



Village of Fraser Lake

Bylaw 878, 2026

A bylaw to regulate the construction and occupation of buildings and structures in the Village of Fraser Lake

The Council of the Village of Fraser Lake in an open meeting enacts as follows:

1. ADMINISTRATION

CITATION

- 1.1 This bylaw may be cited as "Bylaw 878, 2026 Building Bylaw".

REPEAL

- 1.2 Village of Fraser Lake Building Bylaw No. 614, 2004, and any amendments thereto, are hereby repealed.

SEVERABILITY

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

2. INTERPRETATION

- 2.1 In this bylaw:

- (a) Accepted means reviewed by the building official under the applicable provisions of the building code and this bylaw.
- (b) Addition means an alteration to any building which will increase the total aggregate floor area or the building height (in storeys), and includes the provision of two or more separate buildings with openings between each other for intercommunication.
- (c) Agent includes a firm, corporation or other person representing the owner, by written designation or contract, and includes a hired tradesperson or constructor who may be granted a permit for work within the limitations of their license.

- (d) Alteration means a change, repair or modification of the construction or arrangement of or use of any building or structure, or to an occupancy regulated by this bylaw.
- (e) Building Code means the British Columbia Building Code as adopted by the Minister responsible under provincial legislation, as amended or re-enacted from time to time.
- (f) Building Official means the person designated in or appointed to that position by the Village, and includes a building inspector, plan checker, or plumbing inspector designated or appointed by the Village, and for certainty, the building official is the "building inspector" referred to in the Community Charter and Local Government Act.
- (g) Bylaw Enforcement Officer has the same meaning as in the Village's Bylaw Enforcement Bylaw, as amended from time to time.
- (h) Complex Building means:
 - (i) a building used for a major occupancy classified as:
 - a. assembly occupancy;
 - b. care occupancy;
 - c. detention occupancy;
 - d. high hazard industrial occupancy,
 - e. treatment occupancy; or
 - f. post-disaster building,
 - (ii) a building exceeding 600 square metres in building area or exceeding three storeys in building height used for a major occupancy classified as:
 - a. residential occupancy;
 - b. business and personal services occupancy;
 - c. mercantile occupancy; or
 - d. medium and low hazard industrial occupancy.
- (i) Coordinating Registered Professional means a registered professional retained pursuant to the *Building Code* to coordinate all design work and field reviews of the registered professionals required for a development.
- (j) Construct means to build, erect, install, repair, alter, add, enlarge, move, locate, relocate, reconstruct, demolish, remove, excavate or shore.

- (k) Constructor means a person who constructs.
- (l) Existing, in respect of a building means that portion of a building constructed prior to the submission of a permit application required under this bylaw.
- (m) Fire Inspector has the same meaning as in the B.C. Fire Safety Act, as amended from time to time, and for certainty, includes the Village's Fire Chief as per the Village's Fire Services Bylaw.
- (n) Foundation means a system or arrangement of foundation units through which the loads from a building are transferred directly to supporting soil or rock and includes any portion of the exterior walls of a building that lie below the finished grade immediately adjacent to the building.
- (o) GHG means greenhouse gas.
- (p) Health and Safety Aspects of the Work means design and construction regulated by Parts 3, 4, 5, 6, 7, 8, 9.4, 9.7, 9.8, 9.9, 9.10, 9.11, 9.13, 9.14, 9.15, 9.17, 9.18, 9.19, 9.20, 9.21, 9.23, 9.24, 9.25, 9.31, 9.32, 9.33, 9.34, 9.35, and 9.37 and 10, Division B, of the *building code*; and subject to Parts 1 and 2 in relation to Parts 3 through 10, Division B.
- (q) Health Officer has the same meaning as in the B.C. Public Health Act, as amended from time to time.
- (r) Owner means the registered owner in fee simple, or an agent duly authorized by the owner in writing.
- (s) Permit means permission or authorization in writing by the building official to perform work regulated by this bylaw and, in the case of an occupancy permit, to occupy a building or part of a building.
- (t) Professional Design means the plans and supporting documents bearing the date, seal or stamp, and signature of a registered professional.
- (u) Project means any construction operation.
- (v) Retaining Wall means a structure exceeding 1.2 metres in height that holds or retains soil or other material behind it.
- (w) Simple Building means a building of three storeys or less in building height, having a building area not exceeding 600 square metres and used for a major occupancy classified as:
 - (i) residential occupancy;
 - (ii) business and personal services occupancy;
 - (iii) mercantile occupancy;

- (iv) medium hazard industrial occupancy; or
- (v) low hazard industrial occupancy.
- (x) **Structure** means a construction or portion of construction, of any kind, whether fixed to, supported by or sunk into land or water, except landscaping, fences, paving and retaining structures less than 1.2 meters in height.
- (y) **Temporary Building** means a sales office, construction office or a structure in which tools are stored during construction of a building or other structure.
- (z) **Value of the Work** means that amount that is calculated as follows:
 - (i) for construction of a building containing a residential occupancy that is served by only one stove, or two stoves if permitted as an auxiliary and secondary residential occupancy, the greater of
 - a. the declared value of the work; or
 - b. the value calculated in a manner prescribed by the Village; or
 - (ii) 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".
- (aa) **Village** means the Village of Fraser Lake, and in this bylaw, includes any of its agents.

2.2 Every reference to this bylaw in this or another bylaw of the Village is a reference to this bylaw as amended to the date of reference.

2.3 Every reference to:

- (a) the *Building Code* is a reference to the current edition as of the date of issuance of the building permit; and
- (b) a section of the *Building Code* is a reference to the applicable successor sections, as the code or section may be amended or re-enacted from time to time.

2.4 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, considering the specialized use of terms with the various trades and professions to which the terminology applies.

3. PURPOSE OF BYLAW

- 3.1 Every permit issued under this bylaw is issued expressly subject to the provisions of this Part.
- 3.2 This bylaw is enacted to regulate, prohibit and impose requirements regarding construction in the *Village* in the public interest.
- 3.3 The purpose of this bylaw does not extend to:
 - (a) the protection of *owners*, designers or *constructors* from economic loss;
 - (b) the assumption by the *Village* or any *building official* of any responsibility for ensuring compliance by any *owner*, their representatives, or any employees, *constructors* or designers retained
 - (c) by the *owner*, with the *building code*, the requirements of this bylaw, or other applicable enactments, codes or standards;
 - (d) 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;
 - (e) providing any person a warranty or assurance that construction undertaken in accordance with building permits issued by the *Village* is free from latent, or any, defects; or
 - (f) the protection of adjacent real property from incidental damage or nuisance.

4. SCOPE AND EXEMPTIONS

- 4.1 This bylaw applies to the design, construction or occupancy of new buildings or *structures*, and the *alteration*, reconstruction, demolition, removal, relocation or occupancy or change of use or occupancy of *existing* buildings and *structures*.
- 4.2 This bylaw does not apply to:
 - (a) *Retaining Walls* or a fence;
 - (b) an accessory *building* with a floor area not exceeding 10 square metres, single storey only;
 - (c) a trellis, an arbour, a wall supporting soil that is less than 1.2 metres in height, or other similar landscape *structures* on a parcel zoned for residential use the Village's Zoning Bylaw, as amended from time to time;

- (d) a *building* or *structure* commonly known as "Canadian Standards Association Z240 MH series, Z241 series or A277 series", except as regulated by the *Building Code*;
- (e) *existing* masonry chimneys or fireplaces and solid fuel burning appliances, factory-built chimneys or fireplaces and equipment;
- (f) detached decks that are less than 600mm above finished ground level and do not have a roof *structure*;
- (g) polyethylene covered greenhouses that serves a single residential occupancy with a floor area not exceeding 15 square metres;
- (h) fabric covered temporary parking *structure* with a floor area of less than 20 square metres;
- (i) construction of a dock;
- (j) low human occupancy farm buildings used for farm purposes, on land designated for agricultural use and with farm status pursuant to the *Assessment Act*;
- (k) repair or replacement of *existing* plumbing fixtures that do not affect the venting or sewerage system;
- (l) replacement of roofing material provided no structural work will occur and the new material will not impact the *existing structure*;
- (m) replacement of windows and doors in the same rough opening provided that no structural work will occur;
- (n) Installation of solar panels on an *existing structure*; and
- (o) A reusable metal container that was designed for the commercial transportation of freight or other goods by being mounted on rail cars, a truck, where the container or containers:
 - (i) Conforms with all provisions of the Village's Zoning Bylaw, as amended from time to time are not stacked one on another;
 - (ii) is not structurally modified;
 - (iii) is not connected or attached to any building or *structure* to which this bylaw applies;
 - (iv) does not exceed a floor area of 15 square metres;
 - (v) is not used for residential occupancy.

4.3 Except as provided in the *building code* or to the extent an *existing* building is under construction or does not have an occupancy permit, when an *existing* building has been constructed before the enactment of this bylaw, the enactment of this bylaw is not to be interpreted as requiring that the building

must be reconstructed and altered, unless it is expressly so provided by this or another bylaw, regulation or statute.

- 4.4 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. Part 12 applies to building moves.
- 4.5 If an *alteration* is made to an *existing* building, the *alteration* must comply with this bylaw and the *building code* and the entire building must be made to comply with this bylaw and the *building code*, but only to the extent necessary to address any new infractions introduced in the remainder of the building as a result of the *alteration*.
- 4.6 If an *alteration* creates an *addition* to an *existing* building, the *alteration* or *addition* must comply with this bylaw and the *building code* and the entire building must be made to comply with this bylaw and the *building code*, but only to the extent necessary to address any new infractions introduced in the remainder of the building as a result of the *alteration* or *addition*.

5. PROHIBITIONS

- 5.1 A person must not commence or continue any construction, *alteration*, reconstruction, demolition, removal, relocation or change the use or occupancy of any building or *structure*, including other work related to construction
 - (a) except in conformity with the requirements of the *building code* and this bylaw; and
 - (b) unless a *building official* has issued a valid and subsisting permit for the work under this bylaw.
- 5.2 A person must not occupy or permit the occupancy of any building or *structure* or part of any building or *structure* unless a subsisting occupancy permit has been issued by a *building official* for the building or *structure* or the part of the building or *structure*; or contrary to the terms of any permit issued or any notice given by a *building official*.
- 5.3 A person must not knowingly submit false or misleading information to a *building official* in relation to any permit application or construction undertaken pursuant to this bylaw.
- 5.4 Except in accordance with this bylaw, including acceptance of revised plans or supporting documents, a person must not 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 a permit has been issued.

- 5.5 A person must not, unless authorized in writing by a *building official*, reverse, alter, deface, cover, remove or in any way tamper with any notice, permit or certificate posted or affixed to a building or *structure* pursuant to this bylaw.
- 5.6 A person must not do any work that is substantially at variance with the accepted design or plans of a building, *structure* or other works for which a permit has been issued, unless that variance has been authorized in writing by a *building official*.
- 5.7 A person must not interfere with or obstruct the entry of a *building official* or other authorized official of the *Village* on property in the administration of this bylaw.
- 5.8 A person must not *construct* on a parcel unless the civic address is conspicuously posted on the front of the premises or on a signpost so it may be easily read from the public highway from which it takes its address.
- 5.9 A person must not contravene an administrative requirement of a *building official* made under section 5.6 or any other provision of this bylaw.
- 5.10 A person must not 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.

6. PERMIT CONDITIONS

- 6.1 A permit is required if work regulated under this bylaw is to be undertaken.
- 6.2 Neither the issuance of a permit under this bylaw, nor the acceptance or review of plans, drawings, specifications or supporting documents, nor any inspections made by or on behalf of the *Village* will in any way
 - (a) relieve the *owner* (and if the *owner* is acting through an *agent*, the *agent* of the *owner*) from full and sole responsibility to perform the work in respect of which the permit was issued in strict compliance with this bylaw, the *building code*, and all other applicable codes, standards, and enactments;
 - (b) constitute a representation, warranty, assurance, or statement that the *building code*, this bylaw, or any other applicable enactments respecting safety, protection, land use and zoning have been complied with; or
 - (c) constitute a representation or warranty that the building or *structure* meets any standard of materials or workmanship.

- 6.3 No person shall rely on any permit as establishing compliance with this bylaw or assume or conclude that this bylaw has been administered or enforced according to its terms.
- 6.4 Without limiting section 6.2(a), it is the full and sole responsibility of the *owner* (and if the *owner* is acting through a representative, the representative of the *owner*) to carry out the work in respect of which the permit was issued in compliance with the *building code*, this bylaw and all other applicable codes, standards and enactments.

7. POWERS OF A BUILDING OFFICIAL

- 7.1 Words defining the authority of a *building official* are to be construed as internal administrative powers and not as creating a duty.
- 7.2 A *building official* may
 - (a) administer this bylaw, but owes no public duty to enforce or administer this bylaw;
 - (b) keep records of applications received, permits, notices and orders issued, inspections and tests made, and may retain copies of all papers and documents connected with the administration of this bylaw;
 - (c) establish or require an *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*; and
 - (d) direct that tests of materials, equipment, devices, construction methods, structural assemblies or *foundations* be carried out, or that sufficient evidence or proof be submitted by the *owner*, at the *owner's* sole expense, 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*.
- 7.3 A *building official* may refuse to issue a permit if the proposed work contravenes the requirements of the *building code* or the provisions of this or any other bylaw of the *Village* and must state the reason in writing.
- 7.4 A *building official* may revoke a permit if, in their 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.
- 7.5 Subject to applicable enactments, a *building official* may enter on property at any time to ascertain whether the requirements of this bylaw are being met.

- 7.6 Subject to applicable enactments, a *building official* may, by notice in writing, require:
- (a) a person who contravenes any provision of this bylaw to comply with that provision within the time ordered;
 - (b) an *owner* to stop work on a building or *structure*, or any part of a building or *structure*, if the work is proceeding in contravention of this bylaw, the *building code*, or any other enactment of the *Village* or other applicable enactments, or if there is deemed to be an unsafe condition, and may enter on property to affix or post a stop work order in the form prescribed by the *building official*;
 - (c) an *owner* to remove or prevent any unauthorized encroachment on a public parcel, a statutory right of way or easement, or a setback or yard required under an enactment;
 - (d) an *owner* to remove any building or *structure*, or any part of a building or *structure*, constructed in contravention of a provision of this bylaw;
 - (e) an *owner* to have work inspected by a *building official* prior to covering;
 - (f) an *owner* to uncover any work that has been covered without inspection contrary to this bylaw or an order issued by a *building official*;
 - (g) a person to cease any occupancy in contravention of a provision of this bylaw;
 - (h) a person to cease any occupancy if any unsafe condition exists because of work being undertaken but not complete and where the *building official* has not issued an occupancy permit for the work;
 - (i) an *owner* to correct any unsafe condition; and
 - (j) an *owner* to correct any work that contravenes this bylaw, the *building code*, or any other enactment.
- 7.7 Every reference to “owner” in section 7.6 includes a reference to the *owner’s agent* or *constructor*.
- 7.8 Every person served with a notice under this Part must comply with that notice
- (a) within the time ordered, or
 - (b) if no time is ordered, immediately.

8. OWNER'S RESPONSIBILITIES

- 8.1 Subject to Part 10 of this bylaw, every *owner* must apply for and obtain a permit, prior to:
- (a) constructing, repairing or altering a building or *structure*;
 - (b) moving a building or *structure* into or within the *Village*;
 - (c) demolishing a building or *structure*;
 - (d) occupying a new building or *structure*;
 - (e) constructing a masonry fireplace or installing a wood-burning appliance or chimney; and
 - (f) changing the use or occupancy of a building unless the works are the subject of another valid and subsisting building permit.
- 8.2 Every *owner* must ensure that plans submitted with a permit application bear the name, phone number, address and email address of the designer of the building or *structure*.
- 8.3 Every *owner* must
- (a) comply with the *building code*, the requirements of this bylaw and the conditions of a permit, and must not omit any work required by the *building code*, this bylaw or the conditions of a permit;
 - (b) ensure that all permits, all plans and specifications and supporting documents on which a permit was based, all municipal inspection certificates, and all professional field reviews are available at the site of the work for inspection during working hours by the *building official*, and that all permits are posted conspicuously on the site during the entire execution of the work; and
 - (c) prior to the issuance of a building permit, execute and submit to the *Village* an *owner's* undertaking in the form prescribed by the *Village*, where required by the *building official*.
- 8.4 Every *owner* and every *owner's agent*, must carry out construction or have the construction carried out in accordance with the requirements of the *building code*, this bylaw and other bylaws of the *Village* and none of the issuance of a permit under this bylaw, the review of plans and supporting documents, or inspections made by a *building official* or a registered professional shall relieve the *owner* or their *agent* from full and sole responsibility to perform the work in strict accordance with this bylaw, the *building code* and all other applicable codes, standards and enactments.

- 8.5 Every *owner* must allow a *building official* to enter any building or premises at any reasonable time to administer and enforce this bylaw. Every *owner* to whom a permit is issued must, during construction, post the civic address on the property so that it may be easily read from the public highway from which the property takes its address.

DAMAGE TO MUNICIPAL WORKS

- 8.6 Every *owner* to whom a permit is issued is responsible for the cost to repair any damage to municipal works or land that occurs during and arises directly or indirectly from the work authorized by the permit.
- 8.7 In addition, every *owner* must pay to the *Village*, within 30 days of receiving an invoice from the *Village*, the cost to repair any damage to public property or works located on public property arising directly or indirectly from work for which a permit was issued.

DEMOLITION

- 8.8 Prior to obtaining a permit to demolish a building or *structure*, the *owner* must
- (a) provide to the *Village* a vacancy date;
 - (b) pay capping and inspection chamber installation fees as set out in the *Village's Fees and Charges Bylaw*; and
 - (c) ensure that all municipal services and other services are capped and terminated at the property line in a *Village* standard inspection chamber and valve arrangement.
- 8.9 Every *owner* must ensure that, on completion of all demolition procedures, all debris and fill are cleared and the site is levelled, graded, or made safe if levelling or grading are not possible.

NOTICE

- 8.10 Every *owner* must, at least 48 hours prior to commencing work at a building site, give written or online notice to a *building official* of the date on which the *owner* intends to begin such work.
- 8.11 Every *owner* must give written or online notice to a *building official* of any change in or termination of engagement of a registered professional, including a *coordinating registered professional*, during construction, within 24 hours of when the change or termination occurs.
- 8.12 If an *owner* or a registered professional terminates the engagement of a registered professional, including a *coordinating registered professional*, the *owner* must terminate all work under a building permit until the *owner* has engaged a new registered professional, including a *coordinating registered professional*, and has delivered to a *building official* new letters of assurance.

- 8.13 Without limiting sections 11.29 to 11.44, every *owner* must give at least 48 hours' online or written notice to a *building official*
- (a) of intent to do work that is required or ordered to be corrected during construction;
 - (b) of intent to cover work that is required under this bylaw to be, or has been ordered to be inspected prior to covering; and
 - (c) when work has been completed so that an occupancy inspection can be made.
- 8.14 Every *owner* must give notice in writing to a *building official* of any change in ownership or change in the address of the *owner* which occurs prior to the issuance of an occupancy permit.
- 8.15 Every *owner* must give such other notice to a *building official* as may be required by the *building official* or by a provision of this bylaw.

9. OBLIGATIONS OF OWNER'S CONSTRUCTOR

- 9.1 Every *constructor* must ensure that all construction is done in compliance with all requirements of the *building code*, this bylaw, and all other applicable codes, standards and enactments.
- 9.2 Every *constructor* must ensure that no excavation or other work is undertaken on public property, and that no public property is disturbed, no building or *structure* erected, and no materials stored thereon, in whole or in part, without first having obtained approval in writing from the appropriate authority over such public property.
- 9.3 For the purposes of the administration and enforcement of this bylaw, every *constructor* is responsible jointly and severally with the *owner* for all work undertaken.

10. REGISTERED PROFESSIONAL'S RESPONSIBILITIES

PROFESSIONAL DESIGN AND FIELD REVIEW

- 10.1 The provision by the *owner* to the *Village* of letters of assurance in accordance with the requirements of the *building code* shall occur prior to
- (a) the pre-occupancy site review coordinated by the *coordinating registered professional* or other registered professional for a *complex building*, or
 - (b) an occupancy inspection for a simple building in circumstances where letters of assurance have been required in accordance with the

requirements of the *building code*, in which case 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 subsection 2.2.7, Division C, of the *building code*.

REQUIREMENT FOR A REGISTERED PROFESSIONAL

- 10.2 If a registered professional provides letters of assurance in accordance with the *building code*, they must also provide proof of professional liability insurance to the *building official*.
- 10.3 The *owner* must retain a registered professional to provide a *professional design* and plan certification and letters of assurance in the form of Schedules A, B, C-A and C-B referred to in subsection 2.2.7, Division C, of the *building code*, in respect of a permit application
- (a) prior to the pre-occupancy site review coordinated by the *coordinating registered professional* or other registered professional for a *complex building*, or
 - (b) prior to an occupancy inspection for a simple building in circumstances where letters of assurance have been required in accordance with the requirements of the *building code*, in which case 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 subsection 2.2.7, Division C, of the *building code*;
 - (c) except for garages, carports and garden *structures, foundation* and excavation components of new simple buildings and *additions* greater than 55 square metres to simple buildings in accordance with the *building code*;
 - (d) a building that is designed with common egress systems for the occupants and requires the use of firewalls in accordance with the *building code*;
 - (e) prior to *alterations* to a building, or to a structural component of a building described in paragraph (b);
 - (f) for a building in respect of which the *building official* determines that site conditions, size or complexity so warrant in the interests of safety of persons or protection of property under the *building code*;
 - (g) if the building envelope components of the building fall under Division B Part 3 of the *building code*, the building contains more than two dwellings, or if the building envelopes do not comply with the prescriptive requirements of Division B Part 9 of the *building code*; and
 - (h) for a parcel of land on which a building or *structure* is proposed if the *building official* believes the parcel is or is likely to be subject to

flooding, mud flows, debris flows, debris torrents, erosion, land slip, rock falls, subsidence or avalanche, and the requirement for a *professional design* is in addition to a requirement under Division 8 of Part 3 of the Community Charter

- (i) 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
- (ii) that the plans submitted with the application comply with the relevant provisions of the *building code* and applicable bylaws of the *Village*.

10.4 The *building official* may require any registered professional carrying out the *professional design* and field review required under section 10.3 to provide evidence that they have experience and expertise in respect of the *professional design* and field review of the context and scope required.

PROFESSIONAL PLAN CERTIFICATION

10.5 The letters of assurance in the form of Schedules A and B as referred to in subsection 2.2.7, Division C, of the *building code* referred to in sections 10.1 and 12.3 are relied upon by the *Village* and its *building officials* as certification that the design and plans to which the letters of assurance refer comply with the *building code*, this bylaw and other applicable enactment.

10.6 Letters of assurance must be in the form of Schedules A and B referred to in subsection 2.2.7, Division C, of the *building code*.

10.7 For a building permit issued for the construction of a *complex building*, the *building official* shall provide the *owner* with a notice that the building permit is issued in reliance on the certification of the registered professional that the *professional design* and plans submitted in support of the application for the building permit comply with the *building code* and other applicable enactments. Any failure on the part of the *building official* to provide the *owner* with the notice will not diminish or invalidate the reliance by the *Village* or its *building officials* on the registered professionals.

11. BUILDING PERMIT APPLICATION REQUIREMENTS

ALL APPLICABLE BUILDINGS

11.1 Prior to issuance of a building permit, the *owner* must satisfy the following requirements or conditions:

- (a) the *owner* must ensure that the proposed building or *structure* complies with all bylaws of the *Village*, 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;

- (b) the *owner* must provide evidence to the *building official* showing that the person applying for the building permit is either the *owner* of the parcel that is the subject of the proposed building permit, or is the *agent* of the *owner*, in which case, the *agent* must provide the name and contact information of the *owner*;
- (c) if all on site and off site works and services required by a *Village* bylaw or other enactment have not been completed in accordance with the enactments, the *owner* must enter into a completion agreement with the *Village* and deliver to the *Village* letters of credit or cash security for completion of the works and service.

COMPLEX BUILDINGS

11.2 An application for a building permit with respect to a *complex building* must

- (a) be made in the form prescribed by the *Village* and signed by the *owner*, or a signing officer if the *owner* is a corporation;
- (b) be accompanied by the *owner's* acknowledgement of responsibility and undertaking made in the form prescribed by the *Village* and signed by the *owner*, or a signing officer if the *owner* is a corporation;
- (c) include a copy of a title search for the relevant property made within 30 days of the date of the permit application;
- (d) include a *building code* compliance summary including the applicable edition of the *building code*, such as without limitation whether the building is designed under Part 3 or Part 9 of the *building code*, major occupancy classification(s) of the building, building area and building height, number of streets the building faces, and accessible entrances, work areas, washrooms, firewalls and facilities;
- (e) include a copy of a survey plan prepared by a British Columbia land surveyor;
- (f) include a site plan prepared by a registered professional showing
 - (i) the bearing and dimensions of the parcel taken from the registered subdivision plan;
 - (ii) the legal description and civic address of the parcel;
 - (iii) the location and dimensions of *existing* and proposed statutory rights of way, easements and setback requirements, adjacent street and lane names;

- (iv) the location and dimensions of *existing* and proposed buildings or *structures* on the parcel;
 - (v) setbacks to the natural boundary of any lake, swamp, pond or watercourse;
 - (vi) north arrow;
 - (vii) if applicable, location of an approved *existing* or proposed private or other alternative sewage disposal system, water supply system or storm water drainage system;
 - (viii) zoning compliance summary;
 - (ix) the location, dimensions and gradient of parking and parking access;
 - (x) proposed and *existing* setbacks to property lines;
 - (xi) natural and finished grade at building corners and significant breaks in the building plan and proposed grade around the building faces in order to ascertain *foundation* height;
 - (xii) first storey floor elevation;
 - (xiii) location, setbacks and elevations of all *retaining walls*, steps, stairs and decks;
 - (xiv) line of upper floors;
 - (xv) location and elevation of curbs, sidewalks, manholes, and service poles;
 - (xvi) location of *existing* and proposed service connections;
 - (xvii) location of top bank and water courses;
 - (xviii) access routes for firefighting;
 - (xix) accessible paths of travel from the street to the building; and
 - (xx) the geodetic elevation of the underside of a wood floor system or the top of a finished concrete slab of a building or *structure* where the *Village's* land use regulations or provincial flood mapping regulations establish siting requirements related to minimum floor elevation,
 - (xxi) 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*;
- (g) include floor plans showing the dimensions, uses, and occupancy classification of all areas, including: 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;

- (h) include a cross-section through the building or *structure* in sufficient detail and locations to illustrate *foundations*, drainage, ceiling heights and construction systems;
- (i) include elevations of all sides of the building or *structure* showing finish details, roof slopes, windows, doors, natural and finished grade, spatial separations and ridge height to comply with the *building code* and to illustrate that the building or *structure* conforms with the Village zoning bylaw and development permit, where applicable;
- (j) include cross-sectional details drawn at an appropriate scale and at sufficient locations to illustrate that the building conforms to the *building code*;
- (k) include all other requirements of sections 2.2.1, 2.2.3, 2.2.4, 2.2.5, 2.2.6 and 2.2.9, Division C of the *building code*;
- (l) include copies of approvals required under any enactment relating to health or safety, including, without limitation, sewage disposal permits, highway access permits and ministry of health approvals;
- (m) include a letter of assurance in the form of Schedule A referred to in subsection 2.2.7 Division C, of the *building code*, signed by the *owner*, or a signing officer if the *owner* is a corporation, and the *coordinating registered professional*;
- (n) include letters of assurance in the form of Schedule B referred to in subsection 2.2.7 Division C, 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;
- (o) include two sets of drawings at a suitable scale of the design prepared by each registered professional containing the information set out in (g) to (k) of this section; and
- (p) include illustration of any slopes on the subject parcel that exceed 30%.

11.3 In addition to the requirements of section 11.2 of this bylaw, a *building official* may require the following to be submitted with a permit application for the construction of a *complex building* 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 servicing bylaw, as amended from time to time;

- (b) a section through the site showing grades, buildings, *structures*, parking areas and driveways; and
- (c) 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*.

SIMPLE BUILDINGS

11.4 An application for a building permit with respect to a simple building must

- (a) be made in the form prescribed by the *building official* and signed by the *owner*, or a signing officer if the *owner* is a corporation;
- (b) be accompanied by the *owner's* acknowledgment of responsibility and undertaking made in the form prescribed by the *Village* and signed by the *owner*, or a signing officer if the *owner* is a corporation;
- (c) include a copy of a title search for the relevant property made within 30 days of the date of the permit application;
- (d) include a copy of a survey plan prepared by a British Columbia land surveyor except that the *building official* may waive the requirement for a survey plan, in whole or in part, where conditions warrant;
- (e) include a site plan showing
 - (i) the bearing and dimensions of the parcel taken from the registered subdivision plan;
 - (ii) the legal description and civic address of the parcel;
 - (iii) the location and dimensions of *existing* and proposed statutory rights of way, easements and setback requirements, adjacent street and lane names;
 - (iv) the location and dimensions of *existing* and proposed buildings or *structures* on the parcel;
 - (v) setbacks to the natural boundary of any lake, swamp, pond or watercourse;
 - (vi) north arrow;
 - (vii) if applicable, location of an approved *existing* or proposed alternative private or other sewage disposal system, water supply system or storm water drainage system;

- (viii) the location, dimensions and gradient of parking and parking access;
 - (ix) proposed and *existing* setbacks to property lines;
 - (x) natural and finished grade at building corners and datum determination points;
 - (xi) first storey floor elevation;
 - (xii) location, setbacks and elevations of all *retaining walls*, steps, stairs and decks;
 - (xiii) line of upper floors;
 - (xiv) location and elevation of curbs, sidewalks, manholes and service poles;
 - (xv) location of *existing* and proposed service connections;
 - (xvi) location of top bank and water courses;
 - (xvii) access routes for firefighting;
 - (xviii) accessible paths of travel from the street to the building;
 - (xix) zoning compliance summary; and
 - (xx) the geodetic elevation of the underside of a wood floor system or the top of a finished concrete slab of a building or *structure* where the *Village's* land use regulations or provincial flood mapping regulations establish siting requirements related to minimum floor elevation,
 - (xxi) except that for a *simple building* 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;
- (f) include floor plans showing the dimensions and uses of all areas, including: the dimensions and height of crawl and roof spaces; the location, size and swing of doors; the location, size and opening of windows; floor, wall, and ceiling finishes; plumbing fixtures; structural elements; and stair dimensions;
 - (g) include a cross-section through the building illustrating *foundations*, drainage, ceiling heights and construction systems;
 - (h) include elevations of all sides of the building showing finish details, roof slopes, windows, doors, the grade, the maximum building height line, ridge height, spatial separations and natural and finished grade to comply with the *building code* and to illustrate that the building or *structure* conforms with the *Village* zoning and development permit;

- (i) 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*;
- (j) include copies of approvals required under any enactment relating to health or safety, including, without limitation, sewage disposal permits, highway access permits and Ministry of Health approvals;
- (k) except for garages, carports and garden *structures* located on land, include a *foundation* and excavation design prepared by a registered professional in accordance with the *building code*, except when not required by the *building official*;
- (l) include geotechnical letters of assurance, in addition to a required geotechnical report, if the *building official* determines that the site conditions so warrant;
- (m) include two sets of drawings at a suitable scale of design including the information set out in (f) to (i) of this section; and
- (n) include a *building code* compliance summary including the applicable edition of the *building code*, such as, without limitation, whether the building is designed under Part 3 or Part 9 and compliance with article 2.2.2.1(2), Division C of the *building code*.

11.5 In addition to the requirements of section 11.4 of this Part, if a project involves

- (a) two or more buildings, the gross floor areas of which in the aggregate total more than 1,000 square metres;
- (b) two or more buildings that will contain four or more dwelling units; or
- (c) otherwise if the complexity of the proposed building or *structure* or siting circumstances warrant, a *building official* may require the following be submitted with a permit application for the construction of each *simple building* in the project:
 - (i) a section through the site showing grades, buildings, *structures*, parking areas and driveways;
 - (ii) a roof plan and roof height calculations;
 - (iii) structural, electrical, plumbing, mechanical or fire suppression drawings prepared and sealed by a registered professional;
 - (iv) letters of assurance in the form of Schedule B referred to in Division C of the *building code*, signed by a registered professional; and
 - (v) 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*.

SITE AND LOCATION INFORMATION

- 11.6 Without limiting sections 11.2(f) or 11.4(d) of this Part, the *building official* may in writing require an *owner* to submit an up-to-date plan or survey prepared by a registered British Columbia land surveyor which contains sufficient information respecting the site and location of any building to
- (a) establish, before construction begins, that all the provisions of this bylaw in relation to this information will be complied with;
 - (b) verify, on completion of the construction, that all provisions of this and other applicable bylaw have been complied with;
 - (c) in relation to an *existing* building, substantiate its location and size, including appurtenances whether above, at, or below ground level, relative to the site or its relationship to neighbouring grades; and
 - (d) in relation to construction of a new building, or *addition* to an *existing* building, prior to and after the placement of concrete for *foundations* and footings, show the elevation at proposed top of concrete on all building elevations and at all significant changes of elevation to substantiate its size, location and elevation,
 - (e) and every person served with a written requirement under this section must comply with the requirement.

PERMIT FEES AND REFUNDS

- 11.7 Before receiving a building permit for a building or *structure*, the *owner* must first pay to the *Village*
- (a) the building permit fee prescribed in the Village's Fees and Charges Bylaw, as amended from time to time; and
 - (b) any fees, charges, levies or taxes imposed by the *Village* and payable under an enactment at the time of issuance of the building permit.
- 11.8 No fee or part of a fee paid to the *Village* may be refunded if construction of the building has started.
- 11.9 A building permit or other permit fee may be partially refunded in the amount of 75% of the fees, only if
- (a) the *owner* has submitted a written request for a refund;
 - (b) the *building official* has certified a start has not been made on the construction of the building or *structure*; and
 - (c) the permit has not expired.

- 11.10 A building permit or other permit fee is not refundable after the permit has been extended under section 11.41 of this Part.

DESIGN MODIFICATION

- 11.11 If an issued building permit or other permit is active and the *owner* proposes modification to the building design whereby the *value of the work* does not increase or the *value of the work* decreases, the *owner* must pay to the *Village* a building permit fee based on the plan review hourly rate set out in the *Village's Fees and Charges Bylaw*.

CONSTRUCTION BEFORE PERMIT

- 11.12 The building permit or other permit fee may be doubled for every permit application if construction commenced before the *building official* issued a permit, to a maximum of \$10,000.00.

EXPIRATION OF PERMIT APPLICATION

- 11.13 A building permit application expires 180 days from the date an application is received under this Part if the building permit is not issued by the application expiration date, unless the permit is not issued only due to delays caused by the *Village*.

ISSUANCE OF BUILDING PERMIT

- 11.14 If
- (a) a completed application in compliance with sections 11.2 and 11.3 or sections 11.4 and 11.5 of this Part, including all required supporting documentation, has been submitted;
 - (b) the *owner* has paid all applicable fees set out in sections 11.7 to 11.17 of this Part;
 - (c) the *owner* or their representative has paid all charges and met all requirements imposed by any other statute or bylaw;
 - (d) the *owner* has retained a professional engineer or geoscientist if required under this bylaw;
 - (e) the *owner* has retained an architect if required under this bylaw; and
 - (f) no covenant, agreement, resolution or regulation of the *Village* requires or authorizes the permit to be withheld,

the *building official* must issue the permit, in the form prescribed by the *building official*, for which the application is made, and the date of issuance is deemed to be the date the *Village* gives notice to the *owner*.

- 11.15 Despite section 11.19, the *building official* may refuse to issue a permit when the *owner* has been notified of a violation of this bylaw about the construction of another building or *structure* by the *owner*.

HOMEOWNER PROTECTION ACT

- 11.16 If the application is in respect of a building that includes, or will include, a residential occupancy governed by the *Homeowner Protection Act*, the building permit must not be issued unless the *owner* provides evidence under section 30(1) of the Homeowner Protection Act, that the proposed building
- (a) is covered by home warranty insurance; and
 - (b) the *constructor* is a licensed "residential builder" as defined in that Act.
- 11.17 Section 11.21 of this Part 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*.
- 11.18 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.

PARTIAL CONSTRUCTION

- 11.19 If a site has been excavated under a building permit issued under this bylaw and a building permit is not subsequently issued or a subsisting building permit has expired under section 11.45, 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.
- 11.20 If a building permit has expired and partial construction has progressed, with no extension requested of the *building official* under section 11.46, permanent fencing with a privacy screen must be erected around the building site for protection to the public. The fencing must comply with the Village's Zoning Bylaw.

CONDITIONS OF BUILDING PERMIT

- 11.21 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 and the *building official* has authorized the transfer or assignment in writing. The transfer or assignment of a building permit is not an extension of a building permit.
- 11.22 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 plans and supporting documents, or from

prohibiting building construction or occupancy being carried on when in violation of this or another bylaw.

INSPECTIONS

- 11.23 If a registered professional provides letters of assurance in accordance with this Part, the *Village* will rely solely on field reviews undertaken by the registered professional and the letters of assurance submitted pursuant to this bylaw and the *building code* 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.
- 11.24 Despite section 11.23 of this Part, a *building official* may attend the site from time to time during construction to ascertain that the field reviews are taking place and to monitor the field reviews undertaken by the registered professionals.
- 11.25 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.
- 11.26 For all work in respect of *simple buildings*, the *owner* must give at least 48 hours' 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 them
- (a) Demolition:
 - (i) Once the building or *structure* is removed and the grading of and removal of debris from the site is complete;
 - (b) Footing and *foundation* forms:
 - (i) before concrete is poured; and
 - (ii) before metal *foundation* posts are installed to ensure correct property line clearances from the *structure*;
 - (c) Pre-backfill:
 - (i) when the perimeter drain tile, drain rock and damp-proofing is completed, prior to backfilling;
 - (ii) if required, below grade exterior insulation is installed; and
 - (iii) if required, the survey for the *foundation* location is to be received by the *Village* prior to approval of backfill;
 - (d) Plumbing located below the finished slab level:

- (i) water or air test must be visually confirmed by the *building official*; and
 - (ii) pipe must be bedded in material free of stones, boulders, cinders and frozen earth
- (e) Preslab:
 - (i) before the concrete slab is poured;
 - (ii) the preparation of ground is complete, including:
 - a. if required, ground cover;
 - b. if required, soil gas control;
 - c. if required, below slab insulation;
 - (iii) if required, perimeter insulation on inside of concrete *foundation* walls is complete;
- (f) Plumbing located above the finished slab level:
 - (i) water or air test must be visually confirmed by the *Building Official*;
- (g) Rough in of factory-built chimneys and fireplaces and solid fuel burning appliances;
- (h) Framing:
 - (i) when framing, sheathing, fire stopping (including drywall in fire separations), bracing, chimney and ductwork, rough-in of factory-built chimneys, rough wiring, and rough plumbing are in place; and
 - (ii) prior to the installation of insulation, interior finishes, sheathing paper or exterior finishes which would conceal such work;
- (i) Insulation, air and vapour barrier:
 - (i) prior to the installation of gypsum or other interior finishes; and
 - (ii) wall sheathing membrane, externally applied vapour or air barrier, stucco wire or lath, and flashings, but prior to the installation of exterior finishes which could conceal such work;
- (j) Occupancy:
 - (i) the *health and safety aspects of the work* and the conservation, *GHG* emission reduction and accessibility aspects of the work when the building or structure is substantially complete, ready for occupancy but prior to occupancy; and
- (k) Any additional documentation required by the *Village*.

- 11.27 A *building official* will only carry out an inspection under section 11.26 if the *owner* or the *owner's agent* has requested the inspection online or in writing in accordance with this bylaw.
- 11.28 Despite the requirement for the *building official's* acceptance of the work outlined in section 11.26, if a registered professional provides letters of assurance, the *Village* may 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 conform to the design, plans and specifications and that the construction complies with the *building code*, this bylaw and other applicable enactments respecting safety.
- 11.29 No person may conceal any aspect of the work referred to in section 11.26 of this bylaw until a *building official* has accepted it in writing.
- 11.30 For work in respect of *complex buildings*, the *owner* must
- (a) give at least 48 hours online or written notice to the *Village* when requesting a preconstruction meeting with the *building official* prior to the start of construction, and the *owner* or their representative must ensure that the *coordinating registered professional*, the *constructor*, as well as representatives of major trades, are in attendance;
 - (b) give at least 48 hours online or written notice to the *Village* when requesting a pre-occupancy coordinated site review by the *coordinating registered professional* or other registered professional 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 and the conservation, *GHG* emissions, and accessibility aspects of the work; and
 - (c) cause the *coordinating registered professional*, at least 48 hours prior to the pre-occupancy coordinated site review coordinated by the *coordinating registered professional*, to deliver to the *building official* the form entitled Confirmation of Required Documentation, as amended from time to time.

STOP WORK ORDER

- 11.31 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 in the form prescribed by the *building official* 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 the applicable provisions of the Homeowner Protection Act.

- 11.32 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.
- 11.33 If a registered professional's services are terminated, the *owner* must immediately stop any work that is subject to the registered professional's design or field review and the *building official* is deemed to have issued a stop work order under section 11.31.
- 11.34 The *owner* must immediately, after the posting of a notice under section 11.31, 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, of a provincial agency, and of every applicable bylaw of the *Village*.
- 11.35 Subject to section 11.36, no work other than the required remedial measures may be carried out on the parcel affected by the notice referred to in section 11.31 until the stop work order notice has been removed by the *building official*.
- 11.36 The notice referred to in section 11.31 must remain posted on the premises until that which is contrary to the enactments has been remedied.

DO NOT OCCUPY NOTICE

- 11.37 If a person occupies a building or *structure* or part of a building or *structure* in contravention of this bylaw, a *building official* may post a Do Not Occupy Notice in the form prescribed by the *building official* on the affected part of the building or *structure*.
- 11.38 If a person occupies a building or *structure* or part of a building or *structure* in contravention of the Fire Code or any other provision of the Fire Safety Act, the *Fire Inspector* may post a Do Not Occupy Notice in the form prescribed by the *Village* on the affected part of the building or *structure*.
- 11.39 If a person occupies a building or *structure* or part of a building or *structure*, and the *Village* has reasonable cause to believe that the occupancy of the building or *structure* is in contravention of the Public Health Act, the Chief Administrative Officer or their designate may post a Do Not Occupy Notice in the form prescribed by the *Village* on the affected part of the building or *structure*. If a Do Not Occupy Notice is posted for this reason, the *Village* will inform the relevant *Health Officer* immediately.

- 11.40 If a person occupies a building or *structure* or part of a building or *structure*, and the *Village* has reasonable cause to believe that the occupancy of the building or *structure* is in contravention to any other applicable enactment respecting health or safety, the Chief Administrative Officer or their designate may post a Do Not Occupy Notice in the form prescribed by the *Village* on the affected part of the building or *structure*.
- 11.41 If a Do Not Occupy Notice is posted for any of the preceding reasons, 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 refrain from further occupancy until all applicable provisions of the *building code*, this bylaw, the Fire Code, the Fire Safety Act, the Public Health Act, or any other applicable enactments respecting health or safety have been substantially complied with and the Do Not Occupy Notice has been rescinded in writing by a *building official*, *Fire Inspector*, *Health Officer*, or the Chief Administrative Officer or their designate.

INSPECTION FEES

- 11.42 In addition to the fees required under other provisions of this bylaw, the *owner* must pay the fee set out in the Village's Fees and Charges Bylaw for
- (a) a third and each 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 work, more than two site visits are required for any required inspection;
 - (b) a special inspection during normal business hours to establish the condition of a building, or if an inspection requires special arrangements because of time, location or construction techniques; and
 - (c) inspection required under this bylaw which cannot be carried out during normal business hours.

PERMIT EXPIRATION, EXTENSION, REVOCATION, AND CANCELLATION

- 11.43 Every permit is issued on the condition that the permit expires and the rights of the *owner* under the permit terminate if
- (a) the work authorized by the permit is not commenced within 240 days from the date of issuance of the permit;
 - (b) work is discontinued for a period of 180 days;
 - (c) for a *simple building*, the work is not completed within two years of the date of issuance of the permit;
 - (d) for a *complex building*, the work is not completed within two years of the date of issuance of the permit.

- 11.44 A *building official* may extend the period set out under section 11.40 for only one period, not to exceed twelve 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
- (a) application for the extension is made at least 30 days prior to the date of permit expiration; and
 - (b) the non-refundable fee set out the Village's Fees and Charges Bylaw has been paid.
- 11.45 The *building official* may revoke a building permit if there is a violation of
- (a) a condition under which the permit was issued; or
 - (b) a requirement of the *building code* or of this or another bylaw of the *Village*,
 - (c) such permit revocation must be in writing and sent to the permit holder by mail or email to the permit holder.
- 11.46 A building permit, or a building permit application, may be cancelled by the *owner* or their *agent* on delivery of online notification of the cancellation to the *building official*.
- 11.47 On receipt of the online cancellation notice, the *building official* must mark on the application, and a permit if applicable, the date of cancellation and the word "cancelled".
- 11.48 If the *owner* or their *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* may cancel or amend the permit and mark on the permit the date of cancellation or amendment and the word "cancelled" or "amended".
- 11.49 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 Appendix A, less the amounts stipulated in section 11.9.

OCCUPANCY PERMIT

- 11.50 No person may occupy a building or *structure* or part of a building or *structure* until an occupancy permit has been issued by a *building official*.
- 11.51 An occupancy permit will not be issued unless
- (a) all letters of assurance have been submitted when required in accordance with this bylaw;

- (b) all aspects of the work requiring inspection and acceptance pursuant to sections 11.23 to 11.30 of this bylaw have both been inspected and accepted or the inspections and acceptance are not required in accordance with this bylaw;
- (c) the *owner* has delivered to the *Village* as-built plans of works and services digital format as required by the *Village*;
- (d) the *owner* has provided to the *Village* a building survey prepared by a British Columbia Land Surveyor showing the building height, size, location and elevation determined in accordance with the *Village's* land use regulations, when required by the *building official*;
- (e) all other documentation required under applicable enactments has been delivered to the *Village*; and
- (f) the *owner* has delivered to the *Village* as-built drawings of the building or *structure* in digital format as required by the *Village*.

11.52 When a registered professional provides letters of assurance in accordance with this bylaw, the *building official* will rely solely on the letters of assurance when issuing an occupancy permit authorizing occupancy as assurance that the items identified on the letters of assurance substantially comply with the design, the *building code*, this bylaw and other applicable enactments respecting safety.

11.53 A *building official* may issue an occupancy permit for partial occupancy of a portion of a building or *structure* under construction when

- (a) that portion of the building or *structure* is self-contained and provided with essential services respecting *health and safety aspects of the work*, and if applicable, accessibility, *GHG* emissions and conservation aspects; and
- (b) the requirements set out in section 11.48 have been met with respect to it.

11.54 An occupancy permit may not be issued unless

- (a) all letters of assurance and the Confirmation of Required Documentation have been submitted when required in accordance with the requirements of this bylaw;
- (b) all aspects of the work requiring inspection and review pursuant to Part 9 and sections 11.23 through 11.30 of this bylaw have both been inspected and accepted;
- (c) 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

- (d) all required offsite works respecting safety have been completed.

TEMPORARY BUILDINGS

- 11.55 Subject to the bylaws and orders of the *Village*, the *building official* may issue a building permit for the erection or placement of a *temporary building* or *structure* for occupancy if
- (a) the permit is for a period not exceeding one year; and
 - (b) the building or *structure* is located in compliance with the Village's zoning bylaw, built in compliance with the building code and this bylaw, and connected, as required by enactments, to *Village* utility services.
- 11.56 An 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 in the form prescribed by the *building official*, signed by the *owner* or *agent*, and must include
- (a) plans and supporting documents showing the location and building height of the building or *structure* on the parcel;
 - (b) plans and supporting documents showing construction details of the building or *structure*;
 - (c) a statement by the *owner* indicating the intended use and duration of the use;
 - (d) plans and supporting documents showing the proposed parking and loading space;
 - (e) a written description of the project explaining why the building is temporary;
 - (f) a copy of an issued development permit, if required;
 - (g) in the case of a manufactured building, a CSA label in respect of manufacture and, without limitation, a Quonset or other steel building must be certified in accordance with CSA Standard A660;
 - (h) a report and drawing by an engineer, architect or designer confirming compliance with the *building code*, this bylaw, the Village's zoning bylaw and other applicable bylaws and letters of assurance as required by *building code*;
 - (i) security in the form of cash or a letter of credit for 10% of the value of the *temporary building*, which security
 - (i) may be used by the *Village* to remove the building after one year of the date of the occupancy inspection required under this bylaw; or

- (ii) must be returned to the *owner* if the *owner* removes the *temporary building* within one year of the date of the occupancy inspection of the *temporary building* required under this bylaw; and
 - (j) in the case of a *temporary building*, information to comply with article 1.1.1.1(2)(f), Division C of the *Building Code*.
- 11.57 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 the *Village's Fees and Charges Bylaw*.
- 11.58 A permit fee for a *temporary building* or *structure* is not refundable.
- 11.59 During the year the *owner* holds the permit for a *temporary building*, the *owner* may apply for the building to be made permanent a minimum of 30 calendar days before the *temporary building* permit expires.
- (a) If the *owner* makes such an application:
 - (i) a new building permit application must be submitted, and all other relevant provisions of this bylaw, the *Village's* other bylaws, and any other relevant enactments apply.
 - (ii) All fees that apply to a new building permit application will apply.

12. CONSERVATION OF ENERGY

- 12.1 In relation to the conservation of energy, buildings may be constructed in accordance with sections 9.36.2 to 9.36.4 of Division B of the *Building Code*.

13. SNOW LOADS

- 13.1 Ground snow load values for building design under this bylaw are as prescribed in Appendix B of this bylaw. Climatic data, other than ground snow loads, for building design under this bylaw shall be as prescribed in the *Building Code*.

14. NUMBERING OF BUILDINGS

- 14.1 Immediately upon issuance of a building permit governing the construction of a building, or prior to and during the occupancy of a building, the *owner* must display the address number assigned to it by the *Village*

- (a) on or over the entrance to the building or, where landscaping or *structures* obscure the visibility of a building entrance from the adjacent highway, on the building property within sight of the adjacent highway; and
 - (b) until such time as the building is removed from the site or has been demolished.
- 14.2 Despite section 14.1, the Chief Administrative Officer may renumber or alter the assigned numbers in respect of any building on any parcel, including those already in existence or numbered.
- 14.3 Without limiting sections 14.1 or 14.2, the *Village* must, on the issuance of a building permit, designate a house number or set of house numbers related to the building authorized by the permit.
- 14.4 Without limiting sections 14.1 through 14.3, upon final occupancy inspection, the *owner* or occupier of the parcel must affix the numbers permanently in a conspicuous place on the building such that the number is visible from an adjacent highway.

15. OFFENCES

- 15.1 Without limiting any part of this bylaw, every person who
 - (a) violates a provision of this bylaw;
 - (b) permits, suffers or allows any act to be done in violation of any provision of this bylaw; and
 - (c) neglects to do anything required to be done under any provision of this bylaw,
 - (d) commits an offence and on summary conviction by a court of competent jurisdiction, the person is subject to a fine of not more than \$50,000.00, or a term of imprisonment not exceeding three months, or both, in addition to the costs of prosecution. Each day during which a violation, contravention or breach of this bylaw continues is deemed to be a separate offence.
- 15.2 Every person who fails to comply with any order or notice issued by a *building official*, or who allows a violation of this bylaw to continue, contravenes this bylaw.
- 15.3 Every person who commences work requiring a building permit without first obtaining such a permit must, if a Stop Work notice is issued and remains outstanding for 30 days, pay an additional fee as outlined in the Village's Fees and Charges Bylaw.

- 15.4 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.
- 15.5 No person is deemed liable under section 15.4 who establishes, on a balance of probabilities, that the construction or change of use or occupancy occurred before they became the *owner* of the parcel.
- 15.6 Nothing in section 15.5 affects
- (a) the *Village's* right to require and the *owner's* obligation to obtain a permit; and
 - (b) the obligation of the *owner* to comply with this bylaw.
- 15.7 Any person designated as a *Bylaw Enforcement Officer* as per the Village's Bylaw Enforcement Bylaw is authorized to enforce the provisions of this bylaw by Bylaw Notice, or as otherwise provided by this bylaw.
- 15.8 Any person who contravenes this bylaw is subject to the penalties, as amended from time to time, in the Village's Bylaw Enforcement Bylaw.

Appendix A – Value of Work

Formulae for Estimated Value of Construction

Residential Permit Fees

Calculated at 0.6% of construction value

(\$6.00 per thousand dollars of construction value)

The following rates may be used by the Building Inspector, at his/her discretion, as a basis for determining the value of construction used in calculating the building permit fee:

Building/Structure	\$/sq. ft.	\$/sq. m.
Single Storey	300	3,230
2 nd Storey	150	1,615
Additions	150	1,615
Garage/Shop	120	1,292
Carport	75	807
New Foundation	75	807
Sundeck	60	646

Industrial, Commercial and Institutional

Permit fees for Industrial, Commercial and Institutional buildings will be calculated at \$6.00 per thousand dollars (.6%) of the contract price, or if there is no contract price, at the cost estimated by the *Building Official* with due regard for work of a similar nature.

Appendix B -Climatic Data

Climatic Zone 7A for Village of Fraser Lake

GROUND SNOW LOAD (kPa)

ASSOC. RAIN LOAD (kPa)

4.1

0.2

16. BYLAW ENFORCEMENT BYLAW

16.1 THAT Bylaw 856, Bylaw Enforcement Bylaw be amended as follows:

(a) by adding the following table to Schedule A:

Bylaw 878, Building Bylaw 2026

Bylaw	Section	Description	A1 Penalty	A2 Early Payment	A3 Late Penalty	A4 Compliance Agreement Available
878	5.1	Building without a permit	\$400	\$300	\$500	Yes
878	5.2	Occupying a building without an occupancy permit	\$400	\$300	\$500	Yes
878	5.3	Submitting false information regarding a permit	\$400	\$350	\$500	No
878	5.5	Tampering with a posted notice	\$200	\$150	\$300	Yes
878	5.7	Obstructing a building official in the course of their duties	\$200	\$150	\$300	No

READ A FIRST TIME THIS	8	DAY OF APRIL	2026
READ A SECOND TIME THIS	13	DAY OF MAY	2026
READ A THIRD TIME THIS	13	DAY OF MAY	2026
ADOPTED THIS	15	DAY OF JULY	2026

Acting Mayor

Acting Corporate Officer