



VILLAGE OF BELCARRA

CONSOLIDATED BUILDING AND PLUMBING CODE REGULATION BYLAW No. 355, 2003

A bylaw for the administration of the building code

This consolidation is a copy of a bylaw consolidated under the authority of Section 139 of the *Community Charter*. This consolidation is not a legal document. Individual copies of the bylaw may be obtained by contacting the Village Office. This bylaw is printed under and by authority of the Chief Administrative Officer of the Village of Belcarra.

- Amendment Bylaw No. 374, 2005 effective date May 30, 2005
- Fees and Charges Bylaw 400, 2008 effective date February 11, 2008
- Amendment Bylaw No. 437, 2011 effective date May 3, 2011
- Amendment Bylaw No. 454, 2012 effective date June 18, 2012
- Amendment Bylaw No. 457, 2012 effective date September 19, 2012
- Regulatory Bylaw Enforcement and Penalties Amendment Bylaw No. 519, 2018 effective date May 22, 2018
- Amendment Bylaw No. 521, 2018 effective date May 22, 2018
- Amendment Bylaw No. 543, 2020 effective date January 27, 2020

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

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

NOW THEREFORE the **Council** of the Village of Belcarra, in open meeting assembled, enacts as follows:

1. This bylaw may be cited for all purposes as the "**Village of Belcarra Building and Plumbing Code Regulation Bylaw No. 355, 2003**".
2. Every reference to this bylaw in this or another Village bylaw is a reference to this or the other bylaw as amended as of the date of the reference.
3. "**Village of Belcarra Building and Plumbing Code Administration Bylaw, 1992, No. 144**", as amended, is hereby repealed.

PART 1

INTERPRETATION

4. In this bylaw: the following words and terms have the meanings set out in Section 1.1.3.2 of the **Building Code** as of the date of the adoption of this bylaw:

“assembly”, “building”, “building area”, “building height”, “business and personal services occupancy”, “care or detention occupancy”, “constructor”, “coordinating registered professional”, “designer”, “dwelling unit”, “excavation”, “field review”, “firewall”, “fixture”, “grade”, “high hazard industrial occupancy”, “industrial occupancy”, “low hazard industrial occupancy”, “major occupancy”, “mercantile occupancy”, “medium hazard industrial occupancy”, “occupancy”, “owner”, “private sewage disposal system”, “registered professional”, “residential occupancy” or “unsafe condition”.

5. In this bylaw:

“**accepted**” means reviewed by the **building official** under the applicable provisions of the **Building Code** and this bylaw;

“**addition**” means an **alteration** to any **building** which will increase the total aggregate floor area or the **building height** (in storeys);

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

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

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

“**building official**” includes building inspectors, plan checkers and plumbing inspectors designated or appointed by the Village;

“**BWSDS**” means Belcarra Water Supply and Distribution System;
(Bylaw Amendment 454, 2012)

“**complex building**” means

(1) a **building** used for major occupancies classified as:

- (a) assembly occupancies,
- (b) care or detention occupancies, or
- (c) high hazard industrial occupancies.

(2) a **building** exceeding 600 square meters in **building area** or exceeding three storeys in **building height** 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;

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

“**Council**” means the **Council** of the Village of Belcarra

“**designer**” means the person responsible for design and, unless the requirement is waived under an enforcement policy of the **Council**, if required under this bylaw or the

Building Code must be an architect or professional engineer registered and licensed as such under the laws of British Columbia;

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

“**health and safety aspects of the work**” means design and **construction** regulated by Part 3, Part 4, and Sections 9.4, 9.5, 9.6, 9.7.1-9.7.3, 9.7.5-9.7.7, 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, 9.34, 9.35 and 9.36 of Part 9 of the **Building Code**;

“**LAS**” means the Village of Belcarra Water Supply and Distribution Local Area Service fronting and having the capability to connect a property to the BWSDS; **(Bylaw Amendment 454, 2012)**

“**multi-family residential**” describes a **building** containing more than one **residential occupancy**, described as a **dwelling unit**;

“**owner**” includes the **agent** of the **owner**;

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

“**point of use purification system**” means a system of filters, piping or other components intended to purify and deliver **potable water** to a single family residence, with or without an accessory suite, located on the **owner’s** property and will rely exclusively on the **owner** for regular maintenance, repair and water quality testing;

“**proof of potable water**” means;

1) for the purpose of defining potable water which is safe for human consumption and meets the standard in Schedule “L” to this bylaw for onsite wells or water sources;

2) a connection to the **BWSDS** where a property is located within the **LAS**; **(Bylaw Amendment 454, 2012)**

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

“**proof of compliance**” in connection with the **Sewerage System Regulation**, means the “**Record of Sewerage System Form**” that has been accepted by the Fraser Health Authority and includes “**Letter of Certification**” as a result of compliance with the Sewerage System Regulation.

(Bylaw Amendment 374, 2005)

“**project**” means any **construction** operation;

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

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

“**roof membrane**” means that part of the **building** which is designed and **constructed** to protect the roof with **Building Code** approved roofing materials, including flashing, installed to shed rain, snow, or other moisture laden elements and prevent water due to ice damming from entering the roof.

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

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

“**sewage system building**” means any component of a sewage disposal system that contains mechanical devices or vents septic gases, whether located above or below **grade**.

“**stacked rock wall**” means any non-mortared or non-reinforced wall consisting of rock or boulder units greater than 250mm in the least dimension or .027 m³ in volume where each rock or boulder unit is not:

- (1) buried in native, solid bearing ground to a depth not less than one third its diameter and volume; and
- (2) located on land generally sloping less than 3 horizontal to 1 vertical;

“**structure**” means a **construction** or portion thereof, of any kind, whether fixed to, supported by or sunk into land or water, except

- (1) landscaping, fences, at **grade** paving, asphalt, brick, tile or concrete areas intended for pedestrian or vehicle movement;
- (2) **retaining structures** less than 1.22 meters in height; or
- (3) **sewage system buildings**.

“**swimming pool**” means any private or other pool, **constructed** or prefabricated, **constructed** in an earth depression or located above **grade**, used or intended to be used for swimming, bathing, wading or diving which is designed to contain water and has a depth exceeding 0.5 metres and a surface area greater than 9 square metres;

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

- (1) for construction of a “simple building” containing a residential occupancy that is served by only one dwelling unit, or two dwelling units if permitted as an auxiliary and secondary residential occupancy, the greater of
 - (a) the declared value of the work,
 - (b) the value calculated using Schedule C; or
- (2) for all other construction, the greater of:
 - (a) the declared value of the work, or
 - (b) the value calculated using a method stipulated in the “Marshall Valuation Service”.

“**water supplier**” means in a waterworks system of two or more users, the person designated as purveyor of the waterworks system or in the event a designated purveyor is not named, the authorized Director or manager, acting as a representative for the waterworks system.

“**waterworks system**” means a collection and distribution system, including wells storage tanks, piping, purification, filtration and appurtenances.

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

ADMINISTRATIVE DIRECTIONS

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

ABBREVIATIONS

8. The abbreviations of words and phrases in this bylaw shall have the meanings assigned to them by the **Building Code**.

PART 2

PURPOSE OF BYLAW

9. The bylaw, despite any other provision herein, shall be interpreted in accordance with this section.
10. This bylaw has been enacted for the purpose of regulating **construction** within the Village of Belcarra in the general public interest. The activities undertaken by or on behalf of the Village of Belcarra 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.
11. The purpose of this bylaw does not extend to
 - (1) the **protection** of **owners, owner/builders** or **constructors** from economic loss;
 - (2) the assumption by the Village of Belcarra or any **building official** of any responsibility for ensuring the compliance by any **owner**, his or her representatives or any employees, **constructors** or **designers** retained by him or her, with the **Building Code**, the requirements of this bylaw or other applicable enactments respecting safety;
 - (3) providing any person a warranty of design or workmanship with respect to any **building** or **structure** for which a **building permit** or **occupancy permit** is issued under this bylaw;
 - (4) providing a warranty or assurance that **construction** undertaken pursuant to **building permits** issued by the Village of Belcarra free from latent, or any defects.

PART 3

APPLICATION

12. This bylaw applies to the geographical area of the Village of Belcarra and to land, the surface of water, air space, **buildings** and **structures** in the Village of Belcarra.
13. 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** and **traffic management plan**, see item 13 (1).

(Bylaw Amendment 521, 2018)

- (1) Any application of a permit having a value exceeding \$250,000.00 shall be required to prepare a "**Traffic Management Plan**" in a format prescribed by the Village of Belcarra.

(Bylaw Amendment 521, 2018)

14. This bylaw does not apply to

- (1) a fence permitted to be **constructed** under the Village's Zoning Bylaw, in force from time to time;
- (2) an accessory **building** with a floor area less than 10 square metres, a trellis, an arbour, a **retaining structure** less than 1.22 metres height measured from the base of the **structure** to the top of the **structure**, and other such landscape features on a parcel zoned for **simple buildings** under the Village's Zoning Bylaw, in force from time to time, if the **building** or **structure** complies with the property lot line setback requirements of the Zoning Bylaw, in force from time to time;
- (3) non-structural repair and maintenance of lawfully conforming **structures** in all zones under the Village's Zoning Bylaw, in force from time to time;
- (4) replacement of hot water tanks;
- (5) the clearing of stoppages or the repair of leaks in pipes, valves, or **fixtures**, when such repairs do not involve or require the replacement or re-arrangement of valves, pipes or **fixtures**.
- (6) the installation of new, or replacement of **existing** roofing or deck membranes, kitchen cabinets; floor coverings; exterior cladding or weatherproof **membranes** or hydronic or radiant heating piping;
- (7) a **building** or **structure** exempted by Part 1 of the **Building Code** except as provided in this bylaw;
- (8) public works **construction** or **structures**, located on a highway or within an easement or statutory right of way;
- (9) mechanical, plumbing or other equipment and appliances not regulated under this bylaw or the **Building Code**.

LIMITED APPLICATION TO EXISTING BUILDINGS

15. Except as provided in the **Building Code**, when an **existing building** has been lawfully **constructed** before the enactment of this bylaw, the enactment of this bylaw is not to be interpreted as requiring that the **building** must be reconstructed or altered, unless it is by this or another bylaw, regulation or statute expressly so provided.
16. This bylaw applies if the whole or any part of an **existing building** is moved either within or into the Village, including relocation relative to parcel lines created by subdivision or consolidation.
17. If an **existing building** or a structure is damaged by fire, decay, storm, earthquake or otherwise to an extent greater than 75 percent of its assessed value as of the date of the damage above its foundations, this bylaw, the **Building Code** and the British Columbia Fire Code Regulation apply to the work necessary to reconstruct damaged portions of the

- building** or **structure** and to correct any contraventions of these codes in the remainder of the **building** or **structure**.
18. If an **alteration** is made to an **existing building** the **alteration** must comply with this bylaw and the **Building Code**.
 19. If the **alteration** is limited to small suites intended for a Group A Division 2, D, E or F2 **occupancy** under the **Building Code** and if the **occupancy** load for the entire suite does not exceed 60 persons the **alteration** must conform to this bylaw.
 20. If the **alterations** to an **existing building** include minor **additions** which
 - (1) add no more than 25% to the building area of the building,
 - (2) do not exceed 500 square meters in floor area, and
 - (3) do not create a non-conformity or add further non-compliance to the building,the **additions** must comply with this bylaw and the **Building Code**, and the rest of the **building** must be upgraded to a level consistent with Sections 18 and 19, as applicable.

PART 4

POWERS, ROLES AND RESPONSIBILITIES

ADMINISTRATION OF BYLAW

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

REFUSAL TO ISSUE PERMIT

22. The **building official** may refuse to issue a **permit** if in his or her opinion the proposed work will contravene the requirements of the **Building Code** or the provisions of this or any other bylaw of the Village.

REVOCAION OF PERMIT

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

CONFORMITY TO BUILDING CODE

24. The **building official** may establish or require the **owner** to establish whether a method or type of **construction** or material used in the **construction** of a **building** or **structure** complies with the requirements and provisions of this bylaw and the **Building Code**.

RIGHT OF ENTRY

25. No person shall obstruct the entry of a **building official** or other authorized official of the Village of Belcarra on property in the administration of this bylaw. The **building official** may enter on property at any time in order to ascertain whether the requirements of this bylaw are being met.

CONSENT OR NOTICE

26. If a **building** permitted under the Village's Zoning Bylaw, in force from time to time, to be used for a **residential occupancy** is occupied, the **building official** must, prior to entry in the residence under Section 25:
- (a) obtain the prior consent of an occupant; or
 - (b) deliver to an occupant at least 24 hours' written notice of the proposed entry.

CREDENTIALS

27. The **building official** must ensure that persons entering on property under Sections 25 and 26 are in possession of identification provided by the Municipality, which identify them as authorized Village of Belcarra representatives.

TESTS

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

POWERS

29. The **building official** may order
- (1) a person who contravenes any provision of this bylaw to comply with the provision within the time period ordered;
 - (2) work to stop on the **building** or **structure** or any part of it, if the work is proceeding in contravention of this bylaw, the **Building Code**, or any other enactment of the Village or other applicable enactments respecting **protection** or if there is an **unsafe condition**, and may enter on the property to affix or post a stop work order in the form of Schedule I;
 - (3) the removal of any unauthorized encroachment on public property;
 - (4) the removal of any **building**, **structure** or part of them **constructed** in contravention of a provision of this bylaw;
 - (5) the cessation of any **occupancy** in contravention of a provision of this bylaw;
 - (6) the cessation of any **occupancy** if any **unsafe condition** exists because of work being undertaken or not completed;
 - (7) the correction of any **unsafe condition**;
 - (8) the correction of any work which contravenes this bylaw, the **Building Code** or any other enactments of the Village; and
 - (9) every person served with an order under this section must comply with the order.

OWNER'S AND CONSTRUCTOR'S RESPONSIBILITIES

EQUIVALENTS

30. Every **owner** who wishes to provide an equivalent to satisfy one or more of the requirements of the **Building Code** or this bylaw must submit sufficient evidence to demonstrate that the proposed equivalent will provide the level of performance required by the **Building Code** or this bylaw and pay the non-refundable fee set out in Schedule B.
31. Despite the other provisions of this bylaw, the **building official** may require as a condition of the issuance of a **building permit** that the **owner** execute and submit to the Village the **owner's** undertaking form set out in Schedule D.

OWNER'S RESPONSIBILITY

32. Every **owner**, or his or her **agent**, must carry out **construction** or have the **construction** carried out in accordance with the requirements of the **Building Code**, this bylaw and the other bylaws of the Village and neither the issuance of a **permit** under this bylaw, the review of plans and supporting documents, nor inspections made by the **building official** or a **registered professional** relieve the **owner**, or his or her **agent**, from full and sole responsibility to perform the work in strict accordance with this bylaw, the **Building Code** and other applicable enactments.
33. Every **owner** must allow the **building official** and any person authorized by the **building official** to act on his behalf to enter any **building** or premises at any reasonable time for the purpose of administering and enforcing this bylaw.
34. Every **owner** must obtain all required **permits** or approvals prior to commencing the work to which they relate.
35. No **owner** or **agent** shall knowingly submit false or misleading information to a **building official** in relation to any **permit** application or **construction** undertaken pursuant to this bylaw.
36. 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 Village of Belcarra 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.
37. 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.
38. Every **owner** must ensure that the **permit**, the plans and specifications on which the issuance of the **building permit** was based, all municipal inspection certificates, and professional **field reviews** are available at the site of the work for inspection during working hours by the **building official** and that the **permit** placard is posted conspicuously on the site during the entire execution of the work authorized by the **permit**.
39. Every **owner** will have full and sole responsibility 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.
40. Every **owner** must ensure that all **construction** complies with the **Building Code**, this bylaw and other applicable enactments respecting safety.

41. Every **owner** to whom a **permit** is issued is responsible for the cost of repair of any damage to municipal works that occurs in the course of the work authorized by the **permit**.
42. Every **owner** to whom a **permit** is issued must, during **construction** post the civic address or property identifier number on the property in a location visible from any adjoining streets or water access point.
 - 1) Every **owner**, or their **agent**, must ensure that the details and conditions of the **Traffic Management Plan** are adhered to.
(Bylaw Amendment No. 521, 2018)
 - 2) Every **owner**, or their **agent**, must ensure the **Traffic Management Plan** is available on site during construction.
(Bylaw Amendment No. 521, 2018)

NOTICE

43. Every **owner** must, at least 2 business days prior to commencing work at the **building** site, give notice to the **building official** of the date on which the **owner** intends to begin such work.
44. Every **owner** must give notice in writing to the **building official** of any change in or termination of engagement of a **registered professional** during the course of the **construction** immediately when the change or termination occurs.
45. If an **owner** terminates the engagement of a **registered professional** the **owner** must terminate the work until the **owner** has engaged a new **registered professional**, and has delivered to the **building official** letters of assurance. If the engagement of a **registered professional** is terminated all inspections undertaken without the required engagement of a **registered professional** may be withdrawn and in such cases must be re-inspected.
46. Without limiting Section 107 to 111, every **owner** must give notice to the **building official** with at least 2 business days notification
 - (a) of intent to do work that is required or ordered to be inspected during construction;
 - (b) of intent to cover work that has been ordered to be inspected prior to covering; and,
 - (c) when work has been completed so that a final inspection can be made.
47. Every **owner** must give notice in writing to the **building official** and pay the non-refundable fee set out in Schedule B immediately upon any change in **ownership** or change in the address of the **owner**, which occurs prior to the issuance of an **occupancy permit**.
48. Every **owner** must give such other notice to the **building official** as may be required by the **building official** or by a provision of this bylaw.

UNCOVERING WORK

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

SECURITY DEPOSIT

50. In **addition** to a security deposit under Section 85 to 89, every **owner** must pay to the Village, within 30 days of receiving an invoice for same from the Village, the cost of repair of any damage to public property or Village works or services that may occur as a result of undertaking work for which a **permit** was required.

REQUIREMENTS OF PERMIT

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

OCCUPANCY PERMIT

52. Every **owner** must obtain an **occupancy permit** from the **building official** under Section 131 to 134 prior to any **occupancy** of:
- (a) a new building or structure; or
 - (b) a partial **occupancy** of a **building** or **structure** under **construction**, but only if that portion of the **building** or **structure** is self contained and provided with essential services respecting health and safety.

UNSAFE CONDITION

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

DEMOLITION

54. Prior to obtaining a **building permit** to demolish a **structure** the **owner** must
- (a) provide a vacancy date, and
 - (b) pay all Municipal site servicing or service disconnection fees as set out in the Village's bylaws governing Public Works waterworks and sewers.
55. Prior to obtaining a **building permit** to demolish a **structure** all public utilities, municipal services, private water supplies and private or public sewage disposal systems must be capped, and terminated or otherwise protected from damage or disturbance.
56. Every **owner** must ensure that on completion of demolition procedures, all debris and fill is cleared, the site is levelled or graded and all **excavations** are protected with security and/or security barriers. Until such time as a **permit to construct** is approved, the **owner** is responsible for all onsite security and the **protection** of the public.

OBLIGATIONS OF CONSTRUCTOR

57. Every **constructor** must ensure that all requirements of the **Building Code**, this bylaw and other applicable enactments respecting **construction** safety are complied with.
58. Every **constructor** must ensure that no **excavation** or other work is undertaken on public property, or adjacent private property and that no land is disturbed, **building** erected or materials stored in whole or in part thereon, without first having obtained approval in writing from the appropriate authority over such public or private property.
59. Every **constructor** is responsible jointly and severally with the owner's for any work actually undertaken.

REGISTERED PROFESSIONALS' RESPONSIBILITIES

PROFESSIONAL DESIGN AND FIELD REVIEW

60. If a **building official** considers that the site conditions, size or complexity of a development or an aspect of a development warrant, he or she may require the **owner** to retain a **registered professional** to provide design and plan certification and **field review** supported by letters of assurance in the form of Schedules A, B-1, B-2, C-A and C-B referred to in Section 2.6 of Part 2 of the **Building Code**.
61. Prior to the coordinated preoccupancy site review for a **complex building**, or final inspection for a **simple building** in circumstances where letters of assurance have been required in accordance with the requirements of this bylaw, the **owner** must provide the Village with letters of assurance in the form of Schedules C-A or C-B, as appropriate, referred to in Section 2.6 of Part 2 of the **Building Code**.
62. If a **registered professional** provides letters of assurance in accordance with the requirements of this bylaw, he or she shall also provide proof of professional liability insurance and errors and omissions insurance to the **building official** with coverage and limits adequate to **permit** the Village, the **owner** or a third party to recover damages and costs from the **registered professional** in respect of any cause, claim or action that might arise as a result of professional liability/error or omission of the **registered professional**.

REQUIREMENT FOR REGISTERED PROFESSIONAL

63. The **owner** must provide **professional design** and a **field review** in respect of a **building permit** for
 - (1) a complex building;
 - (2) a simple building constructed on, or contiguous to, a complex building;
 - (3) structural components of **buildings** that fall within the scope of Part 4 of the **Building Code**;
 - (4) foundation and **excavation** components of new **simple buildings** in schedule area (i.e. geotech area) in the area shown on Schedule E;
 - (5) a **building** that is designed with common egress systems for the occupants and requires the use of **firewalls** according to the **Building Code**;
 - (6) **alterations** to a **building** or **structure** falling under the circumstances set out in subsections 63(1), (2) or (3);
 - (7) a **building** or **structure** subject to Section 60 in respect of which the **building official** determines that site conditions, size or complexity so warrant in the interests of health and safety of persons or **protection** of persons and property;
 - (8) the **building** envelope components of all **buildings** under Part 3 of the **Building Code**, all residential **buildings** that contain more than two **dwelling units**, and all other **buildings** whose **building** envelopes do not comply with the prescriptive requirements of Part 9 of the **Building Code**; and,
 - (9) a **building** or **structure** 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, slope stability, subsidence or avalanche, and the requirement for **professional design** and a **field review** is in **addition** to a requirement under an enactment 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 Village.

64. The requirement for **professional design** and **field review** in Section 63 may be waived by the **building official** for work involving minor tenant improvements if **Council** has adopted a policy respecting enforcement in relation to minor tenant improvements.
65. The **building official** may require the **registered professional** carrying out the **professional design** and **field review** of a building envelope to provide evidence that he or she has experience and expertise in respect of the design and **field review** of **building envelopes**.

PROFESSIONAL PLAN CERTIFICATION

66. The letters of assurance in the form of Schedules A, B-1, and B-2, referred in Section 2.6, of Part 2 of the **Building Code** are relied upon by the Village and its **building officials** as certification that the design and plans to which the letters of assurance relate comply with the **Building Code** and other applicable enactments relating to **protection**.
67. A **building permit** issued for the **construction** of a **complex building**, or for a **simple building** for which a **building official** required **professional design** under Sections 79, 80, and 81 must be in the form of Schedule F, and letters of assurance pursuant to Sections 79 and 81 of this bylaw must be in the form of Schedules A, B-1, and B-2, referred to in Section 2.6 of Part 2 of the **Building Code**.
68. A **building permit** issued referred to Section 67 of this bylaw must include a notice to the **owner** that the **building permit** is issued in reliance upon the certification of the **registered professionals** that the design and plans submitted in support of the application for the **building permit** comply with the **Building Code** and other applicable enactments relating to **protection**.
69. When a **building permit** is issued pursuant to Section 68 of this bylaw the **permit fee** must be reduced by 5% of the fees payable under Schedule B to this bylaw, up to a maximum reduction of \$500.00 (Five Hundred Dollars).

PERMIT CONDITIONS

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

OWNER RESPONSIBILITY

71. The issuance of a **permit** under this bylaw, the acceptance or review of plans, drawings or specifications or supporting documents or inspections made by or on behalf of the Village do not;
 - (1) relieve the **owner** or his or her representatives from full and sole responsibility to perform the work in strict accordance with the **Building Code**, this bylaw and all other codes, standards and applicable enactments;
 - (2) constitute in any way a representation, warranty, assurance or statement that the Building Code, this bylaw or any other applicable standards or enactments have been complied with; or
 - (3) constitute a representation or warranty that the **building** or **structure** meets any standard of materials or workmanship, andno person may rely on any of those acts as establishing compliance with the **Building Code** or this bylaw or any standard of **construction**.

72. It is the full and sole responsibility of the **owner** (and if the **owner** is acting through a representative, the representative and the **owner**) to carry out the work in respect of which the **permit** was issued in compliance with the **Building Code**, this bylaw and all other applicable codes, standards and enactments.

PART 5 - BUILDING PERMIT

REQUIREMENTS BEFORE APPLYING FOR BUILDING PERMIT

73. Prior to submitting an application for a **building permit**, the **owner** must satisfy the following requirements or conditions:
- (1) issuance of a development **permit** in an area designated by the Village's official community plan as a development **permit** area;
 - (2) compliance of the proposed **building** or **structure** with all Village bylaws, except to the extent a variance of a bylaw is authorized by a development **permit**, development variance **permit** or order of the Board of Variance;
 - (3) the signing by the Village Approving Officer of the subdivision plan that, once registered, would create the parcel on which the **building** or **structure** is proposed to be **constructed**;
 - (4) documentation to provide evidence to the **building official** that the person applying for the proposed **building permit** is the **owner** of the parcel that is the subject of the proposed **building permit** application, or is the **agent** of the **owner**;
 - (5) if the parcel that is the subject of the proposed **building permit** application is not, or is not intended to be, connected to the Village's sewage disposal system, **proof of compliance** with the **Sewerage System Regulation; (Bylaw Amendment 374, 2005)**
 - (6) as permitted by this bylaw, documentation to provide evidence to the building official that **proof of potable water** meeting the Village's requirements for quantity and quality, made in the form attached as Schedule "L"; and **(Bylaw Amendment 454, 2012)**
 - (7) as permitted by this bylaw, documentation to provide evidence the owner or agent has made application and received approval to connect to the **BWSDS. (Bylaw Amendment 454, 2012)**

REQUIREMENTS AND EXEMPTIONS

74. It is the duty of the **owner** to make application for and obtain a **building permit** prior to commencement of **construction** or prior to a change in the use, **occupancy**, or both, of a **building** or **structure** or part of a **building** or **structure**.
75. No person may
- (1) construct, or
 - (2) continue construction unless the building official has issued a **building permit** for the construction.

APPLICATIONS

76. Every person must apply for and obtain a **building permit**
- (1) before constructing, repairing or altering a **building** or **structure**;
 - (2) to install or modify a commercial cooking facility or ventilation system used in a process producing grease-laden vapours;
 - (3) to install or modify a fire alarm system;
 - (4) before moving a **building** or **structure**;
 - (5) to demolish, before demolishing a **building** or **structure**; and,
 - (6) before the **construction** of a masonry fireplace or the installation of a wood burning appliance or chimney unless the works are the subject of another valid **building permit**.
 - (7) for a change of **occupancy** classification of a **building** or compartment within an **existing building**.

FORM

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

DESIGNER

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

APPLICATIONS FOR COMPLEX BUILDINGS

79. An application for a **building permit** with respect to a **complex building** must:
- (1) be made in the form attached as Schedule A to this bylaw, signed by the **owner**;
 - (2) be accompanied by the owner's acknowledgment of responsibility and undertakings made in the form attached as Schedule D to this bylaw, signed by the **owner**;
 - (3) include a copy of a title search made within 30 days of the date of the application;
 - (4) include a **Building Code** compliance summary including applicable edition of the **Building Code**, Part 3, or Part 9 designation, **major occupancy** classification(s) of the **building**, occupant load calculations, **building area** and height, number of streets the **building** faces, accessible entrances, work areas, climatic data references, washrooms and facilities;
 - (5) include a copy of a survey plan of the parcel and proposed foundations and exterior extremities of the **building** or **structure**, prepared by a British Columbia land surveyor, except that the **building official** may waive the requirements for a survey plan, in whole or in part, where conditions warrant;
 - (6) include a site plan prepared by a **registered professional** 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 **existing** and proposed statutory rights of way, easements and setback requirements, adjacent street and lane names;
 - (d) the location and dimensions of **existing** and proposed **buildings** or **structures** on the parcel;
 - (e) setbacks to the natural boundary of any lake, swamp, pond or watercourse;
 - (f) north arrow;
 - (g) location of an **existing** or proposed alternative sewage disposal system; **(Bylaw Amendment 374, 2005)**
 - (h) zoning compliance summary;
 - (i) the location, dimensions and gradient of parking and parking access;
 - (j) proposed and **existing** setbacks to property lines;
 - (k) natural and finished **grade** at **building** corners and significant breaks in the **building** plan;
 - (l) main floor elevation;
 - (m) location, setbacks and elevations of all retaining walls, steps, stairs, and decks;
 - (n) line of upper floor;
 - (o) location and elevation of curbs, sidewalks, manholes and service poles;
 - (p) location of existing wells, domestic water sources and water service connections; **(Bylaw Amendment 454, 2012)**
 - (q) location and species of all trees greater than 10 cm in diameter;
 - (r) location of top of bank and watercourses;
 - (s) the access routes for fire fighting;
 - (t) the accessible paths of travel from the street to the **building**;
 - (u) the geodetic elevation of the underside of a wood floor system or the top of finished concrete slab of a **building** or **structure** if the Village's land use regulations or provincial flood mapping regulations establish siting requirements related to minimum floor elevation; and
 - (v) except that the **building official** may waive, in whole or in part, the requirements for a site plan, if the **permit** is sought for the repair or **alteration** of an **existing building** or **structure**;
- (7) include floor plans showing the dimensions and uses of all areas; the dimensions and height of crawl and roof spaces; the location, size and swing of doors; the location, size and opening of windows; floor, wall, and ceiling finishes; fire separations; plumbing **fixtures**; structural elements; and stair dimensions;
- (8) include a cross section through the **building** or **structure** illustrating foundations, drainage, ceiling heights and **construction** systems;
- (9) include elevations of all sides of the **building** or **structure** showing finish details, roof slopes, windows, doors, natural and finished **grade**, and ridge height;

- (10) include cross-sectional details drawn at an appropriate scale and at sufficient locations to illustrate that the **building** or **structure** substantially conforms to the **Building Code**;
 - (11) include copies of approvals required under any enactment relating to health or safety, including, without limitation, highway access **permits** and **proof of compliance with the Sewerage System Regulation; (Bylaw Amendment 374, 2005)**
 - (12) include written proof of adequate **potable water** supply.
 - (13) include a letter of assurance as referred to in Section 66.
 - (14) Section 2.6 of Part 2 of the **Building Code**, signed by the **owner**, or a signing officer of the **owner** if the **owner** is a corporation, and the **coordinating registered professional**;
 - (15) 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**; and,
 - (16) include three sets of drawings at a suitable scale of the design prepared by each **registered professional** containing the information set out in subsections 79(6) to 79(10) of this bylaw.
(Bylaw Amendment 457, 2012)
80. In **addition** to the requirements of Section 79, the following may be required by a **building official** to be submitted with a **building permit** application for the construction of a **complex building** if the complexity of the proposed **building** or **structure** or siting circumstances warrant:
- (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 Village's Subdivision and Development Control Bylaw, in force from time to time;
 - (2) section through the site showing **grades, buildings, structures**, parking areas and driveways, fire department access routes; and
 - (3) any other information required by the **building official** or the **Building Code** to establish compliance with this bylaw, the **Building Code** and other bylaws and enactments relating to the **building** or **structure**.

APPLICATIONS FOR SIMPLE BUILDINGS

81. An application for a **building permit** with respect to a **simple building** must
- (1) be made in the form attached as Schedule A to this bylaw, signed by the **owner**, or a signing officer if the **owner** is a corporation;
 - (2) be accompanied by the **owner's** acknowledgment of responsibility and undertakings made in the form attached as Schedule D to this bylaw, signed by the **owner**, or a signing officer if the **owner** is a corporation;
 - (3) include a copy of a title search made within 30 days of the date of the application;
 - (4) include a copy of a survey plan of the parcel and proposed foundations and exterior extremities of the **building** or **structure**, prepared by a British Columbia

land surveyor, except that the **building official** may, waive the requirements for a survey plan, in whole or in part, for **existing buildings** where **existing** survey information is provided or where conditions warrant.

- (5) include a site plan showing:
(Bylaw Amendment 454, 2012)
 - (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, setback requirements adjacent street and lane names;
 - (d) the location and dimensions of **existing** and proposed **buildings** or **structures** on the parcel;
 - (e) setbacks to the natural boundary of any lake, swamp, pond or watercourse;
 - (f) north arrow, who prepared drawing, date and scale ;
 - (g) location of an **existing** or proposed sewage disposal system;
(Bylaw Amendment 374, 2005)
 - (h) the location, dimensions and gradient of parking and parking access and proposed and **existing** setbacks to property lines;
 - (i) natural and finished **grade** at **building** corners datum determination points and main floor elevation;
 - (j) main floor elevation;
 - (k) location, setbacks and elevations of all retaining walls, steps, stairs and decks;
 - (l) line of upper floor;
 - (m) location and elevation of curbs, sidewalks, manholes and service poles;
 - (n) location of existing wells, domestic water sources and water service connections;
 - (o) location of top of bank and water courses; and
 - (p) the geodetic elevation of the underside of a wood floor system or the top of finished concrete slab of a **building** or **structure** if where the Village's land use regulations or provincial flood mapping regulations establish siting requirements related to minimum floor elevation;
 - (q) except that the **building official** may waive, in whole or in part, the requirements for a site plan, if the **permit** is sought for the repair or **alteration** of an **existing building** or **structure**;
- (6) include floor plans showing the dimensions and uses of all areas; the dimensions and height of crawl and roof spaces; the location, size and swing of doors; the location, size and opening of windows; floor, wall, and ceiling finishes; proposed and future plumbing **fixtures**; structural elements; limiting distance calculations and stair dimensions;
- (7) include a cross section through the **building** or **structure** illustrating foundations, drainage, ceiling heights and **construction** systems;

- (8) include elevations of all sides of the **building** or **structure** showing finish details, roof slopes, windows, doors, the **building height** base line, the maximum **building height** line, height above average finished **grade**, ridge height and natural, finished and average finished **grade**;
- (9) include cross-sectional details drawn at an appropriate scale and at sufficient locations to illustrate that the **building** or **structure** substantially conforms to the **Building Code**;
- (10) include copies of approvals required under any enactment relating to health or safety, including, without limitation, highway access permits, highway access permits and proof of compliance with the Sewerage Regulation and Ministry of Health approval;
(Bylaw Amendment 374, 2005)
- (11) include documentation to provide evidence of **proof of potable water**;
(Bylaw Amendment 454, 2012)
- (12) include a foundation and **excavation** design prepared by a **registered professional** in accordance with Section 4.2 of Part 4 of the **Building Code**, accompanied by letters of assurance in the form of Schedules B-1 and B-2 as referred to in Section 2.6 of Part 2 of the **Building Code**, signed by the **registered professional**;
- (13) include a geotechnical report if the **building official** determines that the site conditions so warrant;
- (14) include two sets of drawings at a suitable scale of the design including the information set out in subsections 78(5) to 78(9) of this bylaw.
- (15) In **addition** to the requirements of Section 78(1) to (13) the following may be required by a **building official** to be submitted with a **building permit** application for the **construction** of a **simple 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 if the complexity of the proposed **building** or **structure** or siting circumstances warrant:
 - (a) 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 Village's Subdivision and Development Control Bylaw, in force from time to time;
 - (b) a section through the site showing **grades, buildings, structures**, parking areas and driveways;
 - (c) a roof plan and roof height calculations;
 - (d) structural, electrical, mechanical or fire suppression drawings prepared and sealed by a **registered professional**;
 - (e) 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**; or,
 - (f) any other information required by the **building official** or the **Building Code** to establish substantial compliance with this bylaw, the **Building Code** and other bylaws and enactments relating to the **building** or **structure**.

SURVEY

82. Without limiting subsections 79(5) or 81(4), the **building official** may order any **owner** to submit an up to date plan of survey prepared by a registered British Columbia land surveyor which contains sufficient information respecting the site and location of any **building**:
- (1) to establish before **construction** begins that all the provisions of this bylaw in relation to this information will be complied with;
 - (2) a section through the site showing **grades, buildings, structures**, parking areas and driveways;
 - (3) to verify on completion of the **construction** that all provisions of this bylaw or other Village Bylaws, have been complied with;
 - (4) in relation to an **existing building** when and as required by the **building official**, to substantiate its location, size, including appendages whether above, at or below ground level, relative to the site or its relationship to neighbouring **grades**; and
 - (5) in relation to **construction** of a new **building**, or **addition** to an **existing building**, prior to the placement of concrete for foundations and footings, including the elevations at proposed top of concrete on all **building** elevations and at all significant changes of elevation to substantiate its size, location and elevation.

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

CLIMATIC DESIGN DATA

83. Climatic data for the design of **buildings** in the Village of Belcarra is as prescribed in Schedule K.
84. Before receiving a **building permit** for a **building** or **structure**, the **owner** must first pay to the Village
- (1) the **building permit** fees prescribed in Schedule B, and
 - (2) fees, charges, levies or taxes imposed by the Village and payable under an enactment.

SECURITY DEPOSIT

85. An applicant for a **building permit** must pay to the Village, at the time of the application, a security deposit as set out in Schedule B.
86. The security deposit sum received pursuant to Section 85 must
- (1) cover the cost borne by the Village to maintain, restore or replace any public works or public lands which are destroyed, damaged or otherwise impaired in the carrying out of the work referred to in any **building permit** held by the applicant;
 - (2) cover the cost borne by the Village to make the site safe if the **permit** holder abandons or fails to complete the work as designated on the **permit**;
 - (3) serve as the security deposit for a provisional certificate of **occupancy** when such a certificate makes provision for a security deposit; or
 - (4) serve as a security deposit for the purpose of effecting compliance with any condition under which the **permit** was issued.

87. The security deposit must be returned to the applicant in accordance with the following:
- (1) 50% of the unused security, when the **building official** is satisfied that no further damage to public works or public lands will occur;
 - (2) 25% of the unused security, when the inspections required by this bylaw are complete and acceptable to the **building official**;
 - (3) the remainder of the security, when the conditions or provisions of a provisional certificate of occupancy are completed to the satisfaction of the **building official**; or any combination of subsections 87(1), (2) or (3).
88. Any credit greater than the amount of the security deposit used by the Village for the purposes described in sections 85 to 86 will be returned to the payee unless otherwise so directed by the payee. An amount in excess of the security deposit required by the Village to complete corrective work to public lands, public works, or the site is recoverable by the Village from the **permit constructor** or the **owner** of the property.
89. If the proposed works includes **excavation** or **construction** on lands within 10 metres of municipal works, the **owner** must deliver to the **building official** a signed agreement in a form prescribed by the director of public works and engineering under which the **owner** acknowledges and agrees that any damage to municipal works arising from the **construction** associated with the **building permit** will be repaired by the **owner** at its expense and the satisfaction of the director of public works and engineering. The **owner** must deposit with the Village security in accordance with Sections 85 to 86.

FEE REFUNDS

90. No fee or part of a fee paid to the Village may be refunded if a start has been made on **construction** of the **building**.
91. A **building permit** or a mechanical **permit** fee may be partially refunded as set out in Schedule B, only if
- (1) the **owner** has submitted a written request for a refund;
 - (2) the **building official** has certified a start has not been made on the **construction** of the **building** or **structure**; and
 - (3) the **permit** has not expired.
92. A **building permit** or a mechanical **permit** fee is not refundable after the **permit** has been extended under Section 123.
93. If an issued **building permit** or mechanical **permit** is active and the **owner** proposes modification to the **building** design whereby the value of **construction** does not increase or the value of **construction** decreases, the **owner** must first pay to the Village a **building permit** fee based on the plan review hourly rate set out in Schedule B.
94. The **building permit** or mechanical **permit** fee is doubled for every **permit** application if **construction** commenced before the **building official** issued a **permit**, to a maximum of \$5,000.00 (Five Thousand Dollars).

EXPIRATION OF APPLICATION

95. A **building permit** or a mechanical **permit** application expires 180 days from the date a complete application is received under this Part, unless the **building permit** or mechanical **permit** is not issued by the application expiration date, due to delays caused by the **building official** or other applicable enactments.

ISSUANCE OF A PERMIT

96. If
- (1) a completed application in compliance with Sections 79 and 80 or 81 and 82 of this bylaw, including all required supporting documentation, has been submitted;
 - (2) the **owner** has paid all applicable fees set out in Sections 84 to 85 and Schedule B of this bylaw;
 - (3) the **owner** or his or her representative has paid all charges and met all requirements imposed by any other statute or bylaw;
 - (4) the **owner** has retained a professional engineer or geoscientist if required under this bylaw or by the provisions of the Engineers and Geoscientists Act;
 - (5) the **owner** has retained an architect if required by the provisions of the Architects Act;
 - (6) no covenant, agreement, resolution or regulation of the Village requires or authorizes the **permit** to be withheld;
 - (7) no Provincial or Federal regulations provide for an appeal period for any **construction** or residential service, no **permit** will be issued until the **building official** receives confirmation that all appeals have been resolved.

the **Building official** must issue the **permit**, in the form of Schedule F for which the application is made.

COMPLIANCE WITH THE HOMEOWNER PROTECTION ACT

97. If the application is in respect of a **building** that includes, or will include, a **residential occupancy**, the **building permit** must not be issued unless the **owner** provides evidence under Section 30(1) of the **Homeowner Protection Act**, SBC 1998, Chapter 31, that the proposed **building**
- (1) is covered by home warranty insurance, and
 - (2) the **constructor** is a licensed residential builder.
98. Section 97 of this bylaw does not apply if the **owner** is not required to be licensed and to obtain home warranty insurance in accordance with Sections 20(1) or 30(1) of the **Homeowner Protection Act**, SBC 1998, Chapter 31.
99. Every **permit** is issued subject to the **owner** and **constructor** maintaining compliance with the **Homeowner Protection Act** and negotiations under it during the term of the **permit**.

100. A **building official** may issue a **building permit** for an **excavation** or a portion of a **building** or **structure** before the design, plans and specifications for the entire **building** or **structure** have been **accepted**, if sufficient information has been submitted to the Village to demonstrate to the **building official** that the portion authorized to be **constructed** substantially complies with this and other applicable bylaws and all security deposits and charges related to the entire **building** or **structure** and the **permit** fee applicable to that portion of the **building** or **structure** has been paid. Despite the issuance of a **permit**, the requirements of this bylaw apply to the remainder of the **building** or **structure** as if the **permit** for the portion of the **building** or **structure** had not been issued.
101. If a site has been excavated under a **building permit** for **excavation** issued under this bylaw and a **building permit** is not subsequently issued or a subsisting **building permit** has expired in accordance with the requirements of Section 122, but without the **construction** of the **building** or **structure** for which the **building permit** was issued having commenced, the **owner** must fill in the **excavation** to restore the original gradients of the site within 60 days of being served notice by the Village to do so.

CONDITIONS OF A BUILDING PERMIT

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

INSPECTIONS

105. If a **registered professional** provides letters of assurance in accordance with this bylaw, the Village will rely solely on **field reviews** undertaken by the **registered professional** and the letters of assurance submitted pursuant to this bylaw as assurance that the **construction** substantially conforms to the design, plans and specifications and that the **construction** complies with the **Building Code**, this bylaw and other applicable enactments respecting safety generally and the **health and safety aspects of the work** in particular.
106. Despite Section 105 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**.
107. A **building official** may attend periodically at the site of the **construction** of **simple buildings** or **structures** to ascertain whether the work is being carried out in substantial conformance with the **Building Code**, this bylaw and any other applicable enactments concerning safety generally and the **health and safety aspects of the work** in particular.

108. For all work in respect of **simple buildings** the **owner** must give at least 2 business days notice to the Village when requesting an inspection and must obtain an inspection and receive a **building official's** written acceptance of the following aspects of the work prior to concealing any **construction**
- (1) after demolition, the grading of and removal of debris from the site and installation of any required security barriers;
 - (2) excavation, within 24 hours of the start of excavation;
 - (3) foundation and footing forms, before concrete is poured;
 - (4) prior to inspection under subsection 108(5), plumbing located below the finished slab level;
 - (5) the preparation of ground, including ground cover when required, perimeter insulation on inside of concrete foundation walls and reinforcing steel;
 - (6) after inspection under subsection 108(5), below slab insulation;
 - (7) rough in of factory built chimneys and fireplaces and solid fuel burning appliances;
 - (8) framing, fire stopping, bracing, chimney and ductwork, rough plumbing, water service connection, exterior doors and windows, but prior to the installation of insulation, interior finishes, sheathing paper or exterior finishes which would conceal such work;
(Bylaw Amendment 454, 2012)
 - (9) insulation and vapour barrier;
 - (10) the installation of wall sheathing membrane, externally applied vapour or air barrier, but prior to the installation of exterior finishes which could conceal such work;
 - (11) the **health and safety aspects of the work** when the **building** or **structure** is substantially complete, ready for **occupancy** but prior to **occupancy**.
109. A **building official** may only carry out an inspection under Section 108:
- (1) in the order specified in subsections 108(1) to 108(11); and
 - (2) if the **owner** or the **owner's agent** has requested the inspection.
110. Despite the requirement for the **building official's** acceptance of the work outlined in Section 108, if a **registered professional** provides letters of assurance, the Village will rely solely on **field reviews** undertaken by the **registered professional** and the letters of assurance submitted pursuant to this bylaw as assurance that the aspects of the **construction** referenced by those letters of assurance substantially conforms to the design, plans and specifications and that the **construction** complies with the **Building Code**, this bylaw and other applicable enactments respecting safety generally and the **health and safety aspects of the work** in particular.
111. No aspect of the work referred to in Section 108 of this bylaw shall be concealed until a **building official** has **accepted** it in writing.
112. For work in respect of **complex buildings** the **owner** must
- (1) give at least 3 business days notice to the Village when requesting a pre-**construction** meeting with the **building official** prior to the start of **construction**, and the **owner** or his or her representative must ensure that the **coordinating registered professional**, the **constructor** as well as representatives of major trades are in attendance;

- (2) give at least 3 business days notice to the Village when requesting a pre-**occupancy** coordinated site review in order to have the **owner**, the **constructor** and the **registered professionals** demonstrate to the **building official** and Fire Services the compliance with the **health and safety aspects of the work**, the coordination and integration of the fire and life safety system, applicable Village requirements and other enactments respecting safety;
- (3) cause the **coordinating registered professional**, at least 2 business days prior to the pre-**occupancy** coordinated site review, to deliver to the **building official** the Confirmation of Required documentation described in Schedule G, complete with all documentation in a hard covered three ring binder.

STOP WORK ORDER

113. The **building official** may direct the immediate suspension or correction of all or a portion of the **construction** on a **building** or **structure** by attaching a stop work order notice described in Schedule I on the premises whenever it is found that the work is not being performed in accordance with the requirements of the **Building Code**, any applicable bylaw of the Village or provisions of the **Homeowner Protection Act**.
114. The **coordinating registered professional** may request, in writing, that the **building official** order the immediate suspension or correction of all or a portion of the **construction** on a **building** or **structure** by attaching a stop work order notice on the premises. The **building official** must consider such a request and if not acted upon, must respond, in writing, to the **coordinating registered professional** and give reasons.
115. If a **registered professional's** services are terminated, the **owner** must immediately stop any work that is subject to his or her design or **field review** and the **building official** is deemed to have issued a stop work order under Section 113. If the engagement of a **registered professional** is terminated all inspections undertaken without the required engagement of a **registered professional** may be withdrawn and in such cases must be re-inspected.
116. The **owner** must immediately after the posting of a notice under Section 113 secure the **construction** and the lands and premises surrounding the **construction** in compliance with the safety requirements of every statute, regulation or order of the Province or of a provincial agency and of every applicable bylaw of the Village. The security, weather or environmental **protection** of **construction**, materials or adjacent lands is the responsibility of the owner.
117. Subject to Section 116, no work other than the required remedial measures relative to safety or **protection** of the **construction** or onsite materials may be carried out on the parcel affected by the notice referred to in Section 113 until the stop work order notice has been removed by the **building official**.
118. The notice referred to in Section 113 must remain posted on the premises until that which is contrary to the enactments has been remedied and the notice has been removed by the **building official**.

DO NOT OCCUPY NOTICE

119. If a person occupies a **building** or **structure** or part of a **building** or **structure** in contravention of Section 154(8) of this bylaw a **building official** may post a Do Not Occupy Notice in the form of Schedule J to this bylaw on the affected part of the **building** or **structure**.
120. If a notice is posted under Sections 113 or 119, the **owner** of a parcel on which a Do Not Occupy Notice has been posted, and every other person, must cease **occupancy** of the **building** or **structure** immediately and shall refrain from further **occupancy** until all applicable provisions of the **Building Code** and this bylaw have been substantially complied with and the Do Not Occupy Notice has been rescinded in writing by a **building official**.

INSPECTION AND OTHER FEES

121. In **addition** to the fees required under other provisions of this bylaw, the **owner** must pay the non-refundable fee set out in Schedule B for
- (1) a second and subsequent re-inspection where it has been determined by the **building official** that due to non-compliance with the provisions of this bylaw or due to non-complying workmanship, more than two inspections are required for each type of inspection;
 - (2) a special inspection during the Village's normal business hours to establish the condition of a **building**, or if an inspection requires special arrangements because of time, location or **construction** techniques;
 - (3) each report containing a maximum of two separate equivalents;
 - (4) each equivalent greater than two contained in the same report;
 - (5) an amendment to an original equivalency report after acceptance or rejection of the report;
 - (6) a request from the **owner** or **agent** that the **building official** review an application or part of an application that has already been reviewed by the **building official**.
 - (7) the review of drawings and inspection of landscaping requirements as set out in the Village's Zoning Bylaw, in force from time to time, or authorized through a development **permit**; or
 - (8) if a **registered professional** has been retained by the **owner** to design and certify the landscaping components of the permitted **project**, the fees set out in subsection 121(7) are waived.

PERMIT EXPIRATION

122. Every **permit** is issued on the condition that the **permit** expires and the rights of the **owner** under the **permit** terminate if
- (1) the work authorized by the **permit** is not commenced within 180 days from the date of issuance of the **permit**; or
 - (2) work is discontinued for a period of 180 days from the date of the last inspection;
or
 - (3) the work is not completed within three years of the date of issuance of the **permit**.

PERMIT EXTENSION

123. A **building official** may extend the period of time set out under Section 122 for a period of not to exceed six months if **construction** has not been commenced or has been discontinued due to adverse weather, strikes, material or labour shortages, other similar hardship beyond the **owner's** control or if the size and complexity of the **construction** warrants if
- (1) application for the extension is made within 30 days of the date of **permit** expiration, and
 - (2) the non-refundable fee set out in Schedule B has been paid.

PERMIT REVOCATION

124. The **building official** may revoke a **building permit** if there is a violation of
- (1) a condition under which the **permit** was issued, or
 - (2) a requirement of the **Building Code** or of this or another bylaw of the Village.
125. The **permit** revocation must be in writing and sent to the **permit** holder by signature mail to, or personal service on, the **permit** holder.

PERMIT CANCELLATION

- (a) A **building permit**, or a **building permit** application, may be cancelled by the **owner**, or his or her **agent**, on delivery of written notification of the cancellation to the building official.
 - (b) A **building permit** application may be cancelled by the **building official** if the **owner**, or his or her **agent**, fails to deliver all required application approvals or documentation within 180 days from the date of the Village receiving the application.
127. On receipt of the written cancellation notice, the **building official** must mark on the application, and a **permit** if applicable, the date of cancellation and the word "cancelled".
128. If the **owner**, or his or her **agent**, submits changes to an application after a **permit** has been issued and the changes, in the opinion of the **building official**, substantially alter the scope of the work, design or intent of the application in respect of which the **permit** was issued, the **building official** must cancel the **permit** and mark on the **permit** the date of cancellation and the word "cancelled".
129. If a **building permit** application or **permit** is cancelled, and **construction** has not commenced under the **permit**, the **building official** must return to the **owner** any fees deposited under Schedule B, less
- (1) any non-refundable portion of the fee, and
 - (2) 15% of the refundable portion of the fee.

CHANGES BY PERMIT HOLDER

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

OCCUPANCY PERMITS

131. No person may occupy a new **building, addition**, or portion of a **building** for which a **building permit** has been issued for an **alteration** or change of **occupancy** or **structure** until an **occupancy permit** has been issued in the form of Schedule H;
132. An **occupancy permit** may not be issued unless
- (a) all letters of assurance and the confirmation of required documentation described in Schedule G have been submitted when required in accordance with the requirements of this bylaw;
 - (b) all aspects of the work requiring inspection, review and acceptance pursuant to Sections 105 to 112 of this bylaw have both been inspected and **accepted**;
 - (c) the **building** has been protected with roof and deck membranes and an exterior weatherproof cladding or membrane, as specified in the approved **building permit** plans;
 - (d) An all weather surfaced driveway access and off street parking spaces have been **constructed**, as specified in the approved **building permit** plans;
 - (e) the **building official** has received a **proof of compliance** with the Sewerage System Regulation to operate a sewage disposal system from the Fraser Health Authority;
(Bylaw Amendment 374, 2005)
 - (f) the **proof of potable water** requirements pursuant to Sections 152 to 156 of this bylaw have been accepted;
(Bylaw Amendment 454, 2012)
 - (g) the **owner** has executed and delivered to the Village every agreement, instrument or form required by the Village in relation to the work or the site; and
 - (h) all required on site works respecting safety have been completed.
133. A **building official** may issue an **occupancy permit** for partial **occupancy** of a portion of a **building** under **construction** when that portion of the **building** or **structure** is self contained and provided with essential services respecting health and safety.
134. If **occupancy** occurs prior to the completion of any work being undertaken that requires a **permit**, every **owner** must ensure that no **unsafe condition** exists or will exist because of the work being undertaken or not completed.

TEMPORARY BUILDING

135. Subject to the bylaws of the Village and orders of **Council**, the **building official** may issue a **building permit** for the erection or placement of a temporary **building** or **structure** for **occupancy** if
- (1) the **permit** is for a period not exceeding one year; and
 - (2) the **building** or **structure** is located in compliance with the Village's Zoning Bylaw, in force from time to time, built in compliance with the **Building Code** and this bylaw, and connected, as required by enactments, to required utility services.
136. The application for a **building permit** for the erection or placement of a temporary **building** or **structure** must be made in the form of a temporary **permit** application under Schedule A, signed by the **owner** or **agent**, including

- (1) plans and supporting documents showing the location of the **building** or **structure** on the parcel;
 - (2) plans and supporting documents showing **construction** details of the **building** or **structure**;
 - (3) a statement by the **owner** indicating the intended use and duration of the use;
 - (4) plans and supporting documents showing the proposed parking and loading space;
 - (5) a written description of the **project** explaining why the **building** is temporary;
 - (6) a copy of an issued development **permit**, if required;
 - (7) in the case of a manufactured **building**, a CSA label in respect of electrical inspections;
 - (8) if requested by the **building official**, a report or drawing of an engineer, architect or **designer** confirming compliance with the **Building Code**, this bylaw, the Village's Zoning Bylaw, in force from time to time, and other applicable bylaws;
 - (9) an **additional** security in the form of cash or a letter of credit for 10% of the value of the temporary **building**, which security:
 - (a) may be used by the Village to remove the **building** after one year of the date of the final inspection required under this bylaw, or
 - (b) must be returned to the **owner** if the **owner** removes the temporary **building** within one year of the date of the final inspection of the temporary **building** required under this bylaw.
137. Before receiving a **building permit** for a temporary **building** or **structure** for occupancy, the **owner** must pay to the Village the applicable **building permit** fee set out in Schedule B.
138. A **permit** for a temporary **building** may be extended upon the **building official** receiving from the **owner** a demonstrated need to extend the temporary **permit** and payment of the non-refundable fee set out in Schedule B has been paid.
139. A **permit** fee for a temporary **building** or **structure** is not refundable.

RETAINING STRUCTURES

140. Except for **retaining structures** with a vertical height less than 1.22 metres, measured from the base of the **structure** to the top of the **structure**, or stepped **retaining structures** horizontally spaced greater than twice the vertical height of the immediate lower **retaining structure**; a **registered professional** must undertake the design and conduct **field reviews** of the **construction** or structural repair of a **retaining structure**. Sealed copies of the design plan and letters of assurance prepared by the **registered professional** for all **retaining structures** must be submitted to a **building official** prior to issuance of a **building permit** for the work.

RETAINING WALL PERMIT

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

SWIMMING POOL

142. (1) **Registered professional** must undertake the design and conduct **field reviews** of the **construction** or structural repair of a **swimming pool**. Sealed copies of the design plan and letters of assurance prepared by the **registered professional** for all **swimming pools** must be submitted to a **building official** prior to issuance of a **permit** for the work.
- (2) Every application for **construction** of a **swimming pool** shall provide documentation;
- (a) showing the **swimming pool** location relative to the property lot lines;
 - (b) showing the required location of a minimum 1.06 metre barrier comprised of non-climbable fencing, self closing and self latching gates, **buildings** or other **structures** that completely surround the **swimming pool**; and
 - (c) required water supply, drainage, backflow prevention, storm water **protection** and other required plumbing **fixtures**;

SLOPES CREATED BY EXCAVATION

143. Except as certified by a professional engineer with expertise in geotechnical engineering registered in the province of British Columbia, a slope on a parcel that is steeper than one linear unit vertically to one linear unit horizontally with a total height of three meters or more that is created by excavation is prohibited.

EXCAVATION PERMIT

144. Subject to the bylaws of the Village and orders of **Council**, the **building official** may issue an **excavation permit** for the **excavation** of a **building** foundation or investigation of soil conditions to determine foundation design requirements if
- (a) the **permit** is for a period not greater than 180 days; and
 - (b) on going site drainage is maintained;
 - (c) on going site security or safety barriers are installed and maintained; and
 - (d) the **owner** has paid to the Village the applicable **excavation permit** fee set out in Schedule B.

SLOPES CREATED BY FILL MATERIAL

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

BUILDING MOVE

146. No person may move a **building** or **structure** into or within the Village
- (1) except where certified by a **registered professional** that the **building** or **structure** will substantially comply with the current version of the **Building Code** and can be safely be moved;
 - (2) unless all enactments governing safety and environmental considerations have been complied with;

- (3) an additional security in the form of cash or a letter of credit for \$20,000.00 (Twenty Thousand Dollars) has been paid; and
- (4) a **building permit** has been issued for the **building**.

BUILDING NUMBERING

- 147. Every **owner** or occupier of a parcel must place a civic address or property identifier number assigned by the **building official** in a conspicuous place on every property and **building** upon issuance of a **building permit**.
- 148. Despite Section 147, the Village or its **building official** may renumber or alter the assigned numbers in respect of any **building** on any parcel, including those already in existence or numbered.
- 149. Without limiting Sections 147 or 148, the **building official** may, on the issuance of a **building permit**, designate a house number or set of house numbers related to the **building** authorized by the **permit**.
- 150. The **owner** or occupier must post the number or numbers on the site immediately after obtaining the **building permit** and keep the numbers posted in a conspicuous position at all times during **construction**.
- 151. On issuance of an **occupancy permit**, the **owner** or occupier of the parcel must affix the numbers permanently in a conspicuous place on the **buildings** such that the number is visible from an adjacent highway that is not a lane.

WATER SERVICE REQUIREMENTS **(Bylaw Amendment 454, 2012)**

152. Where a property is located within a Local Area Service fronting and having the capability to connect to the **BWSDS**".

152.1 (deleted per Bylaw Amendment 543, 2020)

152.2 **Proof of potable water** shall be required prior to the issuance of a building permit.

153 Where a property is located outside a Local Area Service fronting and not having the capability to connect to the **BWSDS**".

153.1. If an applicant for a **building permit** demonstrates that an adequate amount of water is available but the potability of the water has not been proven, the **owner** may apply to the **building official** and may receive a **building permit**, if the **owner** submits

- (a) a water test in accordance with the testing parameters of Schedule "L" that identifies which test parameters will require purification to meet the standards set by Schedule "L"; and

- (b) written confirmation from a **registered professional**, experienced in **potable water** purification design, that a **point of use purification system** can be designed, installed and tested to meet the requirements for **proof of potable water**,

And no **occupancy permit** will be issued until such written **proof of potable water** is delivered to the **building official**.

154. **Owners** are required to provide proof of a minimum of
- (a) 2,250 litres of water per day for every new **building** and every **addition** or renovation that exceeds 47m²; and
- (b) an additional 1,200 litres of water per day for every accessory suite.
155. If water is to be supplied from a **waterworks system**, which serves two or more users, written confirmation from the **water supplier**, the availability of a quantity of water, which conforms with this bylaw and a water quality certificate issued by an accredited laboratory in accordance with Schedule "L".

CONFORMITY WITH BUILDING CODE AND BYLAW

156. No **building** or **structure** may be **constructed** except in conformity with the requirements of the **Building Code** and this bylaw.
157. Section 157 applies whether or not in any case it is expressly stated that the doing of or failure to do the thing mentioned is unlawful.

GENERAL PROHIBITIONS

158. No person may
- (1) unless authorized by the **building official**, reverse, alter, deface, cover, remove or in any way tamper with a **construction** site identification placard, stop work order notice, certificate, card or notice posted on or affixed to a **building** or **structure** pursuant to a provision of this bylaw;
- (2) do any work at variance with the description, plans and supporting documents for the **building, structure** or work for which a **permit** has been issued, unless the **building official** has authorized the change;
- (3) interfere with or obstruct the entry of the **building official** if he or she is administering this bylaw;
- (4) erase, alter or modify plans and supporting documents after the same have been reviewed by the **building official**, or plans and supporting documents which have been filed for reference with the **building official** after the **permit** has been issued;
- (5) submit false or misleading information in relation to a **permit** or an application for a **permit** under this bylaw;
- (6) repair a **building** or **structure** damaged by fire, decay, storm, earthquake or otherwise to an extent greater than 75% of its assessed value as of the date of damage above its foundations unless in every respect the entire **building** or **structure** is made to comply with the **Building Code**, subject to the provisions of this bylaw;

- (7) repair any portion of a **building** or **structure** damaged by fire, decay, storm or otherwise to an extent less than 75% of its assessed value as of the date of damage above its foundations unless in every respect the repair of the **building** or **structure** is made to comply with the **Building Code**, subject to the provisions of this bylaw;
- (8) occupy or **permit occupancy** of a **building** or **structure** or part of a **building** or **structure** until the **building official** has issued a final inspection notice for it;
- (9) **construct** on a parcel unless the civic address is conspicuously posted on the front of the premises or on a sign post so it may be easily read from the public highway from which it takes its address; or
- (10) change the use, **occupancy** or both of a **building** or **structure** or a part of a **building** or **structure** without first applying for and obtaining a **building permit** under this bylaw.

OFFENCE AND PENALTY

159. The Enforcement Officer may issue a Bylaw Notice to any person who has contravened this bylaw. Notwithstanding, nothing shall limit or remove the right of the Village to prosecute any offence by way of an information being laid and a summons issued in accordance with the procedures set out in the Offence Act.

(Bylaw Amendment 519, 2018)

160. Every person who violates a provision of this bylaw, or who consents, allows or permits an act or thing to be done in violation of a provision of this bylaw, or who neglects or refrains from doing anything required by a provision of this bylaw, is guilty of an offence and is liable, upon summary conviction, to a fine not exceeding \$10,000 and not less than \$2,500, and is guilty of a separate offence each day that a violation continues or exists.

(Bylaw Amendment 519, 2018)

161. An **owner** is deemed to have knowledge of and be liable under this bylaw in respect of any **construction** on the parcel the **owner** owns and any change in the use, **occupancy** or both of a **building** or **structure** or part of a **building** or **structure** on that parcel.

162. No person is deemed liable under Section 162 who establishes, on a balance of probabilities, that the **construction** or change of use or **occupancy** occurred before he or she became the **owner** of the parcel.

163. Nothing in Section 163 affects

- (1) the Village's right to require and the **owner's** obligation to obtain a **permit**; and
- (2) the obligation of the **owner** to comply with this bylaw.

SEVERABILITY

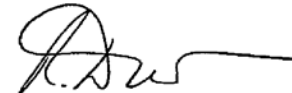
164. If any section, subsection, paragraph, subparagraph or phrase of this bylaw is for any reason declared invalid by a Court of competent jurisdiction, the decision shall not affect the validity of the remaining portions of this bylaw.

INDEX OF SCHEDULES


165. The following schedules are attached to and form part of this bylaw:
- Schedule A - Building Permit Application Form
(Bylaw Amendment 374, 2005)
(Deleted by Amendment Bylaw 457, 2012)
 - Schedule B - Fees and Security Deposits
(Repealed by Fees and Charges Bylaw 400, 2008)
 - Schedule C - Calculation of Value of Work
 - Schedule D - Owner's Undertaking
 - Schedule E - Geotechnical Hazard Area
 - Schedule F - Building Permit Forms
 - Schedule G - Confirmation of Required Documentation Schedules
 - Schedule H - Occupancy Permit Form
 - Schedule I - Stop Work Order
 - Schedule J - Do Not Occupy Notice
 - Schedule K - Climatic Design Data
 - Schedule L - Proof of Potable Water
(Bylaw Amendment 437, 2011)

EFFECTIVE DATE

166. This bylaw shall come into effect on January 1, 2004.
Received first reading on the 1st, Day of December 2003
Received second reading on the 1st, Day of December 2003
Received third reading as amended on the 15th, Day of December 2003
Reconsidered, finally passed and adopted on the 18th, Day of December 2003




Mayor



Clerk

This is certified a true copy
of Bylaw 355, 2003



Administrator

VILLAGE OF BELCARRA
4084 Bedwell Bay Road
Belcarra BC V3H 4P8
Tel: 604-937-4100/ Fax: 604-939-5034/ belcarra@belcarra.ca

**SCHEDULE "A"
BUILDING PERMIT APPLICATION FORM**

Deleted by Village of Belcarra Amendment Bylaw 457, 2012.

**SCHEDULE "B"
FEES AND SECURITY DEPOSITS**

Repealed by Village of Belcarra Fees and Charges Bylaw 400, 2008.

**SCHEDULE “C”
CALCULATION OF VALUE OF WORK**

CONSTRUCTION VALUES:

The determination of constructed value, for the purpose of establishing building permit fees and security deposits, will be the calculated average of at least two of the following submitted constructed values. The Village will reserve the right to require the owner to submit at least two independent qualified estimated constructed value reports in the event of a dispute over the information submitted.

PERMIT AREA	Owner's Value	Contractors Value	Registered Professional	Building Official	Average Value
Basement or Crawl Space	\$_____/m ²	\$_____/m ²	\$_____/m ²	\$_____/m ²	\$_____/m ²
First Storey	\$_____/m ²	\$_____/m ²	\$_____/m ²	\$_____/m ²	\$_____/m ²
Second Storey	\$_____/m ²	\$_____/m ²	\$_____/m ²	\$_____/m ²	\$_____/m ²
Third Storey	\$_____/m ²	\$_____/m ²	\$_____/m ²	\$_____/m ²	\$_____/m ²
Bonus Room	\$_____/m ²	\$_____/m ²	\$_____/m ²	\$_____/m ²	\$_____/m ²
Attached Garage	\$_____/m ²	\$_____/m ²	\$_____/m ²	\$_____/m ²	\$_____/m ²
Attached Carport	\$_____/m ²	\$_____/m ²	\$_____/m ²	\$_____/m ²	\$_____/m ²
Accessory Suite	\$_____/m ²	\$_____/m ²	\$_____/m ²	\$_____/m ²	\$_____/m ²
Accessory Bldg.	\$_____/m ²	\$_____/m ²	\$_____/m ²	\$_____/m ²	\$_____/m ²
Decks & Wharfs	\$_____/m ²	\$_____/m ²	\$_____/m ²	\$_____/m ²	\$_____/m ²
Swimming pool	\$_____/m ²	\$_____/m ²	\$_____/m ²	\$_____/m ²	\$_____/m ²
Retaining Wall	\$_____/m ²	\$_____/m ²	\$_____/m ²	\$_____/m ²	\$_____/m ²
Complex Bldg.	\$_____/m ²	\$_____/m ²	\$_____/m ²	\$_____/m ²	\$_____/m ²
Totals					

“No owner or agent shall knowingly submit false or misleading information to a building official in relation to any permit application or construction undertaken pursuant to this bylaw.”

**SCHEDULE "D"
OWNER'S UNDERTAKING**

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

ATTENTION: Building Official

Re: **Address** _____

Building Permit No. _____

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

1. That I am:
 The owner of the above property; or

 Authorized by the owner of the property described above to make this application (Agent for Owner).

2. That I have authorized:

Name (print)

Address (print)

to make application for the above permit on my behalf.

3. That I will comply with, or cause those whom I employ to comply with, the B.C. Building Code and all bylaws of the Village and other statutes and regulations in force in the Village relating to the development, work, undertaking or permission in respect of which this application is made.
4. That I understand and acknowledge that I am fully responsible for carrying out the work, or having the work carried out, in accordance with the requirements of the B.C. Building Code, the Building Regulation Bylaw, in force from time to time, and all other Bylaws of the Village.
5. That I understand and acknowledge that neither the issuance of a permit under this bylaw, the review of plans and supporting documents, nor inspections made by the building official shall in any way constitute a representation, warranty or statement that the B.C. Building Code, the Building Regulation Bylaw or any other bylaw of the Village has been complied with.
6. That I confirm that I have relied only on the said registered professionals for the adequacy of the plans and supporting documents submitted with this application.
7. The Village has relied and is relying exclusively on the Letter of Assurance of "Professional Design and Commitment for Field Review" prepared by:

(Insert name of registered professional)

_____	Architectural
_____	Structural
_____	Mechanical
_____	Plumbing
_____	Fire Suppression Systems
_____	Electrical
_____	Geotechnical – temporary
_____	Geotechnical – permanent
_____	Other (specify)

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

8. That I understand that where used herein the words “work” or “work or undertaking in respect of which this application is made” includes all electrical, plumbing, mechanical, gas and other works necessary to complete the contemplated construction.
9. That I confirm I am aware the Building Regulation Bylaw does not apply to installation of new, or replacement of existing, roofing or deck membranes; kitchen cabinets; floor coverings; exterior cladding or weatherproof membranes; or hydronic or radiant pipe heating.
10. That I am authorized to give these representations, warranties, assurance and indemnities to the Village.
11. That I confirm that I have been advised that I should seek independent legal advice from a lawyer in respect of signing this schedule.
12. That I have been advised to review or obtain a certified true copy of the “**Village of Belcarra Building and Plumbing Code Regulation Bylaw No. 355, 2003**”.

Owner’s Information

Agent for Owner Information

Name (print)

Name (print)

Signature

Signature

Address (print)

Address (print)

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

(a) The Corporate Seal of:

Witness Information

_____)	_____)
was hereunto affixed in the presence of:)	Name (print))
_____)	_____)
Signature of Officer)	Signature)
_____)	_____)
Name of Officer (print))	Address (print))
_____)	_____)
Title of Officer (print))	_____)
_____)	Occupation (print))
Signature of Officer)	
_____)	
Name of Officer (print))	
_____)	
Title of Officer (print))	(affix seal here)

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

Please note the following provision from “**Village of Belcarra Building and Plumbing Code Regulation Bylaw No. 355, 2003**”, in force from time to time:

“OWNER'S RESPONSIBILITY”

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

**SCHEDULE "E"
GEOTECHNICAL HAZARD AREA**

Geographical Area	Geotechnical Hazard	Registered Professional Requirement
Bedwell Bay Road	Slope Stability Rock Fall Ground Water	Yes
Belcarra Bay	Slope Stability Rock Fall	Yes
Coombe Lane	Soil Bearing Slope Stability Ground Water	Yes
Cosy Cove	Slope Stability Rock Fall Soil Bearing	Yes
Farrer Cove	Slope Stability Rock Fall	Yes
Main Avenue	Slope Stability Rock Fall	Yes
Kelly Road	Slope Stability	Yes
Midden Road	Soil Bearing	Yes
Marine Avenue	Slope Stability	Yes
Robson Road	Slope Stability	Yes
Salish Road	Soil Bearing Ground Water	Yes
Senkler Road	Soil Stability Rock Fall	Yes
Turtlehead Road	Slope Stability	Yes
Twin Island	Slope Stability Rock Fall	Yes
Young Road	Slope Stability Soil Bearing	Yes
Watson Road	Slope Stability Ground Water	Yes
West Road	Slope Stability	Yes
Whiskey Cove	Slope Stability	Yes

SCHEDULE "F"
BUILDING PERMIT FORMS
The Village of Belcarra

Mailing and Municipal Hall: 4084 Bedwell Bay Road, Belcarra BC V3H 4P8
email: pwiskar@belcarra.ca web: www.belcarra.ca

2 business days Bldg/Mech/ Inspections: _____ Mon-Fri before 4:00 p.m.

BUILDING PERMIT:

Reviewed by:

Issue Date:

Expiry Date:

Construction Address:

Legal Address:

Zone:

Property Owner:

Primary Contact:

Project Description:

Type of Work:

Construction Value:

Permit Conditions:

Accepted Zoning Uses:

No. of Dwelling units or floor area:

Article of Construction:

Equivalencies Accepted:

Fire Alarm System Installed:

Building Sprinklered:

Professionals Retained:

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

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

THE OWNER AGREES TO ALL OF THE ABOVE CONDITIONS

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

Applicants are advised that information contained on *Permits*, Licences and other discretionary benefits granted by the Village of Belcarra are considered public information.

SEE REVERSE OF PAGE 2 FOR IMPORTANT NOTICE

BUILDING PERMIT FORM PAGE 2

BUILDING PERMIT:

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

Project Location:
Legal Address:

Property Owner:
Primary Contact:

Sanitary Sewer Location:

Storm Sewer Location:

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

Water Service Location:

Water Meter:

Gas Main Location:

Contact B.C. Gas if concerned

Easements/Rights of Ways:

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

Covenants:

Remarks:

Engineering Signature:	Date:
------------------------	-------

SEE REVERSE FOR IMPORTANT NOTICE

NOTICE

[Information on reverse of every Permit]

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

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

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

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

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

The *Owner* or the *Owner's agent* should familiarize themselves with the contents of the Village of Belcarra Building Regulation Bylaw, Electrical Bylaw and Gas Fitting Bylaw.

**SCHEDULE "G"
CONFIRMATION OF REQUIRED DOCUMENTATION SCHEDULES**

Building Permit Number: _____

Note:

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

(1)

	Provided	Not Applicable	
<i>TAB 1</i>			CONFIRMATION OF REQUIRED DOCUMENTATION
<i>TAB 2</i>			DIRECTORY OF PRINCIPALS (Role/Firm/Name/Telephone)
			Owner
			Coordinating Registered Professional
			Registered Professionals
			Warranty Provided
			Licensed Builder
			Sub Contractors
<i>TAB 3</i>			LETTERS OF ASSURANCE (A, B-1, B-2, CA, CB)
			Coordinating Registered Professional
			Architectural
			Structural
			Mechanical
			Plumbing
			Fire Suppression System
			Electrical
			Geotechnical Temporary
			Geotechnical Permanent
			_____ (other)
			_____ (other)
<i>TAB 4</i>			PROFESSIONAL REVIEW LETTERS
			Equivalency (Confirmation of Field review – sealed)
			Equivalency (Confirmation of Field review – sealed)
			Site Services – Civil Engineer
			Building Envelope Specialist
			Roofing Consultant
			Generator Test Report / Certificate
			(Other - specify)
			(Other - specify)

<i>TAB 5</i>		FIRE ALARM	
		Fire Alarm Verification Certificate (include field work sheets)	
		Letter of Signed Contract from ULC Listed Monitoring Agency	
<i>TAB 6</i>		SPRINKLER SYSTEMS	
		Material and Test Certificate – Above ground piping	
		Material and Test Certificate – Under ground piping	
		Fire Pump Test Report	
<i>TAB 7</i>		PROVINCIAL APPROVALS	
		Certificate to Operate Elevating Device (one per each device)	
		Health Approval (on-site sewage disposal)	
		Health Approval (food services)	
<i>TAB 8</i>		VILLAGE OF BELCARRA APPROVALS	
		Sprinkler Permit – Preoccupancy Co-ordinated Review	
		Fire Department Acceptance (Fire Safety Plan)	
		Final Inspection (Bldg Inspector– preoccupancy review)	
		Developmental Engineering Final Inspection	
		Planning Technicians Final Inspection	
<i>TAB 9</i>		DEFICIENCY LIST	

Submitted by Coordinating Registered Professional

Name (print)

Date

Signed

Address (print)

SCHEDULE "H"
OCCUPANY PERMIT FORM

DATE: _____

OWNER: _____

This is to certify that the *building* and/or *project* on the property identified below has been *constructed* under the authority of *Building Permit No* _____ and is now completed.

This *permit* confirms that inspections under the Building Regulation Bylaw, in force from time to time, have been completed and no substantive violation of provincial *building* regulations; Village enactments relating to *buildings* and other *structures*; other health and safety requirements established by Village bylaw; or any federal or provincial enactments relating to health or safety. This *permit* is not a warranty or representation that the work complies with all municipal and provincial regulations governing *building construction* nor that it is without defect.

SITE ADDRESS: _____

LEGAL DESCRIPTION: _____

OWNER*: _____

USE OF PERMIT: _____

DATE COMPLETED: _____

This *Occupancy Permit* does not include any approval in respect to other authorities who may be required to approve other aspects of this *building*, including (but not limited to) electrical wiring, gas, *private sewage disposal systems* or private wells.

*Indicates "*owner*" on title at time of *permit* application.

SCHEDULE "P"
STOP WORK ORDER

VILLAGE OF BELCARRA
BUILDING DEPARTMENT
4084 BEDWELL BAY ROAD, BELCARRA, B.C. V3H 4P8

Time: _____ Date: _____

(i) STOP WORK

ORDER

LOCATION

***THIS CONSTRUCTION IS IN VIOLATION OF THE VILLAGE OF
BELCARRA BYLAWS AND FURTHER CONSTRUCTION SHALL NOT
CONTINUE UNTIL SATISFACTORY CORRECTIONS HAVE BEEN MADE.***

SHOULD ANY CONSTRUCTION CONTINUE AFTER THE POSTING OF THIS
NOTICE, SUCH CONSTRUCTION MAY RESULT IN PROSECUTION.

INSPECTOR

THIS NOTICE SHALL NOT BE REMOVED
EXCEPT WITH THE CONSENT OF THE
AUTHORITY HAVING JURISDICTION

SCHEDULE "J"
DO NOT OCCUPY NOTICE

DO NOT OCCUPY

Address: _____

Reason: _____

Date

Building Inspector

This card shall not be removed, covered or tampered with.
Removal by the Building official only

SCHEDULE "K"
CLIMATIC DESIGN DATA

DESIGN ELEMENT	DESIGN VALUE
January 2.5% design dry bulb temperature	-8 C
July 1% design dry bulb temperature	-10 C
July 2.5% design dry bulb temperature	26 C
<i>July 2.5% design wet bulb temperature</i>	8 C
Annual total degree-days below 18C	3,084
Maximum fifteen minute rainfall	10 mm
Maximum one-day rainfall	112 mm
Annual total precipitation	1,889 mm
Ground snow load, snow component S (s)	2.6 kpa
Ground snow load, rain component S (r)	0.2 kpa
Hourly wind pressure, 1/10	0.45 kpa
Hourly wind pressure, 1/30	0.55 kpa
Hourly wind pressure, 1/100	0.67 kpa
Seismic Data	Za 4
	Zv 4
	Zonal Velocity Ratio, V 0.20

**SCHEDULE “L”
PROOF OF POTABLE WATER**

The British Columbia *Building Code* states “every *dwelling unit* shall be supplied with *potable water*”. The plumbing Code defines potable as “safe for human consumption”. The Ministry of Health has adopted the Canadian Drinking Water Guidelines and amendments thereto, as the standard, which must be met when water is tested to determine potability for domestic purposes. The Safe Drinking Water Regulation, a regulation under the Health Act, sets out parameters for water potability requirements and disinfection requirements of surface water. It is a condition of the *building permit* and an *occupancy permit* that the *owner* supply proof of *potable water* in accordance with this bylaw.

Water must be both sampled and tested by an accredited laboratory approved under the Safe Drinking Water Regulation. The laboratory must provide proof of accreditation, as well as the sample results and written confirmation that the water was both sampled and tested by the laboratory.

The minimum specific health-related parameters for which water supplies must be tested are:

PARAMETER	MAXIMUM CONCENTRATION
Arsenic	0.010 mg/L
Barium	1.0 mg/L
Boron	5.0 mg/L
Chromium	0.05 mg/L
Fluoride, dissolved	1.5 mg/L
Lead	0.01 mg/L
Nitrogen : Nitrate	10.0 mg/L
Nitrogen : Nitrite	1.0 mg/L
Coliform, E. Coli	<1 per 100 ml
Coliform, Total	<1 per 100 ml

(Amended as per Bylaw 437, 2011)

The above list is considered a minimum, owner’s may choose to satisfy additional test parameters.+

Water tests must not be dated more than 180 days before the date of issuance of a *Building Permit* or *Occupancy Permit*.