



Peace River Regional District REPORT

To: Chair and Directors

From: Bruce Simard, General Manager of Development Services

Date: November 17, 2011

Subject: **New Building Bylaw – “Regional District Building Bylaw No. 1996, 2011”**

RECOMMENDATION:

THAT the Regional Board approve 1st & 2nd Reading for Peace River Regional District Building Bylaw No. 1996, 2011.

BACKGROUND/RATIONALE:

At the October 20, 2011 EADC meeting, a draft building bylaw was considered and the following recommendation was made:

that the General Manager of Development Services proceed with presenting the proposed new Building Bylaw to the Regional Board and include the entire Peace River Regional District in the building permit area.

CARRIED

The update of the Building Bylaw has attempted to harmonize, where possible and practical, with the administrative schemes of the major communities of Fort St John, Dawson Creek and Chetwynd. This new bylaw will also meet best practises for building bylaw administration as recommended by the Municipal Insurance Association (MIA) of BC, of which the PRRD is a member. This has been a consideration to provide greater continuity in the application of the Building Code in the PRRD.

Substantive changes to the PRRD Building Bylaw include:

1. Updating of the valuation schedule for residential construction.
2. Including a new requirement for “Occupancy Permits”
{ Never before required by the PRRD. Now needed as a service for home sellers to prove inspection to BC Building Code).
3. Requirement for a Plumbing Permit.
4. Requirement for a Solid Fuel Burning Appliance Permit.
5. Requiring a Plan Processing fee.
6. Separation of requirements for standard and complex buildings.
7. Permits required for retaining walls in excess of 1.2 meters (4 feet) high.
8. Expansion to entire area of PRRD, outside of municipalities and first nations reserves.

Staff Initials:

Dept. Head: *Bruce Simard* CAO: *John Boulton*

November 24, 2011

It is expect that introduction of this new bylaw will require a period for public education and information before commencing application of the new requirements. This would be done in the first quarter of 2012 with the assistance of the PRRD Manager of Communications.

It is also expected that an additional building inspector will be required in order to provide service to the expanded area. This will be included in the 2012 budget.

Commencing application of the new building bylaw would be targeted for the April/May period of the second quarter of 2012, to coincide with start-up of the construction season in the spring. (Pending successful recruitment of a second building inspector)



WHEREAS Section 8 of the British Columbia *Community Charter* authorizes the Peace River Regional District, by bylaw, to regulate, prohibit and impose requirements in relation to buildings and other structures;

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

AND WHEREAS the Peace River Regional District deems it necessary to regulate, prohibit and impose requirements in relation to buildings and other structures, and to provide for the administration of the *Building Code*;

NOW THEREFORE, pursuant to the above-referenced and other authority, the Board of the Peace River Regional District, in open meeting assembled, enacts as follows:

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PART ONE – INTRODUCTORY PROVISIONS

1. TITLE

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This By-law may be cited for all purposes as “Building By-law No. 1996, 2011”.

2. DEFINITIONS

2.1. In this Bylaw, the following words have the following meanings;

“**ALTERATION/ RENOVATION**” means a series of planned changes and updates made to an existing *building* or *structure* that maintains the size of the existing *building* or *structure* and includes but is not limited to;

- (a) construction of, cutting into, or removal of a wall, partition, column, beam, joist or floor within the existing *building* or *structure*;
- (b) a change to, or closing of, any means of access (windows and doors); and
- (c) a change to the cladding, trim or roof.

“**ARCHITECT**” means an individual who is a member in good standing, licensed by the Architectural Institute of British Columbia, to practice as an Architect in the Province of British Columbia.

“**BASEMENT**” means that portion of a *building* between two floor levels which is partly underground, the lower floor of which is placed more than 0.3 m (1 ft.) below the average *finished grade*.

“**BUILDING**” means any *structure* used or intended for supporting or sheltering any use or *occupancy*, and includes a *manufactured home*.

“**BUILDING CODE**” means the British Columbia Building Code adopted pursuant to Section 692 (1) of the *Local Government Act*, as amended or re-enacted from time to time.

“**BUILDING INSPECTOR**” means the person designated by the *PRRD* from time to time to be the Building Inspector, as well as his or her assistants and deputies, and in respect of *plumbing permits* and inspections of *plumbing fixtures*, includes the person designated by the *PRRD* from time to time to be the Plumbing Inspector, as well as his or her assistants and deputies.

“**BUILDING PERMIT**” means a *permit* authorizing construction, *reconstruction*, *repair* or *alteration/renovation* of a *building* or *structure*.

“**COMPLEX BUILDING**” means a *building* or *structure* used for or intended to be used for, in whole or in part, commercial, industrial, or institutional purposes, or a multi-family residential *building* containing five or more *dwelling units*.

“**CONTRACTOR**” means a person who contracts with an *owner* to undertake a project, and includes an *owner* who contracts with more than one person for the work on a project or undertakes the work on a project or any part thereof.

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“**DAMAGE**” means physical harm caused to property resulting in loss of value or the impairment of usefulness, and includes, but is not limited to, damage to roads, curbs, gutters, boulevards, sidewalks, hydrants, valves, other appurtenances, street lighting, street furnishings, trees or the placement, dropping, or deposit of any dirt, debris, plants, materials, objects, or substances.

“**DEMOLITION PERMIT**” means a *permit* authorizing the demolition, or partial demolition, of a *building* or *structure*;

“**DESIGNER**” means the person responsible for the design of a *building* or *structure*.

“**DIGITAL**” means electronic technology that generates, stores, and processes data.

“**DO NOT OCCUPY NOTICE**” means a directive by the *building inspector* to the owner to cease *occupancy* of a *building*.

“**DWELLING**” and “**DWELLING UNIT**” means one or more habitable rooms when such room or rooms together contain only one set of cooking facilities, to be used for living and sleeping purposes for one household as a functioning set of living quarters, and which has a private entrance either from the outside or from a common hall inside a *building*.

“**FENCE**” means a structure serving as an enclosure, a barrier or a boundary, usually made of posts or stakes, joined together by boards, wire or rails and includes gate, screen, trellis and wall.

“**FIELD REVIEW**” means a review of the work at a project site of a development to which a *building permit* relates by a *registered professional*.

“**FINISHED GRADE**” means the final elevation of the ground surface after development.

“**GARAGE**” means a *building* which is designed or used for the sheltering of motor vehicles and the storage of household goods incidental to the residential use of the *dwelling*.

“**GRADE**” means the average of the mean elevations of all the natural or finished levels of the ground adjoining all the walls of a *building*.

“**LETTERS OF ASSURANCE**” means the letters attached as Schedule A, Schedule B-1 and B-2, and Schedule C-A and C-B of Part 2 of Division C of the *Building Code*, as those letters may be amended or replaced within the *Building Code* from time to time, and amended as necessary by the *registered professional* in cases where the letters are required by the *building inspector* but not required by the *Building Code*.

“**MANUFACTURED HOME**” means a factory built, single detached *dwelling unit* conforming to CSA STANDARD Z-240 rather than to *Building Codes* at their destination. They are built on a non-removable steel chassis and are designed to be complete when they leave the factory except for incidental assembly on site. *Manufactured homes* are not to exceed ten (10) years of age at the time of *permit* application.

“**OCCUPANCY**” means the use or intended use of a *building* or part thereof for the shelter or support of persons, animals or property;

“**OCCUPANCY PERMIT**” means a *permit* authorizing the occupancy of a *building* for which a *building permit* was issued or required;



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“OWNER” means, in respect of a *parcel*,

- (a) the registered *owner* of an estate in fee simple,
- (b) the tenant for life under a registered life estate,
- (c) the registered holder of the last registered agreement for sale,
- (d) the holder or occupier of land held in the manner referred to in Section 228 (*taxation of Crown land used by others*) or Section 229 (*taxation of municipal land used by others*) of the *Community Charter*, and
- (e) an Indian who is an owner under the letters patent of a municipality incorporated under Section 12 of the *Local Government Act*;

“PARCEL” means any lot, block or other area in which land is held or into which it is subdivided, but does not include a highway.

“PERMIT” means any of the following, as the context allows: *building permit, occupancy permit, plumbing permit, demolition permit, solid fuel burning appliance permit*.,

“PERMIT FEE” means a fee payable for a *permit* as specified in Schedule A;

“PLUMBING FIXTURE” means a toilet, water closet, sink, lavatory, bathtub, shower, hot water tank, clothes washer, dishwasher, floor drain, roof drain, water heater, oil and grease interceptor, sump, catch basin, backflow prevention device, vacuum breaker and any similar appliance which is connected to sanitary drain water supply or internal rain water leader.

“PLUMBING PERMIT” means a *permit* authorizing the construction or *alteration/renovation* of a *plumbing system*;

“PLUMBING SYSTEM” means a system of pipes and fixtures installed in a *building* for the distribution of potable water and the removal of waterborne wastes.

“PRRD” means Peace River Regional District.

“RECONSTRUCTION” means to re-build a *building* or *structure*, including structural elements, to pre-existing design, dimension and materials.

“REGISTERED PROFESSIONAL” means

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

“REPAIR” means the replacement of an existing element of a *building* or *structure*, other than a structural element, with a component of like characteristics.

“SECONDARY SUITE” means a self-contained, accessory *dwelling unit* located within a principal single-detached *dwelling* or in an accessory *building* on the same *parcel* as a single-detached *dwelling*. A *secondary suite* has its own separate cooking, sleeping and bathing facilities. It has direct access to the outside without passing through any part of the principal *dwelling unit*. A *secondary suite* does not include a *duplex*.

“SETBACK” means the horizontal distance measured at right angles to the *parcel* line, between the *parcel* line and the *building, structure, or use*.



“**SOLID FUEL BURNING APPLIANCE**” refers to all solid fuel (wood, coal etc.) burning appliances including stoves, factory made fireplaces (natural gas not included) and fireplace stoves.

“**SOLID FUEL BURNING APPLIANCE PERMIT**” means a *permit* authorizing the construction or installation of a *solid fuel burning appliance* within a building or structure.

“**STANDARD BUILDING**” means a *buildings* not captured under the definition of *complex building* and used for or intended to be used as a single-family *dwelling* (including a *manufactured home*), or a multiple-family residential building having four or fewer *dwelling units* on one *parcel*;

“**STOP WORK NOTICE**” means a directive by the *building inspector* to an *owner* to cease work on a *building* or *structure*.

“**STRUCTURE**” means a construction or portion thereof of any kind, but not including a *building*, whether fixed to, supported by or sunk into land or water, but specifically excludes landscaping, fences, paving and retaining structures less than 1.2 meter in height.

“**VALUE OF CONSTRUCTION**” means all costs of construction, materials and labour.

3. PURPOSE OF BYLAW

Interpretation of Bylaw

- 3.1. The Bylaw, shall, notwithstanding any other provision herein, be interpreted in accordance with this Section 3.

Purpose of Bylaw

- 3.2. This Bylaw has been enacted for the purpose of providing for the administration and regulation of the *Building Code* within the *PRRD* and to regulate *building* and development in general in respect to those matters not included in the *Building Code*.
- 3.3. The authorities undertaken by or on behalf of the Regional Board pursuant to this by-law are for the sole purpose of providing a limited and interim spot checking function for reasons of public health and safety.

Limitations of Bylaw

- 3.4. It is not contemplated nor intended, nor does the purpose of this Bylaw extend:
 - 3.4.1. No Economic Protection – to the protection of *owners*, *constructors*, subsequent *owners*, or any other person from economic loss;
 - 3.4.2. No Confirmation of Compliance - to the assumption by the *PRRD* or any *building inspector* of any responsibility for ensuring the compliance by any *owner*, his or her agent or representative, or employees, *constructors* or *designers* retained by him or her, with the *Building Code*, the requirements of this Bylaw or other applicable enactments respecting health or safety;
 - 3.4.3. No Warranty - to providing any person a warranty of design or workmanship with respect to any *building* or *structure* for which a *permit* or *occupancy permit* is issued under this Bylaw; or



- 3.4.4. No Assurance Regarding Defects - to providing a warranty or assurance that construction undertaken pursuant to *permits* issued by the *PRRD* is free from latent, or any defects.

4. PERMIT CONDITIONS

Permits Required

- 4.1. A *permit* is required whenever and before work related under this Bylaw is to be undertaken.

Disclaimer of Warranty or Representation

- 4.2. 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 inspector*, shall constitute a representation, warranty, assurance or statement that the *Building Code*, *PRRD* bylaws, or other enactments respecting health and safety have been complied with or the *building* or *structure* meets any standard of materials and workmanship, and no person shall rely on any of those acts as establishing compliance with the *Building Code*, this Bylaw or any other applicable enactments respecting health and safety. The person to whom a *permit* is issued is responsible for making such determination.

Owner Responsibilities

- 4.3. It shall be the full and sole responsibility 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 other applicable enactments respecting health and safety.
- 4.4. Every *owner* to whom a *permit* is issued shall be responsible for the cost of repair of any *damage* to municipal works that occurs in the course of work authorized by the *permit*, and shall commit to this prior to issuance of the *permit* by signing the form prescribed by the *PRRD*. Unpaid costs that have been assessed against an *owner* to repair *damage* to municipal works shall be applied to property taxes at the end of the year.
- 4.5. Every *owner* to whom a *permit* is issued shall be responsible for completing the landscaping and paving authorized by the *permit*, and shall commit to this prior to issuance of the *permit* by signing the form prescribed by the *PRRD*. Unpaid costs that have been assessed against an *owner* for the *PRRD* to undertake and complete the landscaping and paving shall be applied to property taxes at the end of the year.

5. SCOPE OF BYLAW

Applications of Bylaw

- 5.1. This Bylaw applies to the design, construction and *occupancy* of new *buildings* and *structures*, and the *alteration/renovation, reconstruction*, demolition, removal, relocation and *occupancy* of existing *buildings* and *structures*.
- 5.2. This By-law applies to all parts of the Regional District not within a municipality.



Exemptions from Bylaw

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- 5.3. This Bylaw does not apply to:
- 5.3.1 *buildings* or *structure* exempted by Section 1.1.1.1. (2) (a) to (h) of the *Building Code*, nor to retaining *structures* less than 1.2 meters in height.
 - 5.3.2 painting (exterior and/or interior), window replacement (same size openings) and/or replacement of *plumbing fixtures* do not require a *building permit*.
 - 5.3.3 a temporary on-site *construction* trailer for a project being constructed under valid *permits*.
 - 5.3.4 farm buildings pursuant to the National Farm Building Code of Canada, 1995.
 - 5.3.5 *construction*, alterations or repairs with an *estimated construction value* not exceeding \$2,500
 - 5.3.6 a garden shed, tool shed or greenhouse having a floor area not exceeding 20 square metres
 - 5.3.7 the repairing or replacement of plumbing fixtures unless the repair includes an extension or addition of fixtures (i.e. installing a new bathroom or relocating a kitchen) Requirements should be verified with the *Building Inspector*.
- 5.4. Notwithstanding section 5.3.5, no work or *construction* shall commence or continue which involves a building intended as a dwelling unit, except in accordance with a valid *permit* which has been issued by the *Building Inspector* pursuant to this By-law

6. PROHIBITIONS

Permit(s) Required

- 6.1. No person shall commence or continue any construction, *alteration/renovation, reconstruction, demolition, removal, relocation* or change the *occupancy* of any *building* or *structure* or *plumbing system*, , including excavation or other work related to construction, unless a *building inspector* has issued a valid and subsisting *permit* for the work, where the work or *construction* occurs within the area outlined in Schedule 'A' which forms a part of this By-law.
- 6.2. Place a *manufactured home* upon a foundation without a *permit*.
- 6.3. Persons undertaking *construction* regulated by this by-law that is outside the area outlined in Schedule 'A' may apply for and obtain a *permit* for such *construction* pursuant to this by-law, but are not required to do so.

Occupancy Permit

- 6.4. No person shall occupy or use any *building* or *structure*, or part of it, unless a valid and subsisting *occupancy permit* has been issued by a *building inspector* for the entire *building* or *structure*, or contrary to the terms of any *occupancy permit* issued or any notice given by a *building inspector*.



No False Information

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- 6.5. No person shall knowingly submit false or misleading information to a *building inspector* in relation to any *permit* application or construction undertaken pursuant to this Bylaw.

No Tampering with Permit

- 6.6. No person shall reverse, alter, deface, cover, remove or in any way tamper with any notice, order, *permit* or certificate issued by the *building inspector*, including one posted upon or affixed to a *building* or *structure* pursuant to this Bylaw.

No Variances

- 6.7. 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 inspector*.

No Obstruction of Building Inspector

- 6.8. No person shall obstruct the entry of a *building inspector* or other authorized official of the *PRRD* on property in the administration of this Bylaw.

Structural Damage

- 6.9. At the discretion of the *building inspector*, any *building* that has experienced structural *damage* due to a tornado, earthquake or other act of God, fire, decay or manmade disaster, shall provide an engineer's report with the assessment of *damage* and recommendations for all *repairs*. The *building* shall then be *repaired* using the engineer's solution as determined in the engineer's report and shall be made to comply with the *Building Code* and all *PRRD* bylaws. The *PRRD* will also require an engineer's report upon the completion of the *repairs* that the work completed as per original recommendations.

Occupancy and Use

- 6.10. No person shall occupy or use any building contrary to the terms of any *permit* issued or any notice given by a *Building Inspector*

Development Permit

- 6.11. Despite any other provision of the Bylaw, no *permit* shall be issued without prior issuance of a *development permit*, where such *permit* is required by Section 920 of the *Local Government Act*.

7. OWNERS AND AUTHORIZED AGENTS

Use of an Agent

- 7.1. An *owner* may appoint an agent for the purposes of the Bylaw, by completing and delivering to the *building inspector* the *PRRD's* form for that purpose, and all subsequent applications, requests and other acts of the agent shall be deemed to be acts of the *owner* and all *permits*, notices, acceptances and other notices delivered to the agent will be deemed to be delivered to the *owner*.
- 7.2. An *owner* may not revoke an appointment of an agent for the purposes of this Bylaw unless the owner provides the *building inspector* with a written revocation.



Rules on Signing by Owners

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- 7.3. Where an application, letter or other document is required by this Bylaw to be provided by the *owner*, the following apply:
- (a) the document must be signed by the *owner*;
 - (b) if more than one person is the *owner* of the property, the document must be signed by all *owners*;
 - (c) if a corporation is an *owner* of the property, the document must be signed by at least one signing officer of the corporation;
 - (d) if the property is or involves common property of a strata corporation, the document must be signed by two members of the strata Board, and depending on the circumstances, the *building inspector* may require proof of approval of the strata lot *owners* at a strata meeting;
 - (e) a document may be signed by the *owner's* authorized agent, if the *owner* has provided the *building inspector* with a signed authorization of that person as agent for all purposes associated with the construction.

8. BUILDING INSPECTOR

Powers of Building Inspectors

- 8.1. Each *building inspector* may:
- 8.1.1. Administer Bylaw – administer this Bylaw and all other *PRRD* bylaws and *permits* relating to any property for which a *permit* has been issued, or relating to any property for which a *permit* is required for the activity underway or completed.
 - 8.1.2. Records - keep records of *permit* applications, *permits*, notices and orders issued, inspections and tests made, and retain copies of documents related to the administration of this Bylaw or *digital* copies of such documents.
 - 8.1.3. Equivalents - 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*.
 - 8.1.4. Stop Work Notice - post a *stop work notice*, or otherwise order the cessation of work that is proceeding in contravention of this Bylaw, a *permit* or the *Building Code*;
 - 8.1.5. Do Not Occupy Notice – post a *Do Not Occupy Notice*, or otherwise order to cease *occupancy* of the *building* that is proceeding in contravention of this Bylaw, a *permit* or the *Building Code*, and
 - 8.1.6. Refusal of Permit - refuse to issue a *permit* where, the application for a *permit* or the proposed construction does not comply with the *Building Code*, this Bylaw or other applicable bylaws of the *PRRD* or where, in his/her opinion, the results of tests of materials, devices, construction methods, structural assemblies or foundation conditions are not satisfactory.



Entry onto Land

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8.2. A *building inspector*:

- 8.2.1. 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.
- 8.2.2. shall, where any residence is occupied, obtain the consent of the occupant or provide written notice to the occupant twenty-four (24) hours in advance of entry; and
- 8.2.3. shall carry proper credentials confirming his/her status as *building inspector*.

Order Correction of Work

8.3. A *building inspector* may order the correction of any work that is being or has been done in contravention of the *Building Code*, this Bylaw or the *permit*.

PART TWO – APPLICATIONS FOR PERMITS

9. APPLICATIONS

Required Permits

- 9.1. Every person shall apply for and obtain;
 - 9.1.1. a *building permit* before constructing, *reconstructing, repairing* or *altering* a *building* or *structure*;
 - 9.1.2. a *plumbing permit* before constructing or *altering* a *plumbing system*;
 - 9.1.3. a *building permit* before placing a *building* or *structure* that has been moved;
 - 9.1.4. a *demolition permit* before demolishing a *building* or *structure*, or part of it;
 - 9.1.5. a *solid fuel burning appliance permit* prior to the construction and/or installation of a *solid fuel burning appliance* within a *building* or *structure*;
 - 9.1.6. An *occupancy permit* prior to occupying a *building* or *structure*;

Permit Application Forms

9.2. Applications for *permits* required by this Bylaw shall be made in the forms attached to this Bylaw.

Plans – Designer Name

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

Separate Building Permits

9.4. Each *building* or *structure* to be constructed on a *parcel* requires a separate *building permit* and shall be assessed a separate *permit fee* based on Schedule A of this Bylaw.



Separate Plumbing Permits

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- 9.5. Each *plumbing system* to be constructed on a *parcel* requires a separate *plumbing permit* for each *building* and shall be assessed a separate *permit fee* based on Schedule A of this By-law.

10. PROFESSIONAL PLAN CERTIFICATION AND FIELD REVIEW

Letters of Assurance Required Under the Building Code

- 10.1. In addition to the circumstances where *building design* and *field reviews* are required by a *registered professional* under the *Building Code*, every *owner* applying to construct a *complex building* shall:
- (a) provide to the *building inspector* prior to issuance of a *building permit*, letters in the form(s) set out in Schedules A, B-1 and B-2 of the *Building Code*; and
 - (b) provide to the *building inspector* prior to obtaining a final inspection for an *occupancy permit* for the *building*, the form(s) set out in Schedules C-A and C-B of the *Building Code*.

Building Inspector Requirements for Letters of Assurance

- 10.2. In addition to the circumstances where *building design* and *field reviews* are required by a *registered professional* under the *Building Code*, the *building inspector* may require an *owner* applying for a *building permit* for a *standard building* or a *structure* to provide the *PRRD* with the certification referred to in Section 10.1(a) of this Bylaw and the certification referred to in Section 10.1(b) of this Bylaw if the *building inspector* considers that this is warranted by circumstances that relate to the site conditions, the size or complexity of the development, or another aspect of the development.

Reliance on Letters of Assurance

- 10.3. The *letters of assurance* are relied upon by the *PRRD* and its *building inspectors* as certification that the design and plans and construction to which the *letters of assurance* relate comply with the *Building Code*, this Bylaw and other applicable enactments relating to health and safety.

11. APPLICATIONS FOR STANDARD BUILDINGS

Documents Required for Application

- 11.1. An application for a *building permit* for a *standard building* shall be made on the *PRRD's* form for such applications and the *owner* shall include the following additional information:
- 11.1.1. Owner's Declaration - each *owner* of a *building* or *structure* to be constructed requiring a *building permit* shall include with the *permit* application(s), a signed and completed "Owner's Declaration" as per Schedule B to this Bylaw;
 - 11.1.2. Application Forms – if applicable, any other *permit* application form(s) and shall be made on the *PRRD's* form for such applications;
 - 11.1.3. Water Turn On/Off Application Form – if applicable, as per the *PRRD's* Water Bylaw;



- 11.1.4. Home Protection Office Form – a Home Protection Office (HPO) form must be submitted at the time of application for a *standard building permit*;
- 11.1.5. Site Plan – unless the *building inspector* waives the requirements for a site plan, in whole or in part, where the *permit* is sought for the repair or *alteration/renovation* of an existing *building* or *structure*, then a site plan showing:
 - 11.1.5.1. Dimensions - the bearing and dimensions of the *parcel*, taken from the registered subdivision plan, if applicable;
 - 11.1.5.2. Legal - the legal description and civic address of the *parcel*, as evidenced by an up-to-date search of the *parcel* from the Land Title Office;
 - 11.1.5.3. No Build Areas - the location and dimensions of all statutory rights of way, easements, covenants, and *setback* requirements;
 - 11.1.5.4. Buildings - the location and dimensions of all existing and proposed *buildings* or *structures* on the *parcel*, including on-site sewage disposal systems, if applicable;
 - 11.1.5.5. Elevation - proposed elevations for top of *basement* and *garage* foundation;
 - 11.1.5.6. Parking/Driveway - the location and dimension of parking and driveway access;
 - 11.1.5.7. Green Element - the location of the landscaping tree/plant.
- 11.1.6. Floor Plans - floor plans showing the dimensions and uses of all areas; the dimensions and height of crawl and roof spaces; the location, size and swing of doors; the location, size and opening of windows; floor, wall, and ceiling finishes; *plumbing fixtures*; structural elements; and stair dimensions;
- 11.1.7. Cross Section - a cross section through the *building* or *structure* illustrating foundations, drainage, ceiling heights and construction systems;
- 11.1.8. Elevations - elevations of all sides of the *building* or *structure* showing finish details, roof slopes, windows, doors, and *finished grade*;
- 11.1.9. Details - cross-sectional details drawn at an appropriate scale and at sufficient locations;
- 11.1.10. Foundation Design - the foundation design;
- 11.1.11. Building Design – the design of the *building* or *structure*;
- 11.1.12. Truss Plan - a truss plan and truss drawings provided by your truss provider and stamped by a professional engineer;
- 11.1.13. Roof - a roof plan and roof height calculations;



- 11.1.14. Spatial Separations – information on all window openings are required for the building inspector to calculate spatial separations;
- 11.1.15. Other Information - any other information required by the *building inspector* to consider compliance with this Bylaw, the *Building Code* and other applicable bylaws and enactments.
- 11.1.16. Letter of Assurance – the applicable *letters of assurance*, if plan review is required by the *Building Code* or this Bylaw.
- 11.1.17. Lot Grading Plan – lot grading plans showing geodetic elevations of all corners of the *parcel*, which contains the existing and final geodetic elevations and mandatory *grades* from the *dwelling* to the four corners of the *parcel* on which it is located.

Set of Plans

- 11.2. The *owner* shall provide two sets of drawings at a suitable scale of the design of the *building* or *structure*.

Manufactured Homes

- 11.3. In addition to the requirements of Section 11.1, the following shall be required by a *building inspector* to be submitted with a *building permit* application for the installation of a *manufactured home*:

- 11.3.1. Zoning – confirmation that the land on which the *manufactured home* shall be located is zoned for single-family residences under the *PRRD's* Zoning Bylaw;
- 11.3.2. Standards – evidence that the *manufactured home* shall be constructed and certified under current editions of Canadian Standards Association (CSA) Standards A277 or Z240 MH series, or such updated standards as may be applicable from time to time;
- 11.3.3. Registered Professional – where a foundation and site preparation for a *manufactured home* does not comply with Section 11.3.2 of this Bylaw, Schedules as referred to in the *Building Code* will be required from a *registered professional*;
- 11.3.4. Site Information – details of siting, servicing, foundations or tie downs.

12. APPLICATIONS FOR COMPLEX BUILDINGS

Documents Required for Application

- 12.1. An application for a *building permit* for a *complex building* shall be made on the *PRRD's* form for such applications and the *owner* shall provide the information required in the Complex Building Permit Package (Appendix 1 to this Bylaw) and the following additional information that may or may not be included in the Complex Building Permit Package (Appendix 1):
 - 12.1.1. Checklist – include the completed Application Checklist, attached in Appendix 1 of this Bylaw and titled “Application Checklist”;



- 12.1.2. Drawings – three complete sets of drawings at the suitable scale of the design, illustrating that the *building* or *structure* substantially conforms to the *Building Code*, prepared by each *registered professional* and including all necessary information;
- 12.1.3. Application Forms – if applicable, any other *permit* application form(s) which shall be made on the *PRRD's* form for such applications;
- 12.1.4. Cost Estimate – a cost estimate from a *registered professional* or a signed copy of the actual contract between the contractor and the *owner*;
- 12.1.5. Water Turn On/Off Application Form – if applicable, as per the *PRRD's* Water Bylaw;
- 12.1.6. Home Protection Office Form – a Home Protection Office (HPO) form must be submitted at the time of application for *permits* on all *buildings* for residential use;
- 12.1.7. Declaration Forms - each *owner* of a *building* or *structure* to be constructed requiring a *building permit* shall include with the *permit* application(s), a signed and completed “Owner’s Declaration” as per Schedule B to this Bylaw, and, if applicable;
 - 12.1.7.1. Hazardous Materials Declaration – each *permit* application that encounters construction in a C3, C4, C5, M1 or M2 zone as described in the *PRRD's* Zoning Bylaw, shall include, with the *permit* application(s), a “Declaration of on Site Chemicals and Hazardous Materials” made on the *PRRD's* form for such applications.
- 12.1.8. Title – a copy of the current Certificate of Title, made within 30 days of the date of the application and listing all restrictive covenants pertaining to the title;
- 12.1.9. Letters of Assurance – *letters of assurance* as referred to in the *Building Code*, each signed by such *registered professionals*.
- 12.1.10. Report – a geotechnical engineer's report providing detailed information on site conditions, including but not limited to, soils, corrosivity, drainage requirements, slope, stability and contamination.
- 12.1.11. Approvals – 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 approval;
- 12.1.12. Business License – copy of valid business licenses for all general contractors, subcontractors and *owner/contractors*;
- 12.1.13. Development Permit – copy of the approved development *permit* is required if the *parcel* is located within a *PRRD's* development *permit* area.
- 12.1.14. Site Plan – a site plan, generally prepared by a British Columbia Land Surveyor showing:
 - 12.1.14.1. Dimensions – the bearing and dimensions of the *parcel* taken from the registered subdivision plan;



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- 12.1.14.2. Site Information - the location and size of the *building* and the floor area and lot coverage ratio;
- 12.1.14.3. Legal – the legal description and civic address of the *parcel*;
- 12.1.14.4. No Build Areas – the location and dimensions of all statutory rights of way, easements and *setback* requirements;
- 12.1.14.5. Existing Buildings – the location and dimensions of all existing and proposed *buildings* or *structures* on the *parcel*;
- 12.1.14.6. Hydrants - the locations of all fire hydrants, *fire sprinklers*/standpipe connections and a fire flow calculations;
- 12.1.14.7. Landscape Area - the detailed description and illustration of the landscape plan;
- 12.1.14.8. Levels - 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 *PRRD*'s land use regulations establish siting requirements related to a minimum floor elevation; and
- 12.1.14.9. Roads - the location, dimension and gradient of access roadways, parking and driveway access;
- 12.1.15. all necessary *building* plans including but not limited to;
 - 12.1.15.1. Architectural Plans – floor plans showing the dimensions, and uses of all areas: the dimensions and height of crawl and roof spaces; the location, size and swing of doors; the location, size and openings of windows; floor, wall and ceiling finishes; *plumbing fixtures*; structural elements; and stair dimensions;
 - 12.1.15.2. Structural Plans - showing the details for the footings/ foundation plans, load bearing members, fasteners and connectors, concrete reinforcing, roof slope, *finished grade*, ceiling heights and construction systems;
 - 12.1.15.3. Mechanical Plans – possibly prepared by several different consultants and include the heating, ventilation and air conditioning details, plumbing details, site servicing for water, sewer and drainage outside the *building* envelope, fire suppression systems and roof drainage systems;
 - 12.1.15.4. Electrical Plans – prepared by an electrical engineer including all electrical systems of the *building* and fire alarm systems;

Additional Information

- 12.2. In addition to the requirements of Section 9.1, the *owner* may be required by a *building inspector* to submit the following 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:



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- 12.2.1. Servicing Drawings - site servicing drawings, including sufficient detail of off-site services to indicate location at the property line, prepared and sealed by a *registered professional*.
- 12.2.2. Section - a section through the site showing *grades, buildings, structures, parking areas and driveways*;

13. DEMOLITION PERMITS

- 13.1. An application for a *demolition permit* shall be made on the *PRRD's* form for such applications.

Disconnection of Services

- 13.2. Arrangements must be made by the owner for the proper disconnection, as appropriate, of all services and utilities to the property, prior to demolition.
- 13.3. That damages to utilities, services or adjoining properties and all liabilities during demolition shall remain the responsibility of the owner.

Backfilling

- 13.4. Upon completion of demolition of a *building*, the *owner* must remove all cellars, foundations and other remaining *structures*, and the *owner* must backfill excavations to *grade* level with native backfill or other granular material.

Engineer's Report

- 13.5. Before issuance of a *demolition permit* in respect of a site containing or may contain chemicals or hazardous materials, the *building inspector* may require the *owner* to provide an engineer's report.

Safety

- 13.6. That public safety is protected prior, during and after the demolition pursuant to the *Building Code* The *owner* may be required by the *Building Code* to install a *fence* prior to a demolition.

Refund of Demolition Permit Fee

- 13.7. Ninety-five percent (95%) of the permit fee shall be available for refund upon written application by the owner to the Peace River Regional District advising that the demolition has been completed and that all requirements under the conditions of the granting of the *permit* have been complied with.
- 13.8. Application for refund must be made within six (6) months of completion of the demolition.

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14. SOLID FUEL BURNING APPLIANCE PERMITS

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Documents Required for Application

- 14.1. An *owner* applying for a *solid fuel burning appliance permit* shall be made on the *PRRD's* form for such applications and the *owner* must provide with the application a copy of the manual for the *solid fuel burning appliance*.

Certifications of Appliances

- 14.2. All appliances installed pursuant to a *solid fuel burning appliance permit* must have a certification label attached to the unit from the Canadian Standards Association, Underwriters Laboratories of Canada, or another certifier acceptable to the *building inspector*.

Manufacturer Specifications

- 14.3. All *solid fuel burning appliances* and chimneys must be installed as per manufacture specifications including but not limited to pipe sizing and setbacks.

Required Inspections

- 14.4. Every *owner* shall obtain an inspection and acceptance of the installation of a *solid fuel burning appliance*, after installation and before the work is covered or hidden. If the work is covered or hidden, every *owner* shall uncover the work, remove construction materials and do everything else necessary for the *building inspector* to conduct the inspection.

Owner Must Call for Inspections

- 14.5. The *owner* shall give at least 24 hours advance notice to the *building inspector* of the *owner's* request for an inspection and the *PRRD* is not required to undertake any inspection under Section 16.4 until requested by the *owner*.

Plans Available

- 14.6. An *owner* is not entitled to an inspection of work under Section 16.4 unless a copy of the issued *solid fuel burning appliance permit* and all applicable plans are available at the site and unless the civic address is clearly visible from the street

15. PLUMBING PERMITS

Documents Required for Application

- 15.1. An application for a *plumbing permit* shall be made on the *PRRD's* form for such applications.

Required Inspections

- 15.2. Every *owner* shall obtain an inspection and acceptance of the installation of *plumbing fixtures*, after installation and before the work is covered or hidden. If the work is covered or hidden, every *owner* shall uncover the work, remove construction materials and do everything else necessary for the *building inspector* to conduct the inspection.



Owner Must Call for Inspections

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- 15.3. The *owner* shall give at least 24 hours advance notice to the *building inspector* of the *owner's* request for an inspection and the *PRRD* is not required to undertake any inspection under Section 17.2 until requested by the *owner*.

Plans Available

- 15.4. An *owner* is not entitled to an inspection of work under Section 17.2 unless a copy of the issued *plumbing permit* and all applicable plans are available at the site and unless the civic address is clearly visible from the street.

16. RETAINING STRUCTURES

Requirement for Professional Design and Field Reviews

- 16.1. 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.

Information with Permit Application

- 16.2. Sealed copies of the design plan prepared by the *registered professional* for all retaining *structures* greater than 1.2 meters in height shall be submitted to a *building inspector* prior to issuance of a *building permit*.

17. SWIMMING POOLS

Pools Must be Fenced

- 17.1. Except as prescribed in Section 20.2 of this Bylaw, every *structure* designed or constructed as a private swimming pool, wading pool, hot tub or spa having a depth greater than 0.75 meters at any point shall be surrounded by a non-climbable *fence* least 1.2 meters in height. The *fence* shall be constructed surrounding the pool in such a manner as to substantially render the pool secure from unauthorized entry. All openings in the *fence* shall be in the form of a gate operated by a spring loaded hinge so as to cause the gate to return to a locked position and secured by a spring lock mounted on the swimming pool side of the gate. A swimming pool unless contained within a *building* shall be situated no less than 1.5 meters from a *building* or from a *parcel* line.

Exempt Pools

- 17.2. Swimming pools, hot tubs and spas less than 6.5 square meters in area are exempted from the requirements of Section 20.1 of this Bylaw, but no wading pools of any size are exempted.

PART THREE – OWNER REQUIREMENTS

18. RESPONSIBILITIES OF THE OWNER

Owners Liability

- 18.1. Neither the issuance of a *permit* or *occupancy 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 *PRRD* shall in any way relieve the *owner* from full and sole responsibility to perform the work in strict accordance with this Bylaw, the *Building Code* and other applicable enactments respecting health and safety.



On Site Requirements

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- 18.2. Every *owner* to whom a *permit* is issued shall, during construction;
- 18.2.1. Post Permit – post and maintain the *permit* in a conspicuous place on the property in respect of which the *permit* was issued;
- 18.2.2. Plans on Site – keep a copy of the accepted designs, plans and specifications on the property;
- 18.2.3. Civic Address – post the civic address on the property in a location visible from the road; and

Site Conditions

- 18.3. Where a *building permit* has been issued, the *owner* of a property shall ensure that during construction:
- 18.3.1. Storage – no material or equipment is placed or stored on adjacent *PRRD* property or, without permission, on adjacent private property;
- 18.3.2. No Disturbance – there is no disturbance to adjacent properties or to existing erosion and sediment control appurtenances;
- 18.3.3. Drainage Control – proper site drainage and erosion and sedimentation control measures are in place to prevent the discharge of sediment into the *PRRD* storm drainage system or neighbouring properties;
- 18.3.4. Residues – the residue from the cleaning of concrete trucks, or the wash from exposed aggregate concrete is not being discharged directly into the *PRRD* storm drainage system; and
- 18.3.5. Sidewalks – sidewalks and roadways are kept clear of mud and debris and are cleaned daily.
- 18.3.6. Rubbish – must have a container with a closeable lid for rubbish and debris during construction and the *building* site must be kept in a neat and tidy condition. Failure to contain rubbish or debris on a construction site will result in a penalty and costs incurred for cleanup.

19. SITE STANDARDS

Drainage

- 19.1. The *owner* shall ensure that in connection with the construction of any *building, structure* or *paved* surfaces, drainage works and patterns shall be made in accordance with the following standards:
- 19.1.1. Surface Water – adequate drainage of surface water shall be provided over the whole area of a *building* site;
- 19.1.2. Terminus of Drainage – surface water from each site shall drain directly into either a public storm sewer system where such is available or into a natural watercourse designated by the *building inspector*.



- 19.1.3. Adjacent Property – surface water shall not be allowed to drain from any site into any adjacent property or public park other than a natural watercourse designated by the *building inspector*.
- 19.1.4. Catch Basins – where the grading will result in the collection of water, catch basins shall be installed to carry such surface water from the site, or other methods of drainage acceptable to the *building inspector* must be employed.
- 19.1.5. Downspouts – where downspouts are provided and are not connected to storm sewer or an acceptable private sub-surface disposal system, extensions shall be provided to carry rainwater away from the *building* and towards the street storm drainage in a manner which will prevent soil erosion.
- 19.1.6. Grading
- 19.1.6.1. Plan – If a lot grading plan has been provided by the *PRRD* as part of the application for the *building permit*, the plan must be adhered to.
- 19.1.6.2. Direction of Grading – Whenever possible, lots shall be *graded* towards roadways, and in no case shall lots be permitted to drain onto an adjacent lot. Through areas where site topography prohibits drainage to roadways, lots may be *graded* to lot lines with drainage swales *graded* out to the roadways. Drainage swales shall be protected by registration of a covenant and statutory 6.0 meters right-of-way on the lot title.
- 19.1.7. Driveways
- 19.1.7.1. Maximum Grade – The finished gradient of driveway access shall not be greater than 6% and not less than 0.5%.

PART FOUR – ISSUANCE OF PERMITS AND PERMIT FEES

20. PERMIT FEES

Permit Fees Payable

- 20.1. In addition to applicable fees and charges that may be required under other bylaws, a *permit fee*, in the amount established by Schedule A of this Bylaw, shall be paid in full prior to issuance of any *permit* under this Bylaw.

Plan-Processing Fee

- 20.2. A *permit fee* for a *building permit* shall include the appropriate plan-processing fee as set out in Schedule A to this Bylaw.
- 20.3. The plan-processing component of the *building permit* fee is payable at the time of the *owner's* submission to the *building inspector* of the application for the *building permit*.
- 20.3.1. Plan-processing fees do not apply to any *permits* other than *building permits*.
- 20.3.2. The *owner* must pay a new plan-processing fee if any major *alterations* occur to the *building* prior to completion of construction.



- 20.3.3. The plan-processing component of the *building permit* fee is not refundable under any circumstances.

Commencement of Work without Building Permit

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- 20.4. Every person who commences work requiring a *building permit* without first obtaining such a *building permit* shall, if a *stop work notice* is issued, pay the additional charge set out in out in Schedule A to this Bylaw prior to obtaining the required *building permit*.

Cancellation of Building Permit Application

- 20.5. An application for a *building permit* shall be cancelled and the plan-processing component of the *permit fee* forfeited if the *building permit* has not been issued because the *owner* has not paid the remainder of the *building permit fee* within 180 days of the date of written notification to the *owner* that the *building permit* is ready to be issued.
- 20.6. When a *building permit* application is cancelled under Section 20.5, the plans and related documents submitted with the application may be destroyed.

Refunds of Permit Fees

- 20.7. The *owner* may obtain a refund of the *permit fees* set out in Schedule A to this Bylaw when a *permit* is surrendered and cancelled before any construction begins, provided the refund shall not include the plan-processing fee.

Re-Inspections

- 20.8. Where more than one inspection is necessary, for each inspection after the first inspection, the *owner* shall pay the re-inspection fee as set out in Schedule A to this Bylaw prior to each additional inspection being performed.
- 20.9. Notwithstanding Section 20.8, the *owner* is not required to pay the re-inspection fee where multiple inspections for framing and insulation are required during the winter months of November through March.

21. ISSUANCE OF PERMITS

21.1. When:

- 21.1.1. a completed application for a *permit* has been submitted, including all required supporting documentation, with the documentation and the contents of it all satisfactory to the *building inspector*;
- 21.1.2. the proposed work set out in the application conforms with the *Building Code*, this Bylaw and all other applicable bylaws and enactments;
- 21.1.3. the *owner* has paid all applicable *permit fees* and *security* as set out in this Bylaw;
- 21.1.4. the *owner* has paid all charges and met all requirement imposed by other bylaw and enactment;



- 21.1.5. no covenant, agreement, enactment or regulation prevents or prohibits the work, or requires the *permit* to be withheld;
- 21.1.6. the *owner* has retained an *architect* if required by the provisions of the *Architects Act*;
- 21.1.7. the *Owner* has retained a professional engineer or geoscientist if required by the provisions of the *Engineers and Geoscientists Act*;

a *building inspector* shall issue the *building permit* for which the application has been made.

Homeowner Protection Act

- 21.2. Notwithstanding anything in this Bylaw, a *building permit* will not be issued unless the *building inspector* is provided with any and all documentation required under the *Homeowner Protection Act*.

Expiry of Permit

- 21.3. Every *permit* is issued upon the condition that the *permit* shall expire and the rights of the *owner* under the *permit* shall terminate when thirty-six (36) months have elapsed from the date of issuance of the *permit*.

Expiration of Demolition Permit

- 21.4. A *demolition permit* shall expire six (6) months after the date of issuance.

Extension of Building Permit

- 21.5. When a *permit* has expired before the work encompassed in the scope of the *permit* has been completed, the *owner* may obtain a six (6) month extension on the *permit* to undertake or complete the work for a cost of 25% of the original *building permit* fee. An extension will only be granted once, thereafter a new *building permit* will be issued at full cost as per the original *building permit* fee.

Filling of Excavations

- 21.6. When a site has been excavated under a *building permit*, but no construction to cover the excavation has been completed within sixty (60) days or if a site has been excavated under a *building permit* that has expired, with written notice from the *PRRD*, the *owner* shall promptly fill in the excavation to restore the original gradients of the site.
 - 21.6.1. In the event that the *owner* has not undertaken the work required by the date specified on the written notice from the *PRRD*, the *PRRD* shall undertake the said work and invoice the *owner* to recover the *PRRD*'s cost for completing the work. The *owner* shall pay forthwith upon receipt of the *PRRD*'s invoice for that amount.

Permit Issuance Date

- 21.7. A *building permit* shall be deemed to have been issued as of the date the *permit* was signed by the *building inspector*.



PART FIVE – INSPECTIONS AND FIELD REVIEWS

22. PROFESSIONAL DESIGN AND FIELD REVIEW

22.1. The *owner* shall provide the Schedules as referred in the *Building Code* where applicable.

23. INSPECTIONS OF STANDARD BUILDINGS

Required Inspections

23.1. Unless an *owner* has been required by the *building inspector* to have a *registered professional* conduct *field reviews* of the *owner's standard building*, every *owner* shall obtain an inspection and acceptance of the following work (where applicable for that *building*) at the following stages of construction on a *standard building*:

- 23.1.1. Footing Forms – footing forms, before concrete is poured;
- 23.1.2. Foundation Forms – foundation forms before concrete is poured, and for the purposes of acceptance of this work, the *owner* shall provide a survey certified by a BC Land Surveyor prior to the inspection to verify that level strip elevation and *setbacks* meet the *PRRD's* Zoning Bylaw, and to verify that height of walls for lateral support meets the *Building Code*;
- 23.1.3. Pilings and Grade Beam – if applicable;
- 23.1.4. Utility Services – services that are connected from the *PRRD's* utility system to the proposed *dwelling* being constructed, with those services to be inspected before being covered;
- 23.1.5. Drainage Works – weeping tile, drain rock, and 2"SM insulation (not required if weeping tile and drain rock has a depth greater than 1.5 meters) and after damp proofing is completed and before backfilling;
- 23.1.6. Underslab Plumbing – underslab plumbing prior to any portion of the *plumbing system* being covered or hidden;
- 23.1.7. Slab Seal – slab seal, including polyethylene sheeting and/or insulation under the floor slab;
- 23.1.8. Rough in Plumbing – rough in plumbing with both water and sewer lines;
- 23.1.9. Framing – framing which includes installation and completion of structural framing, roofing, windows, doors, wiring, heating systems, and fireplaces, and for this inspection, a copy of the roof truss drawings, engineered beams and details regarding engineered floor joist system design and layout, as applicable;
- 23.1.10. Insulation – insulation and vapour barrier, before interior wall finish is applied which would conceal the work;
- 23.1.11. Final Inspection – after completing construction, but before occupancy or use.



No Work Concealed

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- 23.2. No aspect of the work referred in Section 23.1 of this bylaw shall be concealed until a *building inspector* has accepted it in writing.

Work to be Uncovered

- 23.3. Every *owner* shall uncover work, remove construction materials and do everything else necessary for the *building inspector* to conduct an inspection under Section 23.1 of the Bylaw, and the *building inspector* may order the uncovering of the work for the purpose of being able to conduct an inspection under this Bylaw.

Owner Must Call for Inspections

- 23.4. The *owner* shall give at least 24 hours advance notice to the *building inspector* of the *owner's* request for an inspection of a *standard building* and the *PRRD* is not required to undertake any inspection under this Bylaw until requested by the *owner*.
- 23.5. In the event that the *owner* has not requested an inspection that was required by this Bylaw, and construction continued, and the work to be inspected was covered or concealed, and if the *owner* is not willing to uncover the work, the *building inspector* will require a *registered professional* to sign off and accept full responsibility on the completed work.

Plans Available

- 23.6. An *owner* is not entitled to an inspection of work under this Bylaw unless a copy of the issued *building permit* and all *building plans* are available at the site and unless the civic address is clearly visible from the street.

24. FIELD REVIEWS OF COMPLEX BUILDINGS

Requirement for Field Review Letters of Assurance

- 24.1. When a *registered professional* provides *letters of assurance* either because required by the *Building Code* or because required by the *building inspector* under this Bylaw, then the *PRRD* must receive copies of *field reviews* undertaken by the *registered professional* and the corresponding *letters of assurance* to the *PRRD* 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 health and safety.

Monitoring of Building Inspector

- 24.2. Even though *letters of assurance* regarding *field reviews* are required by a *registered professional*, a *building inspector* may attend the site from time to time during the course of construction to; ascertain that the *field reviews* are taking place; to monitor the *field reviews* undertaken by the *registered professionals*; and 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 enactments concerning safety.



Scheduled Site Visits

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- 24.3. The *owner* shall provide *field reviews* undertaken by the *registered professional* as in this Bylaw, and schedule a site visit by a *building inspector* to verify that *field reviews* are being conducted by the *registered professional* at the following stages of construction of a *complex building*:
- 24.3.1. upon completion of *building*, footing and foundation forms;
 - 24.3.2. prior to backfilling on-site services including water, storm sewer and sanitary sewer;
 - 24.3.3. upon completion of base plumbing, rough plumbing, waterlines, and sprinkler systems;
 - 24.3.4. upon completion of fire rating and stopping in fire separations;
 - 24.3.5. upon completion of insulation and vapour barrier; and
 - 24.3.6. when an *occupancy permit* is sought.

Complex Building Inspections

- 24.4. The *owner* shall give at least 24 hours notice to the *PRRD* when requesting or scheduling an inspection and shall:
- 24.4.1. Obtain an inspection and receive a *building inspector's* acceptance of the work prior to concealing it; and
 - 24.4.2. Where the *building, structure, material, appliance, system, or equipment* is designed by a *registered professional* and a *letter of assurance* has been provided, ensure that all required inspections are carried out by the *registered professional*, and obtain acceptance of the work.

PART SIX – OCCUPANCY

25. OCCUPANCY PERMITS

Application for Occupancy Permit

- 25.1. Upon completion of work under a *building permit*, the *owner* must, prior to a final inspection of the *building*, apply to a *building inspector* for an *occupancy permit*.

Information with Application

- 25.2. With the application for an *occupancy permit*, the *owner* shall include a final survey showing the actual location of the *building or structure* on the *parcel*, and a final inspection will not be performed without this survey.

Requirement for Occupancy Permit

- 25.3. No person shall occupy a *building or structure* or part of a *building or structure* until an *occupancy permit* has been issued by a *building inspector*.



Preconditions to Occupancy Permit

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25.4. An *occupancy permit* shall not be issued unless:

- 25.4.1. all *letters of assurance* and other required documents have been submitted as required by this Bylaw; and
- 25.4.2. all aspects of the work requiring inspection and acceptance by the *building inspector* under this Bylaw have been inspected and accepted by the *building inspector*.
- 25.4.3. if applicable, a *complex building* may require an inspection from the Fire Department and the Fire Chief and/or his designate must approve the *building* prior to the issuance of an *occupancy permit*.

Partial Occupancy

25.5. Under no circumstances will partial occupancy be granted by a *building inspector*.

26. SECONDARY SUITES

- 26.1. All *secondary suites* must be included on the submitted plans at the time of application for a *standard building permit* of new construction.
- 26.2. All *secondary suites* must be built according to the *Building Code* and comply with this Bylaw and the *PRRD's* Zoning Bylaw; and
- 26.3. All smoke and carbon monoxide detectors must be inter-connected in both the principal *dwelling unit* and the *secondary suite*.

PART SEVEN – NOTICES AND ENFORCEMENT

27. DISCLAIMER OF WARRANTY OR REPRESENTATION

- 27.1. 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 inspector*, shall constitute a representation or warranty that the *Building Code* or the *PRRD* bylaws has been complied with or the *building* or *structure* meets any standard of materials and 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.

28. STOP WORK NOTICES

Building Inspector May Issue Notice

- 28.1. A *building inspector* may order the cessation of any work that is proceeding in contravention of the *permit*, the *Building Code* or this Bylaw by posting a *stop work notice*.



Work Must Stop

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- 28.2. The *owner* of property on which a *stop work notice* has been posted, and every other person working on site, shall cease construction work immediately and shall not do any work until all applicable provisions of the *permit*, the *Building Code* and this Bylaw have been complied with and the *stop work notice* has been rescinded in writing by a *building inspector*.

29. NO OCCUPANCY NOTICES

Building Inspector May Issue Notice

- 29.1. Where a person occupies a *building* or part of a *building* before issuance of an *occupancy permit*, a *building inspector* may post a *Do Not Occupy Notice* on the *building* or *structure*, or affected part of it.

Occupancy Must Cease

- 29.2. The *owner* of property on which a *Do Not Occupy Notice* has been posted, and every person that inhabits the building, shall cease *occupancy* of the *building* or *structure* immediately and shall not occupy it until all applicable provisions of the *permit*, the *Building Code* and this Bylaw have been complied with and the *Do Not Occupy Notice* has been rescinded in writing by a *building inspector*.

30. PENALTIES AND ENFORCEMENT

- 30.1. An offence is committed against this Bylaw by every person who:
- 30.1.1. conducts any removal or deposit without a *permit* if a *permit* is required;
 - 30.1.2. fails to comply with any of the terms or conditions of a *permit*;
 - 30.1.3. allows any act or thing to be done in contravention or violation of this Bylaw or any part of a *permit*;
 - 30.1.4. being the *owner* or occupier of a *parcel*, fails to prevent any other person from contravening any part of this Bylaw or a *permit* issued under it;
 - 30.1.5. fails to comply with any order or notice given under this Bylaw; or
 - 30.1.6. violates any of the provisions of this Bylaw.
- 30.2. Every person who commits an offence under this Bylaw or a *permit* issued under it is liable upon summary conviction to a fine not exceeding ten thousand dollars (\$10,000.00). Any person who does not comply with this Bylaw or *permit* conditions shall, upon summary conviction, be liable to a penalty up to ten thousand dollars (\$10,000.00) for each offence.
- 30.3. Each day of any violation, contravention or breach of this Bylaw or a *permit* issued under it shall be deemed to be a separate and distinct offence. Where an offence is a continuous one, each day that the offence is continued shall constitute a separate offence.
- 30.4. Nothing in this Bylaw shall limit the *PRRD* from pursuing any other remedy that would otherwise be available for a contravention of this Bylaw.



31. SEVERABILITY

31.1. If any Section, subsection, clause or phrase of this Bylaw is for any reason held to be invalid or illegal by a decision of any court of competent jurisdiction, it shall be severable, and such a decision shall not affect the validity of the remaining Sections, subsections, clauses or phrases of this Bylaw.

32. SECTION HEADINGS

32.1. Section or subsection headings are inserted in this Bylaw for ease of reference and are not to be used in interpreting this Bylaw.

33. FORMS AND SCHEDULES

33.1. The Schedules as attached to this Bylaw form part of this Bylaw and are listed as follows:

- Schedule A – “Fees and Charges”;
- Schedule B – “Owner’s Declaration”;
- Schedule C – “Stop Work Notice”;
- Schedule D – “Do Not Occupy Notice”;

33.2. All Forms attached to this Bylaw form part of this Bylaw and are listed as follows:

- Form A - “Application for Standard Building Permit”;
- Form B - “Application for Complex Building Permit”;
- Form B-1 - “Declaration of On-Site Chemicals and Hazardous Materials”;
- Form C - “Application for Plumbing Permit”;
- Form D - “Application for Demolition Permit”;
- Form E - “Application for Moving Permit”;
- Form F - “Application for Solid Fuel Burning Appliance”;
- Form G - “Application for Installation Permit for a Fence, Deck or Shed”
- Form H - “Application for an Occupancy Permit”.

34. REPEALS

“Building By-law No. 1189, 1999” is hereby repealed.

35. CITATION

This by-law may be cited for all purposes as “Peace River Regional District Building By-law No. 1996, 2011.

READ a FIRST TIME this _____ day of _____, 2011.

READ a SECOND TIME this _____ day of _____, 2011.

READ a THIRD TIME this _____ day of _____, 2012.

ADOPTED this _____ day of _____, 2012.

CERTIFIED a true and correct copy of
“Peace River Regional District Building
By-law No. 1996, 2011.

THE CORPORATE SEAL of the Peace
River Regional District was hereto
affixed in the presence of:

Faye Salisbury,
Corporate Officer

Karen Goodings,
Chair

Faye Salisbury, Corporate Officer



“SCHEDULE A”

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FEEES AND CHARGES

BUILDING PERMIT FEE

Fee for each \$1,000.00 of Value of Construction.....\$5.00 per \$1,000
to a maximum fee of \$500,000.00 (\$100 million Value of Construction*)

BUILDING PERMIT FEE IF CONSTRUCTION COMMENCED WITHOUT BUILDING PERMIT AND A STOP WORK NOTICE WAS ISSUED

Fee for each \$1,000.00 of Value of Construction.....\$7.50 per \$1,000
to a maximum fee of \$750,000.00 (\$100 million Value of Construction*)

PLAN PROCESSING FEES

To construct a new Standard Building.....\$125.00
To construct a new Complex Building.....\$250.00
To construct an addition/renovation on a Standard Building up to 50m².....\$75.00
To construct an addition/renovation on a Standard Building 51m² or larger.....\$100.00
To construct an addition/renovation on a Complex Building up to 100m².....\$100.00
To construct an addition/renovation on a Complex Building 101m² or larger.....\$150.00

PLUMBING PERMIT FEES

Permit Fee.....\$50.00
Additional Fee per Plumbing Fixture.....\$5.00

DEMOLITION PERMIT FEES

Basic Fee.....\$50.00

SOLID FUEL BURNING APPLIANCE PERMIT

Basic Fee.....\$50.00

RE-INSPECTION FEE.....\$100.00

**Value of Construction*

<i>Residential Buildings - \$180 per square foot</i>
<i>Institutional / Commercial / Industrial - As per cost estimate presented by owner</i>



**“SCHEDULE B”
OWNER’S DECLARATION**

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BUILDING PERMIT No. _____
DATE: _____

Owner’s* Information

Owner Name: (Please print)	Owner’s Address:
Owner Phone Number:	Civic Address of Property to Which Permit(s) is Sought:
Owner Email Address:	Legal Description: Lot: Block: Plan:

Owner’s Appointment of an Agent (if applicable)

I declare that I am the owner to the above referenced property and in accordance with Section 8 to the PRRD’s Building Bylaw, I hereby authorize:

Agent Name: (Please print)	Agent’s Mailing Address
Agent’s Contact Phone Number:	Agent’s Contact Email Address:

*** If there is more than one owner for the subject property described above, the owner named above acts on behalf of all other owners.**

Duties and Responsibilities

As owner, I agree to the following duties and responsibilities as set out below, as directed by the Peace River Regional District that include, but are not limited to;

1. Every owner shall ensure that all construction compiles with the Building Code, the PRRD’s Building Bylaw and all other applicable enactments as amended from time to time. It is encouraged for each owner to respect the environment and utilize energy efficient products and materials wherever possible, and the PRRD encourages construction of buildings with a rating of Energuide 80 or better.
2. Every owner to whom a permit is issued is responsible for the cost of repair(s) to damage to any municipal property that occurs during construction as authorized by that permit. Upon receipt of written notice from the PRRD of damage or deficiencies to municipal property, the PRRD shall undertake the repair(s) of the said property. The PRRD will then deduct the cost incurred from the damage deposit in accordance with Section 25.1.2 of the PRRD’s Building Bylaw. If the cost of repairs to municipal property is greater than the damage deposit provided, the owner shall pay the amount of the insufficiency to the PRRD forthwith upon receipt of the PRRD’s invoice for that amount as per Section 25.1.3 of the PRRD’s Building Bylaw.
3. Deliver to the building inspector, records of the results of any tests of materials, if the tests are made to ensure conformity with the requirements of the Building Code or of the PRRD’s Building Bylaw.
4. The owner shall give at least 24 hours notice to the PRRD when requesting or scheduling an inspection. Requests may be made by calling PRRD Hall at 250-787-8150 between 8:30am to 4:30pm Monday to Friday.



5. The following inspections are required:

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	Footings (prior to pouring concrete)
	Foundation (prior to pouring concrete and survey required before inspection)
	Services
	Pilings
	Grade Beam
	Weeping Tile/ Damp Proofing/ Drain Rock
	Underslab Plumbing (with air or water test)
	Slab Seal
	Rough In Plumbing (with air or water test)
	Framing (prior to insulation/ siding and all plumbing/ mechanical and electrical work completed)
	Insulation and Vapour Barrier (prior to all wall finishes)
	Final Inspection for Occupancy Permit

6. When required, a building inspector may request the uncovering of previously covered work, at the owner's expense, to ensure a proper inspection is performed and approval is attained.
7. Shall post the civic address on a property in a visible location at all times.
8. All material and equipment must be stored on your own property at all times.
9. Sidewalks and roadways must be kept clear of all mud and debris, and be cleaned daily.
10. All applicable Peace River Regional District bylaws must be followed and adhered to.

Declaration

Neither the granting of a permit, nor the approval of the drawings and specifications, nor inspections made by the building inspector, shall in any way relieve the owner from full responsibility for carrying out or having the work carried out in accordance with the Building Code, the Peace River Regional District Building Bylaw or any bylaws or statutes and regulations relating to any work or undertaking in respect of which this application is made.

I have read and understand the above:

Owner's Declaration is executed by the owner this _____ day of _____, 20____.

(day) (month) (year)

Owner's Signature:	Witness's Signature:
Owner's Name (print):	Witness's Name (print):
Authorized Agent Signature: (if applicable)	Witness Signature:
Authorized Agent Name (print):	Witness Name (print):



**“SCHEDULE C”
STOP WORK NOTICE**

B-7 b

Stop Work Notice

Regarding Building, or Work Situated at:

Notice is hereby given that under the
By-Laws of Fort St. John
all further work
is prohibited, unless authorized
in writing by the Building Inspector

DATED _____

REASON _____

Signed _____

Fort St. John Building Inspector

**IT IS UNLAWFUL FOR ANY PERSON TO ALTER OR
REMOVE THIS NOTICE**



“SCHEDULE D”

B-7 b

DO NOT OCCUPY NOTICE

Peace River Regional District
Box 810, 1981 Alaska Avenue,
Dawson Creek, BC, V1G 4H8
Phone: (250) 784.3200

Building Permit Number: _____

Address: _____

DO NOT OCCUPY

Notice is hereby given that under the By-laws of the Peace River Regional District all further Occupancy is prohibited, unless authorized in writing by the Building Inspector.

DATED: _____

REASON: _____

Signed: _____

Building Inspector

IT IS UNLAWFUL FOR ANY PERSON TO ALTER OR REMOVE THIS NOTICE

November 24, 2011



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FORM A

Application for Standard Building Permit

Plan Processing Fee:

- New Construction - \$125.00 **OR**
- Addition/Renovation up to 50m² - \$75.00
- Addition/Renovation 51m² or larger- \$100.00

For Office Use Only:

Receipt No.

1. Project Address: _____
2. Name of Owner: _____
3. Name of Authorized Agent (if applicable): _____
4. Type of Building: SFD Duplex Manufactured Home Multi-Family (4 or less dwelling units)
5. Type of Work: New Construction Addition Alteration/Renovation Detached Garage

Declaration:

I hereby agree to indemnify and keep harmless the Peace River Regional District and its employees against all claims, liabilities, judgments, costs and expenses of whatsoever kind which may in any way occur against the said PRRD and its employees in consequence of and incidental to, the granting of this permit, if issued, and I further agree to conform to all requirements of the Building Bylaw and all other statutes and bylaws in force in the Peace River Regional District.

Signature of Owner/ Agent: _____

Printed name of Owner/ Agent: _____ Date: _____

Please include two (2) copies of the plan of the proposed building, addition, alteration/renovation or renovation.

One (1) copy of the plot plan is to accompany this application.

For Office Use Only

Legal Description:		Roll Number		Zoning
Lot	Bk	Plan		
Building Area:				
Building Footprint:		ft ²	Second Storey:	ft ² Total ft ² =
Value of Construction:			Building Permit Fee: (\$5 per \$1000 value of construction)	
Total ft ²		x \$180.00 = \$	\$	
Damage Deposit:			Landscaping and Paving Deposit:	
\$			\$	
Standard Building Permit Approved by:			Date Approved:	Building Permit No.:



FORM B
Application for Complex Building Permit

B-7 b

Plan Processing Fee:

- New Construction - \$250.00 **OR**
- Addition/Renovation up to 100m² - \$100.00
- Addition/Renovation 101m² or larger- \$150.00

For Office Use Only:

Receipt No.:

Required Information:

1. Address of Project: _____
2. Owner of Property: _____
3. Authorized Agent (if applicable): _____
4. Type of Building: Commercial Industrial Multi-Family (# of units _____) Institutional
5. Work will be: New Addition Renovation
6. Are there any buildings occupying any portion of said land: Yes No
7. Type of construction: Wood Frame Concrete Steel Masonry Timber
8. Major occupancy classification: A____ B____ C D E F____
9. Entire cost of project when completed including labour \$ _____
10. Fire sprinkler system to be installed: Yes No
11. Registered Professionals:

Schedules		Letters of Assurance Required			
A	B -1 & B- 2	Registered Professional	Name	Phone Number	Email
<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	Architect			
<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	Structural			
<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	Mechanical			
<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	Plumbing			
<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	Electrical			
<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	Fire Suppression			
<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	Geotechnical			

12. Home Protection Office Registration Number (if applicable): _____



Declaration:

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I HEREBY AGREE to indemnify and keep harmless the Peace River Regional District and its employees against all claims, liabilities, judgments, costs and expenses of whatsoever kind which may in any way occur against the said PRRD and its employees in consequence of and incidental to, the granting of this permit, if issued, and I further agree to conform to all requirements of the Building Bylaw and all other statutes and bylaws in force in the Peace River Regional District.

Signature of Owner/ Agent: _____

Printed name of Owner/ Agent: _____ Date: _____

Please include a completed "Application Checklist" with all supporting documentation, as instructed in the Complex Building Permit Package as attached Appendix 1 of the PRRD's Building Bylaw.

Also include a signed Schedule B "Owner's Declaration" and a signed Form B-1 "Declaration of On Site Chemicals and Hazardous Materials" (if applicable).

For Office Use Only:

Legal Description: Lot Bk Plan	Roll Number	Zoning
Building Area: Total Building Footprint: _____ ft ²	Building Permit Fee: (\$5 per \$1000 value of construction) \$ _____	
Development Permit Area: <input type="checkbox"/> Yes <input type="checkbox"/> No	Development Variance Permit: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Approved: <input type="checkbox"/> Yes	Approved: <input type="checkbox"/> Yes	
Number of Parking Stalls Required:	Number of Parking Stalls Provided:	
Number of Accessible Stalls Required:	Number of Accessible Stalls Provided:	
Damage Deposit: \$ _____	Landscaping and Paving Deposit: \$ _____	
Fire Department Approval by:	Planning and Engineering Dept. Approval by:	
Complex Building Permit Approved by:	Date Approved:	Building Permit No.:



FORM B-1

B-7 b

Declaration of on Site Chemicals and Hazardous Materials

To be submitted as part of the Building Permit process (for properties in C3, C4, C5, M1 and M2 zones) for review by the Fire Department. Approval in writing from the Fire Department will be required before the Building Permit is issued. A material safety data sheet (MSDS) must be attached for all products listed below.

The materials declared on this form must be properly **contained** in a manner acceptable to the Fire Department and must be in full compliance with **ALL** applicable legislation.

Product Name	Quantity	Hazardous Class (as per MSDS)

Declaration:

I hereby make application for a building permit in accordance with the particulars as above stated and declare the information is true and correct and I undertake that if I am granted the permit applied for I will comply with each and every obligation contained in all laws and Bylaws now in force or which may come into force in the Peace River Regional District. I further understand that if this application involves the use of the premises for business purposes that they may not be occupied until they have been inspected by the Department concerned and a license has been issued. By signing this application I agree to these terms.

Owner/ Agent Signature: _____ Date: _____

Owner/ Agent Printed Name: _____ Phone: (____) _____

Address of Subject Property: _____

For Office Use Only:

Fire Department Approval: _____	Signature _____	Printed Name _____
Comments: _____	Date: _____	



FORM C
Application for Plumbing Permit

B-7 b

1. Address of Property: _____
2. Name of Owner/ Agent: _____
3. Name of Contractor: _____
4. Contractor Phone: () _____ Contractor Email: _____
5. Class of Work: New Renovation
6. Plumbing Fixtures To Be Installed Or Repaired:

1	Toilets		6	Floor Drains		11	G. Traps	
2	Bath or Showers		7	Hot Water Tanks		12	Other	
3	Lavatories		8	Auto Washers				
4	Sinks		9	Urinals				
5	Laundry Trays		10	Sumps				

Total Number of Fixtures: _____

Declaration:

I hereby agree to indemnify and keep harmless the Peace River Regional District and its employees against all claims, liabilities, judgments, costs and expenses of whatsoever kind which may in any way occur against the said PRRD and its employees in consequence of and incidental to, the granting of this permit, if issued, and I further agree to conform to all requirements of the building Bylaw and all other statutes and Bylaws in force in the Peace River Regional District.

Signature of Owner/ Authorized Agent: _____

Printed Name: _____ Date: _____

For Office Use Only:

Legal Description: Lot Bk Plan		Roll Number
Plumbing Permit Fee:		
Total Number of Fixtures		x \$5.00 + \$50.00 = \$
Plumbing Permit Approved by:	Date Approved:	Plumbing Permit No.:



FORM D
Application for Demolition Permit

B-7 b

Information:

Name of Owner/ Agent: _____

Phone: _____ Email: _____

Civic Address of Property for Demolition: _____

Name of Contractor: _____ Phone: _____

Responsibilities of the Owner:

1. No demolition is to commence until all services have been disconnected. Contact numbers are: For Hydro: BC Hydro 1-877-520-1355 and for Gas: Pacific Northern Gas (PNG) 1-800-667-2297. This contact information for the service companies has been provided for your convenience and is not in any way guaranteed and may change without notice.
3. A security fence may be required. Please check with a building inspector prior to application for a demolition permit.
4. The owner demolishing a building agrees to assume all responsibility and is liable for any damage caused by accident or otherwise.
5. All cellars, foundations and excavations of demolished buildings shall be removed and backfilled to grade level with native backfill or other granular material upon completion.

Declaration:

I/We hereby agree to indemnify and save harmless the Peace River Regional District and its employees against all claims, liabilities, judgments, costs and expenses of whatsoever kind which may in any way occur against the said PRRD and its employees in consequence of and incidental to, the granting of this permit, if issued, and I further agree to conform to all requirements of the applicable bylaw and all other statutes and bylaws in force in the Peace River Regional District.

Signature of Owner/ authorized Agent: _____

Printed Name: _____ Date: _____

For Office Use Only:

Legal Description: Lot Bk Plan	Roll Number	Permit Fee: \$50.00
Demolition Permit Approved by:	Date Approved:	Demo Permit No.:



FORM F
Application for Solid Fuel Burning Appliance Permit

B-7 b

Owner Information:

Name of Owner(s): _____
Phone: (____) _____ Email: _____

Property Information:

Civic Address of Property: _____
Contractor: _____

Unit Specifications:

Manufacturer's Name: _____
Model: _____
Required Clearances: Top: _____ Front: _____ Sides: _____ Rear: _____
Testing Agency: _____

Chimney Requirements and Specifications:

Manufacturer's Name: _____
Height: _____ Model: _____ Size: _____
Special Conditions: _____

NOTE: A copy of the installation instructions and diagram for the appliance must be submitted to PRRD Hall prior to permit issuance.

Declaration:

I/We hereby agree to indemnify and save harmless the Peace River Regional District and its employees against all claims, liabilities, judgments, costs and expenses of whatsoever kind which may in any way occur against the said PRRD and its employees in consequence of and incidental to, the granting of this permit, if issued, and I further agree to conform to all requirements of the applicable bylaw and all other statutes and bylaws in force in the Peace River Regional District.

Signature of Owner/ authorized Agent: _____
Printed Name: _____ Date: _____

For Office Use Only:

Legal Description: Lot Bk Plan	Roll Number	Permit Fee: \$50.00
SFBA Permit Approved by:	Date Approved:	SFBA Permit No.:



FORM H
Application for an Occupancy Permit

B-7 b

Fee: No Charge

Information:

Address of Subject Property: _____

Name of Owner or Authorized Agent: _____

Are there any deficiencies you are aware of (if yes, please list): _____

Final Survey Certificate showing FINAL GEODETIC ELEVATIONS must be submitted with this application.

Declaration:

I hereby request an Occupancy Permit for my subject property at the address listed above. I have agreed to all the terms and conditions pursuant to the Peace River Regional District Building Bylaw, all other applicable bylaws and to Building Code. I confirm that all required inspections pursuant to the Peace River Regional District Building Bylaw have been completed and all structural, health and safety requirements conform.

Signature of Owner or authorized Agent: _____

Printed name: _____ Date: _____

For Office Use Only

Previous Inspections Complete?	Yes	No (List):			
Business License Required?	Yes	No	Conforms with all applicable Bylaws:	Yes	No
Approval from Fire Department:	Yes	No	Name of Fire Official:		
Legal Description: Lot Bk Plan			Roll Number		
Name of Building Inspector:			Signature:		
Date Occupancy Permit Granted:			Permit Number:		