



Making a difference...together

**BYLAW NO. 3741**

**BUILDING REGULATION BYLAW NO. 5, 2010**

**Consolidated for Public Convenience**  
(This bylaw is for reference purposes only)

ORIGINALLY ADOPTED OCTOBER 12, 2010  
(Consolidated with Amending Bylaws 3780, 4403, 4480, 4535, 4538, 4564)

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**CAPITAL REGIONAL DISTRICT  
BYLAW NO. 3741**

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**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 298(1) of the Local Government Act and Section 53 of the Community Charter 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.

*(Bylaw 4403)*
- 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.

*(Bylaw 4403)*

**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**

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 use or class of occupancy of existing buildings or structures.

**(Bylaw 4403)**

## **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 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.

**(Bylaw 4403)**

**“Alteration”** means a change or extension to any matter or thing or to any occupancy regulated by the *Building Code*.

**(Bylaw 4403)**

**“BC Zero Carbon Step Code”** means the system of greenhouse gas emission requirements contained in Article 9.37.1.3 and 10.3.1.3 of Division B of the Building Code

**(Bylaw 4564)**

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

**“Building Code”** means the *British Columbia Building Code* as adopted from time to time by the Minister pursuant to Part 2 of the *Building Act*.

**(Bylaw 4403)**

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

**“Certificate of Occupancy”** includes a Conditional Certificate of Occupancy where appropriate.

**(Bylaw 4535)**

**“Conditional Certificate of Occupancy”** means a partial certificate of occupancy issued by a Building Inspector, of a temporary nature, in accordance with sections 2.5.9 and 2.6 of this Bylaw.

**(Bylaw 4535)**

**“Complex Building”** means:

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

**"Construct"** includes build, erect, install, repair, alter, add, enlarge, move, locate, reconstruct, demolish, remove, excavate or shore.

**(Bylaw 4403)**

**"Construction Value"** means the fair market value of the work proposed to be undertaken, including the value of all labour and materials whether contracted, volunteered or provided by the owner, together with the value of all design and professional consulting services, construction management services, and contractor's profit and overhead, as determined in accordance with section 2.4.4 of this Bylaw.

**(Bylaw 4403)**

**"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.

**"Excavation"** means the removal of soil, rock or fill for the purpose of construction requiring a permit.

**(Bylaw 4403)**

**"Health and Safety Aspects of the Work"** means design and construction regulated by Parts 3, 4, 5, 6, 7, 8, 9, and 10, Division B, of the *Building Code*, and subject to Parts 1 and 2 in relation to Parts 3 through 10, Division B.

**(Bylaw 4403)**

**"Owner"** includes a person who has been authorized by the owner to act as the owner's agent.

**"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 permit for a change of occupancy, and a fireplace/chimney/woodstove/oil furnace/oil tank permit.

**"Registered Professional"** means a person who is registered or licensed to practice as an architect under the *Architects Act*, or a person who is registered or licensed to practice as a professional engineer under the *Engineers and Geoscientists Act*.

**“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 of construction, of any kind, whether fixed to, supported by or sunk into land or water, except landscaping, fences, paving, and retaining structures less than 1.2 meters in height.

**(Bylaw 4403)**

**“Wetland”** means land that is inundated or saturated by surface or groundwater at a frequency and duration sufficient to support, and that under normal conditions supports vegetation typically adapted for life in saturated soil conditions, including marshes, swamps and bogs.

### **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 all parts of the Juan de Fuca, Southern Gulf Islands and Salt Spring Island electoral areas 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:

**(Bylaw 4403)**

- (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 or assurance that construction undertaken pursuant to a Permit issued by the Capital Regional District is free of latent defects.

## **PART 2 PERMITS AND PERMIT FEES**

### **2.1 GENERAL**

- 2.1.1** (1) A Permit is required whenever work regulated under the Building Code and this Bylaw is to be undertaken.

**(Bylaws 4403, 4535)**

(2) The Chief Building Official shall create, modify, or adopt for usage, forms (other than those prescribed by enactment) in relation to Permit applications, in order to collect or make use of information or documentation necessary for the administration and enforcement of this bylaw, the Building Code, and other applicable enactments. The Building Department shall maintain a list of such forms.

**(Bylaw 4535)**

(3) In creating or modifying Permit forms, the Chief Building Official shall ensure forms contain a limitation of liability substantially similar to the clauses in Sections 2.1.4 to 2.1.6 of this Bylaw, as well as *Freedom of Information and Protection of Privacy Act* personal information collection statements. The Chief Building Official may include fee calculation materials in Permit forms, consistent with fee appendices attached to this Bylaw, for ease of administration of the Permits.

**(Bylaw 4535)**

(4) The following appendices form part of this Bylaw:

Appendix A: Fees and Charges

Appendix B: Permit Fees Based on Construction Value

Appendix C: Construction Values for Buildings Other Than Single Family Dwellings, Factory-Built Homes, Mobile Homes, and Moved Buildings

Appendix D: Construction Values for Single and Two-Family Dwellings, Factory-Built Homes, Mobile Homes, and Moved Buildings

Appendix E: Conditional Certificate of Occupancy

Appendix F: Certificate of Occupancy

Appendix G: Building Permit

**(Bylaw 4535)**

#### **2.1.2 Permits Required**

Every person shall apply for and obtain:

- (1) a building permit before commencing:

- (a) site excavation or blasting;
  - (b) construction, repairing or altering a building or structure;
  - (c) moving a building; or
  - (d) 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 solid fuel burning appliance or factory/masonry chimney unless the works are encompassed by a valid building permit;
  - (4) a demolition permit before demolishing a building or structure;
  - (5) a deconstruction permit prior to commencing the deconstruction or removal of a building.

**(Bylaw 4403)**

### **2.1.3 Permits Not Required**

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;
  - (3) for accessory buildings less than 10 square meters in area that do not create a hazard;
- (Bylaw 4403)**
- (4) retaining structures less than 1.2 meters in height;
  - (5) other retaining structures more than 1.2 meters in height and greater than 30° off vertical.

**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 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 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, nor does it constitute a representation or warranty that the building or structure meets any standard of materials or workmanship.

**(Bylaw 4403)**

### **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 (Potable)** 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;
- (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 within 30 meters of a building;
- (5) Water supply as per NFPA 1142 “Standard for Water Supply for Suburban and Rural Fire Fighting” or equivalent documents for adequate water supply for fire fighting; and
- (6) Site visit to be completed by a registered professional or building official to determine if land is subject to flooding, mud flows, debris flows, debris torrents, erosion, land slip, rock-fall, subsidence or avalanche.

## **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, issued from time to time in accordance with this Bylaw.

**(Bylaw 4535)**

**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 A to D of this Bylaw.

**(Bylaw 4535)**

#### **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 issued from time to time, signed by the owner, or by a signing officer with sufficient authority to bind the corporation if the owner is a corporation;

**(Bylaw 4535)**

(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, development permit areas 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, wetland, pond or watercourse;

(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 Division C 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 Schedule B as referred to in Division C 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) 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; and
  - (c) any other information required by the building official or the *Building Code* to establish substantial compliance with this Bylaw, the *Building Code* and other bylaws and enactments relating to the building or structure.

### **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 issued from time to time, signed by the owner or by a signing officer with sufficient authority to bind the corporation if the owner is a corporation;

**(Bylaw 4535)**

- (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;
- (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, development permit areas 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, wetland, pond or watercourse;
  - (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, natural or finished grade as applicable 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) at a scale of  $\frac{1}{4}'' = 1' 0''$  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.
- (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 and C-A and C-B referred in Division C of Part 2 – Administrative Provisions 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. Any failure on the part of the building official to provide the owner with the written notice will not diminish or invalidate the reliance by the Capital Regional District or its building officials on the registered professionals.

**(Bylaw 4403)**

- (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 of this Bylaw, the Permit fee shall be reduced by 10% of the fees payable pursuant to Appendix B to this Bylaw, up to a maximum reduction of \$1000 (one thousand dollars).

**(Bylaw 4538)**

- (4) When a Permit is issued for a Simple Building and a Building Official has required one or more letters of assurance under section 3.4.1 of this Bylaw, the Permit fee shall be reduced by 5%, of the fees payable pursuant to Appendix B to this Bylaw, up to a maximum reduction of \$500 (five hundred dollars).

**(Bylaw 4538)**

### **2.3.8 Prescriptive Path Permitted**

- (1) In relation to the conservation of energy, construction on or after May 1, 2023 may meet the prescriptive requirements of s. 9.36.2 to 9.36.4 of Division B of the *Building Code*;

**(Bylaw 4538)**

### **2.3.9 Greenhouse Gas Emissions**

- (1) In relation to the reduction of greenhouse gas emissions the Regional District incorporates by reference the BC Zero Carbon Step Code in accordance with section s 2.3.9(2) and (3) of this Bylaw:

- (2) Buildings and structures to which Part 3 or Part 9 of the Building Code applies, and that are within the scope of application of the BC Zero Carbon Step Code, must be designed and constructed to meet the requirements specified in EL-3 of the BC Zero Carbon Step Code.
- (3) Section 2.3.9(2) applies to buildings and structures for which applications for building permits are received on or after January 1, 2024.

**(Bylaw 4564)**

#### **42.4 PERMIT FEES AND PLAN PROCESSING FEES**

**2.4.1** A Permit fee for any of the following work, calculated in accordance with Appendices A to D, shall be paid in full prior to issuance of:

- (1) a plumbing Permit pursuant to section 2.1.2(2) of this Bylaw;
- (2) a Permit for the installation of a fireplace, chimney, or wood stove pursuant to section 2.1.2(3) of this Bylaw;
- (3) a Permit for the demolition or deconstruction of a building or structure, pursuant to section 2.1.2(4) or (5) of this Bylaw.

**(Bylaw 4403)**

**2.4.2** A Permit fee, calculated in accordance with Appendix B of this Bylaw, and based upon the construction value of the proposed work as determined in accordance with section 2.4.4 of this Bylaw, shall be paid in full prior to the issuance of a Permit for the construction, alteration or repair of a building or structure pursuant to section 2.1.2(1) of this Bylaw.

**(Bylaws 4403, 4535)**

**2.4.3** An application for a Permit pursuant to section 2.1.2(1) of this Bylaw must be accompanied by the owner's declaration of the value of the proposed work.

**(Bylaw 4403)**

**2.4.4** For the purpose of section 2.4.2, the construction value of the proposed work shall be the greater of the following:

- (1) the value of the proposed work, as declared by the owner under section 2.4.3,
- (2) the construction value of the proposed work, as determined by the building inspector using one of the following sources:
  - (a) the construction values set out in Appendix C and D to this Bylaw; or
  - (b) a construction costing manual or service that is nationally-recognized by the construction and real estate industries as authoritative, including but not limited to the Marshall & Swift Valuation Service or Residential Cost Handbook.

**(Bylaw 4403)**

**2.4.5** 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 under section 2.4.4 of less than \$50,000 (fifty thousand dollars) shall be \$100 (one hundred dollars).
- (2) The plan processing fee for a building or structure with a construction value as established under section 2.4.4 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 under section 2.4.4 of greater than \$200,000 (two hundred thousand dollars) shall be \$300 (three hundred dollars).

***(Bylaw 4535)***

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

#### **2.4.7 Cancellations and Refunds**

- (1) An application shall be cancelled and the plan processing fee forfeited if the Permit has not been issued within six months of the date that the Permit application was received.
- (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 fee set out in Section 2.4.1 of this Bylaw, by way of a written request, when a Permit is surrendered and cancelled within six months of the Permit being issued and before any excavation or construction begins.
- (4) At the written request of the owner, after six months from the date of issuing the Permit and if the work has not commenced, including excavation, the Permit shall be cancelled and a refund to the Permit holder of 60% of the fees paid for the Permit.

**2.4.8** 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 \$100 (one hundred dollars) shall be paid prior to additional inspections being performed.

**2.4.9** The fee for a special inspection or consultation with the building inspector for work which is not addressed by an existing Permit shall be at the charge-out rate of \$92 (ninety-two dollars) per hour and prorated in the case of a partial hour to the nearest quarter hour.

**2.4.10** The fee for a letter report on the status of an existing building or structure shall be \$100 (one hundred dollars).

***(Bylaw 4480)***

**2.4.11** 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).

**2.4.12** The fee for the review of a 219 Restrictive Covenant required in accordance with Section 219 of the *Local Government Act* and/or Section 56 of the *Community Charter* shall be \$300 (three hundred dollars) and, when requested, the fee for the execution of the approved covenant shall be \$200 (two hundred dollars).

**(Bylaw 4403)**

## **2.5 CONDITIONS OF A PERMIT**

**2.5.1** A building official shall issue the Permit for which the application is made when:

- (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*;

**(Bylaw 4535)**

- (5) no enactment authorizes the Permit to be withheld; and

**(Bylaw 4535)**

- (6) the owner is not disentitled to a Permit by operation of Section 2.5.5 [*Violations and Notices on Title*].

**(Bylaw 4535)**

**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:

- (1) work authorized by the Permit is not commenced within six months from the date of issuance of the Permit;
- (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;
- (3) work has not been completed within 24 months from the date of the issuance of the Permit; or
- (4) there is a sale or transfer of the property in respect of which the Permit is issued, unless the owner has first notified the building inspector in writing and the building inspector has authorized the transfer or assignment of the Permit to the new owner.

**(Bylaw 4403)**

### **2.5.3 Reapplication**



- (1) Except as provided in 2.5.9 and 2.5.10, where a permit expires under section 2.5.2 the owner must apply for a new permit in order to complete the work .  
**(Bylaw 4538)**
- (2) An application under section 2.5.3(1) must be accompanied by any of the information referred to in sections 2.3.4 or 2.3.5 that the building inspector considers is necessary to verify that the health and safety aspects of the work that has yet to be substantially completed will conform with the requirements of the then-current Building Code, this Bylaw and any other applicable enactment.  
**(Bylaw 4403)**
- (3) The fee for a Permit issued under section 2.5.3(1):
  - (a) will be based upon the value of the work that remains to be completed, as determined by the building inspector in accordance with section 2.4.4 of this Bylaw;  
**(Bylaw 4403)**
  - (b) will in no event be greater than the original Permit fee.  
**(Bylaw 4538)**

#### **2.5.4 Revocation of a Permit**

The building official may revoke a Permit if one or more of the following violations occurs:

- (1) there is a contravention of a condition under which the Permit was issued;
- (2) there is a contravention of a provision of the *Building Code*, this Bylaw or other applicable bylaws or enactments;
- (3) the Permit was issued in error; or
- (4) the Permit was issued on the basis of false or incorrect information.

The revocation 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.

**(Bylaw 4535)**

#### **2.5.5 Denial of Permits**

- (1) Any person who has a notice placed on their property's title under section 57 of the *Community Charter*, or who has been notified in writing that work done by him or her or on his or her behalf is a violation referred to in Section 2.5.4 (collectively an "Infraction Notice"), shall have no Permit issued in respect of the same property, until the person has complied, corrected the violation, or the issue identified in any notice on title, or satisfied the building official of their ability to do so.  
**(Bylaw 4535)**
- (2) As an exception to Section 2.5.5(1), if the building permit application is for a building or structure other than the building or structure for which an Infraction Notice was issued, a building inspector may issue the building permit if:

- a. the building inspector is satisfied that the construction and occupancy of the new building or structure does not adversely affect health or life safety aspects of any existing buildings or structures, and any existing buildings or structures do not adversely affect health or life safety aspects of the new structure; or
- b. the owner undertakes to alleviate any health or life issues created by the construction or occupancy of the new building or structure. The building inspector may make alleviating the issue a condition of the permit, and may require the owner to secure its undertaking by providing a section 219 Land Title Act covenant. Without limiting the requirements that the building inspector can require in the section 219 covenant, the covenant may prohibit occupancy of the new building or structure until the health and life safety issues have been alleviated to the satisfaction of the building inspector.

**(Bylaw 4535)**

(3) As an exception to Section 2.5.5(1), if the building permit application is for the same building or structure for which an Infraction Notice has been issued, the building inspector may issue a permit if:

- a. the owner satisfies the building inspector that the issue is capable of being rectified; and the owner undertakes to rectify the issue. The building inspector may make rectifying the issue a condition of the permit, and may secure the owner's undertaking by requiring the owner provide a section 219 Land Title Act covenant. Without limiting the requirements that the building inspector can require in the section 219 covenant, the covenant may prohibit occupancy of the building or structure until the existing health and life safety issues have been alleviated to the satisfaction of the building inspector; or
- b. it is practically unfeasible to rectify the subject matter of the Infraction Notice, and the building inspector is satisfied that issuing a building permit for the subject matter of the building permit application would not adversely affect any existing life safety or health issues with the building or structure. The building inspector may note on an occupancy permit for the work that the occupancy permit relates only to the work authorized by the building permit, and that the issuance of the permit does not relate to any previous construction or work. The building inspector may also require the owner to provide a section 219 Land Title Act covenant requiring the owner to only construct the work in accordance with the submitted plans, and releasing and indemnifying the CRD and the building official from and against any liability resulting from construction and occupancy of the building, including any past construction.

**(Bylaw 4535)**

(4) Despite having discretion in Section 2.5.5(2):

- a. there is no obligation on a building official to provide an advance ruling or decision on the exercise of their discretion to an owner or potential owner in advance of receipt of a completed action plan; and
- b. there is no obligation on a building official to exercise discretion in favour of an owner.

**(Bylaw 4535)**

### **2.5.6 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, applies 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.

**2.5.7** 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.

**2.5.8** 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.

### **2.5.9 Permit Renewal**

- (1) Where the rights of an owner under a Permit terminate under section 2.5.2, the owner may apply to renew the Permit provided the renewal application is made no later than 30 days after the expiry of the Permit.
- (2) Where all of the deficiencies listed on a Conditional Certificate of Occupancy have not been addressed to the satisfaction of the building inspector within 12 months of the issuance of the Conditional Certificate of Occupancy, the owner may apply to renew the Conditional Certificate of Occupancy, provided the renewal application is made no later than 30 days after the expiry of the Conditional Certificate of Occupancy.
- (3) The fee for an application under sections 2.5.9(1) or (2) shall be \$300.00.
- (4) Upon receipt of an application under sections 2.5.9(1) or (2), a building inspector may renew the Permit or Conditional Certificate of Occupancy, as applicable, for a period not to exceed 12 months.
- (5) A Permit or Conditional Certificate of Occupancy may only be renewed once under this section 2.5.9.

**(Bylaw 4403)**

### **2.5.10. Extension of a Permit**

- (1) In addition to a renewal under section 2.5.9, a Building Official may extend the period of time set out under section 2.5.2 where construction has not commenced, or has been discontinued, due to adverse weather, strikes, or material or labour shortages. The maximum period of an extension is 12 months.

**(Bylaw 4538)**

## **2.6 CERTIFICATE OF OCCUPANCY**

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

***(Bylaw 4535)***

**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 E 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.

***(Bylaw 4535)***

(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) If at a date 12 calendar months from the date a Conditional Certificate of Occupancy is issued, all of the deficiencies listed on the Certificate have not been addressed to the satisfaction of the building inspector Section 2.5.10 Renewal shall apply.

(4) If upon expiry of a Permit, an owner desires to obtain a Certificate of Occupancy for a single family dwelling, he or she may apply for a new Permit under Section 2.5.3.

(5) A Conditional Certificate of Occupancy may contain such conditions, including restrictions, on occupancy of the building or structure, or portion thereof, as the Building Official deems necessary and desirable, and may list deficiencies required to be addressed to the satisfaction of the Building Official prior to the issuance of a Certificate of Occupancy.

***(Bylaws 4403, 4535)***

### **2.6.4 Revocation of Certificate of Occupancy**

A building official may revoke a Certificate of Occupancy or Conditional Certificate of Occupancy where:

- (1) a condition on a Conditional Certificate of Occupancy is breached;
- (2) the Certificate of Occupancy was issued in error; or
- (3) the Certificate of Occupancy was issued on the basis of false or incorrect information.

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

***(Bylaw 4535)***

## **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, for which a Permit is required under this Bylaw unless a building official has issued a valid and subsisting Permit for the work.

***(Bylaw 4403)***

#### **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.

### **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 Work Contrary to Requirements**

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.

**(Bylaw 4403)**

## **3.2 BUILDING OFFICIALS**

### **3.2.1** Each building official may:

- (1) administer this Bylaw, but owes no public duty to do so; and
- (2) keep records of Permit applications, Permits, notices and orders issued, inspections and tests made, and may retain copies of all documents related to the administration of this Bylaw.

**(Bylaw 4403)**

### **3.2.2 Authority**

The building official:

- (1) is hereby authorized to enter, at all reasonable times, and in accordance with section 16 of the *Community Charter*, 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;

**(Bylaw 4403)**

- (2) is directed, where any dwelling, apartment or guest room is occupied, to obtain the consent of the occupant or provide written notice 24 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**

#### **3.4A PROFESSIONAL DESIGN (POTABLE WATER SYSTEMS)**

**3.4A.1** In this section, “On Site Water Collection” means a system for the collection of rainwater to be used as a source of potable water.

**3.4A.2** As an exception to section 2.1.7(1), where an owner intends to provide potable water for a residential building that includes On Site Water Collection, the owner must provide to the building official certification by a qualified professional that the plans for

the On Site Water Collection system, comply with the Building Code and other applicable enactments respecting safety of water supply and will provide the dwelling with potable water.

**3.4A.3** A building official may require an applicant for a building permit to provide the Capital Regional District with the certification referred to in section 3.4A.2.

**3.4A.4** In issuing a building permit where the owner has provided the certification of a qualified professional under section 3.4A.2:

(a) the Capital Regional District is not approving the water system, does not assume any responsibility to review or inspect the installation of the water system or the quality or quantity of the water from On Site Water Collection and will rely upon the certification provided by the engineer; and

(b) the portion of the Building Permit fee associated with the water catchment system shall be reduced by 10%.

**(Bylaw 3780)**

**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 Schedule B referred to in of Part 2 - Administrative Provisions of the *Building Code*.

**3.4.2** Prior to the issuance of a 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 Schedule C-A and C-B as is appropriate, referred to in of Part 2 - Administrative Provisions 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; location to be verified by legal survey;

**(Bylaw 4403)**

(2) installation of perimeter drain tiles, roof water leader system and damp-proofing, prior to backfilling;

**(Bylaw 4403)**

(3) the preparation of ground, including ground cover and insulation when required, prior to the placing of a concrete slab (as applicable);

**(Bylaw 4403)**

(4) rough-in of all chimneys and fireplaces and solid fuel and oil burning appliances;

(5) framing inspection, 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) water and sewer connections (as applicable);

(7) rough-in plumbing;

(8) ventilation;

(9) building envelope;

(10) lath;

(11) stucco (1<sup>st</sup>, 2<sup>nd</sup>, final) (as applicable);

(12) insulation and vapour barrier;

(13) chimney (as applicable);

(14) solid fuel burning appliance, fireplace (as applicable);

(15) health and safety aspects of the work when the building or structure is substantially complete and ready for a Conditional Certificate of Occupancy

(16) final inspection/Certificate of Occupancy.

**3.5.5** A Building Official shall attempt to accommodate the requested inspection date and time for any inspection requested under section 3.5.4. If the Building Official is unable to attend at the requested date and time due to travel distance or time constraints, the inspection shall occur as soon as reasonably practicable thereafter.

**(Bylaw 4538)**

**3.5.6** 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.

**(Bylaw 4538)**

## **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 a 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 Bylaw 2990, "Building Regulation Bylaw No. 4, 2002, and amendment bylaws 3099, 3172, 3265 and 3394, are hereby repealed.

**5.4 CITATION**

This Bylaw may be cited for all purposes as "Building Regulation Bylaw No. 5, 2010".

READ A FIRST TIME THIS	13 <sup>th</sup>	day of	October	2010
READ A SECOND TIME THIS	13 <sup>th</sup>	day of	October	2010
READ A THIRD TIME THIS	9 <sup>th</sup>	day of	March	2011
ADOPTED THIS	9 <sup>th</sup>	day of	March	2011

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CHAIR

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CORPORATE OFFICER

## BYLAW SCHEDULES

### APPENDIX A FIREPLACE-CHIMNEY-WOOD STOVE APPLICATION FEES

#### FEE CALCULATIONS FOR PROPOSED WORK

Check the appropriate options below	Fees (\$)	Number	=	Totals
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		=	
<b>* APPLIANCES CONNECTED TO CHIMNEYS MUST COMPLY WITH AND BE INSTALLED TO ALL APPLICABLE REGULATIONS (See Building Inspector)</b>	<b>TOTAL PERMIT FEE</b>			

#### PLUMBING PERMIT APPLICATION (RESIDENTIAL) FEES

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 Line (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	X	=
Each Group of 10 Sprinklers or Portion Over First 10			\$17	X	=
<b>TOTAL FEES</b>					

**PLUMBING PERMIT APPLICATION (COMMERCIAL) FEES**

FEE SCHEDULE	Total No. of Fixtures	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 Sanitary/Storm Drainage System (existing)		\$44	X	=	
Water Connection		\$22	X	=	
Sanitary Sewer Connection		\$22	X	=	
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	=	
<b>FIRE PROTECTION</b>					
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		
<b>OUTSIDE SERVICES</b>					
Pumping Station Other Than for S.F.D.		\$32 each	X	=	
Lawn Service Stand Pipe (not part of building plumbing)		\$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	X	=	
Manholes and Interceptors (all kinds)		\$21	X	=	
Acid Neutralizers or Special Control Valve or Cap Off Sanitary, Storm, Water Connections		\$21	X	=	
<b>TOTAL FEES</b>					

**DEMOLITION – DECONSTRUCTION PERMIT APPLICATION FEES**

	Demolition Fee	Deconstruction Fee	Totals
Buildings up to 400 square feet in area	\$100	\$0	
Buildings over to 400 square feet in area	\$200	\$0	
Rendering private sewage disposal system safe	\$21	\$21	
Cap building sewer	\$16	\$16	
<b>Total Permit Fee</b>			

**APPENDIX B  
PERMIT FEES BASED ON CONSTRUCTION VALUE**

TOTAL CONSTRUCTION VALUE AS PRESCRIBED IN 2.4.4, APPENDIX "C" AND "D"	FEE
Less than \$100.00	\$ NIL
Over \$100 and not over \$1,000	\$50
Each additional \$1,000.00 or fraction thereof and not exceeding \$5,000.00	\$25
Each additional \$1,000.00 or fraction thereof and not exceeding \$400,000.00	\$13
Each additional \$1,000.00 or fraction thereof over \$400,000.00	\$10

**APPENDIX C  
CONSTRUCTION VALUES FOR BUILDINGS OTHER THAN SINGLE FAMILY DWELLINGS,  
FACTORY BUILT HOMES, MOBILE HOMES, AND MOVED BUILDINGS**

TYPE OF BUILDING	TYPE OF CONSTRUCTION	VALUE	
		PER SQ. FOOT	PER METER SQ.
Hotel / Motel	Wood Frame	\$200	\$2,152.00
Hotel / Motel	Reinforced masonry or concrete	\$260	\$2,797.00
Hotel / Motel	Steel frame	Contract	Value
Town House or Apartment	Wood Frame	\$200	\$2,152.00
Town House or Apartment	Reinforced masonry or concrete	\$260	\$2,797.00
Town House or Apartment	Steel frame	Contract	Value
Commercial Building (shell only)	Wood Frame or Heavy Timber	\$150	\$1,614.00
Commercial Building (shell only)	Reinforced masonry or concrete	\$200	\$2,152.00
Commercial Building (shell only)	Steel frame	\$150	\$1,614.00
Commercial Building Except Offices and Restaurant	Completion of Interior	\$80	\$860.80
Commercial Buildings Restaurants	Completion of Interior	\$110	\$1,183.60
Commercial Building Office Interiors	Completion of Interior	\$80	\$860.80
Industrial Buildings (shell only)	Wood Frame or Heavy Timber	\$110	\$1,183.60
Industrial Buildings (shell only)	Steel Frame	\$110	\$1,183.60
Industrial Buildings	Reinforced masonry or concrete	\$150	\$1,614.00
Industrial Buildings (interiors)	Completion of Interior	\$35	\$376.60
Temporary Buildings	Wood Frame	\$70	\$753.20


**APPENDIX D  
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	\$200	\$2,152
Finished Areas Other Than Main* Floor	\$150	\$1,614
Finishing previously Unfinished Basement,** Attics, or Other Floors	\$45	\$484.20
Garages and/or Workshops, Barns, or Sheds (Semi-Detached) Floor + Roof + Wall	\$90	\$968.40
Carports (Roof)	\$35	\$376.60
Sundecks (Floor)	\$35	\$376.60
Additions Where an Existing Wall Forms Part of the Additions	\$200	\$2,152
Finished Floor Areas of Factory Build Homes, Mobile Homes or Moved Dwellings	\$100	\$1,076
<p>* 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.</p> <p>** Basement shall be defined as in the British Columbia Building Code</p>		



APPENDIX E

(Bylaw 4535)

Appendix E 	<b>Conditional Certificate of Occupancy</b> ISSUED BY THE BUILDING INSPECTION DIVISION OF THE CAPITAL REGIONAL DISTRICT	Permit No. _____
FOLIO No. _____		
OWNER _____ ADDRESS _____ <span style="display: block; text-align: center; font-size: small;">HOUSE      STREET      CITY      POSTAL CODE</span>		
LEGAL DESCRIPTION _____		
LOT _____ SECTION _____ BLOCK _____ PLAN _____ LAND DISTRICT _____		
<b>THE CONDITIONAL CERTIFICATE OF OCCUPANCY IS ISSUED SUBJECT TO THE FOLLOWING CONDITIONS:</b>		
<ol style="list-style-type: none"> <li>1. The deficiencies listed below shall be rectified to the satisfaction of the building inspector</li> <li>2. Upon satisfactory completion of all deficiencies the building inspector may issue a CERTIFICATE OF OCCUPANCY for the building.</li> <li>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 need to be renewed for an additional one year period. A renewal fee of \$300 shall be charged for each renewal, to a maximum of three years after which 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.</li> <li>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.</li> </ol>		
<div style="border: 1px solid black; padding: 2px; font-size: small;">                 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:             </div>		
Date of Sewerage System Certification _____ Authorized Use <input type="checkbox"/> SFD <input type="checkbox"/> Other _____  APPROVED FOR OCCUPANCY _____ DATE _____ <div style="text-align: center; font-size: small;">BUILDING INSPECTOR</div>		


APPENDIX F

(Bylaw 4535)

Appendix F 	<h3 style="margin: 0;">Certificate of Occupancy</h3> <p style="margin: 0;">ISSUED BY THE BUILDING INSPECTION DIVISION OF THE CAPITAL REGIONAL DISTRICT</p> <p style="margin: 0;">PURSUANT TO THE BRITISH COLUMBIA LOCAL GOVERNMENT ACT</p>	Hold No.  Permit No.
<p><b>THIS IS TO CERTIFY</b> that the premises named herein have been constructed under the authority of a valid Building Permit and have received the final inspection.</p>		
<p><b>THIS BUILDING IS NOW COMPLETED AND READY FOR OCCUPANCY.</b></p>		
FOLIO No. _____		
OWNER _____ ADDRESS _____ <small style="margin-left: 150px;">HOUSE      STREET      CITY      POSTAL CODE</small>		
LEGAL DESCRIPTION _____		
LOT _____ SECTION _____ BLOCK _____ PLAN _____ LAND DISTRICT _____		
<p>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.</p> <p><b>NO REPRESENTATION BY THE CRD</b></p> <p>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.</p> <p>All building in the Capital Regional District Electoral Areas is regulated by Building Regulation Bylaw No. 3741.</p>		
_____ Date		_____ Signature of Owner
_____ Date		_____ Signature of Building Inspector

APPENDIX G

(Bylaw 4535)

Appendix G 	<b>BUILDING PERMIT</b> <b>CAPITAL REGIONAL DISTRICT</b> Building Inspection Division G.S.T. Registration No. R121299836	Hold No.  Permit No.																	
SOUTHERN GULF ISLANDS WILLIS POINT & MALAHAT BUILDING INSPECTION P.O. Box 1000, 625 Figgard St. Victoria BC, V8W 2S6 (250) 360-3230, Fax-3232 Toll Free: 1-866-473-1381	JUAN DE FUCA BUILDING INSPECTION 3-7450 Butler Rd. Sooke BC, V9Z 1N1 (250) 642-8109, Fax-5274	SALLY SPRING ISLAND BUILDING INSPECTION 206 -118 Pufford Ganges Rd. Salt Spring Island BC, V8K (250) 537-2711, Fax-9633	PENDER ISLAND BUILDING INSPECTION P.O. Box 113, 30-4605 Bedwell Harbour Rd. Pender Island BC, V0N 2M0 (250) 629-3424																
<b>PLEASE PRINT CLEARLY</b> Pursuant to the regulations applicable to the CAPITAL REGIONAL DISTRICT: Mr. / Mrs. / Ms. _____ <div style="display: flex; justify-content: space-between; width: 100%; font-size: x-small;"> <span>NAME</span> <span>HOUSE</span> <span>STREET</span> <span>CITY</span> <span>POSTAL CODE</span> </div> Being the owner is hereby granted a PERMIT to: _____ Located at: _____ and as shown by the accompanying plan. <div style="display: flex; justify-content: space-between; width: 100%; font-size: x-small;"> <span>SITE ADDRESS (UNIT #, HOUSE, STREET, CITY, POSTAL CODE)</span> </div> Telephone Number: _____																			
<b>LEGAL DESCRIPTION</b>		<b>FOLIO No.</b>																	
LOT _____ SECTION _____ BLOCK _____ PLAN _____	LAND DISTRICT _____																		
Owner _____ FIRST & LAST NAME _____ ADDRESS (UNIT #, HOUSE, STREET, CITY, POSTAL CODE) _____	Builder _____ FIRST & LAST NAME _____ ADDRESS (UNIT #, HOUSE, STREET, CITY, POSTAL CODE) _____																		
<b>THIS PERMIT IS ISSUED SUBJECT TO THE FOLLOWING SPECIAL REQUIREMENTS:</b> _____ _____ _____																			
<b>Notes:</b> 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.	<b>LIMITATION OF LIABILITY</b> 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.  <b>FREEDOM OF INFORMATION WAIVER</b> Personal information contained on this form is collected under the authority of the Local Government Act and is subject to the Freedom of Information and Protection of Privacy Act. The personal information will be used for purposes 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. 3741.																		
<b>FEE SUMMARY</b>																			
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="width:80%;">AREA OF BUILDING</th> <th style="width:20%;">Fee</th> </tr> <tr> <td>ESTIMATED COST</td> <td></td> </tr> <tr> <td>PLUMBING PERMIT (residential)</td> <td></td> </tr> <tr> <td>PLUMBING PERMIT (commercial)</td> <td></td> </tr> <tr> <td>CHIMNEY / APPLIANCE PERMIT</td> <td></td> </tr> <tr> <td>DEMOLITION / DECONSTRUCTION PERMIT</td> <td></td> </tr> <tr> <td>OTHER</td> <td></td> </tr> <tr> <td style="text-align: right;"><b>Total Permit Fee</b></td> <td></td> </tr> </table>	AREA OF BUILDING	Fee	ESTIMATED COST		PLUMBING PERMIT (residential)		PLUMBING PERMIT (commercial)		CHIMNEY / APPLIANCE PERMIT		DEMOLITION / DECONSTRUCTION PERMIT		OTHER		<b>Total Permit Fee</b>		BUILDING INSPECTOR _____ CAPITAL REGIONAL DISTRICT  Payment By <input type="checkbox"/> cheque date _____ <input type="checkbox"/> cash  DATE PERMIT GRANTED _____		
AREA OF BUILDING	Fee																		
ESTIMATED COST																			
PLUMBING PERMIT (residential)																			
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