,000	\$186.00 plus \$10.00 for each \$1,000 or part thereof over \$10,000
\$30,001 to 50,000	\$386.00 plus \$9.00 for each 1,000 or part thereof over \$30,000
\$50,001 to 100,000	\$566.00 plus \$8.00 for each \$1,000 or part thereof over \$50,000
\$100,001 and over	\$966.00 plus \$7.00 for each \$1,000 or part thereof over \$100,000

EXCEPT THAT:

- (a) the minimum fee for a Building Permit for a new dwelling shall be \$900.
- (2) The value of work under a permit shall be the value accepted or determined by the Building Inspector, acting reasonably, on the basis of current construction costs.
- (3) Fee for revision of approved plans \$85.00
- (4) Fees payable for the demolition of a building:
- | | |
|---|----------|
| (i) Single family or two-unit dwelling. | \$100.00 |
| (ii) Other buildings | \$250.00 |
- (5) Fees for a permit to move, remove or place a building within or into the District of Sechelt in addition to any permit fees for related construction. \$300.00
- (6) The minimum fee per flue payable for the erection, addition, alteration or repair of a chimney shall be \$75.00

(7) Permit renewal fees are:

<u>Value</u>	<u>Fee</u>
Less than \$3,000	\$50.00
Less than \$200,000	\$100.00
More than \$200,000	\$200.00

(8) Fee to re-inspect construction which has been rejected on two (2) prior inspections \$75.00

(9) For a required permit inspection requested to be done after the hours during which the offices of District of Sechelt are normally open, an inspection charge shall be payable by the owner, based on actual staff costs incurred by the District of Sechelt in making such inspection, including travel time

The additional fee for construction or occupancy taking place prior to the issuance of a Permit required under this bylaw shall be double the required fee set out above, up to an additional \$500.00

(10) The fee for an Occupancy Permit issued during this currency of a permit for a building No Charge

(11) The fee for an Occupancy Permit in relation to a change of use \$75.00

(12) Conversion to legalize a Secondary Suite \$225.00

(13) Secondary Suite pre-inspection \$75.00

(14) NFPA 96 Kitchen Fire Extinguishing System \$150.00

(15) Title Search \$25.00

(16) Transfer of Owner \$100.00

(17) Preparation of 219 Covenant \$100.00

(18) Removal of Notice on Title \$100.00

(19) Business License/Special Inspection \$75.00

(20)	Equivalency Report or Alternative Solutions	\$400.00
(21)	Liquor License Application or Amendment	\$250.00

2. PERMITS AS SECURITY/DAMAGE DEPOSITS

The following are the security deposits required prior to the issuance of a permit:

(a)	For a Permit to erect, alter, repair or add to a building or other structure (excluding a temporary building or other temporary structure)	\$1,000.00
	Construction Value: \$0 - \$15,000 and perimeter change or \$5,001 - \$15,000 and no perimeter change	\$500.00
	Construction Value: 0 - \$5,000 – no deposit required	
(b)	For a permit to move, remove or place a <i>Building or Structure</i> (excluding temporary buildings or other temporary structures)	\$8,000.00
(c)	For a permit to construct a temporary building or other temporary structure	\$2,000.00
(d)	For a Demolition Permit	\$1,500.00
(e)	For a Permit to Occupy a portion of Municipal Road during construction	\$2,000.00

SCHEDULE B
Climatic Data for Sechelt, BC (49° 28' 0"N 123°46' 0"W)
Elevation 25 metres above sea level*

January 2 1/2% Design dry bulb temperature	-8° C
January 1% Design dry bulb temperature	-10° C
July 2 1/2% Design dry bulb temperature	26° C
July 2 1/2% Design wet bulb temperature	18° C
Annual total degree-days below 18° C	3,050
Maximum fifteen-minute rainfall	8 mm
Maximum one day rainfall	70 mm
Annual rainfall	1,140 mm
Annual total precipitation	1,200 mm
Moisture Index	1.27
Ground snow load, snow component S (s) 30 years	2.0 kPa
Ground snow load, rain component S (r) 30 years	0.4 kPa
Ground snow load, snow component S(s) 50 years	2.2 kPa
Ground snow load, rain component S(r) 50 years	0.4 kPa
Driving Rain Wind Pressure, 1/5	160 kPa
Hourly wind pressure 1/10	0.42 kPa
Hourly wind pressure 1/30	0.55 kPa
Hourly wind pressure 1/50	0.61 kPa
Hourly wind pressure 1/100	0.71 kPa

Earthquake design requirements - National Building Code Interpolated seismic hazard values:

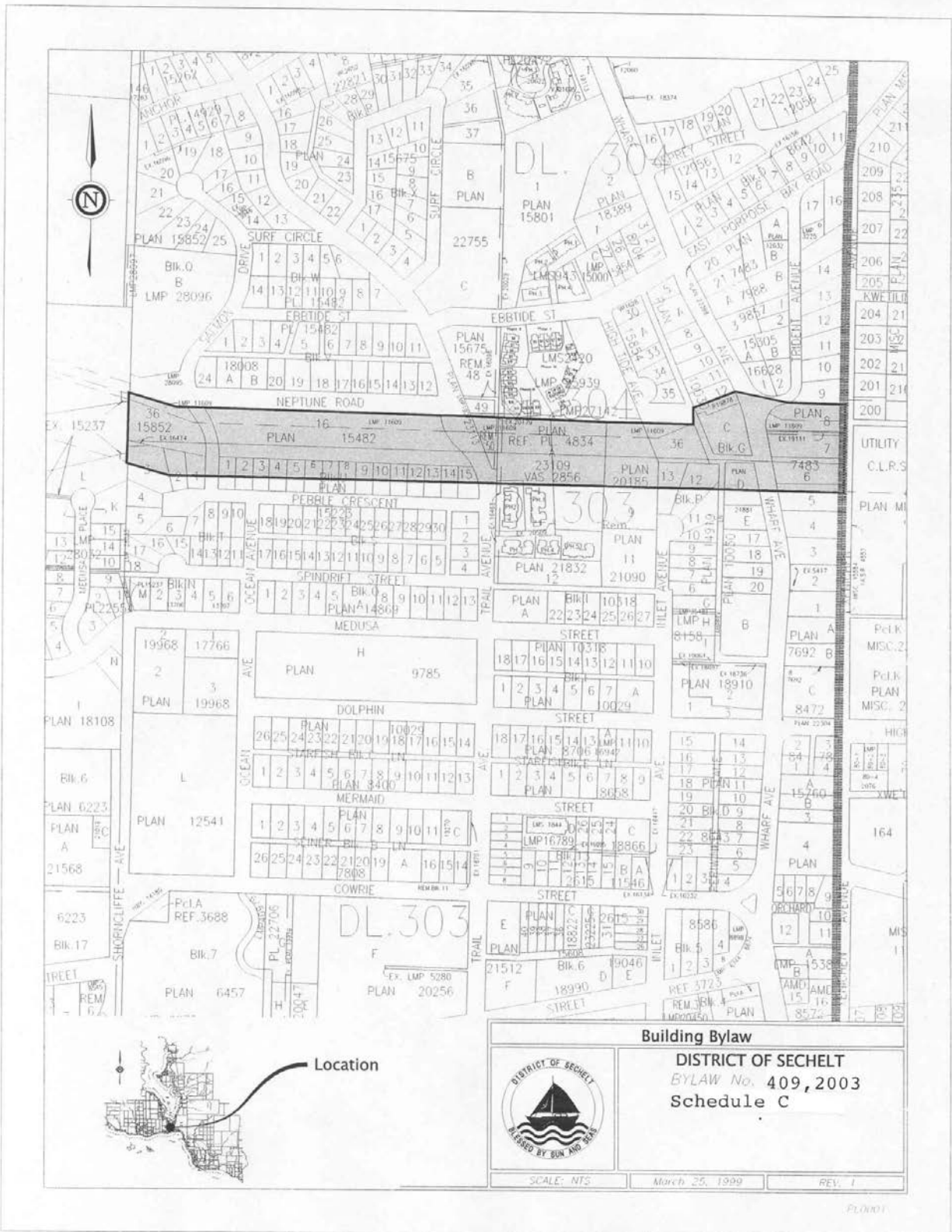
2% probability of exceedance in 50 years (0.000404 per annum)

Where Sa is Spectral Acceleration and T is the period in seconds

Sa (0.2)	Sa (0.5)	Sa (1.0)	Sa (2.0)	PGA (g)
0.869	0.610	0.324	0.169	0.422

*the design values may have been interpolated from calculated values at surrounding locations with subjective modification. Topographical effects may introduce local variations in the design values.

SCHEDULE C



SCHEDULE D
to Building Bylaw 409, 2003

Owner's Undertakings

Regarding: _____
(Property address)

(Legal description)

In consideration of the **District of Sechelt** accepting and processing the attached application for a building permit, and as required by the District of Sechelt Building Bylaw No. 409, 2003, the following representations, warranties and indemnities are given to the District of Sechelt:

1. I, _____ am the **Owner** of the above property.
(Print name)

OR

2. I, _____
(Owner, print name)

hereby authorize:

(Authorized Agent)

(Address of authorized agent)

to make application on my behalf for the permit at the above location and that:

2.1 I will comply with or cause those whom I employ to comply with the **Building Code** and all bylaws of the District of Sechelt and other statutes and regulations in force in the District of Sechelt relating to the development, work, undertaking or permission in respect of which this application is made.

2.2 I understand and acknowledge that I am fully responsible for carrying out the work, or having the work carried out in accordance with the requirements of the **Building Code**, the District of Sechelt's Building Bylaw, and all other bylaws of the District of Sechelt.

2.3 I understand and acknowledge that neither the issuance of a permit under this bylaw, the review of plans and supporting documents, nor inspections, made by

PLEASE TURN OVER.....

the Building Official shall in any way constitute a representation, warranty or statement that the **Building Code**, the Building Bylaw or any other bylaw of the District of Sechelt has been complied with.

2.4 I confirm that I have relied only on the said **Registered Professional** for the adequacy of the plans and supporting documents submitted with this application.

2.5 I confirm that I have been advised in writing by the District of Sechelt that it relied exclusively on the Letter of Assurance of "Professional Design and Commitment for Field Review" prepared by

_____ in reviewing the plans and
(Name of Registered Professional)

supporting documents submitted with this application for a building permit.

2.6 I understand that where used herein the words "work" or "work or undertaking in respect of which this application is made" includes all electrical, plumbing, mechanical, gas and other works necessary to complete the contemplated construction.

2.7 I am authorized to give these representations, warranties, assurance and indemnities to the District of Sechelt.

Owner

Agent for the Owner

(Print Name)

(Print Name)

(Print Address)

(Print Address)

(Signature)

(Title)

(Signature)

If Owner is Company:

Party(ies) Signature(s)

Witness Information:

(Print Name)

(Full Company Name)

(Address)

(Full name of Signatory)

(Occupation)

Signature

(Witness Signature)

The above must be signed by the **Owner and his appointed agent**. The signature must be witnessed. If the **Owner** is a company, the authorized signatory(ies) must sign.



SCHEDULE E
to Building Bylaw No. 409. 2003
CONFIRMATION OF INSURANCE COVERAGE
BY REGISTERED PROFESSIONAL

- Note
1. This letter must be submitted along with each Schedule A, B-1 and B-2 before issuance of a building permit. A separate letter must be submitted for each Registered Professional.
 2. Only an original Schedule printed by the District of Sechelt or an unaltered photocopy of the Schedule is to be completed and submitted.

District of Sechelt
5797 Cowrie Street, 2nd floor
Box 129
Sechelt, BC V0N 3A0

Attention: Building Inspector

Dear Sir:

Re: _____
Address of Project (Print)

Legal Description of Property (Print)

I hereby give assurance that

- (a) I have fulfilled my obligation for insurance coverage as outlined in the District of Sechelt Building Bylaw No. 409, 2003 Sec 15.3,
- (b) I have enclosed a copy of my certificate of insurance coverage indicating the particulars of such coverage.
- (c) I am a Register Professional as defined in the District of Sechelt Building Bylaw No. 409, 2003; and
- (d) I will notify the Building Inspector in writing immediately if the undersigned's insurance coverage is reduced or terminated at any time during construction.

**CONFIRMATION OF INSURANCE COVERAGE
BY REGISTERED PROFESSIONAL**

Page 2

Name (Print)

Signature

Date

Address (Print)

Phone No.

(Affix Professional Seal here)

(if the Registered Professional is a member of a firm, complete the following)

I am a member of the firm: _____

And I sign and seal this letter on behalf of the firm. (*Print name of firm*)

Note: The above letter must be signed by a Registered Professional. The District of Sechelt Building Bylaw No. 409, 2003 defines a "Registered Professional" to mean

- (a) a person who is registered or licensed to practice as a architect under the Architects Act, or
- (b) a person who is registered or licensed to practice as a professional engineer under the Engineers and Geoscientists Act.



SCHEDULE F
to Building Bylaw 409, 2003

RELIANCE ON CERTIFICATION NOTICE

Permit No: _____

To:

Name (Owner) _____

Company _____
(if applicable)

Mailing Address _____

Re:

Legal Description: _____
(Lot #, Block #, DL #, Plan #)

Pursuant to Section 290 of the *Local Government Act* and the District of Sechelt Building Bylaw No. 409, 2003, take notice that the District of Sechelt, in issuing the **Building Permit** cited herein, 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 **Building Code** and other applicable enactments respecting safety and the **District of Sechelt** will rely solely on the field reviews undertaken by these Registered Professionals as certification that the construction work complies with the Code, the District of Sechelt Bylaw and other applicable enactments respecting safety.

(Registered Professional)

Owner / Agent

Date

Building Official