

SUNSHINE COAST REGIONAL DISTRICT

Building Bylaw No. 687

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SUNSHINE COAST REGIONAL DISTRICT

Building Bylaw No. 687

CONSOLIDATED FOR CONVENIENCE ONLY TO INCLUDE UP TO 687.3

WHEREAS Part 9 of the *Local Government Act* authorizes the Sunshine Coast Regional District, for the health, safety and protection of persons and property to regulate the construction, alteration, repair, or demolition of buildings and structures by bylaw;

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

AND WHEREAS it is deemed necessary to provide for the administration of the building code;

NOW THEREFORE the Board of the Sunshine Coast Regional District, in open meeting assembled, enacts as follows:

Part 1 - INTERPRETATION

1.1 Title

This bylaw may be cited for all purposes as the “Sunshine Coast Regional District Building Bylaw No. 687, 2014”.

1.2 Definitions

In this bylaw:

The following words and terms have the meanings set out in Division A, Section 1.4 of the British Columbia Building Code: ***assembly occupancy, building, building area, building height, business and personal services occupancy, care or detention occupancy, constructor, coordinating registered professional, designer, field review, high hazard industrial occupancy, industrial occupancy, low hazard industrial occupancy, major occupancy, mercantile occupancy, medium hazard industrial occupancy, occupancy, registered professional, and residential occupancy.***

Agent means a person, representing the Owner, by authorization in writing and includes a hired tradesman or contractor who may be granted permits for work within the limitations of his license.

Board means the Board of Directors of the Sunshine Coast Regional District.

Building Code means the current edition of the British Columbia Building Code as adopted by the Minister responsible under provincial legislation, as amended or re-enacted from time to time.

Building Official includes the Chief Building Inspector or his/her designate, Building Inspectors, Plan Checkers and Bylaw Compliance Officers employed by the Sunshine Coast Regional District.

Complex Building means:

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

Energy Step Code means the system of energy performance requirements set out in Division B, Parts 9 and 10 of the Building Code.

Health and safety aspects of the work means design and construction regulated by Part 3, Part 4, and Division B - Part 9 of the **Building Code**

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

Owner means any person, firm or corporation controlling the property under construction during the period of application of 1.2.1.2. of the BC Building Code.

Regional District means the Sunshine Coast Regional District comprising Electoral Areas A, B, D, E and F.

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

- (a) **residential occupancies**,

(b) **business and personal services occupancies**,

(c) **mercantile occupancies**, or

(d) **medium and low hazard industrial occupancies**.

Structure means a construction or portion thereof of any kind, whether fixed to, supported by or sunk into land or water, but specifically excludes landscaping, flag poles, fences not exceeding 2.0 meters in height, patios, paving and retaining structures less than 1.2 meters in height.

Swimming Pool means a structure located wholly or principally in the ground to be used or intended to be used for swimming, bathing, wading or diving and has a surface area exceeding 15 square metres or a depth exceeding 0.6 meters.

Temporary buildings means buildings intended to be used on a property for a period of five years or less and do not have a permanent foundation.

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

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

1.3 Purpose of Bylaw

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

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

(1) to the protection of **owners**, owner/builders or **constructors** from economic loss;

(2) to the assumption by the Regional District or any **Building Official** of any responsibility for ensuring the compliance by any **owner**, his or her representatives or any employees, **constructors** or **designers** retained

by him or her, with the **Building Code**, the requirements of this bylaw or other applicable enactments, codes or standards.

- (3) to providing any person a warranty of design or workmanship with respect to any **building** or **structure** for which a building permit or occupancy permit is issued under this bylaw;
- (4) to providing a warranty or assurance that construction undertaken pursuant to building permits issued by the **Regional District** is free from latent, or any defects.

1.4 Permit Conditions

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

1.5 Scope and Exemptions

- 1.5.1 This bylaw applies to the design, construction and **occupancy** of new **buildings** and **structures**, and the alteration, reconstruction, demolition, removal, relocation and **occupancy** of existing **buildings** and **structures**.
- 1.5.2 This Bylaw does not apply to:

- (1) **buildings** or **structures** exempt by Part 1 of the **Building Code** except as expressly provided herein;
- (2) retaining **structures** less than 1.2 meters in height;
- (3) fences;
- (4) non-structural repairs or alterations to a **building** or **structure** or the repair or replacement of plumbing works;
- (5) bridges, except pedestrian and vehicle bridges attached or unattached to buildings on private property or;
- (6) docks or wharves;
- (7) floating **structures** except where they are used for commercial or industrial occupancy use, on the condition that all floating **structures** meet the **Regional District's zoning bylaw** requirements;
- (8) deck additions, except a deck where the difference in elevation between the deck surface and the ground surface at any point is 0.6 meters or more;
- (9) greenhouses or other similar **structures** not more than 50 square meters in floor area, covered by a polyethylene film and intended to be used only for the production of agricultural products.

1.5.3 Notwithstanding the exemptions of Section 1.5.2 all **structures** and **buildings** must comply with the **Zoning Bylaw** and other applicable bylaws and enactments.

1.6 Disclaimer of Warranty or Representation

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

Part 2 - PROHIBITIONS

- 2.1 No person shall commence or continue any construction, alteration, reconstruction, demolition, removal, relocation or change the class of **occupancy** of any **building** or **structure** unless a **Building Official** has issued a permit or authorization for the work as outlined in this bylaw.

- 2.2 No person shall occupy or use any **building** or **structure** unless written authorization has been given by the **Building Official**.
- 2.3 No person shall knowingly submit false or misleading information to a **Building Official** in relation to any permit application or construction undertaken pursuant to this bylaw.
- 2.4 No person shall, unless authorized in writing by a **Building Official**, reverse, alter, deface, cover, remove or in any way tamper with any notice, permit or certificate posted upon or affixed to a **building** or **structure** pursuant to this bylaw.
- 2.5 No person shall do any work that is substantially at variance with the accepted design or plans of a **building, structure** or other works for which a permit has been issued, unless that variance has been accepted in writing by a **Building Official**.
- 2.6 No person shall obstruct the entry of a **Building Official** or other authorized official of the Regional District on property in the administration of this bylaw.
- 2.7 No person shall repair a **building** or **structure** damaged to an extent greater than 75% of its value above its foundations as determined by the **Building Official**, unless in every respect the entire **building** or **structure** is made to comply with the current **Building Code** subject to the requirements of this or other applicable bylaws.
- 2.8 No person shall construct a concrete pad or foundation on which equipment, to be used for an industrial or commercial use, is to be mounted without first applying for and obtaining a building permit.
- 2.9 No person shall move a **manufactured home** or any other buildings or structures unless a **Building Official** has issued a permit or authorized the work as outlined in this Bylaw.
- 2.10 No person shall change the Class of Occupancy of an existing **building** unless a **Building Official** has issued a permit or authorization for the change as outlined in the Bylaw.

Part 3 - BUILDING OFFICIALS

- 3.1 Each **Building Official** may:
 - (1) administer this bylaw;
 - (2) keep records of permit applications, permits, notices and orders issued, inspections and tests made, and shall retain copies of all documents related to the administration of this bylaw or microfilm copies of such documents;
 - (3) establish, if requested to do so, whether the methods or types of construction and types of materials used in the construction of a **building**

or **structure** for which a permit is sought under this bylaw substantially conform to the requirements of the **Building Code**.

3.2 A **Building Official**:

- (1) may enter any land, **building, structure**, or premises at any reasonable time for the purpose of ascertaining that the terms of this bylaw are being observed;
- (2) where any residence is occupied, shall obtain the consent of the occupant or provide written notice to the occupant 24 hours in advance of entry; and
- (3) shall carry proper credentials confirming his or her status as a **Building Official**.

3.3 A **Building Official** may order the correction of any work that is being or has been done in contravention of this bylaw.

Part 4 - APPLICATIONS

4.1 Every person shall apply for and obtain:

- (1) a building permit before constructing, repairing or altering, moving, or demolishing a **building or structure**;
- (2) a building permit prior to a change in class of occupancy of a **building** or part thereof;

4.2 An application for a building permit shall be made in the form prescribed by the **Building Official**, signed by the **owner** or a signing officer if the owner is a corporation.

4.3 All plans submitted with permit applications shall bear the name and address of the **designer** of the **building or structure**.

4.4 Each **building or structure** to be constructed on a site requires a separate building permit and shall be assessed a separate building permit fee based on the **value of building construction** of that **building or structure** as determined in accordance with Schedule B attached to this bylaw.

4.5 An application for a building permit filed with the **Building Official** shall be accompanied by the appropriate application processing fee made payable to the **Regional District** as set out in Schedule A to this bylaw.

Part 5 - APPLICATIONS FOR COMPLEX BUILDINGS

5.1 An application for a building permit with respect to a **complex building** shall;

- (1) be accompanied by the **owner's** acknowledgment of responsibility and undertakings made in the form attached as Schedule E to this bylaw, signed by the **owner**, his designated agent in writing or a signing officer if the **owner** is a corporation;
- (2) include a copy of a title search made within 30 days of the date of the application;
- (3) include a site plan showing:
 - (a) the bearing and dimensions of the parcel taken from the registered subdivision plan;
 - (b) the legal description and civic address of the parcel;
 - (c) the location and dimensions of all statutory rights of way, easements and setback requirements as determined by a BC Registered Land Surveyor;
 - (d) the location and dimensions of all existing and proposed **buildings** or **structures** on the parcel;
 - (e) setbacks to the natural boundary of any lake, swamp, pond or watercourse where the **Regional District's Zoning Bylaws** establish siting requirements related to flooding;
 - (f) the existing and finished ground levels to an established datum at or adjacent to the site and the geodetic elevation of the underside of the floor system of a **building** or **structure** where the **Regional District's Zoning Bylaws** establish siting requirements related to minimum floor elevation; and
 - (g) the location, dimension and gradient of parking and driveway access;
- (4) include 3 sets of plans showing, (four sets if an Islands Trust referral is required):
 - (a) the dimensions and uses of all areas: the dimensions and height of crawl and roof spaces; the location, size and swing of doors; the location, size and opening of windows; floor, wall, and ceiling finishes; plumbing fixtures; structural elements; and stair dimensions.
 - (b) a cross section through the **building** or **structure** illustrating foundations, drainage, ceiling heights and construction systems;
 - (c) elevations of all sides of the **building** or **structure** showing finish details, roof slopes, windows, doors, and finished grade;

- (d) cross-sectional details drawn at an appropriate scale and at sufficient locations to illustrate that the **building** or **structure** substantially conforms to the **Building Code**;
 - (5) where applicable, be accompanied by confirmation of filing by an authorized person with the Vancouver Coastal Health Authority required information and documentation pursuant the *Sewerage System Regulation* under the *Health Act of British Columbia*; or a current and valid permit for the installation of a private sewage disposal system issued by the Medical Health Officer having jurisdiction or his delegate pursuant to the *Sewerage System Regulation* under the *Health Act of British Columbia* or the *Waste Discharge Regulation* under the *Environmental Management Act of British Columbia*, or any other approvals or permits which might be required.
 - (6) when the building or works is to be constructed on islands under the jurisdiction of the Islands Trust, be accompanied by a site plan with a stamped or written approval from the Islands Trust where deemed necessary by the **Building Official**;
 - (7) include a letter of assurance in the form of Schedule A as referred to in Part 2 of Division C 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**.
 - (8) include letters of assurance in the form of Schedule B as referred to in Part 2 of 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** or **structure**;
 - (9) include three sets of drawings at a suitable scale of the design prepared and sealed by each **registered professional** and including the information set out in Part 5 of this bylaw;
- 5.1 In addition to the requirements of section 5.1, the following may be required by a **Building Official** to be submitted with a building permit application for the construction of a **complex building** where the complexity of the proposed **building** or **structure** or siting circumstances warrant:
- (1) site servicing drawings, including sufficient detail of off-site services to indicate locations at the property line, prepared and sealed by a **registered professional**.
 - (2) a section through the site showing grades, surface drainage, **buildings**, **structures**, parking areas and driveways;
 - (3) any other information required by the **Building Official** or the **Building Code** to establish substantial compliance with this bylaw, the **Building Code**

Code and other bylaws and enactments relating to the **building** or **structure**.

Part 6 - APPLICATIONS FOR STANDARD BUILDINGS

- 6.1 An application for a building permit with respect to a **standard building** shall;
- (1) be accompanied by the **owner's** acknowledgement of responsibility and undertakings made in the form attached as schedule E to this bylaw, signed by the **owner**, or a signing officer if the **owner** is a corporation;
 - (2) include a copy of a title search made within 30 days of the date of the application;
 - (3) include a site plan showing:
 - (a) the bearing and dimensions of the parcel taken from the registered subdivision plan;
 - (b) the legal description and civic address of the parcel;
 - (c) the location and dimensions of all statutory rights of way, easements and setback requirements as determined by a BC Registered Land Surveyor;
 - (d) the location and dimensions of all existing and proposed **buildings** or **structures** on the parcel;
 - (e) setbacks to the natural boundary of any lake, swamp, pond or watercourse where the **Regional District's Zoning Bylaws** establish siting requirements related to flooding;
 - (f) the existing and finished ground levels to an established datum at or adjacent to the site and the geodetic elevation of the underside of the floor system of a building or **structure** where the **Regional District's Zoning Bylaws** establish siting requirements related to minimum floor elevation; and
 - (4)
 - (a) include floor plans showing the dimensions and uses of all areas and floor areas of all stories: the dimensions and height of crawl and roof spaces; the location, size and swing of doors; the location, size and opening of windows; floor, wall, and ceiling finishes; plumbing fixtures; structural elements; and stair dimensions.
 - (b) include a cross section through the **building** or **structure** illustrating foundations, drainage, ceiling heights and construction systems;
 - (c) include elevations of all sides of the **building** or **structure** showing finish details, roof slopes, windows, doors, and finished grade;

- (d) include cross-sectional details drawn at an appropriate scale and at sufficient locations to illustrate that the **building** or **structure** substantially conforms to the **Building Code**;
- (5) include copies of approvals required under any enactment relating to health or safety, including without limitation, sewage disposal permits, highway access permits, and confirmation of filing by an authorized person with the Vancouver Coastal Health Authority required information and documentation pursuant to the *Sewerage System Regulation* under the *Health Act of British Columbia*;
- (6) include a sealed foundation design plan prepared by a **registered professional** in accordance with section 4.2 of Part 4 of the **Building Code**, accompanied by letters of assurance in the form of Schedule B as referred to in Part 2 of Division C of the **Building Code**, signed by the **registered professional**;
- 6.2 The requirements of section 6.1 (6) may be waived by a **Building Official** in circumstances where the **Building Official** has required a professional engineer's report pursuant to Part 3, Division 8 of the *Community Charter* and the building permit is issued in accordance with sections 56(4) and (5) of the *Community Charter*.
- 6.3 The requirements of section 6.1.(6) may be waived by a **Building Official** if documentation, prepared and sealed by a **registered professional**, is provided assuring that the foundation design substantially complies with section 9.4.4 of Part 9 the **Building Code** and the foundation excavation substantially complies with section 9.12 of Part 9 of the **Building Code**.
- 6.4 In addition to the requirements of section 6.2 and 6.3 the following may be required by a **Building Official** to be submitted with a building permit application for the construction of a **standard building** where the project involves two or more **buildings**, which in the aggregate total more than 1000 square meters, or two or more buildings that will contain four or more dwelling units, or otherwise where the complexity of the proposed **building** or **structure** or siting circumstances warrant:
- (1) site servicing drawings, including sufficient detail of off-site services to indicate locations at the property line, prepared and sealed by a **registered professional**, in accordance with all relevant bylaws and enactments.
- (2) a section through the site showing grades, **buildings**, **structures**, parking areas and driveways;
- (3) a roof plan and roof height calculations;

- (4) structural, electrical, mechanical or fire suppression drawings prepared and sealed by a **registered professional**;
- (5) letters of assurance in the form of Schedule B as referred to in Part 2 of Division C of the **Building Code**, signed by the **registered professional**;
- (6) any other information required by the **Building Official** or the **Building Code** to establish substantial compliance with this bylaw, the **Building Code** and other bylaws and enactments relating to the **building** or **structure**.

Part 7 - PROFESSIONAL PLAN CERTIFICATION

- 7.1 The letters of assurance in the form of Schedule B referred in Part 2 of Division C of the **Building Code** and provided pursuant to Part 5 and Part 6, of this bylaw are relied upon by the **Regional District** and its **Building Officials** as certification that the design and plans to which the letters of assurance relate comply with the **Building Code** and other applicable enactments relating to safety.
- 7.2 A building permit issued in reliance upon letters of assurance referred to in Section 7.1 of this bylaw shall include a notice to the **owner** in the form attached as Schedule F to this bylaw that the building permit is issued in reliance upon the certification of the **registered professionals** that the design and plans submitted in support of the application for the building permit comply with the **Building Code** and other applicable enactments relating to safety.

Part 8 - FEES AND CHARGES

- 8.1 In addition to applicable fees and charges required under other bylaws, a permit fee, calculated in accordance with Schedule B attached to this bylaw, shall be paid in full prior to issuance of any permit under this bylaw.
- 8.2 When a building permit is issued in accordance with Part 7.2 of this bylaw the permit fee shall be reduced by 10% of the fees payable pursuant to Schedule B attached to this bylaw, up to a maximum reduction of \$2000.00 (two thousand dollars).
- 8.3 An application made for a building permit shall be accompanied by the appropriate application processing fee as set out in Schedule A attached to this bylaw.
 - (1) The application processing fee is non-refundable and shall be credited against the building permit fee when the permit is issued.

- 8.4 An application shall be cancelled and the application processing fee forfeited if the building permit has not been issued and the permit fee paid within 180 days of the date of permit application.
- 8.5 When an application is cancelled the plans and related documents submitted with the application may be destroyed.
- 8.6 No fee or part of a permit fee paid to the **Regional District** shall be refunded if a start has been made on construction of the **building** or **structure**.
- 8.7 The building permit fee refund amount shall be 50% of the total building permit fee as set out in Schedule B attached to this bylaw less the non-refundable plan processing fee as set out in Schedule A attached to this bylaw.
- 8.8 An **owner** must submit a written request for a building permit fee refund and the **Building Official** must confirm that no construction has started prior to any refund.
- 8.9 Where, due to non-compliance with this bylaw, more than two inspections are necessary when one inspection is normally required, for each inspection after the second inspection, a re-inspection charge as set out in Schedule B attached to this bylaw shall be paid prior to additional inspections being performed.
- 8.10 An inspection charge, as set out in Schedule B attached to this bylaw, shall be payable in advance for a voluntary inspection to establish compliance of or to obtain a report on the status of an existing **building** or **structure** for which a permit is sought under this bylaw.

Part 9 - BUILDING PERMITS

- 9.1 A **Building Official** shall issue the permit for which the application is made, when:
- (1) completed application including all required supporting documentation has been submitted;
 - (2) the **owner** or his or her representative has paid all applicable permit fees;
 - (3) the **owner** or his or her representative has paid all charges and met all requirements imposed by this bylaw or any other bylaw or enactments;
- 9.2 When the application is in respect of a **building** that includes, or will include, a **residential occupancy**, the building permit must not be issued unless the **owner** provides evidence pursuant to section 30 (1) of the *Homeowner Protection Act* that the proposed **building**:

- (1) is covered by home warranty insurance, and
 - (2) the **constructor** is a licensed residential builder.
- 9.3 Section 9.2 of this bylaw does not apply if the **owner** 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* as determined by the Homeowner Protection office.
- 9.4 Every permit is issued upon the condition that the permit shall expire and the rights of the **owner** under the permit shall terminate if:
- (1) the work authorized by the permit is not commenced within 6 months from the date of issuance of the permit; or
 - (2) work is discontinued for a period of 12 months.
- 9.5 A **Building Official** may extend the period of time set out under section 9.4 where construction has not been commenced or where construction has been discontinued due to adverse weather, strikes, material or labour shortages, or similar hardship beyond the **owner's** control.
- 9.6 Despite section 9.5, every building permit shall expire such that it is not valid and of no force and effect at the end of 24 months from the date of issue.
- 9.7 A permit for a temporary building shall expire at the end of 12 months from the date of issuance and may be re-issued by **the Building Official** if required.
- 9.8 Subject to section 9.9, where a building permit has expired and the **building** or **structure** has not received final inspection approval, a new building permit must be obtained prior to completing the construction. The owner shall first pay to the **Regional District** the appropriate fee set out in Schedule B attached to this Bylaw, based on the **value of building construction** left to complete.
- 9.9 A building permit may:
- (1) be extended for a period of twenty-four (24) months from the date of expiry of the original building permit if:
 - (a) an application for the extension is made no later than 30 days after the date of permit expiration
 - (b) a non-refundable fee set out in Schedule B attached to this bylaw has been paid.

except that:

(a) a permit for a temporary building may be extended for a period of 12 months.

(b) a building permit to move a **building** or **structure** shall not be extended unless authorized by the **Building Official** in writing.

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

9.10 Building permits may only be extended a maximum of 2 times,

except that:

(1) permits for temporary buildings may be extended up to four times for a maximum period of 60 months in total for a permit fee set out in the Schedule B attached.

(2) demolition permits may not be extended.

9.11 Where the **Zoning Bylaw** allows a second kitchen in a single family dwelling unit prior to permit issuance the owner must register a covenant in the Land Titles Office acknowledging that the second kitchen must only be used in accordance with **Regional District Zoning Bylaw** regulations.

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

(1) a refundable security deposit in accordance with Schedule B must be deposited with the Regional District

(2) a replacement dwelling covenant must be registered in the Land Titles Office, stating the owner's intention to demolish the first dwelling unit, or to convert it to a permitted use within 60 days of occupancy or permitting occupancy of the second dwelling unit.

(3) the refundable security deposit will be forfeited if any of the conditions of the covenant are defaulted upon.

(4) a building permit is required prior to starting construction on demolishing or converting the original existing dwelling unit to a use permitted by the **Regional District Zoning Bylaws**.

9.13 A **Building Official** may issue a building permit for a portion of a **building** or **structure** before the design, plans and specifications for the entire **building** or **structure** have been accepted, provided sufficient information has been provided to the **Regional District** to demonstrate to the **Building Official** that the portion authorized to be constructed substantially complies with this and other applicable bylaws and the permit fee applicable to that portion of the **building** or **structure** has been paid. The issuance of the permit

notwithstanding, 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.

9.14 A building permit shall be in the form prescribed by the **Building Official**.

Part 10 - PROFESSIONAL DESIGN AND FIELD REVIEW

- 10.1 When a **Building Official** considers that the site conditions, size or complexity of a development or an aspect of a development warrant, he or she may require that a **registered professional** provide design and plan certification and **field review** by means of letters of assurance in the form of Schedule B and C-B referred to in Part 2 of Division C of the **Building Code**.
- 10.2 Prior to the issuance of an occupancy permit for a **complex building**, or **standard building** in circumstances where letters of assurance have been required in accordance with provisions of this bylaw, the **owner** shall provide the **Regional District** with letters of assurance in the form of Schedules C-A or C-B, as is appropriate, referred to in Part 2 of Division C of the **Building Code**.
- 10.3 When a **registered professional** provides letters of assurance in accordance with any provisions of this bylaw, he or she shall also provide proof of professional liability insurance to the **Building Official** in the form of Schedule D attached to this bylaw.
- 10.4 Despite the other provisions of this bylaw, the owner must provide professional design and a field review in respect of a building for:
- (1) geotechnical components of all new **standard buildings** containing a dwelling unit or commercial use and additions to **standard buildings** greater than 90 sq. m² which contain a dwelling unit or commercial use.
 - (2) 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**;
 - (3) 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, subsidence or avalanche, and the requirement for professional design and a field review is in addition to a requirement under Part 3, Division 8 of the **Community Charter** 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 **Regional District**.

Part 11 - RESPONSIBILITIES OF THE OWNER

- 11.1 The **owner** shall ensure that all construction complies with the **Building Code**, this bylaw or any other bylaw or enactments.
- 11.2 Every **owner** to whom a permit is issued shall, during construction:
- (1) post and maintain the permit placard in a conspicuous place on the property in respect of which the permit was issued;
 - (2) keep a copy of the accepted designs, plans and specifications on the property; and
 - (3) post the civic address on the property in a location visible from any adjoining streets.
- 11.3 The **owner** bears full responsibility for ensuring that **buildings** and **structures** are located in conformance with the **Zoning Bylaw**, or any other bylaw, enactment or encumbrances, such as but not limited to rights-of-way and easements.
- 11.4 It is the **owner's** responsibility to ensure acceptable access to all buildings for fire fighting purposes.

Part 12 - PERMITS FOR TEMPORARY BUILDINGS

12.1 Issuance of Permit

Subject to the bylaws of the **Regional District** and orders by the **Regional District** Board, the **Building Official** may issue a permit for a temporary building for the erection or placement of a temporary **building** or **structure** or travel trailer if;

- (1) the **permit** is for a period not exceeding 12 months;
- (2) the **building** or **structure** is built to the requirements of the **Building Code** (where applicable)
- (3) the **building** or **structure** is sited and the use is in accordance with the **Zoning Bylaw**

12.2 Permit Applications

The application for a **building permit** for the erection or placement of a temporary **building** or **structure** shall be made in the form prescribed by the **Building Official**, signed by the **Owner** or a signing officer if the owner is a corporation and accompanied by:

- (1) plans and supporting documents showing the location of the **building** or **structure** on the site;
- (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.

12.3 Permit Fee

- (1) Before receiving a **building permit** for a temporary **building** or **structure**, the **Owner** shall first pay to the **Regional District** the appropriate **building permit fee** set out in Schedule B attached to this bylaw.
- (2) A **permit fee** for a temporary building or **structure** is not refundable.

12.4 Extension of Permit

The **building permit** for a temporary building may be renewed up to four times for a maximum of five years in total provided that:

- (1) application for the extension is made within 30 days of the date of **permit** expiration; and
- (2) a non-refundable fee set out in Schedule B attached to this bylaw has been paid for each renewal.

12.5 Security Deposit

The **permit fee** for a **temporary building** shall be accompanied by a security deposit in the amount set out in Schedule B attached to this bylaw to;

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

12.6 Security Deposit Refund

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

12.7 Default

If default is made of any of the provisions contained in Part 12 of this Bylaw the security deposit shall be forfeited to the **Regional District**, within 60 days

of the default.

Part 13 - SWIMMING POOLS

13.1 Engineering Requirement

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

13.2 Siting

Access shall be provided around a minimum of 50% the perimeter of all **Swimming Pools**, including those within a building, by means of an apron or walkway not less than 762mm in width and not more than 450mm above the water level of the **Swimming Pool**. The apron or walkway shall be designed such that there is a complete view of the pool from any point on the apron or walkway. The walkway or apron shall have no obstructions other than ladders, slides, diving boards or other such devices as approved by the **Building Official** and the apron or walkway be readily accessible to those using the **Swimming Pool**.

13.3 Colour

The interior of every **Swimming Pool** must be constructed of, or painted with, a material that is light in colour or have a filtering system that ensures absolute visual clarity of the pool water at all times.

13.4 Fencing

A **Swimming Pool** shall be enclosed within a continuous non-climbable fence, building or combination of both or other vertical barrier having a minimum height of 1.5m and have no openings greater than 100mm at their greatest dimension, or have installed a power safety cover approved by the **Building Official**.

13.5 Self-Closing Gate

Access through a fence or other vertical barrier enclosing a **Swimming Pool** shall be only through a self-closing gate or door designed so as to cause the gate or door to return to a closed locked position when not in use and secured by:

- (a) a spring lock located not less than 1.5 meters above grade, or,
- (b) a door where a building encloses some or all of the pool provided such door meets the requirements of this bylaw with regard to a self-closure and a locking mechanism or latch 1.5m above interior floor level.

The owner and the occupier of the parcel on which the pool is located are jointly and severally responsible for ensuring that the fence or building, or both, that enclose the pool is maintained in good order and repair so that at all times the fence, building or both, comply fully with this Bylaw.

Part 14 - DEMOLITION PERMITS

- 14.1 A building **permit** to demolish a **building** or **structure** shall:
- (1) be valid for 12 months from the date of issuance;
 - (2) carry with it the obligation to remove from the site within the lifetime of the **permit**, all material resulting from or produced by the demolition and such other on site works of reclamation as may be specified in the **permit**.
 - (3) Demonstrate if required by the **Building Official** that approved disposal of any contaminated waste has been undertaken.
 - (4) not be extended
- 14.2 An application for a permit to demolish a **building** or **structure** shall include a site plan showing the location of the **building** or **structure** to be demolished.
- 14.3 the **owner** is fully responsible for ensuring that he or she complies with the *Waste Management Act* and Contaminated Sites Regulation, other bylaws or enactments.
- 14.4 Before receiving a demolition **permit** for a building or **structure** the **Owner** shall first pay the **Regional District** the appropriate fee set out in Schedule B attached to this bylaw.

Part 15 - MOVING BUILDINGS AND STRUCTURES ONTO A NEW FOUNDATION

- 15.1 Buildings may be moved into or within the **Regional District** provided the following conditions are fulfilled:
- (1) A building **permit** to move the **building** or **structure** onto a parcel of land or a new location on a parcel of land is obtained prior to any work proceeding.
 - (2) A moved building when placed on the property to which it is being moved must comply with all **Zoning Bylaw** requirements.
 - (3) The building **permit** to move a **building** or **structure** is valid for a period of 24 months from the date of issuance.

- (4) An application for a building **permit** to move a **building** or **structure** shall:
- (a) be made in the form prescribed by the **Building Official** signed by the **owner**, or a signing officer if the **owner** is a corporation;
 - (b) include a copy of a title search made within 30 days of the date of the application;
 - (c) include a site plan showing:
 - (i) the bearing and dimensions of the parcel taken from the registered subdivision plan; and the legal description and civic address of the parcel;
 - (ii) the location and dimensions of all statutory rights of way, easements and setback requirements;
 - (iii) the location and dimensions of all existing and proposed **buildings** or **structures** on the parcel;
 - (iv) setbacks to the natural boundary of any lake, swamp, pond or watercourse where the **Regional District's Zoning Bylaws** establish siting requirements related to flooding;
 - (d) include copies of approvals required under any enactment relating to health or safety.
 - (e) include a foundation design prepared by a **registered professional** in accordance with section 4.2 of Part 4 of the **Building Code**, accompanied by letters of assurance in the form of Schedule B as referred to in Part 2 of Division C of the **Building Code**, signed by the **registered professional**;
 - (f) include a professional engineer's report, assessing the structural components of the moved building and listing the life safety issues of the moved building that must be brought up to current **Building Code** standards.
 - (g) despite the provisions of 15.1(4)(f) the **Building Official** shall determine compliance of **Building Code** life safety issues.
 - (h) include plans detailing any and all upgrading required to meet the requirements of this Bylaw, the Plumbing Bylaw and other applicable Bylaws and enactments after the building is moved to a new site.
 - (i) any other information as required by the **Building Official**

15.2 The requirements of section 15.1(4)(e) may be waived by a **Building Official** in the circumstances where the **Building Official** has required a professional engineer's report pursuant to Part 3, Division 8 of the *Community Charter* and

- the building permit is issued in accordance with sections 56(4) and (5) of the *Community Charter*.
- 15.3 The requirements of section 15.1.(4)(e) may be waived by a **Building Official** if documentation, prepared and sealed by a **registered professional**, is provided assuring that the foundation design substantially complies with section 9.4.4 of Part 9 of the **Building Code** and the foundation excavation substantially complies with section 9.12 of Part 9 of the **Building Code**.
- 15.4 Before receiving a building permit to move a **building** or **structure** the **Owner** shall first pay to the **Regional District** the building permit fee set out in Schedule B attached to this bylaw.
- 15.5 Before receiving a building permit to move a **building** or **structure** the **Owner** shall first pay to the **Regional District** a refundable security deposit in the amount set out in Schedule B attached to this bylaw.
- 15.6 The security deposit shall be forfeited to the **Regional District** if any conditions of the building permit are defaulted on, or the building permit expires.
- 15.7 An application for a building permit to move a **Manufactured Home** must include proof of the appropriate CSA certification and registration number, foundation details and method of anchorage.

Part 16 - INSPECTIONS

- 16.1 When a **registered professional** provides letters of assurance in accordance with this bylaw, the **Regional District** will rely solely on **field reviews** undertaken by the **registered professional** and the letters of assurance submitted pursuant to this bylaw as assurance that the construction substantially conforms to the design and that the construction substantially complies with the **Building Code**, this bylaw and other applicable enactments respecting safety.
- 16.2 Notwithstanding section 16.1 of this bylaw, a **Building Official** may attend the site from time to time during the course of construction to ascertain that the **field reviews** are taking place and to monitor the **field reviews** undertaken by the **registered professionals**.
- 16.3. A **Building Official** may attend periodically at the site of the construction of **standard buildings** or **structures** to ascertain whether the **health and safety aspects of the work** are being carried out in substantial conformance with those portions of the **Building Code**, this bylaw and any other applicable enactment concerning safety.
- 16.4 The owner or his or her representative shall give at least 24 hours notice to the **Regional District** when requesting an inspection and shall obtain an

inspection and receive a **Building Official's** acceptance of the following aspects of the work prior to concealing it:

- (a) excavation is complete but no form work has started;
- (b) forms for the footings and foundation are complete, but prior to placing of concrete;
- (c) after the removal of form work from a concrete foundation and the installation of sub-soil drainage, storm water drainage and "damp proofing" but prior to back filling against the foundation;
- (d) following the installation, repair or replacement of any part of a plumbing system, including the water service, while the system is under test but prior to concealment;
- (e) framing and sheathing complete, all exterior doors, windows, roof membrane are installed, including the installation of flashing, fire stopping, bracing, chimney and rough plumbing but before the insulation, lath or other interior finish is applied;
- (f) following the construction of any fireplace smoke chamber, and at such subsequent time as directed by the **Building Official**, but prior to the **construction** of any part of the chimney;
- (g) the insulation and the vapour barrier are in place, but prior to the concealing of such work;
- (h) the stucco lath is complete including all flashing;
- (i) the first coat of stucco prior to the start of the second coat;
- (j) the second coat of stucco prior to the start of the finish coat;
- (k) where certain critical flashing details are proposed in the form of a mock up or where specific cladding details warrant review by the **Building Official**;
- (l) the **building** has been completed and is ready for occupancy, but prior to actual occupancy.

16.5 No aspect of the work referred in section 16.4 of this bylaw shall be concealed until a **Building Official** has accepted it in writing.

16.6 The requirements of section 16.3 and 16.4 of this bylaw do not apply to any aspect of the work that is the subject of a **registered professional's** letter of assurance provided in accordance with Parts 5, 6, 7, 15 and 17 of this bylaw, except that a siting inspection must be obtained prior to pouring any concrete and an occupancy inspection is required by the **Building Official**.

- 16.7 (1) No person shall occupy a **building** or **structure** or part of a **building** or **structure** until the **Building Official** has given written authorization.
- (2) Authorization to occupy shall 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 section 16.4 of this bylaw have both been inspected and accepted or the inspections and acceptance are not required in accordance with section 16.6 of this bylaw.
- (c) The exterior of a dwelling unit is completed or a refundable security deposit in accordance with Schedule B attached to this bylaw has been deposited with the **Regional District**.
- 16.8 Despite Section 11.3, the **Building Official** may require that the owner provide a survey certificate of non-encroachment prepared by a British Columbia Land Surveyor showing the following:
- (1) the shortest distances from the outer surfaces of the foundation to the parcel lines;
- (2) an elevation of the top of the finished concrete wall or in the case of a **building** or **structure** constructed on a concrete slab an elevation of the top of the concrete slab measured from the lowest of the average finished levels of ground adjoining each exterior face of a **structure**;
- (3) location of all right-of-ways, easements of other encumbrances;
- (4) or other information as required by the **Building Official**.

Part 17 – ENERGY STEP CODE

- 17.1 In relation to the conservation of energy and the reduction of greenhouse gas emissions, the Regional District incorporates by reference the British Columbia Energy Step Code in accordance with sections 17.2 and 17.3.
- 17.2 A building regulated by Part 3 of the Building Code and containing residential, business and personal services or mercantile occupancies, as defined in the Building Code, shall be designed and constructed to meet the minimum performance requirements specified in Step 1 of the Energy Step Code.
- 17.3 A building regulated by Part 9 of the Building Code and containing residential occupancies, as defined in the Building Code, shall be designed and constructed to meet the minimum performance requirements specified in Step 1 of the Energy Step Code.

Part 18 - RETAINING STRUCTURES

- 18.1 A **registered professional** shall undertake the design and conduct **field reviews** of the construction of a retaining structure greater than 1.2 meters in height. Letters of assurance in the form of Schedules B and C B referred to in Part 2 of Division C of the **Building Code** must be submitted along with the sealed copies of the design plans prepared by the **registered professional**.

Part 19 - CLIMATIC DATA

- 19.1 Climatic data for the design of **buildings** in the **Regional District** shall be:

(1) Electoral Area A

DESIGN ELEMENT	VALUE
January 2 ½% design dry bulb temperature	-7 °C
January 1 % design dry bulb temperature	- 9 °C
July 2½ % design dry bulb temperature	25 °C
July 2½ % design wet bulb temperature	19 °C
Annual total degree-days below 18 °C	See Note (1)
Maximum fifteen minute rainfall	6 mm
Maximum one day rainfall	63 mm
Annual total rainfall	1050 mm
Moisture Index	1.18
Annual total precipitation	1,100 mm
Driving rain wind pressure, Pa, 1/5	160
Ground snow load, snow component S (s)	2.3 kPa
Ground snow load, rain component S ®	0.4 kPa
Hourly wind pressure, 1/10	0.36 kPa
Hourly wind pressure, 1/50	0.53 kPa

(2) Electoral Areas B and D

DESIGN ELEMENT	VALUE
January 2½ % design dry bulb temperature	-7 °C
January 1 % design dry bulb temperature	- 9 °C
July 2½ % design dry bulb temperature	25 °C
July 2½ % design wet bulb temperature	19 °C
Annual total degree-days below 18 °C	See Note (1)
Maximum fifteen minute rainfall	6 mm
Maximum one day rainfall	63 mm
Annual total rainfall	1050 mm
Moisture Index	1.18
Annual total precipitation	1,100 mm
Driving rain wind pressure, PA 1/5	160
Ground snow load, snow component S (s)	2.1 kPa
Ground snow load, rain component S ®	0.4 kPa
Hourly wind pressure, 1/10	0.36 kPa

Hourly wind pressure, 1/50	0.53 kPa
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(3) Electoral Area E

DESIGN ELEMENT	VALUE
January 2½ % design dry bulb temperature	-7 °C
January 1 % design dry bulb temperature	-9 °C
July 2½ % design dry bulb temperature	25 °C
July 2½ % design wet bulb temperature	19 °C
Annual total degree-days below 18 °C	See Note (1)
Maximum fifteen minute rainfall	6 mm
Maximum one day rainfall	74 mm
Annual total rainfall	1370 mm
Moisture Index	1.47
Annual total precipitation	1,500 mm
Driving rain wind pressure, Pa, 1/5	160
Ground snow load, snow component S (s)	2.4 kPa
Ground snow load, rain component S ®	0.4 kPa
Hourly wind pressure, 1/10	0.36 kPa
Hourly wind pressure, 1/50	0.53 kPa

(4) Electoral Area F

DESIGN ELEMENT	VALUE
January 2½ % design dry bulb temperature	-8 °C
January 1 % design dry bulb temperature	-10 °C
July 2½ % design dry bulb temperature	26 °C
July 2½ % design wet bulb temperature	19 °C
Annual total degree-days below 18 °C	See Note (1)
Maximum fifteen minute rainfall	8 mm
Maximum one day rainfall	268 mm
Annual total rainfall	3100 mm
Moisture Index	3.14
Annual total precipitation	3,300 mm
Driving rain wind pressure, Pa, 1/5	160
Ground snow load, snow component S (s)	3.4 kPa
Ground snow load, rain component S ®	0.4 kPa
Hourly wind pressure, 1/10	0.36 kPa
Hourly wind pressure, 1/50	0.53 kPa

Notes to Climatic Data

NOTE (1): This value can be obtained on a site specific basis from Environment Canada or the value may be taken from the closest location listed in Table C-2, Division B, Appendix C of the *BC Building Code*.

Seismic Hazard (FOR ALL AREAS)

Seismic Hazard values will be addressed on a site specific basis using building design data obtained from Natural Resources Canada, which will be the applicant's responsibility.

NOTE: The above data is for developed areas only. Outlying undeveloped areas will be addressed on a site specific basis using building design data obtained from the Atmospheric Environment Service,

Environment Canada, which will be the applicants responsibility. Frost protection is minimum .46 m (18") in all areas.

Part 20 - PENALTIES AND ENFORCEMENT

- 20.1 Every person who contravenes any provision of this bylaw commits an offence punishable on summary conviction and shall be liable to a fine of not more than \$10,000.00 (Ten Thousand Dollars) or to imprisonment for not more than six months.
- 20.2 Every person who fails to comply with any order or notice issued by a **Building Official**, or who allows a violation of this bylaw to continue, contravenes this bylaw.
- 20.3 A **Building Official** or Bylaw Compliance Officer under the direction of the Chief Building Official may order the cessation of any work that is proceeding in contravention of the **Building Code** or this bylaw by posting a Stop Work Order notice.
- 20.4 The **owner** of property on which a Stop Work notice has been posted, and every other person, shall cease all construction work immediately and shall not do any work until all applicable provisions of this bylaw have been substantially complied with and the Stop Work notice has been rescinded in writing by a **Building Official**.
- 20.5. Every person who commences work requiring a building permit without first obtaining such a permit shall pay an additional penalty fee as set out in Schedule B attached to this bylaw.

Part 21 - MISCELLANEOUS

21.1 Severability

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

21.2 Repeal

Sunshine Coast Regional District Bylaw No. 535, 2004 and all amendments thereto is hereby repealed.

21.3 Schedules

Schedules A, B, D, E, & F are attached hereto and form a part of this Bylaw.

Sunshine Coast Regional District Building Bylaw No. 687, 2014

SCHEDULE A

APPLICATION PROCESSING FEE

A.1.(1) The non-refundable application processing fee for a **permit to construct**:

- | | |
|--|----------|
| (a) any works requiring a permit under this bylaw with a value of building construction as determined by the Building Official, of \$30,000 or less | \$ 80.00 |
| (b) any works requiring a permit under this bylaw with a value of building construction as determined by the Building Official, of \$30,000 to \$200,000 | \$300.00 |
| (c) any works requiring a permit under this bylaw with a value of building construction as determined by the Building Official, of more than \$200,000 | \$750.00 |

A.1.(2) Notwithstanding the conditions set out in A.1.1 the non-refundable application processing fee for a permit application to construct multi-family residential, industrial, commercial, office buildings, assembly and institutional buildings shall be 25% of the estimated total permit fee required pursuant to **Schedule B**.

Sunshine Coast Regional District Building Bylaw No. 687, 2014

SCHEDULE B

BUILDING PERMIT FEES

B.1.(1) a) For standard buildings except those referenced in B.1.(1)(b)

	VALUE OF BUILDING CONSTRUCTION	FEE
	\$0.00 to \$1,000.00	\$85.00
	\$1,001.00 to \$10,000.00	\$85.00 plus \$12.00 per \$1,000.00 or part thereof exceeding the first \$1,000.00
	\$10,001.00 to \$50,000.00	\$193.00 plus \$7.50 per \$1,000.00 or part thereof exceeding the first \$10,000.00
	\$50,001.00 to \$3,000,000.00	\$493.00 plus \$9.00 per \$1,000.00 or part thereof exceeding the first \$50,000.00
	\$3,000,001.00 to \$10,000,000.00	\$27,043 plus \$5.50 per \$1,000.00 or part thereof exceeding the first \$3,000,000.00
B.1.(1) b)	\$10,000,001.00 and greater	\$65,543 plus \$5.50 per \$1,000.00 or part thereof exceeding the first \$10,000,000.00
	For Multi Family Residential, Industrial, Commercial, Office Buildings, Assembly and Institutional Buildings	add to fees in B.1.(1)a) \$3.25 per \$1,000.00

B.1.(2)	Chimney / Wood Burning Appliance Permit Fees	\$50.00
B.1.(3)	Subsoil drainage installation for standard buildings	\$60.00
B.1.(4)	Building Design Modification Administration Fee - Plan review rate per hour	\$70.00
B.1.(5)	Extension of a building permit when required:	
	• original permit value of less than \$30,000	\$50.00
	• original permit value of \$30,000 or more and less than \$200,000	\$150.00
	• original permit value of \$200,000 or more	\$250.00
B.1.(6)	Building Permit Fee for a temporary building	\$150.00
B.1.(7)	Renewal fee for a building permit for a temporary building	\$150.00
B.1.(8)	Demolition Permit Fee	\$150.00
B.1.(9) a	Security deposit for a building permit for a non- inhabited temporary building or structure	\$500.00
	Security deposit for a building permit for a temporary structure to provide accommodation during the construction of a principal dwelling unit	\$1000.00
B.1.(9) b	Security deposit for a building permit for a moved in structure or a Single Family Dwelling	\$8000.00
B.1.(9) c	Security deposit for a second dwelling required to be demolished or converted to a permitted use	\$2000.00
B.1.(9) d	Security deposit to complete the exterior of a dwelling unit after occupying the building	\$2000.00
B.1.(10)	Penalty Fee - The building permit fee shall be increased by 100% of the calculated permit fee for every permit application where construction has commenced before the Building Official issues a permit or has approved a permit upgrade.	
B.1.(11)	For each special inspection during normal working hours (non-refundable)	\$150.00

B.1.(12)	Re-inspection Fee - Where it has been determined by the building inspection that due to Non compliance with the provisions of this bylaw or the British Columbia Building Code more than two (2) inspections are necessary - for each type of inspection in accordance with Section 16.4 after the second inspection	\$50.00
B.1.(13)	Microfilming of Records Fee - To assist in the cost of preparing efficient permanent construction plans and permit records – per document sheet	\$2.00 (per sheet)
B.1.(14)	Removal of Notice on Title Fee	\$100.00
B.1.(15)	Change of Use Permit - for changing the class of occupancy of a building or part thereof	\$100.00
B.1.(16)	Alternative Solutions - An alternative solution presented by an owner or his consultant must be submitted in the form prescribed by the Building Official and subject to an application fee, including initial review	\$200.00 plus \$100.00/hr for any review time in excess of two hours
B.1.(17)	To complete a title search	\$20.00
B.1.(18)	To obtain a copy of a restrictive Covenant	\$50.00

Sunshine Coast Regional District Building Bylaw No. 687, 2014

SCHEDULE D

**CONFIRMATION OF INSURANCE COVERAGE BY REGISTERED
PROFESSIONAL**

This letter must be submitted along with each Schedule A or B before issuance of a building permit. A separate letter must be submitted for each **Registered Professional**.

Only an original Schedule printed by the **Regional District** or an unaltered photocopy of this Schedule is to be completed and submitted.



Sunshine Coast Regional District

1975 Field Road
Sechelt, BC V0N 3A1

Attention: Chief Building Inspector

Dear Sir:

RE: _____
Address of Project

Legal Description of Project

I hereby give assurance that:

- I have fulfilled my obligation for insurance coverage as outlined in *Sunshine Coast Regional District Building Bylaw No. 687, 2014*
- I have enclosed a copy of my certificate of insurance coverage indicating the particulars of such coverage.
- I am a Registered Professional as defined in *Sunshine Coast Regional District Building Bylaw No. 687, 2014*
- I will notify the Building Official in writing immediately if the undersigned's insurance coverage is reduced or terminated at any time during construction.

Name (Print)

Signed

Date

Address (Print)

Phone

(Affix Professional seal here)

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

I am a member of this firm: _____
and I sign and seal this letter on behalf of the firm. (Print name of firm)

Note: The above letter must be signed by a **Registered Professional**.



Sunshine Coast Regional District Building Bylaw No. 687, 2014.

SCHEDULE E

OWNERS RESPONSIBILITIES

I/We _____ (print name)

Being the owner, or the signing authority for the corporate owner of the following property:

Legal Description: _____

Street Address: _____

Building Permit Number: _____

Understand, acknowledge and agree as follows;

(Owner or Signing Authority to Initial Each Clause)

- _____ 1. I/We have checked the Certificate of Title for covenants, building schemes, easements, etc. and I/we understand that these matters are not enforced by the Regional District or the local Jurisdiction;
- _____ 2. I/We recognize that there are areas of 'problem soils' within the Regional District which are widely distributed as to location, I/we hereby acknowledge that it is my/our responsibility as owner of the parcel to identify site conditions generally and 'problem soils' in particular on which the construction cited in my application is to be placed and I/we will take all action required to ensure adequacy of foundation works;
- _____ 3. I/We hereby acknowledge that if granted a permit pursuant to my/our application, that it is my responsibility to ensure compliance with the Building Code, Building Bylaw and any other applicable enactment, code, regulation or standard relating to the work in respect of which the permit is issued, whether or not said work is undertaken by me/us or by those whom I/we retain or employ to provide design and/or construction services;
- _____ 4. I/We hereby acknowledge that neither the issuance of a permit; nor the acceptance and review of plans, specifications, drawings, or supporting documents; nor inspections made by or on behalf of the Regional District constitute a representation, warranty, assurance or statement that the Building Code, Building Bylaw or any other applicable enactment, code, regulation or standard has been complied with;

- _____ 5. I/We understand that Environmental Health Officers will no longer be expected to review referrals for building additions, alterations to buildings, decks, private pools, auxiliary buildings, etc. for the purpose of on-site sewage disposal assessment. I/We further understand it is my/our responsibility to retain an “authorized person” to carry out these assessments.
- _____ 6. I/We acknowledge that where the Regional District requires that Letter of Assurance be provided by a Registered Professional in accordance with this Building Bylaw, I/We confirm that I/we have been advised in writing by the Regional District that it relied exclusively on the Letters of Assurance in respect of the review of the plans, drawings, specifications and supporting documents submitted for a building permit.
- _____ 7. I/We further acknowledge that I/We have relied only on the Registered Professional for the adequacy of plans, drawings, specifications and supporting documents submitted in the application for a building permit.
- _____ 8. I/We acknowledge that I/we have been advised to obtain independent legal advice in respect of the responsibilities I/we am assuming upon granting of a permit by the Regional District pursuant to my/our application and in respect of the execution of this document.
- _____ 9. I/We am authorized to give these representations, warranties, assurance and indemnities to the Regional District.
- _____ 10. I/We understand that although the value of construction has been determined at time of permit issuance, the Regional District reserves the right to revise the value at or near the final inspection stage and invoice accordingly for the balance.

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

Signature: _____

Date: _____

Company Name: _____

(if owner is a corporation)



Sunshine Coast Regional District Building Bylaw No. 687, 2014.

SCHEDULE F

RELIANCE ON CERTIFICATION NOTICE

To: _____ Permit (File) No. _____

Name: _____ (owner or signing officer)

Company: _____

Mailing Address: _____

_____ Postal Code: _____

Re:

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

Pursuant to Section 743 of the *Local Government Act* and the "Sunshine Coast Regional District Building Bylaw No. 687, 2014", take notice that the Sunshine Coast Regional District in issuing the **Building Permit** cited herein has relied upon the Letters of Assurance issued by **Registered Professionals** cited below that their components of the plans and supporting documents substantially comply with the **BC Building Code** and other applicable enactments respecting safety and the **Regional District** will rely solely on the field reviews undertaken by these Registered Professionals as certification that the construction work complies with the Code, the Regional District Building Bylaw and other applicable enactments respecting safety.

Date

Building Official