

**CAPITAL REGIONAL DISTRICT (CRD)
BYLAW NO. 2990**

(As amended by Bylaw Nos. 3099, 3172, 3265 and 3394)

*Consolidated version authorized in accordance with Bylaw No. 3014,
CRD Consolidation Authorization Bylaw No. 1, 2002*

BUILDING REGULATION BYLAW NO. 4, 2002

A Bylaw to Regulate the Construction, Alteration, Repair or Demolition of
Buildings and Structures in the Electoral Areas of the Capital Regional District

For reference to the original bylaw and amendment
or for further details, please contact

Robert Lapham, General Manager
Planning and Protective Services Department
at (250) 360-3285
Capital Regional District
P.O. Box 1000, 625 Fisgard Street
Victoria, BC V8W 2S6

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**CAPITAL REGIONAL DISTRICT
BYLAW NO. 2990**

**A BYLAW TO REPEAL EXISTING BUILDING REGULATIONS AND TO ADOPT
NEW BUILDING REGULATIONS IN AREAS OF THE CAPITAL REGIONAL DISTRICT
NOT WITHIN A CITY, DISTRICT, TOWN OR VILLAGE**

WHEREAS:

- A. Section 694 (1) of the *Local Government Act* authorizes the Capital 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;
- B. 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;
- C. It is deemed necessary to provide for the administration of the building code;

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

PART 1 SCOPE AND DEFINITIONS

1.1 SCOPE

1.1.1 Electoral Areas

The provisions of this Bylaw shall apply in all parts of Juan de Fuca, Southern Gulf Islands, and Salt Spring Island Electoral Areas in the Capital Regional District not within a city, district, town or village.

1.1.2 Other Legislation

Nothing contained in this Bylaw relieves any person from complying with all other applicable legislation or enactments respecting health, safety and the protection of persons and property.

1.1.3 Application

(Bylaw 3265)

The provisions of this Bylaw shall apply to the:

- (1) design and construction of new buildings or structures; and
- (2) alteration, reconstruction, demolition, deconstruction and change in class of occupancy, of existing buildings or structures.

- 1.1.4 Exemptions** (Bylaw 3265)
This Bylaw does not apply to buildings or structures exempted by Part 1 of the *Building Code* except as expressly provided herein, nor to retaining structures less than 1.2 meters in height or other retaining structures more than 1.2 meters in height and greater than 30° off vertical. This Bylaw does not apply to retaining structures that are located greater than 10 meters from a building, another structure or a property line.

1.2 DEFINITIONS

1.2.1 Non-defined Terms

Definitions of words or phrases used in this Bylaw that are not specifically defined under Section 1.2.2 and are not defined under the *Building Code* shall have the meanings which are commonly assigned to them in the context in which they are used in this Bylaw, consistent with the specialized use of terms within the various trades and professions to which the terminology applies.

1.2.2 Definitions:

In this Bylaw:

“**Accessory Building**” means, a building or structure, the use or intended use of which is ancillary, subordinate, customarily incidental and exclusively devoted to the principal use. Human habitation is not permitted in an accessory building.

“**Board**” means the Board of the Capital Regional District.

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

“**Building Official**” means a Building Inspector appointed by the Capital Regional District to administer this Bylaw.

“**Complex Building**” means:

- (a) a building used for major occupancies classified as:
 - (i) assembly occupancies,
 - (ii) care or detention occupancies,
 - (iii) high hazard industrial occupancies; and
- (b) a building 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.

“Deconstruction” means the taking apart of a building or structure whereby at least 70% of the framing members of the building or structure are removed in salvageable form and are capable of being reused as framing members.

“Health and Safety Aspects of the Work” means design and construction regulated by Part 3, Part 4, and Part 9 of the *Building Code*.

“Owner” includes a person who has been authorized by the owner to act as the owner's agent. (Bylaw 3265)

“Permit” means a Permit as required in Section 2 and may include a building permit, a plumbing permit, a demolition permit or a deconstruction permit, a siting permit, a permit for a change of occupancy, and a fireplace/chimney/woodstove/oil furnace/oil tank permit. (Bylaw 3265)

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

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

“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, fences, paving and retaining structures less than 1.2 meters in height.

1.3 PURPOSE OF BYLAW

1.3.1 Interpretation

This Bylaw shall, notwithstanding any other provision herein, be interpreted in accordance with this section.

1.3.2 General

This Bylaw is enacted for the purpose of regulating construction within the Capital Regional District in the general public interest. The activities undertaken by or on behalf of the Capital Regional District pursuant to this Bylaw are for the sole purpose of providing a limited spot check for health, safety, and 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 Capital Regional District or any Building Official of any responsibility for ensuring the compliance by an 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 any other applicable codes, enactments or standards;
- (3) to providing to any person a warranty of design or workmanship with respect to any building or structure for which a Permit or a Certificate of Occupancy is issued under this Bylaw;

- (4) to providing to any person a warranty that construction is in compliance with the *Building Code*, this Bylaw or any other applicable enactment with respect to any building or structure for which a Permit or a Certificate of Occupancy is issued under this Bylaw;
- (5) to providing to any person a warranty or assurance that construction undertaken pursuant to a Permit issued by the Capital Regional District is free from latent defects.

PART 2 PERMITS AND PERMIT FEES

2.1 GENERAL

2.1.1 A Permit is required whenever work regulated under this Bylaw is to be undertaken.

2.1.2 Permits Required *(Bylaw 3265)*

Every person shall apply for and obtain:

- (1) a building permit before:
 - (a) construction, repairing or altering a building or structure; or
 - (b) changing an occupancy
- (2) a plumbing permit prior to commencing the installation of any plumbing;
- (3) a fireplace and chimney permit prior to the construction of a masonry fireplace or the installation of a wood burning appliance or chimney unless the works are encompassed by a valid building permit;
- (4) an oil burning appliance or oil tank permit prior to installation;
- (5) a demolition permit before demolishing a building or structure;
- (6) a deconstruction permit prior to commencing the deconstruction or removal of a building.

2.1.3 Permits Not Required *(Bylaw 3265)*

A Permit is not required in the following circumstances:

- (1) for minor repairs or alterations to non-structural components of the building;
- (2) when a valve, faucet, fixture or service water heater is repaired or replaced, a stoppage cleared, or a leak repaired if no change to the piping is required.

2.1.4 Neither the issuance of a Permit under this Bylaw nor the acceptance or review of plans or specifications or supporting documents, nor any inspections made by or on behalf of the Capital Regional District shall in any way relieve the owner or his or her representatives from full and sole responsibility to perform the work in accordance with the *Building Code*, this Bylaw and all other applicable enactments, codes and standards.

2.1.5 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*, this Bylaw and all other applicable enactments, codes and standards.

2.1.6 Neither the issuance of a Permit, Certificate of Occupancy or Conditional Certificate of Occupancy 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 Capital Regional District constitute in any way a representation, warranty, assurance or statement that the *Building Code*, this Bylaw or any other applicable enactments, codes and standards have been complied with.

2.1.7 Essential Services

No Permit shall be issued for the construction of any residential, commercial, institutional or industrial buildings until the following essential services are provided for:

- (1) **Water** A community water service or other source of potable water, approved by the Medical Health Officer, Public Health Inspector or the authority having jurisdiction, shall be provided;
- (2) **Sanitary Sewer** A community sewer or other method of sewage disposal, provided that, for a sewerage system, the owner has submitted to the Building Official all documents to be filed with the Vancouver Island Health Authority as prescribed in Section 8(2) of the Sewerage System Regulation BC Reg. 326/04; and for a holding tank, the owner has submitted to the Building Official a holding tank permit as prescribed in the Sewerage System Regulation BC Reg. 326/04; (Bylaw 3265)
- (3) **Storm Drainage** An approved method of storm drainage disposal shall be available to service the building or structure;
- (4) **Access to Property** A driveway of sufficient strength, grade and width for access and egress to all principal buildings by fire and emergency vehicles;
- (5) Water access only properties must demonstrate fire-fighting capability.

2.2 COMPLIANCE

2.2.1 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.

2.3 APPLICATIONS

2.3.1 An application for a Permit shall be made on the appropriate form attached as Appendix A to this Bylaw.

2.3.2 All plans submitted with Permit applications shall bear the name and address of the designer of the building or structure.

2.3.3 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 the building or structure as determined in accordance with appendices M and N attached to this Bylaw.

2.3.4 Applications for Complex Buildings

- (1) An application for a building permit with respect to a complex building shall:
 - (a) be made on the appropriate form attached as Appendix A to this Bylaw, signed by the owner, or by a signing officer with sufficient authority to bind the corporation if the owner is a corporation; *(Bylaw 3265)*
 - (b) include a copy of a title search made within 30 days of the date of this application, complete with copies of all easements, statutory rights of way and covenants;
 - (c) include a site plan prepared by a Registered Professional or British Columbia Land Surveyor showing:
 - (i) the bearing and dimensions of the parcel taken from the registered subdivision plan;
 - (ii) the legal description and civic address of the parcel;
 - (iii) the location and dimensions of all statutory rights of way, easements and setback requirements;
 - (iv) the location and dimensions of all existing and proposed buildings or structures on the parcel;
 - (v) setbacks to the natural boundary of any sea, lake, swamp, pond or watercourse where the Capital Regional District's or the Islands Trust's land use regulations establish siting requirements related to flooding;
 - (vi) 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 Capital Regional District's or the Islands Trust's land use regulations establish siting requirements related to minimum floor elevation; and
 - (vii) the location, dimension and gradient of parking and driveway access.
 - (d) include floor plans showing the dimensions and uses of all areas; 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;
 - (e) include a cross-section through the building or structure illustrating foundations, drainage, ceiling heights, the dimensions and height of crawl and roof spaces, and construction systems;
 - (f) include elevations of all sides of the building or structure to confirm that it substantially conforms to the *Building Code* and any other applicable enactments;
 - (g) 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*;
 - (h) include copies of approvals required under any enactment relating to health or safety, including, without limitation, Sewage Disposal Permits, Highway Access Permits and Ministry of Health Services approval;

- (i) include a letter of assurance in the form of Schedule A, as referred to in Section 2.6 of Part 2 of the *Building Code*, signed by the owner, or a signing officer if the owner is a corporation, and the coordinating registered professional;
 - (j) include letters of assurance in the form of Schedules B-1 and B-2 as referred to in Section 2.6 of Part 2 of the *Building Code*, each signed by such registered professionals as the Building Official or *Building Code* may require to prepare the design for and conduct field reviews of the construction of the building or structure;
 - (k) include two copies of specifications and two sets of drawings (three of each on the Southern Gulf Islands and on Salt Spring Island) at a scale of $\frac{1}{4}'' = 1'$ or 1:50 (or other appropriate scale) of the design prepared by each registered professional and including the information set out in Section 2.3.4 (1) (d) to (g) of this Bylaw.
- (2) In addition to the requirements of Section 2.3.4 (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:
- (a) site servicing drawings, including sufficient detail of off-site services to indicate locations at the property line, prepared and sealed by a registered professional;
 - (b) a section through the site showing grades, buildings, structures, parking areas and driveways;
 - (c) any other information required by the Building Official or the *Building Code* to establish substantial compliance with this Bylaw, the *Building Code* and other bylaws and enactments relating to the building or structure.

2.3.5 Applications for Simple Buildings

- (1) An application for a building permit with respect to a simple building shall:
- (a) be made on the appropriate form attached as Appendix A to this Bylaw, signed by the owner or by a signing officer with sufficient authority to bind the corporation if the owner is a corporation; *(Bylaw 3265)*
 - (b) include a copy of a title search made within 30 days of the date of the application, complete with copies of all easements, statutory rights of way and covenants; *(Bylaw 3265)*
 - (c) include a site plan showing:
 - (i) the bearing and dimensions of the parcel taken from the registered subdivision plan;
 - (ii) the legal description and civic address of the parcel;
 - (iii) the location and dimensions of all statutory rights of way, easements and setback requirements;
 - (iv) the location and dimensions of all existing and proposed buildings or structures on the parcel;
 - (v) setbacks to the natural boundary of any sea, lake, swamp, pond or watercourse where the Capital Regional District's or Islands Trust's land use regulations establish siting requirements related to flooding;

- (vi) 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 Capital Regional District's or the Islands Trust's land use regulations establish siting requirements related to minimum floor elevation; and
 - (vii) the location, dimension and gradient of parking and driveway access.
- (d) include floor plans showing the dimensions and uses of all areas: the dimensions and height of crawl and roof spaces; the location, size and swing of doors; the location, size and opening of windows; floor, wall, and ceiling finishes; plumbing fixtures; structural elements; and stair dimensions;
 - (e) include a cross-section through the building or structure illustrating foundations, drainage, ceiling heights and construction systems;
 - (f) include elevations of all sides of the building or structure showing finish details, roof slopes, windows, doors, grade and building height;
 - (g) 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*;
 - (h) include copies of approvals required under any enactment relating to health or safety, including, without limitation, Sewage Disposal Permits, Highway Access Permits and Ministry of Health Services approval;
 - (i) include two copies of specifications and two sets of drawings (three of each on the Southern Gulf Islands and Salt Spring Island) at a scale of ¼" = 1' 0" or 1:50 (or other appropriate scale) of the design including the information set out in Section 2.3.5 (1) (d) to (g) of this Bylaw;
 - (j) include 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.

2.3.6 Applications for Moved Buildings or Structures

- (1) A Permit is required for the rehabilitation of a moved building or structure on the property to which it is to be moved. *(Bylaw 3265)*
- (2) Before issuing a Permit under Section 2.3.6 (1), the Building Official may require certification from a registered professional that the building meets the requirements of this Bylaw, the *Building Code* and any other applicable enactment.

2.3.7 Professional Plan Certification

- (1) The letters of assurance in the form of Schedules A, B-1, B-2, C-A and C-B referred in Section 2.6 of Part 2 of the *Building Code* and provided pursuant to this Bylaw are relied upon by the Capital 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.

- (2) A Permit issued pursuant to Section 2.3.4 or Section 3.4.1 of this Bylaw shall include a notice to the owner that the Permit is issued in reliance upon the certification of the registered professionals that the building complies with the *Building Code* and other applicable enactments relating to safety.
- (3) When a Permit is issued in accordance with Section 2.3.4 or Section 3.4.1 of this Bylaw, the Permit fee shall be reduced by 5% of the fees payable pursuant to Appendix L to this Bylaw, up to a maximum reduction of \$500 (five hundred dollars).

2.4 PERMIT FEES AND PLAN-PROCESSING FEES *(Bylaw 3265)*

2.4.1 A Permit fee calculated in accordance with the forms attached as appendices C, D, E, F, L, M or N to this Bylaw, shall be paid in full prior to issuance of any Permit under this Bylaw.

2.4.2 A plan-processing fee, as set out below, shall accompany an application made for a building permit to this Bylaw.

- (1) The plan-processing fee for a building or structure with a construction value as established in either Appendix M or N of less than \$50,000 (fifty thousand dollars) shall be \$50 (fifty dollars).
- (2) The plan-processing fee for a building or structure with a construction value as established in either Appendix M or N between \$50,000 (fifty thousand dollars) and \$200,000 (two hundred thousand dollars) shall be \$200 (two hundred dollars).
- (3) The plan-processing fee for a building or structure with a construction value as established in either Appendix M or N of greater than \$200,000 (two hundred thousand dollars) shall be \$300 (three hundred dollars).

2.4.3 The plan-processing fee is non-refundable and shall be credited against the building permit fee when the Permit is issued.

2.4.4 Cancellations and Refunds

- (1) An application shall be cancelled and the plan-processing fee forfeited if the Permit has not been issued and the Permit fee paid within 180 days of the date of the first notification to the owner that the Permit is ready to be issued.
- (2) When an application is cancelled, the plans and related documents submitted with the application may be destroyed.
- (3) The owner may obtain a refund of the Permit fees set out in Section 2.4.1 of this Bylaw, by way of a written request, when a Permit is surrendered and cancelled within 6 months of the Permit being issued and before any construction begins. The refund shall not include the plan-processing fee paid pursuant to Section 2.4.2 of this Bylaw.

2.4.5 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 of \$50 (fifty dollars) shall be paid prior to additional inspections being performed.

2.4.6 The fee for an inspection which is not addressed by an existing Permit shall be \$50 (fifty dollars).

2.4.7 The fee for a letter report on the status of an existing building or structure shall be \$20 dollars.

2.4.8 The fee for removing a notice that has been placed on title to land in accordance with Section 57 of the *Community Charter* shall be \$500 (five hundred dollars).

2.5 CONDITIONS OF A PERMIT

2.5.1 When: *(Bylaw 3265)*

- (1) a completed application in compliance with Section 2.1.2 and with Section 2.3.4 or Section 2.3.5 of this Bylaw, including all required supporting documentation, has been submitted and the review of the application has been completed;
- (2) the owner has paid all applicable fees set out in Section 2.4 of this Bylaw;
- (3) the owner has paid all charges and met all regulations and requirements imposed by any other bylaw or enactment;
- (4) the proposed construction does not contravene any covenant under Section 219 of the *Land Title Act*; and
- (5) no enactment authorizes the Permit to be withheld;

a Building Official shall issue the Permit for which the application is made.

2.5.2 Every Permit is issued upon the condition that the Permit shall expire and the rights of the owner under the Permit shall terminate if: *(Bylaw 3265)*

- (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 or no inspection as listed in Section 3.5.4 has been requested during that period.

2.5.3 A Permit fee for work that was the subject of a previous Permit, which expired, will be based upon the value of the work that remains to be completed.

2.5.4 A Building Official may extend the period of time set out under Section 2.5.2 where construction has not been commenced or has been discontinued due to adverse weather, strikes, material or labour shortages. The maximum period of an extension is 12 months.

2.5.5 Revocation of a Permit

The Building Official may revoke a Permit where there is a violation of:

- (1) a condition under which the Permit was issued; or
- (2) a provision of the *Building Code*, this Bylaw or other applicable bylaws or enactments.

The revoking of the Permit shall be in writing and transmitted to the Permit holder by registered mail, and deemed served at the expiration of three days after the date of mailing.

2.5.6 Denial of Permits

Any person who has been notified in writing that work done by him or her or on his behalf is a violation referred to in Section 2.5.5, shall have no Permit issued to him or her in respect of the same property, until he or she has complied, corrected the violation or satisfied the Building Official of his or her ability to do so.

2.5.7 Partial Permit

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 Capital Regional District to demonstrate to the Building Official that the portion authorized to be constructed substantially complies with this Bylaw 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. This section does not apply to single family dwellings and accessory buildings.

2.5.8 No person shall rely on the review or acceptance of the design, drawings, or specifications nor any inspection made by a Building Official as establishing compliance with the *Building Code*, this Bylaw, any other enactment or any standard of construction.

2.5.9 An owner shall arrange for transportation of a Building Official to the property on which a building or structure is being constructed, where the location of the property is remote or not accessible by motor vehicle. Vessels used for the marine transportation of a Building Official shall comply with Transport Canada's Small Commercial Vessel Safety Guide.
(Bylaw 3265)

2.6 CERTIFICATE OF OCCUPANCY

2.6.1 An owner must obtain a Certificate of Occupancy, on the form attached as Appendix J to this Bylaw, prior to occupying a building or structure. Certificates of Occupancy are not required for accessory buildings.

2.6.2 A Building Official shall not issue a Certificate of Occupancy unless:

- (1) all letters of assurance have been submitted (when required) in accordance with Section 2.3.4 and Section 3.4.2 of this Bylaw, and
- (2) all aspects of the work requiring inspection and an acceptance pursuant to Section 3.5.4 of this Bylaw have been inspected and accepted.

Notwithstanding Sections 2.6.2(1) and 2.6.2(2), where owing to strikes, lock-outs or other emergencies, one or more of the inspections of buildings or structures required by this Bylaw have not been carried out, the Building Official may issue a Certificate of Occupancy stating the building or structure is substantially complete and suitable for occupancy if satisfied, after a final inspection, that the building is fit for occupancy, but the certificate shall list those inspections which were not carried out and shall state that the Certificate does not imply approval of such stages of construction.

2.6.3 Conditional Certificate of Occupancy

- (1) A Building Official may issue a Conditional Certificate of Occupancy, on the form attached as Appendix K to this Bylaw, for part of a building or structure when that part of the building or structure is self-contained, provided with essential services and meets requirements set out in Section 2.6.2 of this Bylaw.
- (2) A Conditional Certificate of Occupancy may be issued for a single-family dwelling and is valid for a period of 12 months from date of issue.
- (3) Failure to obtain a Certificate of Occupancy prior to the expiration of the Conditional Certificate of Occupancy will result in the Building Official recommending that a notice be filed on the title of the property, pursuant to Section 57 of the *Community Charter*.
(Bylaw 3265)
- (4) If upon expiry of a Building Permit, an owner desires to obtain a Certificate of Occupancy for a single family dwelling, he or she may apply for a new Permit by paying the prescribed fee as established in Appendix L, which in turn is based on the construction value of the work remaining as established in Appendix N.
(Bylaw 3265)

PART 3 PROHIBITIONS AND OBLIGATIONS

3.1 GENERAL

3.1.1 Work Without Permits

No person shall commence or continue any construction, alteration, reconstruction, demolition, removal or relocation of any building or structure or other work related to construction unless a Building Official has issued a valid and subsisting Permit for the work.

3.1.2 Demolish or Deconstruct

No person shall demolish or deconstruct a building or structure unless a Building Official has issued a valid and subsisting demolition or deconstruction permit for the work.

3.1.3 Occupancy

No person shall occupy or use any building or structure unless a valid and subsisting Certificate of Occupancy has been issued by a Building Official for the building or structure. No person shall occupy or use any building contrary to the terms of any Permit issued or contrary to any notice given by a Building Official.

(Bylaw 3265)

3.1.4 Tampering with Notices

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.

3.1.5 Approved Plans

No person shall do any work that is substantially at variance with the approved design, plans or specifications 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.

3.1.6 Obstruction to Entry

No person shall obstruct the entry of a Building Official or other authorized official of the Capital Regional District on a property in the administration of this Bylaw.

3.1.7 Cessation of Work

No person shall continue to do any work upon a building or structure or any portion of it after the Building Official has ordered cessation or suspension of work on it.

3.1.8 Contrary

No person shall do any work or carry out any construction contrary to a provision or requirement of this Bylaw, the *Building Code* or any other applicable enactment.

3.2 BUILDING OFFICIALS

3.2.1 Each Building Official shall:

- (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;
- (3) carry proper credentials.

3.2.2 Authority

The Building Official:

- (1) is hereby authorized to enter, at all reasonable times, upon any property subject to the regulations of this Bylaw and the *Building Code*, in order to ascertain whether the regulations of or directions under them are being observed;
- (2) is directed, where any dwelling, apartment or guest room is occupied, to obtain the consent of the occupant or provide written notice twenty-four hours in advance of entry pursuant to Section 3.2.2 (1);
- (3) may order the correction of any work which is being or has been improperly done under any Permit;
- (4) may order the cessation of work that is proceeding in contravention of this Bylaw, the *Building Code* or any other applicable bylaw by advising the Permit holder by letter or by a written notice on a card posted adjacent to the work;
- (5) may direct that tests of materials, devices, construction materials, structural assemblies, or foundation conditions be undertaken, or sufficient evidence be submitted, at the expense of the owner, where such evidence is necessary to determine whether the materials, devices, construction or foundation meet the requirements of this Bylaw, the *Building Code*, or any other applicable enactment. The records of such tests shall be kept available for inspection during the construction of the building as required by the Building Official.

3.3 RESPONSIBILITY OF THE OWNER

- 3.3.1** Every owner shall ensure that all construction complies with the *Building Code*, this Bylaw and other applicable enactments.
- 3.3.2** Every owner to whom a Permit is issued shall, during construction:
- (1) post and maintain the Permit in a dry and 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.
- 3.3.3** Every owner shall, when notified of deficiencies by the Building Official, perform such alterations, corrections or replacements as may be necessary to ensure the work complies with this Bylaw, the *Building Code*, or any other applicable enactment or regulation, and advise the Building Official when the work is ready for re-inspection.

3.4 PROFESSIONAL DESIGN AND FIELD REVIEW

- 3.4.1** When a Building Official considers that the site conditions, size or complexity of a development or an aspect of a development warrant, he or she may require a registered professional to provide design and plan certification and field review supported by letters of assurance in the form of Schedules B-1 and B-2 referred to in Section 2.6 of Part 2 of the *Building Code*.
- 3.4.2** Prior to the issuance of an Certificate of Occupancy for a complex building, or simple building in circumstances where letters of assurance have been required in accordance with Sections 2.3.4 or 3.4.1 of this Bylaw, the owner shall provide the Building Official with letters of assurance in the form of Schedules C-A or C-B, as is appropriate, referred to in Section 2.6 of Part 2 of the *Building Code*.
- 3.4.3** When a registered professional provides letters of assurance in accordance with Sections 2.3.4 and 3.4.1 of this Bylaw, he or she shall also provide proof of professional liability insurance to the Building Official.

3.5 INSPECTIONS

- 3.5.1** When a registered professional provides letters of assurance in accordance with Sections 2.3.4 and 3.4.1 of this Bylaw, the Capital Regional District will rely solely on field reviews undertaken by the registered professional and the letters of assurance submitted pursuant to Section 3.4.2 of this Bylaw as certification that the construction substantially conforms to the design, plans and specifications and that the construction complies with the *Building Code*, this Bylaw and other applicable enactments.
- 3.5.2** Notwithstanding Section 3.5.1 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.

3.5.3 A Building Official may attend periodically at the site of the construction of simple buildings or structures to ascertain whether the health and safety aspects of the work are carried out in substantial conformance with the portions of the *Building Code*, this Bylaw and any other applicable enactment.

3.5.4 The owner, or his or her representative, shall give at least 24 hours notice to the Capital Regional District when requesting an inspection of the following aspects of the work and, in the case of a simple building, shall obtain an inspection and receive a Building Official's acceptance prior to concealing any aspect of the work:

- (1) the foundation and footing forms, before concrete is poured; and upon the owner obtaining a certificate from a licensed British Columbia Land Surveyor to confirm the location of the building or structure on the site other than an accessory building for which the required setbacks can be otherwise confirmed;
- (2) installation of perimeter drain tiles and damp-proofing, prior to backfilling;
- (3) the preparation of ground, including ground cover, when required, prior to the placing of a concrete slab;
- (4) rough-in of all chimneys and fireplaces and solid fuel and oil burning appliances;
- (5) inspection of framing after the roof, all framing, fire blocking and bracing is in place, and all pipes, vents, chimneys, electrical wiring, roof space and crawlspace vents are completed;
- (6) the rough-in plumbing;
- (7) insulation and vapour barrier;
- (8) inspection of fireplaces after the installation of the smoke damper and prior to the installation of the first flue liner and any material that would conceal the details of the construction of the fire-box and smoke chamber;
- (9) inspection of masonry construction and/or concrete construction as detailed in the Permit;
- (10) inspection of lathwork and before stucco is applied;
- (11) inspection of stucco after the first scratch coat, after the brown coat and after the final finish coat;
- (12) inspection of the installation of solid fuel burning appliances, furnaces or boiler installations prior to being placed in service;
- (13) inspection of all plumbing prior to occupancy;
- (14) the health and safety aspects of the work when the building or structure is substantially complete and ready for the occupancy;
- (15) final inspection after the building has been completed and ready for occupancy.

3.5.5 The requirements of Section 3.5.4 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 Sections 2.3.4, 3.4.1 or 3.4.2 of this Bylaw.

PART 4 ADMINISTRATIVE PROVISIONS

4.1 PENALTIES AND ENFORCEMENT

4.1.1 Stop Work Notice

A Building Official may order the cessation of any work that is proceeding in contravention of the *Building Code* or this Bylaw by posting a Stop Work Notice.

- (1) 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.
- (2) Every person who commences work requiring a Permit without first obtaining such a Permit shall, if a Stop Work Notice is issued, pay an additional charge equal to 100% of the required Permit fee prior to obtaining the required Building Permit.

4.1.2 Do Not Occupy

Where a person occupies a building or structure or part of a building or structure in contravention of Section 3.1.3 of this Bylaw a Building Official may post a Do Not Occupy Notice on the affected part of the building or structure.

4.1.3 Penalty

Every person who contravenes any provision of this Bylaw commits an offense punishable on summary conviction and shall be liable to a fine of not more than \$10,000 (ten thousand dollars) or to imprisonment for not more than six months.

PART 5 GENERAL

5.1 SCHEDULES

The schedules annexed hereto shall be deemed to be an integral part of this Bylaw.

5.2 SEVERABILITY

If any section of this Bylaw is for any reason held to be invalid, by the decision of any court, such decision shall not affect the validity of the remaining portions of this Bylaw.

5.3 REPEAL OF BYLAWS

Capital Regional District Building Regulation Bylaw No. 3, 1982, No. 1042, together with all its amendments, is hereby repealed except insofar as they repeal any other bylaw.

5.4 CITATION

This Bylaw may be cited for all purposes as "Building Regulation Bylaw No. 4, 2002."

READ A FIRST TIME THIS	10 th	day of	July	2002
READ A SECOND TIME THIS	10 th	day of	July	2002
READ A THIRD TIME THIS	10 th	day of	July	2002
ADOPTED THIS	14 th	day of	August	2002

Christopher M. Causton
CHAIR

Sheila M. Norton
SECRETARY

This Bylaw is a copy of *Building Regulation Bylaw No. 4, 2002* consolidated under section 139 of the *Community Charter* and is printed on the authority of the Corporate Secretary of the CRD.



Carmen I. Thiel, Corporate Secretary

Appendix A



Building Permit Application

Hold No.

Permit No.

SOUTHERN GULF ISLANDS
WILLIS POINT & MALAHAT
BUILDING INSPECTION
Mail to: P.O. Box 1000 (625 Fisgard Str.)
Victoria, BC, V8W 2S6
(250)360-3230 FAX (250)360-3232
Toll Free: 1-866-475-1581

JUAN DE FUCA
BUILDING INSPECTION
2205 Otter Point Rd.
Sooke, BC, V0S 1N0
(250)642-1616 FAX (250)642-5274

SALT SPRING ISLAND
BUILDING INSPECTION
206 - 118 Fulford Ganges Rd.
Salt Spring Island, BC, V8K 2S4
(250)537-2711 FAX (250)537-9633

PENDER ISLAND
BUILDING INSPECTION
Driftwood Centre, Box 45
Pender Island, B.C., V0N 2M0
(250)629-3424 FAX (250)629-3502

PLEASE PRINT CLEARLY: Pursuant to the regulations applicable to the CAPITAL REGIONAL DISTRICT:

I, _____, address _____

, being the owner or representing the owner, hereby make application to, (Check one in box 1 and one in box 2 below)

1

<input type="checkbox"/> REACTIVATE	<input type="checkbox"/> DECONSTRUCT
<input type="checkbox"/> CONSTRUCT	<input type="checkbox"/> ADD TO
<input type="checkbox"/> ALTER	<input type="checkbox"/> MOVE
<input type="checkbox"/> REPAIR	<input type="checkbox"/> DEMOLISH

2

<input type="checkbox"/> SINGLE FAMILY DWELLING	<input type="checkbox"/> GARAGE
<input type="checkbox"/> TWO FAMILY DWELLING	<input type="checkbox"/> CARPORT
<input type="checkbox"/> MOBILE Complete form 1A	<input type="checkbox"/> MULTI-FAMILY DWELLING
<input type="checkbox"/> OTHER :	<input type="checkbox"/> COMMERCIAL

The above project is located at _____

Complete Address

LEGAL DESCRIPTION

FOLIO No.

LOT	SECTION	BLOCK	PLAN	LAND DISTRICT
-----	---------	-------	------	---------------

Other Pertinent Information

OWNER

FIRST & LAST NAME

ADDRESS (UNIT#, HOUSE #, STREET, CITY, POSTAL CODE)

ARCHITECT

FIRST & LAST NAME

ADDRESS (UNIT#, HOUSE #, STREET, CITY, POSTAL CODE)

CONTRACTOR

FIRST & LAST NAME

ADDRESS (UNIT#, HOUSE #, STREET, CITY, POSTAL CODE)

LIMITATION OF LIABILITY

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 Capital Regional District shall in any way relieve the owner or his or her representatives from full and sole responsibility to perform the work in full accordance with the British Columbia Building Code, the Building Regulation Bylaw of the CRD and all other applicable enactments, codes, and standards.

FREEDOM OF INFORMATION WAIVER

Personal Information contained on this form is collected under the "Freedom of Information and Protection of Privacy Act" and will be only used for the purpose of issuing this permit. Enquiries about the collection or use of information on this form can be directed to the appropriate building inspection office listed at the top of this appendix.

All building in the Capital Regional District Electoral Areas is regulated by Building Regulation Bylaw No. 2990.

NOTE: An Occupancy Permit will not be issued without either a holding tank permit issued by the Vancouver Island Health Authority or a letter of certification, as described in section 9 of the Sewerage System Regulation, B.C. Reg. 326/2004, from a registered practitioner or a professional confirming that an appropriate sewerage system has been constructed.

Phone Number

Date

Signature of Applicant

THIS APPLICATION FORM MUST BE ACCOMPANIED BY THE FOLLOWING:

1. Plan processing fee.
2. Copy of ASSESSMENT NOTICE (Tax Notice).
3. Copy of a current TITLE SEARCH, including copies of all covenants, easements and rights of way.
4. Site Plan drawn to scale showing: dimensions of property, location of septic tank and disposal field, location of proposed building, ground elevations, location of all existing buildings, details of site drainage.
5. Copy of documents filed with the Vancouver Island Health Authority under section 8(2) of the Sewerage System Regulation, B.C. Reg. 326/2004 and proof of potable water supply and well log.
6. Include specifications and scale drawings (three sets for the Southern Gulf Islands; two sets for Salt Spring Island) of the building with respect to which the work is to be carried out showing: foundation plan (fully dimensioned), floor plan of each level (fully dimensioned), elevations of all sides of the building, proposed and or existing uses of all rooms shown on floor plans, overall cross
7. Reverse printed plans not acceptable.
8. Documentation as required by Homeowner Protection Office.

Date Received

Mobile Home Information Sheet

To be used in conjunction with BUILDING PERMIT APPLICATION (Appendix A)

Hold
No.Permit
No.

Owner _____ Address _____

Details of Mobile Home

Name and Address of Manufacturer

NAME

ADDRESS

Model # _____ Serial # _____

Oil Approval # _____ Gas Approval # _____

Electrical Approval # _____ Z240 Series # _____

Year Built _____ Number of Bedrooms _____

Number of Plumbing Fixtures _____ Floor Area _____

Contractor _____

ADDRESS

Engineer _____

ADDRESS

Note

1. An approved mobile home may be permanently installed in the Electoral Areas of the Capital Regional District on property zoned for a Single Family Dwelling as long as all other requirements of the particular zone are met. Zoning Bylaws vary in their requirements depending on the location within the Capital Regional District. Please check with your local Building Inspection Office.
2. Factory built "Mobile Homes" must be certified as complying with Canadian Standards Association Standard "CAN/CSA-Z240 MH Series Mobile Homes". This standard does not apply to site preparations (foundations, basements, mountings), interconnection of modules, connection to services and installation of appliances. Mobile homes that do not meet the above standard will require the inspection and approval from a British Columbia registered professional engineer. It may be necessary for the Building Official to inspect the Mobile Home as well.
3. A completed Building Permit Application (form 1) must accompany this Information Sheet.
4. Include with the application a letter from the owner of the Mobile Home Park, the Tenant's Association or other relevant group or individual, confirming that there are no objections to the establishment of the mobile home, including any addition, on the proposed site.
5. The applicant will be notified of the permit fee when all aspects of the application have been approved.

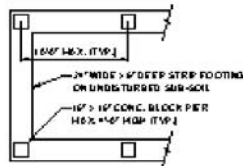
For inspection purposes where is the mobile now located?

ADDRESS

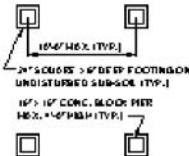
Telephone No. _____

Date _____

Signature of Owner _____



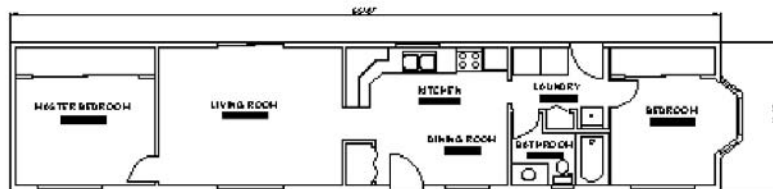
OR



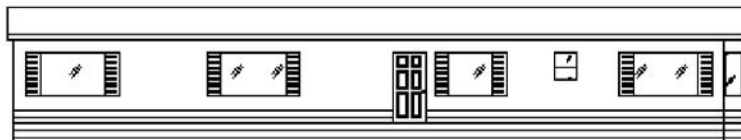
TYP. FOUNDATION PLANS
NOT TO SCALE



TYP. ANCHORAGE
NOT TO SCALE



FLOOR PLAN
NOT TO SCALE



FRONT ELEVATION
NOT TO SCALE



END ELEVATION
NOT TO SCALE

Appendix C

Fireplace-Chimney-Wood Stove-Oil Furnace Application



Hold No.

Permit No.

SOUTHERN GULF ISLANDS
WILLIS POINT & MALAHAT
BUILDING INSPECTION
Mail to: P.O. Box 1000 (625 Fisgard Str.)
Victoria, BC, V8W 2S6
(250)360-3230 FAX (250)360-3232
Toll Free: 1-866-475-1581

JUAN DE FUCA
BUILDING INSPECTION
2205 Otter Point Rd.
Sooke, BC, V0S 1N0
(250)642-1616 FAX (250)642-5274

SALT SPRING ISLAND
BUILDING INSPECTION
206 - 118 Fulford Ganges Rd.,
Salt Spring Island, BC, V8K 2S4
(250)537-2711 FAX (250)537-9633

PENDER ISLAND
BUILDING INSPECTION
Driftwood Centre, Box 45
Pender Island, B.C., V0N 2M0
(250)629-3424 FAX (250)629-3502

PLEASE PRINT CLEARLY

Pursuant to the regulations applicable to the CAPITAL REGIONAL DISTRICT: I, _____
First Name Surname
owner or representing the owner hereby
ADDRESS (UNIT#, HOUSE #, STREET, CITY, POSTAL CODE)

make application to, (Check the options below) located at: Site address : _____
House Number Street

LEGAL DESCRIPTION

FOLIO No.

LOT SECTION BLOCK PLAN LAND DISTRICT

Other Pertinent Information

Owner _____
ADDRESS (UNIT#, HOUSE #, STREET, CITY, POSTAL CODE)

Contractor _____
ADDRESS (UNIT#, HOUSE #, STREET, CITY, POSTAL CODE)

FEE CALCULATIONS FOR PROPOSED WORK

Check the appropriate options below	Fees	Number	Totals
Oil Furnace	\$ 22. X	=	
Construct CHIMNEY-- one single flue (masonry or metal)	44. X	=	
Each additional flue in masonry chimney above	22. X	=	
Construct FIREPLACE connected to single flue	22. X	=	
SOLID FUEL BURNING APPLIANCE connected at time of construction	22. X	=	
SOLID FUEL BURNING APPLIANCE connected to existing acceptable chimney	44. X	=	
CHIMNEY reline, repair or alter (masonry)	44. X	=	
* APPLIANCES CONNECTED TO CHIMNEYS MUST COMPLY WITH AND BE INSTALLED TO ALL APPLICABLE REGULATIONS. (See Building Inspector)	TOTAL PERMIT FEE		

LIMITATION OF LIABILITY

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 Capital Regional District shall in any way relieve the owner or his or her representatives from full and sole responsibility to perform the work in full accordance with the British Columbia Building Code, the Building Regulation Bylaw of the CRD and all other applicable enactments, codes, and standards.

FREEDOM OF INFORMATION WAIVER

Personal Information contained on this form is collected under the "Freedom of Information and Protection of Privacy Act" and will be only used for the purpose of issuing this permit. Enquiries about the collection or use of information on this form can be directed to the appropriate building inspection office listed at the top of this appendix.

All building in the Capital Regional District Electoral Areas is regulated by Building Regulation Bylaw No. 2990.

Phone Number

Date

Signature of Applicant

NOTE: Design details of the fireplace and or chimney may be requested for approval by the Building Inspector. An inspection must be requested for the reinforcement of the hearth before the concrete is poured.

Appendix D



Plumbing Permit Application (RESIDENTIAL)

Hold No.
Permit No.

SOUTHERN GULF ISLANDS WILLIS POINT & MALAHAT BUILDING INSPECTION Mail to: P.O. Box 1000 (625 Fisgard Str.) Victoria, BC, V8W 2S6 (250)360-3230 FAX (250)360-3232 Toll Free: 1-866-475-1581	JUAN DE FUCA BUILDING INSPECTION 2205 Otter Point Rd. Sooke, BC, V0S 1N0 (250)642-1616 FAX (250)642-5274	SALT SPRING ISLAND BUILDING INSPECTION 206 - 118 Fulford Ganges Rd. Salt Spring Island, BC, V8K 2S4 (250)537-2711 FAX (250)537-9633	PENDER ISLAND BUILDING INSPECTION Driftwood Centre, Box 45 Pender Island, B.C., V0N 2M0 (250)629-3424 FAX (250)629-3502
---	---	--	--

PLEASE PRINT CLEARLY
Pursuant to the regulations applicable to the CAPITAL REGIONAL DISTRICT: I, _____
First Name Surname
_____ Apt. # House # Street City Postal Code, being the owner or representing the owner hereby

make application to, INSTALL OR ALTER PLUMBING SYSTEM OR SEWERS located at:
Site address : _____
House Number Street

LEGAL DESCRIPTION	FOLIO No.
LOT SECTION BLOCK PLAN LAND DISTRICT	

Other Pertinent Information
Owner _____ FIRST & LAST NAME ADDRESS (UNIT#, HOUSE #, STREET, CITY, POSTAL CODE)
Contractor _____ FIRST & LAST NAME ADDRESS (UNIT#, HOUSE #, STREET, CITY, POSTAL CODE)

FEE SCHEDULE	Total No. of Fixtures: <input type="text"/>	VALUE	UNITS	FEE
Fee (first 10 fixtures)		\$ 22. per fixture	X =	
Fee (additional fixtures)		17. per fixture	X =	
Hot Water Tank (domestic)		22. per tank	X =	
Lawn Sprinkler System		49.	X =	
Hot Water Heating Boiler Connection		17.	X =	
Connect to Existing Rough-in		12. per fixture	X =	
Alter Waste Lines (no additional fixtures)		44.	X =	
Water Connection		22.	X 1 =	
Alter Water Lines or Add Special Valve		22.	X =	
Sanitary Sewer Connection		22.	X 1 =	
Storm or Sewage Lift Station		17.	X =	
Remove or Make Safe Private Sewage System		17.	X =	
Installation of Floor Drain		12. each	X =	
Install or Alter Rain Water Leads or Roof Drain		12.	X =	
Install or Replace Cistern For Potable Water		34.	X =	
Lawn Service Stand Pipe (not part of building plumbing)		22.	X =	
Area Drains, Sumps, Catch Basins		22.	X =	
Fire Protection Sprinkler System		22. each of 10	X =	
Each Group of 10 Sprinklers or Portion Over First 10		17.	X =	
TOTAL FEES				

Payment received by way of

cash
date _____

LIMITATION OF LIABILITY
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 Capital Regional District shall in any way relieve the owner or his or her representatives from full and sole responsibility to perform the work in full accordance with the British Columbia Building Code, the Building Regulation Bylaw of the CRD and all other applicable enactments, codes, and standards. cheque

FREEDOM OF INFORMATION WAIVER
Personal Information contained on this form is collected under the "Freedom of Information and Protection of Privacy Act" and will be only used for the purpose of issuing this permit. Enquiries about the collection or use of information on this form can be directed to the appropriate building inspection office listed at the top of this appendix.

All building in the Capital Regional District Electoral Areas is regulated by Building Regulation Bylaw No. 2990.

Telephone No. _____ Date _____ Signature of Applicant _____

Appendix E



Plumbing Permit Application (COMMERCIAL)

Hold No.

Permit No.

SOUTHERN GULF ISLANDS
WILLIS POINT & MALAHAT
BUILDING INSPECTION
 Mail to: P.O. Box 1000 (625 Fisgard Str.)
 Victoria, BC, V8W 2S6
 (250)360-3230 FAX (250)360-3232
 Toll Free: 1-866-475-1581

JUAN DE FUCA
BUILDING INSPECTION
 2205 Otter Point Rd.
 Sooke, BC, V0S 1N0
 (250)642-1616 FAX (250)642-527

SALT SPRING ISLAND
BUILDING INSPECTION
 206 - 118 Fulford Ganges Rd.
 Salt Spring Island, BC, V8K 2S4
 (250)537-2711 FAX (250)537-9633

PENDER ISLAND
BUILDING INSPECTION
 Driftwood Centre, Box 45
 Pender Island, B.C., V0N 2M0
 (250)629-3424 FAX (250)629-3502

PLEASE PRINT CLEARLY

Pursuant to the regulations applicable to the CAPITAL REGIONAL DISTRICT:

I, _____, _____
First Name Surname

_____ , being the owner or representing the owner hereby

Apt. # House # Street City Postal Code
make application to, **INSTALL OR ALTER**

PLUMBING SYSTEM OR SEWERS located at:

Site address : _____
House Number Street

LEGAL DESCRIPTION

FOLIO No.

LOT SECTION BLOCK PLAN LAND DISTRICT

Other Pertinent Information

OWNER

FIRST & LAST NAME

ADDRESS (UNIT#, HOUSE #, STREET, CITY, POSTAL CODE)

CONTRACTOR

FIRST & LAST NAME

ADDRESS (UNIT#, HOUSE #, STREET, CITY, POSTAL CODE)

FEE SCHEDULE	Total No. of Fixtures:	VALUE	UNITS	FEE
Fee (First 10 fixtures)		\$ 22. per fixt.	X =	
Fee (Additional fixtures)		17. per fixt.	X =	
Hot Water Tank (domestic)		22. per tank	X =	
Lawn Sprinkler System		49. per zone	X =	
Hot Water Heating Boiler Connection		17.	X =	
Connect to Existing Rough-in		12. per fixt.	X =	
Alter Sanitary/Storm Drainage Sytem (existing)		42.	X =	
Water Connection		22.		
Sanitary Sewer Connection		22.		
Alter or Add to Water System		22.	X =	
Install Floor Drain or Funnel Drain		12. each	X =	
Install or alter Rain Water Leads or Roof Drain		12.	X =	
Install or Replace Cistern For Potable Water		34.	X =	
Installation of Building Sanitary Sewer		21. per 100'	X =	
Installation of Building Storm Sewer		21. per 100'	X =	
FIRE PROTECTION				
Fire Protection Sprinkler System		21. each first 10 heads	X =	
Each Group of 10 Sprinklers or Portion Over First 10		21.	X =	
Fire Stand Pipe		21.	X =	
Fire Hydrant		32. each	X =	
OUTSIDE SERVICES				
Pumping Station other than for S.F.D.		32. each	X =	
Lawn Service Stand Pipe (not part of building plbg.)		21.	X =	
Storm or Sanitary Lift Station		32. each	X =	
Remove or Make Safe Private Sewage System		16.	X =	
Area Drains / Catch Basins / Sumps		21. each	X =	
Manholes and Interceptors (all kinds)		21. each	X =	
Acid neutralizers or Special Control Valve or Cap Off Sanitary, Storm, Water Connections		21. each	X =	
TOTAL FEES				

LIMITATION OF LIABILITY

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 Capital Regional District shall in any way relieve the owner or his or her representatives from full and sole responsibility to perform the work in full accordance with the British Columbia Building Code, the Building Regulation Bylaw of the CRD and all other applicable enactments, codes, and standards.

FREEDOM OF INFORMATION WAIVER

Personal Information contained on this form is collected under the "Freedom of Information and Protection of Privacy Act" and will be only used for the purpose of issuing this permit. Enquiries about the collection or use of information on this form can be directed to the appropriate building inspection office listed at the top of this appendix.

All building in the Capital Regional District Electoral Areas is regulated by Building Regulation Bylaw No. 2990.

Payment received by way of

cheque

cash

date _____

Telephone No. _____

Date _____

Signature of Applicant _____



Demolition - Deconstruction Permit Application

Hold
No. _____Permit
No. _____

SOUTHERN GULF ISLANDS
WILLIS POINT & MALAHAT
BUILDING INSPECTION
Mail to: P.O. Box 1000 (625 Fisgard Str.)
Victoria, BC, V8W 2S6
(250)360-3230 FAX (250)360-3232
Toll Free: 1-866-475-1581

JUAN DE FUCA
BUILDING INSPECTION
2205 Otter Point Rd.
Sooke, BC, V0S 1N0
(250)642-1616 FAX (250)642-527

SALT SPRING ISLAND
BUILDING INSPECTION
206 - 118 Fulford Ganges Rd.
Salt Spring Island, BC, V8K 2S4
(250)537-2711 FAX (250)537-963

PENDER ISLAND
BUILDING INSPECTION
Driftwood Centre, Box 45
Pender Island, B.C., V0N 2M0
(250)629-3424 FAX (250)629-3502

PLEASE PRINT CLEARLY

Pursuant to the regulations applicable to the CAPITAL REGIONAL DISTRICT:

I, _____ Address _____ Being the owner or representing the owner

 hereby make application to DEMOLISH or DECONSTRUCT _____ located at:
 _____ single family dwelling, accessory buildings, etc.

 Site address : _____
 _____ House Number _____ Street

Reason for Demolition _____ Age of Building _____

LEGAL DESCRIPTION

FOLIO No. _____

Lot _____ Section _____ Block _____ Plan No. _____ District _____

Other Pertinent Information

Owner _____ Address _____ # _____ Street _____ City _____ Postal Code _____

Contractor _____ Address _____ # _____ Street _____ City _____ Postal Code _____

All work relating to this application, including rendering sewage disposal system safe, and providing a safe demolition site shall meet the requirements of the Capital Regional District and the British Columbia Building Code and be completed by _____.
LIMITATION OF LIABILITY

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 Capital Regional District shall in any way relieve the owner or his or her representatives from full and sole responsibility to perform the work in full accordance with the British Columbia Building Code, the Building Regulation Bylaw of the CRD and all other applicable enactments, codes, and standards.

FREEDOM OF INFORMATION WAIVER

Personal Information contained on this form is collected under the "Freedom of Information and Protection of Privacy Act" and will be only used for the purpose of issuing this permit. Enquiries about the collection or use of information on this form can be directed to the appropriate building inspection office listed at the top of this appendix.

All building in the Capital Regional District Electoral Areas is regulated by Building Regulation Bylaw No. 2990.

Telephone Number _____

Date _____

Signature of Applicant _____

FEE SCHEDULE

Check one of the following	Demolition Fee	Deconstruction Fee	Totals
<input type="checkbox"/> Buildings up to 400 square feet in area	\$ 42.00	\$ 21.00	
<input type="checkbox"/> Buildings over 400 square feet in area	95.00	47.00	
<input type="checkbox"/> Rendering private sewage disposal system safe	21.00	21.00	
<input type="checkbox"/> Cap building sewer	16.00	16.00	
Total Permit Fee			

Payment received by way of

cheque cash

date _____

Change of Occupancy Classification

Hold No.

Permit No.



**SOUTHERN GULF ISLANDS
WILLIS POINT & MALAHAT
BUILDING INSPECTION**
Mail to: P.O. Box 1000 (625 Fisgard Str.)
Victoria, BC, V8W 2S6
(250)360-3230 FAX (250)360-3232
Toll Free: 1-866-475-1581

**JUAN DE FUCA
BUILDING INSPECTION**
2205 Otter Point Rd.
Sooke, BC, V0S 1N0
(250)642-1616 FAX (250)642-527

**SALT SPRING ISLAND
BUILDING INSPECTION**
206 - 118 Fulford Ganges Rd.
Salt Spring Island, BC, V8K 2S4
(250)537-2711 FAX (250)537-9633

**PENDER ISLAND
BUILDING INSPECTION**
Driftwood Centre, Box 45
Pender Island, B.C., V0N 2M0
(250)629-3424 FAX (250)629-3502

PLEASE PRINT CLEARLY

Pursuant to the regulations applicable to the CAPITAL REGIONAL DISTRICT:

I, _____ # _____ Street _____ City _____ Postal Code _____, being
the owner hereby make application to **CHANGE THE OCCUPANCY CLASSIFICATION**
of the building or a portion of the building located at: _____.

LEGAL DESCRIPTION

FOLIO No.

Lot _____ Section _____ Block _____ Plan No. _____ District _____

Present use of Building or Part of Building: _____
Proposed Change to: _____ Use.

Telephone No. _____ Date _____ Signature of Applicant _____ Signature of Property Owner _____

Office Use Only

- | | | | | |
|-------------|--|--|--|--|
| FROM | <input type="checkbox"/> Group A, Division 1 | <input type="checkbox"/> Group A, Division 2 | <input type="checkbox"/> Group A, Division 3 | <input type="checkbox"/> Group A, Division 4 |
| | <input type="checkbox"/> Group B, Division 1 | <input type="checkbox"/> Group B, Division 2 | <input type="checkbox"/> Group C | <input type="checkbox"/> Group D |
| | <input type="checkbox"/> Group E | <input type="checkbox"/> Group F, Division 1 | <input type="checkbox"/> Group F, Division 2 | <input type="checkbox"/> Group F, Division 3 |
| TO | <input type="checkbox"/> Group A, Division 1 | <input type="checkbox"/> Group A, Division 2 | <input type="checkbox"/> Group A, Division 3 | <input type="checkbox"/> Group A, Division 4 |
| | <input type="checkbox"/> Group B, Division 1 | <input type="checkbox"/> Group B, Division 2 | <input type="checkbox"/> Group C | <input type="checkbox"/> Group D |
| | <input type="checkbox"/> Group E | <input type="checkbox"/> Group F, Division 1 | <input type="checkbox"/> Group F, Division 2 | <input type="checkbox"/> Group F, Division 3 |

AUTHORITY	REJECTED	APPROVED	SIGNATURE	DATE	COMMENTS
BUILDING INSPECTION					
PLANNING ZONING					
HEALTH					
FIRE DEPARTMENT					



BUILDING PERMIT

CAPITAL REGIONAL DISTRICT

Building Inspection Division

G.S.T. Registration No. R121299836

Hold
No.Permit
No.

SOUTHERN GULF ISLANDS
WILLIS POINT & MALAHAT
BUILDING INSPECTION
Mail to: P.O. Box 1000 (625 Fisgard Str.)
Victoria, BC, V8W 2S6
(250)360-3230 FAX (250)360-3232
Toll Free: 1-866-475-1581

JUAN DE FUCA
BUILDING INSPECTION
2205 Otter Point Rd.
Sooke, BC, V0S 1N0
(250)642-1616 FAX (250)642-5274

SALT SPRING ISLAND
BUILDING INSPECTION
206 - 118 Fulford Ganges Rd.
Salt Spring Island, BC, V8K 2S4
(250)537-2711 FAX (250)537-9633

PENDER ISLAND
BUILDING INSPECTION
Driftwood Centre, Box 45
Pender Island, B.C., V0N 2M0
(250)629-3424 FAX (250)629-3502

PURSUANT TO REGULATIONS APPLICABLE TO THE CAPITAL REGIONAL DISTRICT:

Mr. / Mrs. / Ms. _____ # _____ Street _____ City _____ Postal Code _____

Being the owner is hereby granted a PERMIT to

Located at _____ and as shown by the accompanying plan.

Telephone Number _____

LEGAL DESCRIPTION

FOLIO No.

LOT	SECTION	BLOCK	PLAN	LAND DISTRICT

Owner _____ **Address** _____
_____ Street _____ City _____ Postal Code _____

Builder _____ **Address** _____
_____ Street _____ City _____ Postal Code _____

THIS PERMIT IS ISSUED SUBJECT TO THE FOLLOWING SPECIAL REQUIREMENTS:

Notes:

1. Permit issued according to the above SPECIAL REQUIREMENTS, the accompanying plans and the applicable regulations.
2. Inspections must be requested in accordance with Building Regulation Bylaw requirements. At least 24 hours notice is required.
3. A re-inspection fee will be charged in accordance with the Building Regulation Bylaw
4. Work related to this permit must be started within 6 months of the date of issue and must not be discontinued or suspended for more than one year. Separate permits are required for plumbing installations, and fireplace / chimney construction.
5. A CERTIFICATE OF OCCUPANCY MUST BE APPLIED FOR AND OBTAINED PRIOR TO THE OCCUPANCY OF ANY BUILDING.

LIMITATION OF LIABILITY

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 Capital Regional District shall in any way relieve the owner or his or her representatives from full and sole responsibility to perform the work in full accordance with the British Columbia Building Code, the Building Regulation Bylaw of the CRD and all other applicable enactments, codes, and standards.

FREEDOM OF INFORMATION WAIVER

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All building in the Capital Regional District Electoral Areas is regulated by Building Regulation Bylaw No. 2990.

FEE SUMMARY

AREA OF BUILDING	FEE
ESTIMATED COST	
PLUMBING PERMIT (residential)	
PLUMBING PERMIT (commercial)	
CHIMNEY / APPLIANCE PERMIT	
DEMOLITION / DECONSTRUCTION PERMIT	
OTHER	
Total Permit Fee	

BUILDING INSPECTOR
CAPITAL REGIONAL DISTRICT

Payment By cheque
date _____ cash

DATE PERMIT GRANTED

Certificate of Occupancy

Hold
No.Permit
No.

ISSUED BY THE BUILDING INSPECTION DIVISION OF THE
CAPITAL REGIONAL DISTRICT
PURSUANT TO THE BRITISH COLUMBIA LOCAL GOVERNMENT ACT

THIS IS TO CERTIFY

that the premises named herein have been constructed under the authority of a valid Building Permit and have received the final inspection.

THIS BUILDING IS NOW COMPLETED AND READY FOR OCCUPANCY.

FOLIO No.				
Owner		Address # Street		
LEGAL DESCRIPTION				
LOT	SECTION	BLOCK	PLAN	LAND DISTRICT

No action may be brought against the Capital Regional District or its officials or servants for anything done or left undone in good faith in the performance or intended performance of any authority conferred or duty imposed under this or any other Bylaw adopted by the Capital Regional District pursuant to the British Columbia Local Government Act.

NO REPRESENTATION BY CRD

Neither the issuance of a permit, Certificate of Occupancy or Conditional Certificate of Occupancy 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 Capital Regional District constitute in any way a representation, warranty, assurance or statement that the Building Code, this Bylaw or any other applicable enactments, codes, and standards have been complied with.

All building in the Capital Regional District Electoral Areas is regulated by Building Regulation Bylaw No. 2990

Date

Signature of Owner

Date

Signature Building Inspector

Conditional Certificate of Occupancy

Permit No. _____



ISSUED BY THE BUILDING INSPECTION DIVISION OF THE
CAPITAL REGIONAL DISTRICT

FOLIO No. _____

Owner _____ Address _____ .

LEGAL DESCRIPTION

#

Street

LOT

SECTION

BLOCK

PLAN

LAND DISTRICT

THE CONDITIONAL CERTIFICATE OF OCCUPANCY IS ISSUED SUBJECT TO THE FOLLOWING CONDITIONS:

1. The deficiencies listed below shall be rectified to the satisfaction of the building inspector.
2. Upon satisfactory completion of all deficiencies the building inspector may issue a CERTIFICATE OF OCCUPANCY for the building.
3. If at a date 12 calendar months from the date of issue of this CONDITIONAL CERTIFICATE OF OCCUPANCY, all of the deficiencies listed below have not been addressed to the satisfaction of the building inspector, the permit will expire and the Capital Regional District will register a notice against the title of the land, referring to the outstanding deficiencies. The notice will remain in place until the deficiencies have been rectified to the satisfaction of the building inspector. Upon expiry of a building permit and in order for the building inspector to conduct the required final inspection and issue the CERTIFICATE OF OCCUPANCY, it will be necessary for the owner to apply for a permit to complete the outstanding work. Upon completion of all deficiencies the notice will be removed and the building inspector may issue a permanent CERTIFICATE OF OCCUPANCY for the building.
4. The CONDITIONAL CERTIFICATE OF OCCUPANCY confirms only that the building is believed to meet the minimum level of health and safety requirements and is not a representation, warranty, assurance or statement that the building complies with the Building Code, the Building Regulation Bylaw of the CRD, or any other applicable enactments, codes or standards.

The following list of deficiencies should not be construed as a definitive list of all requirements. Known deficiencies outstanding at date of issue of CONDITIONAL CERTIFICATE OF OCCUPANCY are:

Date of Sewerage System Certification _____

Authorized Use

 SFD Other _____

APPROVED FOR OCCUPANCY _____

DATE _____

Building Inspector

Appendix L

Permit Fees Schedule

for

Capital Regional District



TOTAL CONSTRUCTION VALUE AS PRESCRIBED IN APPENDIX "M" OR "N".	FEE
Less than \$100.00	\$ NIL
Over \$100.00 and not over \$1,000.00	50.00
Each additional \$1,000.00 or fraction thereof and not exceeding \$5,000.00	25.00
Each additional \$1,000.00 or fraction thereof not exceeding \$400,000.00	12.00
Each additional \$1,000.00 or fraction thereof over \$400,000.00	10.00

Appendix M



Construction Values*

for

**Buildings Other Than Single Family Dwellings, Factory Built Homes
Mobile Homes and Moved Building**

The construction value for buildings shall be the contract price or, where there is no contract price, the value shall be calculated according to the following schedule. Refer to Bylaw No. 2990 where there is more than one building.

TYPE OF BUILDING	TYPE OF CONSTRUCTION	VALUE	
		PER SQ. FT.	PER METER SQ.
Hotel / Motel	Wood frame	\$ 150.00	\$ 1614.63
Hotel / Motel	Reinforced masonry or concrete	200.00	2152.85
Hotel / Motel	Steel frame	Contract	Value
Town House or Apartment	Wood frame	150.00	1614.63
Town House or Apartment	Reinforced masonry or concrete	200.00	2152.85
Town House or Apartment	Steel frame	Contract	Value
Commercial Building (shell only)	Wood frame or heavy timber	100.00	1076.42
Commercial Building (shell only)	Steel frame	100.00	1076.42
Commercial Building (shell only)	Reinforced masonry or concrete	150.00	1614.63
Commercial Buildings Except Offices and Restaurants	Completion of interior	50.00	538.21
Commercial Buildings Restaurants	Completion of interior	75.00	807.32
Commercial Building Office Interiors	Completion of interior	60.00	645.85
Industrial Buildings (shell only)	Wood frame or heavy timber	75.00	807.32
Industrial Buildings (shell only)	Steel frame	75.00	807.32
Industrial Buildings	Reinforced masonry or concrete	100.00	1076.42
Industrial Buildings (interiors)	Completion of interior	25.00	269.10
Temporary Buildings	Wood frame	50.00	538.21

Appendix N



Construction Values*

for

**Single and Two Family Dwellings, Factory Built Homes, Mobile Homes, and Moved Buildings
in the Electoral Areas of Juan de Fuca, Salt Spring Island, Southern Gulf Islands**

FLOOR AREA OR TYPE OF STRUCTURE	VALUE	
	PER SQ. FT.	PER METER SQ.
Finished Main* Floor Areas	\$ 130.00	\$ 1399.35
Finished Areas Other than Main* Floor	85.00	914.96
Finishing Previously Unfinished Basement**, Attics, or Other Floors	30.00	322.92
Garages and or Workshops	35.00	376.74
Carports, Barns, or Sheds	20.00	215.28
Sundecks	20.00	215.28
Additions Where an Existing Wall Forms Part of the Addition	130.00	1399.35
Finished Floor Areas of Factory Built Homes, Mobile Homes or Moved Dwellings	85.00	914.96

* Main floor shall be defined as the floor area where the main activity takes place, usually the floor where the living room, dining room and/or kitchen are located.

** Basement shall be defined as in the British Columbia Building Code.

* For renovations, and for other construction work not in this appendix or elsewhere in this bylaw, the permit fees shall be based on the value of the works that are subject to the British Columbia Building Code as submitted by the owner.