



CITY OF FORT ST. JOHN BUILDING BYLAW

2248, 2015

Adopted November 23, 2015

**CONSOLIDATED VERSION
FOR CONVENIENCE ONLY**

Includes Amendment Bylaws:

2325, 2016

Adopted June 13, 2016

2407, 2017

Adopted January 8, 2018

2431, 2018

Adopted August 13, 2018



FORT ST. JOHN

The Energetic City

THE CITY OF FORT ST. JOHN

BUILDING BYLAW NO. 2248, 2015

**CITY OF FORT ST. JOHN
Building Bylaw No. 2248, 2015**

WHEREAS Section 8 of the British Columbia *Community Charter* authorizes the City of Fort St. John, by bylaw, to regulate, prohibit and impose requirements in relation to buildings and other structures;

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

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

NOW THEREFORE, pursuant to the above-referenced and other authority, Council of the City of Fort St. John, in open meeting assembled, enacts as follows:

TABLE OF CONTENTS

PART 1 – INTRODUCTORY PROVISIONS	Page
Section 1. Title.....	4
Section 2. Definitions	4
Section 3. Purpose of Bylaw	8
Section 4. Permit Conditions.....	8
Section 5. Scope of Bylaw	9
Section 6. Prohibitions	10
Section 7. Owners and Authorized Agents	11
Section 8. Building Inspector.....	11
 PART 2 – APPLICATIONS FOR PERMITS	
Section 9. Applications.....	12
Section 10. Professional Plan Certification and Field Review	13
Section 11. Applications for Standard Buildings	14
Section 12. Applications for Complex Buildings.....	16
Section 13. Moving Permits	19
Section 14. Fire Sprinkler Permits.....	19
Section 15. Demolition Permits.....	19
Section 16. Solid Fuel Burning Appliance Permits.....	20
Section 17. Plumbing Permits.....	20
Section 18. Security Fence, Deck, and Shed Permits	21
Section 19. Retaining Structures.....	21
Section 20. Swimming Pools.....	22
Section 21. Fuel Tank Storage and Piping – Commercial Property	22
 PART 3 – OWNER REQUIREMENTS	
Section 22. Responsibilities of the Owner	22
Section 23. Site Standards.....	23
Section 24. Water Meters and Water Services	25

PART 4 – ISSUANCE OF PERMITS AND PERMIT FEES

Section 25. Permit Fees	25
Section 26. Securities	26
Section 27. Issuance of Permits.....	28

PART 5 – INSPECTIONS AND FIELD REVIEWS

Section 28. Professional Design and Field Review	29
Section 29. Inspections of Standard Buildings.....	29
Section 30. Field Reviews of Complex Buildings.....	30

PART 6 – OCCUPANCY

Section 31. Occupancy Permits	32
Section 32. Secondary Suites	32

PART 7 – NOTICES AND ENFORCEMENT

Section 33. Disclaimer of Warranty or Representation	33
Section 34. Stop Work Notices	33
Section 35. No Occupancy Notices	33
Section 36. Penalties and Enforcement.....	33
Section 37. Severability.....	34
Section 38. Section Headings	34
Section 39. Forms and Schedules	35
Section 40. Repeals	35

SCHEDULES

A Fees and Charges	36
B Owner’s Declaration.....	37
C Stop Work Notice.....	39
D Do Not Occupy Notice	40
E Damage Deposit	41
F Landscape and Paving Deposit	42
G Notice to Owner for City’s Undertaking	43
H Designated Bylaw Enforcement Officers	44
I Municipal Ticket Information Table	45

FORMS

A Application for Standard Building Permit	46
B Application for Complex Building Permit	47
B-1 Declaration of On-Site Chemicals and Hazardous Materials	49
C Application for Plumbing Permit.....	50
D Application for Demolition Permit.....	51
E Application for Moving Permit	52
F Application for Solid Fuel Burning Appliance Permit	53
G Application for Security Fence, Deck or Shed Permit.....	54
H Deck Support Declaration	55
I Application for Fire Sprinkler Permit	56
J Fire Flow Calculation Sheet	57

APPENDICES

A Communication Flow Chart and Complex Building Permit Application Checklist
--

PART ONE – INTRODUCTORY PROVISIONS

1. TITLE

This Bylaw may be cited for all purposes as Building Bylaw No. 2248, 2015.

2. DEFINITIONS

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

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

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

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

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

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

“**BUILDING CODE**” means the British Columbia Building Code adopted pursuant to the *Building Act*, as such codes may be amended or re-enacted from time to time.

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

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

“**CITY**” means City of Fort St. John.

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

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

“**DAMAGE**” means physical harm caused to property resulting in loss of value or the impairment of usefulness, and includes, but is not limited to, damage to roads, curbs, gutters, boulevards, sidewalks, hydrants, valves, other appurtenances, street lighting, street furnishings,

trees or the placement, dropping, or deposit of any dirt, debris, plants, materials, objects, or substances.

“**DECK**” means a *structure* attached to a dwelling, with no walls except for visual partitions and railings, which is constructed with a floor on posts and beams above grade for use as an outdoor living area.

“**DECK PERMIT**” means a *permit* authorizing the construction, *reconstruction*, *repair* or *alteration/renovation* of a *deck*;

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

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

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

“**DO NOT OCCUPY NOTICE**” means a directive by the *Building Inspector* to the Owner to cease *occupancy* of a *building*.

“**DUPLEX**” means a building that is divided horizontally or vertically into two separate dwelling units, each of which has an independent entrance either directly from the outside or through a common vestibule.

“**DWELLING**” and “**DWELLING UNIT**” means a suite operated as a housekeeping unit, used or intended to be used as a domicile by one or more persons and usually containing cooking, eating, living, sleeping and sanitary facilities.

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

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

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

“**FIRE SPRINKLER**” means part of a fire sprinkler system that discharges water when the effects of a fire have been detected, such as when a predetermined temperature has been reached.

“**FIRE SPRINKLER PERMIT**” means a *permit* authorizing the installation of fire sprinklers within a *building* or *structure*;

“**FUEL STORAGE TANK AND PIPING PERMIT**” means a *permit* authorizing the removal, installation, repair or upgrade of a fuel storage tank and piping for commercial property.

“**GARAGE**” means a *structure* which is attached to a dwelling by a common wall, common roof structure, breezeway or other form of attachment, where the building is designed or used for the sheltering of motor vehicles and the storage of household goods incidental to the residential use of the *dwelling*.

“**GRADE**” (as applying to the determination of building height) means the lowest of the average levels of finished ground adjoining each exterior wall of a building, except that localized depressions such as for vehicle and pedestrian entrances need not be considered in the determination of average levels of finished ground.

**BYLAW
2407, 2017**

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

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

“**MOVING PERMIT**” means a *permit* authorizing the moving of a *building* or *structure*;

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

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

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

- (a) the registered *Owner* of an estate in fee simple,
- (b) the tenant for life under a registered life estate,
- (c) the registered holder of the last registered agreement for sale,
- (d) the holder or occupier of land held in the manner referred to in Section 228 (*taxation of Crown land used by others*) or Section 229 (*taxation of municipal land used by others*) of the *Community Charter*, and
- (e) an Indian who is an *Owner* under the letters patent of a municipality incorporated under Section 9 of the *Local Government Act*,

**BYLAW
2431, 2018**

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

“**PAVED**” means a completed area made from asphalt, concrete or brick that cannot be removed by natural weather conditions, and includes a driveway.

“**PERMIT**” means any of the following, as the context allows: *Building Permit, Occupancy Permit, Deck Permit, Security Fence permit, Shed Permit, Moving Permit, Plumbing Permit, Demolition Permit, Solid Fuel Burning Appliance Permit, Fire Sprinkler Permit*.

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

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

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

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

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

“**REGISTERED PROFESSIONAL**” means

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

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

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

“**SECURITY**” means a financial value deposited or given as assurance of the fulfillment of an obligation such as the securities required by Section 26 of this Bylaw;

“**SECURITY FENCE**” means a structure that surrounds the perimeter of the entire construction site to prevent access.

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

“**SHED**” means an outbuilding used for storage.

“**SHED PERMIT**” means a *permit* authorizing the construction, *reconstruction, repair or alteration/renovation* of a *shed*.

“**SIDING**” means a material used for surfacing the outside walls of a frame building.

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

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

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

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

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

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

3. PURPOSE OF BYLAW

Interpretation of Bylaw

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

Purpose of Bylaw

- 3.2. This Bylaw has been enacted for the purpose of providing for the administration and regulation of the *Building Code* within the *City* and to regulate *building* and development in general in respect to those matters not included in the *Building Code*.

Limitations of Bylaw

- 3.3. It is not contemplated nor intended, nor does the purpose of this Bylaw extend:
- 3.3.1. No Economic Protection – to the protection of *Owners*, *constructors*, subsequent *Owners*, or any other person from economic loss;
 - 3.3.2. No Confirmation of Compliance - to the assumption by the *City* or any *Building Inspector* of any responsibility for ensuring the compliance by any *Owner*, his or her agent or representative, or employees, *constructors* or *designers* retained by him or her, with the *Building Code*, the requirements of this Bylaw or other applicable enactments respecting health or safety;
 - 3.3.3. No Warranty - to providing any person a warranty of design or workmanship with respect to any *building* or *structure* for which a *permit* or *Occupancy Permit* is issued under this Bylaw; or
 - 3.3.4. No Assurance Regarding Defects - to providing a warranty or assurance that construction undertaken pursuant to *permits* issued by the *City* is free from latent, or any defects.

4. PERMIT CONDITIONS

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

Disclaimer of Warranty or Representation

- 4.2. Neither the issuance of a *permit* under this Bylaw, the review and acceptance of the design, drawings, plans or specifications, nor inspections made by a *Building Inspector*, shall constitute a representation, warranty, assurance or statement that the *Building Code*, *City*

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

Owner Responsibilities

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

5. SCOPE OF BYLAW

Applications of Bylaw

- 5.1. This Bylaw applies to the design, construction and *occupancy* of new *buildings* and *structures*, and the *alteration/renovation, reconstruction, demolition, removal, relocation and occupancy* of existing *buildings* and *structures*.

Exemptions from Bylaw

**BYLAW
2431, 2018**

- 5.2. This Bylaw does not apply to *buildings* or *structure* exempted by the *Building Code*, nor to retaining *structures* less than 1.2 meters in height.
- 5.3. Notwithstanding Section 5.1, a *building* or *structure* involving one or more of the following only: painting (exterior and/or interior), window replacement (same size openings) and/or replacement of *plumbing fixtures* do not require a *Building Permit*.
- 5.4. A *Building Permit* is not required for the replacement of roofing materials or exterior cladding provided like materials are used.
- 5.5. A *Building Permit* is not required for fence construction, repairs, or alterations.

6. PROHIBITIONS

Permit(s) Required

- 6.1. No person shall commence or continue any construction, *alteration/renovation, reconstruction, demolition, removal, relocation* or change the *occupancy* of any *building* or

structure or *plumbing system*, including excavation or other work related to construction, unless a *Building Inspector* has issued a valid and subsisting *permit* for the work.

Occupancy Permit

- 6.2. No person shall occupy or use any *building* or *structure*, or part of it, unless a valid and subsisting *Occupancy Permit* has been issued by a *Building Inspector* for the entire *building* or *structure*, or contrary to the terms of any *Occupancy Permit* issued or any notice given by a *Building Inspector*.

No False Information

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

No Tampering with Permit

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

No Variances

- 6.5. No person shall do any work that is substantially at variance with the accepted design or plans of a *building*, *structure* or other works for which a *permit* has been issued, unless that variance has been accepted in writing by a *Building Inspector*.

No Obstruction of Building Inspector

- 6.6. No person shall obstruct the entry of a *Building Inspector* or other authorized official of the *City* on property in the administration of this Bylaw.

Structural Damage

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

Development Permit

- 6.8. **Despite any other provision of the Bylaw, no *permit* shall be issued without prior issuance of a Development Permit, where such *permit* is required by Section 489 of the *Local Government Act*.**

**BYLAW
2431, 2018**

7. OWNERS AND AUTHORIZED AGENTS

Use of an Agent

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

Rules on Signing by Owners

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

8. BUILDING INSPECTOR

Powers of Building Inspectors

- 8.1. Each *Building Inspector* may:
 - 8.1.1. Administer Bylaw – administer this Bylaw and all other *City* bylaws and *permits* relating to any property for which a *permit* has been issued, or relating to any property for which a *permit* is required for the activity underway or completed;
 - 8.1.2. Records - keep records of *permit* applications, *permits*, notices and orders issued, inspections and tests made, and retain copies of documents related to the administration of this Bylaw or *digital* copies of such documents;
 - 8.1.3. Equivalents – establish if requested to do so, whether the methods or types of construction and types of materials used in the construction of a *building* or *structure* for which a *permit* is sought under this Bylaw substantially conform to the requirements of the *Building Code*;
 - 8.1.4. Stop Work Notice - post a *stop work notice*, or otherwise order the cessation of work that is proceeding in contravention of this Bylaw, a *permit* or the *Building Code*;
 - 8.1.5. Do Not Occupy Notice – post a *Do Not Occupy Notice*, or otherwise order to cease *occupancy* of the *building* that is proceeding in contravention of this Bylaw, a *permit* or the *Building Code*; and

- 8.1.6. Refusal of Permit - refuse to issue a *permit* where, the application for a *permit* or the proposed construction does not comply with the *Building Code*, this Bylaw or other applicable bylaws of the *City* or where, in his/her opinion, the results of tests of materials, devices, construction methods, structural assemblies or foundation conditions are not satisfactory.

Entry onto Land

8.2. A *Building Inspector*:

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

Order Correction of Work

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

PART TWO – APPLICATIONS FOR PERMITS

9. APPLICATIONS

Required Permits

- 9.1. Every person shall apply for and obtain:
- 9.1.1. a *Building Permit* before constructing, *reconstructing*, *repairing* or *altering* a *building* or *structure*;
 - 9.1.2. a *Plumbing Permit* before constructing or *altering* a *plumbing system*;
 - 9.1.3. a *Moving Permit* before moving a *building* or *structure*;
 - 9.1.4. a *Demolition Permit* before demolishing a *building* or *structure*, or part of it;
 - 9.1.5. a *Solid Fuel Burning Appliance Permit* prior to the construction and/or installation of a *solid fuel burning appliance* within a *building* or *structure*;
 - 9.1.6. an *Occupancy Permit* prior to occupying a *building* or *structure*;
 - 9.1.7. a *Security Fence Permit* before construction of a *security fence*;
 - 9.1.8. a *Deck Permit* before construction of a *deck*;
 - 9.1.9. a *Shed Permit* before construction of a *shed* that is greater than 10m²;
 - 9.1.10. a *Fire Sprinkler Permit* before installation of *fire sprinklers* within a *building* or *structure*; and

- 9.1.11. a *Fuel Storage Tank and Piping Permit* to remove, install, repair or upgrade fuel storage tank and piping of commercial property.

Permit Application Forms

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

Plans – Designer Name

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

Separate Building Permits

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

Separate Plumbing Permits

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

10. PROFESSIONAL PLAN CERTIFICATION AND FIELD REVIEW

Letters of Assurance Required Under the Building Code

- 10.1. In addition to the circumstances where *building* design and *field reviews* are required by a *registered professional* under the *Building Code*, every *Owner* applying to construct a *complex building* shall:

**BYLAW
2407, 2017**

- (a) provide to the *Building Inspector* prior to issuance of a *Building Permit*, letters in the form(s) set out in Schedules A and B of the *Building Code*; and
- (b) provide to the *Building Inspector* prior to obtaining a final inspection for an *Occupancy Permit* for the *building*, the form(s) set out in Schedules C-A and C-B of the *Building Code*.

Building Inspector Requirements for Letters of Assurance

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

Reliance on Letters of Assurance

- 10.3. The *letters of assurance* are relied upon by the *City* and its *Building Inspectors* as certification that the design and plans and construction to which the *letters of assurance* relate comply

with the *Building Code*, this Bylaw and other applicable enactments relating to health and safety.

11. APPLICATIONS FOR STANDARD BUILDINGS

Documents Required for Application

11.1. An application for a *Building Permit* for a *standard building* shall be made on the *City's* form for such applications and the *Owner* shall include the following additional information:

11.1.1. Owner's Declaration – each *Owner* of a *building* or *structure* to be constructed requiring a *Building Permit* shall include with the *permit* application(s), a signed and completed “Owner’s Declaration” as per Schedule B to this Bylaw;

11.1.2. Application Forms – if applicable, any other *permit* application form(s) and shall be made on the *City's* form for such applications;

11.1.3. Water Turn On/Off Application Form – if applicable, as per the *City's* Water Bylaw;

11.1.4. BC Housing Form – a New Home Registration form must be submitted at the time of application for a *Standard Building Permit*;

11.1.5. Site Plan – unless the *Building Inspector* waives the requirements for a site plan, in whole or in part, where the *permit* is sought for the repair or alteration/renovation of an existing *building* or *structure*, then a site plan showing:

11.1.5.1. Dimensions - the bearing and dimensions of the *parcel*, taken from the registered subdivision plan, if applicable;

11.1.5.2. Legal - the legal description and civic address of the *parcel*, as evidenced by an up-to-date search of the *parcel* from the Land Title Office;

11.1.5.3. No Build Areas - the location and dimensions of all statutory rights of way, easements, covenants, and *setback* requirements;

11.1.5.4. Buildings - the location and dimensions of all existing and proposed *buildings* or *structures* on the *parcel*, including on-site sewage disposal systems, if applicable;

11.1.5.5. Elevation - proposed elevations for top of *basement* and *garage* foundation;

11.1.5.6. Parking/Driveway - the location and dimension of parking and driveway access;

11.1.5.7. Green Element - the location of the landscaping tree/plant.

11.1.6. Floor Plans - floor plans showing the dimensions and uses of all areas; the dimensions and height of crawl and roof spaces; the location, size and swing of doors; the location, size and opening of windows; floor, wall, and ceiling finishes; *plumbing fixtures*; structural elements; and stair dimensions;

**BYLAW
2407, 2017**

- 11.1.7. Cross Section - a cross section through the *building* or *structure* illustrating foundations, drainage, ceiling heights and construction systems;
- 11.1.8. Elevations - elevations of all sides of the *building* or *structure* showing finish details, roof slopes, windows, doors, and *finished grade*;
- 11.1.9. Details - cross-sectional details drawn at an appropriate scale and at sufficient locations;
- 11.1.10. Foundation Design - the foundation design;
- 11.1.11. Building Design – the design of the *building* or *structure*;
- 11.1.12. Truss Plan - a truss plan and truss drawings provided by your truss provider and stamped by a professional engineer;
- 11.1.13. Roof - a roof plan and roof height calculations;
- 11.1.14. Spatial Separations – information on all window openings are required for the Building Inspector to calculate spatial separations;
- 11.1.15. Other Information - any other information required by the *Building Inspector* to consider compliance with this Bylaw, the *Building Code* and other applicable bylaws and enactments;
- 11.1.16. Letter of Assurance – the applicable *letters of assurance*, if plan review is required by the *Building Code* or this Bylaw; and
- 11.1.17. Lot Grading Plan – lot grading plans showing geodetic elevations of all corners of the *parcel*, which contains the existing and final geodetic elevations and mandatory *grades* from the *dwelling* to the four corners of the *parcel* on which it is located.

Set of Plans

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

Manufactured Homes

- 11.3. In addition to the requirements of Section 12.1, the following shall be required by a *Building Inspector* to be submitted with a *Moving Permit* application and *Building Permit* application for the installation of a *manufactured home*:
 - 11.3.1. Zoning – confirmation that the land on which the *manufactured home* shall be located is zoned for single-family residences under the *City's Zoning Bylaw*;
 - 11.3.2. Standards – evidence that the *manufactured home* shall be constructed and certified under current editions of Canadian Standards Association (CSA) Standards A277 or Z240 MH series, or such updated standards as may be applicable from time to time;

- 11.3.3. Registered Professional – where a foundation and site preparation for a *manufactured home* does not comply with Section 12.3.2 of this Bylaw, Schedules as referred to in the *Building Code* will be required from a *registered professional*; and
- 11.3.4. Site Information – details of siting, servicing, foundations or tie downs.

12. APPLICATIONS FOR COMPLEX BUILDINGS

Documents Required for Application

- 12.1. An application for a *Complex Building Permit* shall be made on the *City's* form for such applications and the *Owner* shall provide the information required in the Complex Building Permit Package and the following additional information that may or may not be included in the Complex Building Permit Package (Appendix A):
- 12.1.1. Checklist – include the completed Application Checklist, attached in Appendix A of this Bylaw and titled “Application Checklist”;
- 12.1.2. Drawings – two complete sets of drawings at the suitable scale of the design, illustrating that the *building* or *structure* substantially conforms to the *Building Code*, prepared by each *registered professional* and including all necessary information;
- 12.1.3. Application Forms – if applicable, any other *permit* application form(s) which shall be made on the *City's* form for such applications;
- 12.1.4. Cost Estimate – a cost estimate from a *registered professional* or a signed copy of the actual contract between the contractor and the *Owner*;
- 12.1.5. Water Turn On/Off Application Form – if applicable, as per the *City's* Water Bylaw;
- 12.1.6. BC Housing Form – a New Home Registration form must be submitted at the time of application for *permits* on all *buildings* for residential use;
- 12.1.7. Declaration Forms - each *Owner* of a *building* or *structure* to be constructed requiring a *Building Permit* shall include with the *permit* application(s), a signed and completed “Owner’s Declaration” as per Schedule B to this Bylaw, and, if applicable:
- 12.1.7.1. Hazardous Materials Declaration – each *permit* application that encounters construction in a C3, C4, C5, M1 or M2 zone as described in the *City's* Zoning Bylaw, shall include, with the *permit* application(s), a “Declaration of On-Site Chemicals and Hazardous Materials” made on the *City's* form for such applications;
- 12.1.8. Title – a copy of the current Certificate of Title, made within 30 days of the date of the application and listing all restrictive covenants pertaining to the title;
- 12.1.9. Letters of Assurance – *letters of assurance* as referred to in the *Building Code*, each signed by such *registered professionals*;

- 12.1.10. Report – a geotechnical engineer’s report providing detailed information on site conditions, including but not limited to, soils, corrosivity, drainage requirements, slope, stability and contamination;
- 12.1.11. Approvals – copies of approvals required under any enactment relating to health or safety, including, without limitation, sewage disposal permits, highway access permits and Ministry of Health approval;
- 12.1.12. Business License – copy of valid business licenses for all general contractors, subcontractors and *Owner/contractors*;
- 12.1.13. Development Permit – copy of the approved development *permit* is required prior to the issuance of a *Building Permit*;
- 12.1.14. Securities – submit the *damage* deposit in accordance to Schedule E to this Bylaw, and submit the paving and landscape deposit in accordance to Schedule F to this Bylaw;
- 12.1.15. Site Plan – a site plan, generally prepared by a British Columbia Land Surveyor showing:
- 12.1.15.1. Dimensions – the bearing and dimensions of the *parcel* taken from the registered subdivision plan;
 - 12.1.15.2. Site Information - the location and size of the *building* and the floor area and lot coverage ratio;
 - 12.1.15.3. Legal – the legal description and civic address of the *parcel*;
 - 12.1.15.4. No Build Areas – the location and dimensions of all statutory rights of way, easements and *setback* requirements;
 - 12.1.15.5. Existing Buildings – the location and dimensions of all existing and proposed *buildings* or *structures* on the *parcel*;
 - 12.1.15.6. Bins - the location and dimensions of a garbage bin location;
 - 12.1.15.7. Hydrants - the locations of all fire hydrants, *fire sprinklers*/standpipe connections and a fire flow calculations;
 - 12.1.15.8. Landscape Area - the detailed description and illustration of the landscape plan;
 - 12.1.15.9. Levels - the existing and finished ground levels to an established datum at or adjacent to the site and the geodetic elevation of the underside of the floor system of a *building* or *structure* where the *City’s* land use regulations establish siting requirements related to a minimum floor elevation; and
 - 12.1.15.10. Roads - the location, dimension and gradient of access roadways, parking and driveway access.

- 12.1.16. All necessary *building* plans including but not limited to:
- 12.1.16.1. Architectural Plans – floor plans showing the dimensions, and uses of all areas: the dimensions and height of crawl and roof spaces; the location, size and swing of doors; the location, size and openings of windows; floor, wall and ceiling finishes; *plumbing fixtures*; structural elements; and stair dimensions;
 - 12.1.16.2. Structural Plans - showing the details for the footings/ foundation plans, load bearing members, fasteners and connectors, concrete reinforcing, roof slope, *finished grade*, ceiling heights and construction systems;
 - 12.1.16.3. Mechanical Plans – possibly prepared by several different consultants and include the heating, ventilation and air conditioning details, plumbing details, site servicing for water, sewer and drainage outside the *building* envelope, fire suppression systems and roof drainage systems; and
 - 12.1.16.4. Electrical Plans – prepared by an electrical engineer including all electrical systems of the *building* and fire alarm systems.

Security Fence

- 12.2. An *Owner* must install a *security fence* prior to constructing a *complex building* and;
- 12.2.1. the *Owner* must include a *Security Fence* Permit application with the *Building Permit* application;
 - 12.2.2. the *Owner* must ensure the *security fence* surrounds the entire construction site, is properly maintained throughout the construction period and complies with the *Building Code* and be approved by a *Building Inspector*; and
 - 12.2.3. upon the demolition of a *building* or *structure*, the *Owner* must inquire with the *Building Inspector* whether a *security fence* is required.

Additional Information

- 12.3. In addition to the requirements of Section 9.1, the *Owner* may be required by a *Building Inspector* to submit the following with a *Building Permit* application for the construction of a *complex building* where the complexity of the proposed *building* or *structure* or siting circumstances warrant:
- 12.3.1. Servicing Drawings - site servicing drawings, including sufficient detail of off-site services to indicate location at the property line, prepared and sealed by a *registered professional*, in accordance with the *City's* Subdivision and Development Servicing Bylaw; and
 - 12.3.2. Section - a section through the site showing *grades*, *buildings*, *structures*, parking areas and driveways.

13. MOVING PERMITS

Documents Required for Application

- 13.1. An application for a *Moving Permit* shall be made on the *City's* form for such applications.

Disconnection of Services

- 13.2. Prior to moving any *building*, the *Owner* must apply to the *City* for a Water Turn On/Off Application, as all water services must be turned off by the *City* prior to moving a *building*, and the *Owner* must disconnect all services and when applicable, cap all underground services and install stakes at the end of those services.

Lane Closures

- 13.3. If an *Owner* requires any highway or lane closures for the moving of a *building*, an application must be made to the *City* and the extra costs are the responsibility of the *Owner*.

14. FIRE SPRINKLER PERMITS

Documents Required for Application

- 14.1. An application for a *Fire Sprinkler Permit* shall be made on the *City's* form for such applications and the *Owner* shall provide the *letters of assurance* from the *registered professional*.

15. DEMOLITION PERMITS

- 15.1. An application for a *Demolition Permit* shall be made on the *City's* form for such applications.

Disconnection of Services

- 15.2. Prior to demolition of any *building*, the *Owner* must apply to the *City* for a Water Turn On/Off Application, as all water services must be turned off by the *City* prior to demolition of a *building*. The *Owner* must coordinate disconnection of all utility services as per the specific utility corporation standards as well as cap all underground services and install stakes at the end of those services if applicable.

Backfilling

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

Engineer's Report

- 15.4. Before issuance of a *Demolition Permit* in respect of a site containing or may contain chemicals or hazardous materials, the *Building Inspector* may require the *Owner* to provide an engineer's report.

Security Fence Permit

- 15.5. The *Owner* may be required by the *Building Code* to install a *security fence* prior to a demolition and if required, the *Owner* must first be issued a *Security Fence Permit* under this Bylaw.

16. SOLID FUEL BURNING APPLIANCE PERMITS

Documents Required for Application

- 16.1. An *Owner* applying for a *Solid Fuel Burning Appliance Permit* shall be made on the *City's* form for such applications and the *Owner* must provide with the application a copy of the manual for the *solid fuel burning appliance*.

Certifications of Appliances

- 16.2. All appliances installed pursuant to a *Solid Fuel Burning Appliance Permit* must have a certification label attached to the unit from the Canadian Standards Association, Underwriters Laboratories of Canada, or another certifier acceptable to the *Building Inspector*.

Manufacturer Specifications

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

Required Inspections

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

Owner Must Call for Inspections

- 16.5. The *Owner* shall give at least 24 hours advance notice to the *Building Inspector* of the *Owner's* request for an inspection and the *City* is not required to undertake any inspection under Section 16.4 until requested by the *Owner*.

Plans Available

- 16.6. An *Owner* is not entitled to an inspection of work under Section 16.4 unless a copy of the issued *Solid Fuel Burning Appliance Permit* and all applicable plans are available at the site and unless the civic address is clearly visible from the street.

17. PLUMBING PERMITS

Documents Required for Application

- 17.1. An application for a *Plumbing Permit* shall be made on the *City's* form for such applications.

Required Inspections

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

Owner Must Call for Inspections

- 17.3. The *Owner* shall give at least 24 hours advance notice to the *Building Inspector* of the *Owner's* request for an inspection and the *City* is not required to undertake any inspection under Section 17.2 until requested by the *Owner*.

Plans Available

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

18. SECURITY FENCE, DECK AND SHED PERMITS

Documents Required for Application

- 18.1. An application for a *Security Fence Permit*, *Deck Permit*, and *Shed Permit* shall be made on the *City's* form for such applications.

Required Inspections

- 18.2. Every *Owner* shall obtain an inspection and acceptance of the installation of a *security fence*, *deck* or *shed*, after installation and before the work is covered or hidden. If the work is covered or hidden, every *Owner* shall uncover the work, remove construction materials and do everything else necessary for the *Building Inspector* to conduct the inspection.

Owner Must Call for Inspections

- 18.3. The *Owner* shall give at least 24 hours advance notice to the *Building Inspector* of the *Owner's* request for an inspection and the *City* is not required to undertake any inspection under Section 18.2 until requested by the *Owner*.

Plans Available

- 18.4. An *Owner* is not entitled to an inspection of work under Section 18.2 unless a copy of the issued *Security Fence Permit*, *Deck Permit* or *Shed Permit* as applicable, and all applicable plans are available at the site and unless the civic address is clearly visible from the street.

19. RETAINING STRUCTURES

Requirement for Professional Design and Field Reviews

- 19.1. A *registered professional* shall undertake the design and conduct field reviews of the construction of a retaining *structure* greater than 1.2 meters in height.

Information with Permit Application

- 19.2. Sealed copies of the design plan prepared by the *registered professional* for all retaining *structures* greater than 1.2 meters in height shall be submitted to a *Building Inspector* prior to issuance of a *Building Permit*.

20. SWIMMING POOLS

Pools Must be Fenced

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

Exempt Pools

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

21. FUEL TANK STORAGE AND PIPING PERMIT - COMMERCIAL PROPERTY

Documents Required for Application

- 21.1. An application to remove, install, repair or upgrade a fuel storage tank and/or piping for commercial property shall be made on the *City's* application form. Refer to the Fire Prevention Bylaw for application and permit fee schedule.

Required Inspections

- 21.2. An on-site inspection is required during tank removal by the Fire Department.

PART THREE – OWNER REQUIREMENTS

22. RESPONSIBILITIES OF THE OWNER

Owner's Liability

- 22.1. Neither the issuance of a *permit* or *occupancy permit* under this Bylaw nor the acceptance or review of plans, drawings, specifications or supporting documents, nor any inspections made by or on behalf of the *City* shall in any way relieve the *Owner* from full and sole responsibility to perform the work in strict accordance with this Bylaw, the *Building Code* and other applicable enactments respecting health and safety.

On-Site Requirements

22.2. Every *Owner* to whom a *permit* is issued shall, during construction;

- 22.2.1. Post Permit – post and maintain the *permit* in a conspicuous place on the property in respect of which the *permit* was issued;
- 22.2.2. Plans on Site – keep a copy of the accepted designs, plans and specifications on the property;
- 22.2.3. Civic Address – post the civic address on the property in a location visible from the road; and

Site Conditions

22.3. Where a *Building Permit* has been issued, the *Owner* of a property shall ensure that during construction:

- 22.3.1. Storage – no material or equipment is placed or stored on adjacent *City* property or, without permission, on adjacent private property;
- 22.3.2. No Disturbance – there is no disturbance to adjacent properties or to existing erosion and sediment control appurtenances;
- 22.3.3. Drainage Control – proper site drainage and erosion and sedimentation control measures are in place to prevent the discharge of sediment into the *City* storm drainage system or neighboring properties;
- 22.3.4. Residues – the residue from the cleaning of concrete trucks or the wash from exposed aggregate concrete is not being discharged directly into the *City* storm drainage system, onto city boulevards or private properties without the *Owners'* consent.
- 22.3.5. Sidewalks – sidewalks and roadways are kept clear of mud and debris and are cleaned daily.
- 22.3.6. Rubbish – must have a container with a closeable lid for rubbish and debris during construction and the *building* site must be kept in a neat and tidy condition. Failure to contain rubbish or debris on a construction site will result in a penalty and costs incurred for clean-up.

23. SITE STANDARDS

Drainage

23.1. The *Owner* shall ensure that in connection with the construction of any *building, structure* or *paved* surfaces, drainage works and patterns shall be made in accordance with the following standards:

- 23.1.1. Surface Water – adequate drainage of surface water shall be provided over the whole area of a *building* site in accordance with the *City's* Subdivision and Development Servicing Bylaw.

- 23.1.2. Terminus of Drainage – surface water from each site shall drain directly into either a public storm sewer system in accordance with the City’s Subdivision and Development Servicing Bylaw where such is available or into a natural watercourse designated by the *Building Inspector*.
- 23.1.3. Adjacent Property – surface water shall not be allowed to drain from any site into any adjacent property or public park other than a natural watercourse designated by the *Building Inspector*.
- 23.1.4. Catch Basins – where the grading will result in the collection of water, catch basins shall be installed to carry such surface water from the site, or other methods of drainage acceptable to the *Building Inspector* must be employed in accordance with the City’s Subdivision and Development Servicing Bylaw.
- 23.1.5. Downspouts – where downspouts are provided and are not connected to storm sewer or an acceptable private sub-surface disposal system, extensions shall be provided to carry rainwater away from the *building* and towards the street storm drainage in a manner which will prevent soil erosion.
- 23.1.6. Grading
- 23.1.6.1. Plan – If a lot grading plan has been provided by the *City* as part of the application for the *Building Permit*, the plan must be adhered to.
- 23.1.6.2. Direction of Grading – Whenever possible, lots shall be *graded* towards roadways, and in no case shall lots be permitted to drain onto an adjacent lot. Through areas where site topography prohibits drainage to roadways, lots may be *graded* to lot lines with drainage swales *graded* out to the roadways in accordance with the City’s Subdivision and Development Servicing Bylaw. Drainage swales shall be protected by registration of a covenant and statutory 6.0 meters right-of-way on the lot title.
- 23.1.7. Driveways
- 23.1.7.1. Maximum Grade – The finished gradient of driveway access shall not be greater than 6% and not less than 0.5%.

Paving

- 23.2. The *Owner* shall ensure that in connection with the construction of any *building*, all parking areas must be paved, and all access areas connecting to public roads must be paved and connected to the curb line on paved roads or to the property line on gravel roads.

Landscaping

- 23.3. The *Owner* shall ensure that in connection with the construction of any *building*, *structure* or *paved* surfaces, the landscape design shall be made in accordance with the following standards:
- 23.3.1. Standard Building Green Element – Where the *building* is of new construction, each lot pertaining to the development project shall include one green plant/tree element with a native species adapted to the local climate as per the landscaping

requirements of the *City's* Zoning Bylaw. There is a list of native species acceptable in the *City's* Subdivision and Development Servicing Bylaw.

- 23.3.2. Complex Building Landscape Plan – Application for a *Building Permit* to construct or alter the siting, size or dimension of a *building* or *structure* in a C, M or RM zone must be accompanied by a detailed landscape plan for the site and boulevard areas.
- 23.3.3. Maintenance – All required landscaping and fencing must be maintained in good condition; the landscaping plants must be live and growing, grass must be mowed and the landscaped area must be free of weeds and litter; and fencing must be maintained in a uniform, intact, and upright condition with no gaps caused due to deterioration or disrepair. In the event of failure to comply, the *City* may enter upon the site and maintain the landscaping at the expense of the *Owner*, the cost of which will be added to the *Owner's* current year's taxes.

24. WATER METERS AND WATER SERVICES

Required Time for Installation of Water Meters

- 24.1. The *Owner* must install water meters by the time a *Building Inspector* performs the insulation inspection.

No Occupancy without Water Meter

- 24.2. An *occupancy permit* will not be issued if the water meter and the meter transmission unit which allows for remote reading of the water meter are not installed and water is not being supplied to the *building* or *structure*.

PART FOUR – ISSUANCE OF PERMITS AND PERMIT FEES

25. PERMIT FEES

Permit Fees Payable

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

Plan-Processing Fee

- 25.2. A *permit fee* for a *Building Permit* shall include the appropriate plan-processing fee as set out in Schedule A to this Bylaw.
- 25.3. The plan-processing component of the *Building Permit* fee is payable at the time of the *Owner's* submission to the *Building Inspector* of the application for the *Building Permit*.
- 25.3.1. Plan-processing fees do not apply to any *permits* other than *Building Permits*.
- 25.3.2. The *Owner* must pay a new plan-processing fee if any major *alterations* occur to the *building* prior to completion of construction.

- 25.3.3. The plan-processing component of the *Building Permit* fee is not refundable under any circumstances.

Commencement of Work without Building Permit

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

Cancellation of Building Permit Application

- 25.5. An application for a *Building Permit* shall be cancelled and the plan-processing component of the *permit fee* forfeited if the *Building Permit* has not been issued because the *Owner* has not paid the remainder of the *Building Permit fee* within 180 days of the date of written notification to the *Owner* that the *Building Permit* is ready to be issued.
- 25.6. When a *Building Permit* application is cancelled under Section 25.5, the plans and related documents submitted with the application may be destroyed.

Refunds of Permit Fees

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

Re-Inspections

- 25.8. Where more than one inspection is necessary, for each inspection after the first inspection, the *Owner* shall pay the re-inspection fee as set out in Schedule A to this Bylaw prior to each additional inspection being performed.
- 25.9. Notwithstanding Section 25.8, the *Owner* is not required to pay the re-inspection fee where multiple inspections for framing and insulation are required during the winter months of November through March.

26. SECURITIES

Damage Deposit for Municipal Protection

**BYLAW
2431, 2018**

- 26.1. Before the *Owner* is issued a *permit* which proposes work that includes excavation or construction on lands adjacent to a municipal highway, sewer, drain, water main or other municipal property, the *Owner* shall deposit with the *City*, *security* in accordance to Schedule E to this Bylaw, in the form of cash, certified cheque or an irrevocable and unconditional automatically renewing standby letter of credit.
- 26.1.1. No Damage by Owner – Every *Owner* to whom a *permit* is issued is responsible to ensure that no *damage* is caused to a municipal highway, sewer, drain, water main or other municipal property, and if such *damage* should occur, the *Owner* shall promptly and immediately *repair* the *damage* to the *City's* satisfaction, and if the *Owner* does not do so, the *Owner* is responsible for the *City's* costs to undertake *repairs* of that *damage*.

- 26.1.2. Use of Security – If the *Owner* causes any *damage* to a municipal highway, sewer, drain, water main or other municipal property which is not satisfactorily *repaired* by the *Owner*, the *City* may provide written notice to the *Owner* of the *City's* use of the *security* and the *City* may use the *security* to recover the *City's* costs of *repairs*.
- 26.1.3. Insufficient Security – If the *City's* cost of *repairs* is greater than the *security* provided, the *Owner* shall pay the amount of the insufficiency to the *City* forthwith upon receipt of the *City's* invoice for that amount.
- 26.1.4. Return of Security – Upon confirmation that municipal property has not been *damaged* or, if *damage* has occurred, that it has been satisfactorily repaired by the *Owner*, the *security* shall be returned, less any repair costs incurred, upon the issuance of an *occupancy permit* for the *building*.

Landscaping and Paving Deposit

- 26.2. Before the *Owner* is issued a *permit* which proposes construction of a *building*, the *Owner* shall deposit with the *City*, *security* in accordance to Schedule F to this Bylaw, in the form of cash, certified cheque or an irrevocable and unconditional automatically renewing standby letter of credit.
- 26.2.1. Determination of Security Value – The total value for the landscaping and paving deposit is based on the entire parking and/or driveway areas to be *paved* and the entire landscaping area. The calculations are on a yearly basis and include all applicable taxes at the time of construction.
- 26.2.2. Use of Security – In the event that the landscaping or paving required is not undertaken by the *Owner* and approved by the *City* within the time frame specified by the *Building Inspector* as per Schedule E of this Bylaw, the *City* shall serve written notice to the *Owner* of intent to undertake the landscaping and/or paving, and will complete the landscaping and/or paving according to the landscape and site plan and deduct the costs incurred from the landscaping and paving deposit as pursuant to this Bylaw.
- 26.2.3. Insufficient Security – If the *City's* cost to undertake the landscaping and/or paving that is required, is greater than the *security* provided, the *Owner* shall pay the amount of the insufficiency to the *City* forthwith upon receipt of the *City's* invoice for that amount.
- 26.2.4. Return of Security – Upon confirmation that the landscaping and paving has been satisfactorily completed by the *Owner*, and an *occupancy permit* for the *building* has been issued, then the *security* shall be returned, less any completion costs incurred.
- 26.3. Each *security* shall be refunded to the *Owner* or agent who originally submitted the *security*.
- 26.4. Notwithstanding Section 26.1.4 and 26.2.4 the *security* will not be refunded when there is snow on the ground.
- 26.5. The *City* will not, under any circumstances, pay interest on any *security*.

27. ISSUANCE OF PERMITS

- 27.1. A *Building Inspector* shall issue the Building Permit for which the application has been made when:
- 27.1.1. a completed application for a *permit* has been submitted, including all required supporting documentation, with the documentation and the contents of it all satisfactory to the *Building Inspector*;
 - 27.1.2. the proposed work set out in the application conforms with the *Building Code*, this Bylaw and all other applicable bylaws and enactments;
 - 27.1.3. the *Owner* has paid all applicable *permit fees* and *security* as set out in this Bylaw;
 - 27.1.4. the *Owner* has paid all charges and met all requirement imposed by other bylaw and enactment;
 - 27.1.5. no covenant, agreement, enactment or regulation prevents or prohibits the work, or requires the *permit* to be withheld;
 - 27.1.6. the *Owner* has retained an *architect* if required by the provisions of the *Architects Act*; and
 - 27.1.7. the *Owner* has retained a professional engineer or geoscientist if required by the provisions of the *Engineers and Geoscientists Act*.

Homeowner Protection Act

- 27.2. Notwithstanding anything in this Bylaw, a *Building Permit* will not be issued unless the *Building Inspector* is provided with any and all documentation required under the *Homeowner Protection Act*.

Expiry of Permit

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

Expiration of Demolition Permit

- 27.4. A *Demolition Permit* shall expire six (6) months after the date of issuance.

Extension of Building Permit

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

Filling of Excavations

27.6. When a site has been excavated under a *Building Permit*, but no construction to cover the excavation has been completed within sixty (60) days or if a site has been excavated under a *Building Permit* that has expired, with written notice from the *City*, the *Owner* shall promptly fill in the excavation to restore the original gradients of the site.

27.6.1. In the event that the *Owner* has not undertaken the work required by the date specified on the written notice from the *City*, the *City* shall undertake the said work and invoice the *Owner* to recover the *City's* cost for completing the work. The *Owner* shall pay forthwith upon receipt of the *City's* invoice for that amount.

Permit Issuance Date

27.7. A *Building Permit* shall be deemed to have been issued as of the date the *permit* was signed by the *Building Inspector*.

PART FIVE – INSPECTIONS AND FIELD REVIEWS

28. PROFESSIONAL DESIGN AND FIELD REVIEW

28.1. The *Owner* shall provide the Schedules as referred in the *Building Code* where applicable.

29. INSPECTIONS OF STANDARD BUILDINGS

Required Inspections

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

29.1.1. Footing Forms – footing forms, before concrete is poured;

29.1.2. Foundation Forms – foundation forms before concrete is poured, and for the purposes of acceptance of this work, the *Owner* shall provide a survey certified by a BC Land Surveyor prior to the inspection to verify that level strip elevation and *setbacks* meet the *City's Zoning Bylaw*, and to verify that height of walls for lateral support meets the *Building Code*;

29.1.3. Pilings and Grade Beam – if applicable;

29.1.4. Utility Services – services that are connected from the *City's* utility system to the proposed *dwelling* being constructed, with those services to be inspected before being covered;

29.1.5. Drainage Works – weeping tile, drain rock, and 2"SM insulation (not required if weeping tile and drain rock has a depth greater than 1.5 meters) and after damp proofing is completed and before backfilling;

**BYLAW
2407, 2017**

- 29.1.6. Under-slab Plumbing – under-slab plumbing prior to any portion of the *plumbing system* being covered or hidden;
- 29.1.7. Slab Seal – slab seal, including polyethylene sheeting and/or insulation under the floor slab;
- 29.1.8. Rough in Plumbing – rough in plumbing with both water and sewer lines;
- 29.1.9. Framing – framing which includes installation and completion of structural framing, roofing, windows, doors, wiring, heating systems, and fireplaces, and for this inspection, a copy of the roof truss drawings, engineered beams and details regarding engineered floor joist system design and layout, as applicable;
- 29.1.10. Insulation – insulation and vapour barrier, before interior wall finish is applied which would conceal the work;
- 29.1.11. Final Inspection – after completing construction, but before occupancy or use.

No Work Concealed

- 29.2. No aspect of the work referred in Section 29.1 of this bylaw shall be concealed until a *Building Inspector* has accepted it in writing.

Work to be Uncovered

- 29.3. Every *Owner* shall uncover work, remove construction materials and do everything else necessary for the *Building Inspector* to conduct an inspection under Section 29.1 of the Bylaw, and the *Building Inspector* may order the uncovering of the work for the purpose of being able to conduct an inspection under this Bylaw.

Owner Must Call for Inspections

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

Plans Available

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

30. FIELD REVIEWS OF COMPLEX BUILDINGS

Requirement for Field Review Letters of Assurance

- 30.1. When a *registered professional* provides *letters of assurance* either because required by the *Building Code* or because required by the *Building Inspector* under this Bylaw, then the *City*

must receive copies of *field reviews* undertaken by the *registered professional* and the corresponding *letters of assurance* to the *City* that the construction substantially conforms to the design and that the construction substantially complies with the *Building Code*, this Bylaw and other applicable enactments respecting health and safety.

Monitoring of Building Inspector

- 30.2. Even though *letters of assurance* regarding *field reviews* are required by a *registered professional*, a *Building Inspector* may attend the site from time to time during the course of construction to; ascertain that the *field reviews* are taking place; to monitor the *field reviews* undertaken by the *registered professionals*; and to ascertain whether the *health and safety aspects of the work* are being carried out in substantial conformance with those portions of the *Building Code*, this Bylaw and any other applicable enactments concerning safety.

Scheduled Site Visits

- 30.3. The *Owner* shall provide *field reviews* undertaken by the *registered professional* as in this Bylaw, and schedule a site visit by a *Building Inspector* to verify that *field reviews* are being conducted by the *registered professional* at the following stages of construction of a *complex building*:
- 30.3.1. upon completion of *building*, footing and foundation forms;
 - 30.3.2. prior to backfilling on-site services including water, storm sewer and sanitary sewer;
 - 30.3.3. upon completion of base plumbing, rough plumbing, waterlines, and sprinkler systems;
 - 30.3.4. upon completion of fire rating and stopping in fire separations;
 - 30.3.5. upon completion of insulation and vapour barrier; and
 - 30.3.6. when an *Occupancy Permit* is sought.

Complex Building Inspections

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

PART SIX – OCCUPANCY

31. OCCUPANCY

Information required before Occupancy

- 31.1. To obtain *occupancy*, the *Owner* must submit a final lot grading survey plan as per approved designed lot grading plan in compliance with the Subdivision and Development Servicing Bylaw (SDSB) regulations, standards and specifications. Final lot grading survey plan must conform to the 'As-built' lot grading sample plan of the SDSB, showing actual geodetic elevations. Should weather restrict the completion of the geodetic survey, occupancy may be submitted on the condition that the final lot grading survey plan is submitted as soon as weather allows its completion. **All security deposits will be released after final inspections and approval of the final lot grading survey plan.**

Requirement for Occupancy

- 31.2. No person shall occupy a *building* or *structure* or part of a *building* or *structure* until *occupancy* has been issued by a *Building Inspector*.

Preconditions to Occupancy

- 31.3. *Occupancy* shall not be issued unless:
- 31.3.1. all *letters of assurance* and other required documents have been submitted as required by this Bylaw; and
 - 31.3.2. all aspects of the work requiring inspection and acceptance by the *Building Inspector* under this Bylaw have been inspected and accepted by the *Building Inspector*.
 - 31.3.3. if applicable, a *complex building* may require an inspection from the Fire Department and the Fire Chief and/or his designate must approve the *building* prior to the issuance of occupancy.

Partial Occupancy

- 31.4. Under no circumstances will partial occupancy be granted by a *Building Inspector*.

32. SECONDARY SUITES

- 32.1. All *secondary suites* must be included on the submitted plans at the time of application for a *standard Building Permit* of new construction.
- ~~32.2. All *secondary suites* must be built according to the *Building Code* and comply with this Bylaw and the *City's Zoning Bylaw*; and~~
- ~~32.3. All *smoke* and *carbon monoxide detectors* must be inter-connected in both the *principal dwelling unit* and the *secondary suite*.~~

PART SEVEN – NOTICES AND ENFORCEMENT

33. DISCLAIMER OF WARRANTY OR REPRESENTATION

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

34. STOP WORK NOTICES

Building Inspector May Issue Notice

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

Work Must Stop

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

35. NO OCCUPANCY NOTICES

Building Inspector May Issue Notice

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

Occupancy Must Cease

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

36. PENALTIES AND ENFORCEMENT

- 36.1. An offence is committed against this Bylaw by every person who:

- 36.1.1. conducts any removal or deposit without a *permit* if a *permit* is required;
- 36.1.2. fails to comply with any of the terms or conditions of a *permit*;
- 36.1.3. allows any act or thing to be done in contravention or violation of this Bylaw or any part of a *permit*;

- 36.1.4. being the *Owner* or occupier of a *parcel*, fails to prevent any other person from contravening any part of this Bylaw or a *permit* issued under it;
 - 36.1.5. fails to comply with any order or notice given under this Bylaw; or
 - 36.1.6. violates any of the provisions of this Bylaw.
- 36.2. Every person who commits an offence under this Bylaw or a *permit* issued under it is liable upon summary conviction to a fine not exceeding ten thousand dollars (\$10,000.00). Any person who does not comply with this Bylaw or *permit* conditions shall, upon summary conviction, be liable to a penalty up to ten thousand dollars (\$10,000.00) for each offence.
 - 36.3. Each day of any violation, contravention or breach of this Bylaw or a *permit* issued under it shall be deemed to be a separate and distinct offence. Where an offence is a continuous one, each day that the offence is continued shall constitute a separate offence.
 - 36.4. The persons appointed to the job positions or titles listed in Schedule “H” of this Bylaw are designated as Bylaw Enforcement Officers for the purposes of issuing tickets under this Bylaw.
 - 36.5. The words or expressions set forth in Column 1 of Schedule “I” of this Bylaw designate the offence committed under the Bylaw Section Number appearing in Column 2 opposite the respective words or expressions for the purposes of issuing tickets under the *Community Charter*.
 - 36.6. The amounts appearing in Column 3 of Schedule “I” of this Bylaw are the fines set pursuant to the *Community Charter* of the corresponding offences designated in Column 1 for the purposes of issuing tickets under the *Community Charter*.
 - 36.7. Nothing in this Bylaw shall limit the *City* from pursuing any other remedy that would otherwise be available for a contravention of this Bylaw.

37. SEVERABILITY

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

38. SECTION HEADINGS

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

39. FORMS AND SCHEDULES

- 39.1. The Schedules as attached to this Bylaw form part of this Bylaw and are listed as follows:
Schedule A - "*Fees and Charges*";
Schedule B - "*Owner's Declaration*";
Schedule C - "*Stop Work Notice*";
Schedule D - "*Do Not Occupy Notice*";
Schedule E - "*Damage Deposit*";
Schedule F - "*Paving and Landscape Deposit*"
Schedule G - "*Notice to Owner for City's Undertaking*"
Schedule H - "*Designated Bylaw Enforcement Officers*"
Schedule I - "*Building Municipal Ticket Information Table*".
- 39.2. All Forms attached to this Bylaw form part of this Bylaw and are listed as follows:
Form A - "*Application for Standard Building Permit*";
Form B - "*Application for Complex Building Permit*";
Form B1 - "*Declaration of On-Site Chemicals and Hazardous Materials*";
Form C - "*Application for Plumbing Permit*";
Form D - "*Application for Demolition Permit*";
Form E - "*Application for Moving Permit*";
Form F - "*Application for Solid Fuel Burning Appliance*";
Form G - "*Application for Security Fence, Deck or Shed Permit*"
Form H - "*Deck Support Declaration*".
Form I - "*Application for a Sprinkler Permit*"
Form J - "*Fire Flow Calculation Sheet*"
- 39.3 Appendix A "*Communication Flow Chart & Complex Building Permit Application Checklist*"

40. REPEALS

"Building Bylaw No. 2094, 2013" is hereby repealed.

GIVEN FIRST, SECOND AND THIRD READINGS this 26th day of October, 2015

ADOPTED by the Council this 23^d day of November, 2015.

Lori Ackerman
Mayor

Janet Prestley
Director of Legislative and
Administrative Services

SCHEDULE A

FEES AND CHARGES

BUILDING PERMIT FEE

Fee for each \$1,000.00 of Value of Construction \$5.00 per \$1000.00
to a maximum fee of \$500,000.00 (\$100 million Value of Construction)

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

Fee for each \$1,000.00 of Value of Construction \$7.50 per \$1000.00
to a maximum fee of \$750,000.00 (\$100 million Value of Construction)

PLAN PROCESSING FEES

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

PLUMBING PERMIT FEES

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

FIRE SPRINKLER PERMIT FEES

Permit Fee \$50.00
Additional Fee per Sprinkler Head \$0.50

DEMOLITION PERMIT FEES

Basic Fee \$50.00

MOVING PERMIT FEES

Basic Fee \$50.00

SECURITY FENCE PERMIT, DECK AND SHED PERMITS

Basic Fee for Each \$50.00

SOLID FUEL BURNING APPLIANCE PERMIT

Basic Fee \$50.00

RE-INSPECTION FEE

..... \$100.00

DAMAGE DEPOSIT

..... \$5,000.00

LANDSCAPING AND PAVING SECURITY DEPOSIT

as Per Schedule F

SCHEDULE B

OWNER'S DECLARATION

BUILDING PERMIT No. _____

DATE: _____

Owner's* Information:

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

Owner's Appointment of an Agent (if applicable):

I declare that I am the Owner to the above referenced property and in accordance with Section 8 to the City's Building Bylaw, I hereby authorize:

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

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

Duties and Responsibilities:

As Owner, I HEREBY AGREE to the following duties and responsibilities as set out below, as directed by the City of Fort St. John that include, but are not limited to;

1. Every Owner shall ensure that all construction complies with the Building Code, the City's Building Bylaw and all other applicable enactments as amended from time to time.
2. Every Owner to whom a permit is issued is responsible for the cost of repair(s) to damage to any municipal property that occurs during construction as authorized by that permit. Upon receipt of written notice from the City of damage or deficiencies to municipal property, the City shall undertake the repair(s) of the said property. The City will then deduct the cost incurred from the damage deposit in accordance with Section 26.1.2 of the City's Building Bylaw. If the cost of repairs to municipal property is greater than the damage deposit provided, the Owner shall pay the amount of the insufficiency to the City forthwith upon receipt of the City's invoice for that amount as per Section 26.1.3 of the City's Building Bylaw.
3. Deliver to the Building Inspector, records of the results of any tests of materials, if the tests are made to ensure conformity with the requirements of the Building Code or of the City's Building Bylaw.
4. The Owner shall give at least 24 hours' notice to the City when requesting or scheduling an inspection. Requests may be made by calling City Hall at 250-787-8150 between 8:30am to 4:30pm Monday to Friday.

**BYLAW
2407, 2017**

5. The following inspections are required:

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

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

Declaration:

I HEREBY AGREE that neither the granting of a permit, nor the approval of the drawings and specifications, nor inspections made by the Building Inspector, shall in any way relieve the Owner from full responsibility for carrying out or having the work carried out in accordance with the Building Code, the City of Fort St. John Building Bylaw or any bylaws or statutes and regulations relating to any work or undertaking in respect of which this application is made.

I have read and understand the above:

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

(day) (month) (year)

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

SCHEDULE C

STOP WORK NOTICE

**STOP WORK
NOTICE**

Regarding Building, or
Work Situated at:

(Civic Address)

Notice is hereby given that under the Bylaws of the City of Fort St. John all further work is prohibited unless authorized in writing by the Building Inspector.

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

**SCHEDULE D
DO NOT OCCUPY NOTICE**

The City of Fort St. John
10631 – 100th Street
Fort St. John,
7-8150
www.fortstjohn.ca

Building Permit Number: _____

Civic Address: _____

DO NOT OCCUPY

Notice is hereby given that under the Bylaws of the City of Fort St. John all further Occupancy is prohibited, unless authorized in writing by the Building Inspector.

DATE: _____

REASON: _____

Signed: _____

City of Fort St. John Building Inspector

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



THE CITY OF FORT ST. JOHN BUILDING BYLAW NO. 2248, 2015

**BYLAW
2431, 2018**

SCHEDULE E DAMAGE DEPOSIT

_____ **Civic Address of Property:**

_____ **Building Permit No.**

Before issuance of a Building Permit, which proposes construction on lands **adjacent** to municipal property, the Owner shall provide to the City of Fort St. John, this form as a signed acknowledgement and shall deposit with the City, a security in the amount **\$5,000.00** (five thousand dollars) in the form of cash, certified cheque, or an irrevocable and unconditional automatically renewing standby letter of credit, against costs of repairs for all municipal roads, works, or property damaged in any way through the construction described in the said Building Permit.

The security shall be returned, less any repair costs incurred, upon issuance of an Occupancy Permit for the related Building Permit or where the Building Permit has been cancelled, and upon confirmation that municipal property has not been damaged or, if damage has occurred, that it has been fully and satisfactorily repaired. **The Damage Deposit will be refunded to the Owner or Agent that submitted the deposit. The Damage Deposit will not be refunded when there is snow on the ground.**

As per Section 26 of the City of Fort St. John's Building Bylaw, every Owner to whom a permit is issued is responsible for the cost of repair(s) to damage to any municipal property that occurs during construction as authorized by that permit. Upon receipt of written notice from the City of damage or deficiencies to municipal property, the City shall undertake the repair(s) of the said property. The City will then deduct the cost incurred from the Damage Deposit. If the cost of repairs to municipal property is greater than the Damage Deposit provided, the Owner shall pay the amount of the insufficiency to the City forthwith upon receipt of the City's invoice for that amount.

The Damage Deposit in the sum of \$5,000.00 (five thousand dollars) was submitted to the City on the _____ day of _____, 20_____ by: (please check one of the boxes below)

the Owner

the Authorized Agent

_____ **Owner / Agent Signature**

_____ **Owner / Agent Name (Please Print)**

_____ **Owner/ Agent Mailing Address**

_____ **Owner/ Agent Email Address**

(_____) _____ **Owner/ Agent Phone Number**

For Office Use Only:

Damage Deposit Received by: _____ **Date:** _____



THE CITY OF FORT ST. JOHN
BUILDING BYLAW NO. 2248, 2015

SCHEDULE G

NOTICE TO OWNER FOR CITY'S UNDERTAKING OF: (check all that apply)

- Damage to Municipal Property** **Landscaping** **Paving**

Civic Address of Property:

Building Permit No.

Lot _____ Block _____ Plan _____ Roll No. _____

Name of Owner: _____ and Agent (if applicable) _____

Owner Phone Number: (_____) _____ Agent Phone Number: (_____) _____

Notice to Owner for the City's Undertaking of:

<input type="checkbox"/> Landscaping: If landscaping is to be completed, the City will undertake the landscaping and deduct the cost from the landscaping and paving deposit (as per Section 26.2.2 of the City's Building Bylaw).
<input type="checkbox"/> Paving: If paving is to be completed, the City will undertake the paving and deduct the cost from the landscaping and paving deposit (as per Section 26.2.2 of the City's Building Bylaw).
<input type="checkbox"/> Damage to Municipal Property: If damage to municipal property occurs, that has not been repaired by the Owner, or where the repairs to such damage is not suitable to the City, the City will undertake the work and deduct the cost from the damage deposit (as per Section 26.1.2).
List of Damages to Municipal Property to be Repaired: (if applicable)

Every Owner to whom a permit is issued is responsible for the cost of repair(s) to damage to any municipal property that occurs during construction as authorized by that permit as per Section 26.1.1 of the City's Building Bylaw and for completing the landscaping as per Section 23.3 and paving as per Section 23.2 of the City's Building Bylaw. If the cost to complete the landscaping and paving work, or if the repair to municipal property is greater than the security provided for such, the Owner shall pay the amount of the insufficiency to the City forthwith upon receipt of the City's invoice for that amount.

Signature of City Official: _____ Printed name: _____

Issued and deemed delivered to Owner on this _____ day of _____, 20_____

SCHEDULE H

DESIGNATED BYLAW ENFORCEMENT OFFICERS

As per Section 36 of this Bylaw, the following persons are designated as Bylaw Enforcement Officers for the purposes of issuing tickets under this Bylaw.

General Manager of Integrated Services

Director of Development Services

Director of Protective Services

Building Inspectors

Bylaw Enforcement Technicians

Bylaw Enforcement Officers

SCHEDULE I

MUNICIPAL TICKET INFORMATION TABLE

COLUMN 1 AUTHORIZED EXPRESSIONS	COLUMN 2 SECTION NO. IN BYLAW	COLUMN 3 PENALTY
Failure to obey Stop Work Notice	34.2	\$1000.00
No Building Permit	6.1	\$1000.00
Failure to obey No Occupancy Notice	35.2	\$1000.00
No Plumbing Permit	6.1	\$500.00
No moving / Demolition Permit	6.1	\$500.00
No security fence	12.2	\$500.00
Failure to contain rubbish and debris on construction site	22.3.	\$200.00
Failure to post permit, failure to post civic address and/or failure to keep plans onsite	22.2	\$200.00
Obstructing a City Official	6.6	\$1000.00

**** Please be advised that all outstanding penalties will be directed to a Collection Agency.**



THE CITY OF FORT ST. JOHN BUILDING BYLAW NO. 2248, 2015

FORM A Application for Standard Building Permit

Plan Processing Fee:

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

For Office Use Only:

Receipt No.

1. Civic Address of Property: _____
2. Name of Owner: _____
3. Name of Authorized Agent (if applicable): _____
4. Type of Building: SFD Duplex Manufactured Home Multi-Family (4 or less dwelling units)
5. Type of Work: New Construction Addition Alteration/Renovation Detached Garage
6. If the Work is an Alteration/Renovation or Addition: Value of Construction will be \$ _____

Declaration:

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

Signature of Owner/ Agent: _____

Printed name of Owner/ Agent: _____ Date: _____

**Please include two (2) copies of the plan of the proposed building, addition, alteration or renovation.
One (1) copy of the plot plan is to accompany this application.**

For Office Use Only:

Legal Description:		Roll Number		Zoning
Lot	Bk	Plan		
Building Area:				
Building Footprint: ft ²		Second Storey: ft ²		Total ft ² =
Value of Construction:			Building Permit Fee: (\$5 per \$1000 value of construction)	
Total ft ² x \$240.00 = \$			\$	
Damage Deposit:			Landscaping and Paving Deposit:	
\$			\$	
Standard Building Permit Approved by:			Date Approved:	Building Permit No.:

FORM B

Application for Complex Building Permit

Plan Processing Fee:

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

For Office Use Only:

Receipt No.:

Required Information:

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

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

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

**BYLAW
2407, 2017**



THE CITY OF FORT ST. JOHN BUILDING BYLAW NO. 2248, 2015

Declaration:

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

Signature of Owner/ Agent: _____

Printed name of Owner/ Agent: _____ Date: _____

Please include a completed “Application Checklist” with all supporting documentation, as instructed in the Complex Building Permit Package as attached Appendix A of the City’s Building Bylaw.

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

For Office Use Only:

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

FORM B-1

Declaration of On-Site Chemicals and Hazardous Materials

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

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

Product Name	Quantity	Hazardous Class (as per MSDS)

Declaration:

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

Owner/ Agent Signature: _____ Date: _____

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

Civic Address of Property: _____

For Office Use Only:

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

FORM C
Application for Plumbing Permit

Information:

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

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

Total Number of Fixtures: _____

Declaration:

I HEREBY AGREE to indemnify and keep harmless the City of Fort St. John and its employees against all claims, liabilities, judgments, costs and expenses of whatsoever kind which may in any way occur against the said City and its employees in consequence of and incidental to, the granting of this permit, if issued, and I further agree to conform to all requirements of the building Bylaw and all other statutes and Bylaws in force in the City of Fort St. John.

Signature of Owner/ Authorized Agent: _____

Printed Name: _____ Date: _____

For Office Use Only:

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



THE CITY OF FORT ST. JOHN BUILDING BYLAW NO. 2248, 2015

FORM D

Application for Demolition Permit

Permit Fee: \$50.00

Information:

Name of Owner/ Agent: _____

Phone: _____ Email: _____

Civic Address of Property for Demolition: _____

Name of Contractor: _____ Phone: _____

Responsibilities of the Owner:

1. No demolition is to commence until all services have been disconnected. The *Owner* must coordinate disconnection of all utility services as per the specific utility corporation standards as well as coordinate the capping of all underground services and installation of stakes at the end of those services if applicable. Contact numbers are: For Hydro: BC Hydro 1-877-520-1355 and for Gas: Pacific Northern Gas (PNG) 1-800-667-2297. This contact information for the service companies has been provided for your convenience and is not in any way guaranteed and may change without notice.
2. A "Water Turn On/Off Application" is required as all water must be turned off by the City prior to demolition of a building. Services must be capped underground and stakes provided at the end of services.
3. A security fence may be required. Please include an Application for a Security Fence if required. Please check with a Building Inspector prior to application for a Demolition Permit.
4. The Owner demolishing a building agrees to assume all responsibility and is liable for any damage caused by accident or otherwise.
5. All cellars, foundations and excavations of demolished buildings shall be removed and backfilled to grade level with native backfill or other granular material upon completion.

Declaration:

I/We HEREBY AGREE to indemnify and save harmless the City of Fort St. John and its employees against all claims, liabilities, judgments, costs and expenses of whatsoever kind which may in any way occur against the said City and its employees in consequence of and incidental to, the granting of this permit, if issued, and I further agree to conform to all requirements of the applicable bylaw and all other statutes and bylaws in force in the City of Fort St. John.

Signature of Owner/ Authorized Agent:

Printed Name: _____ Date: _____

For Office Use Only:

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



THE CITY OF FORT ST. JOHN BUILDING BYLAW NO. 2248, 2015

FORM E

Application for Moving Permit

Permit Fee: \$50.00

Owner Information:

Name of Owner/Agent: _____

Phone: _____ Email: _____

Property Information:

I/We hereby apply to move a building located at the following location:

Current Address of Building: _____

Future Address of Building: _____

Present occupancy classification: A___ B___ C D E F___

Future occupancy classification: A___ B___ C D E F___

Responsibilities of the Owner:

1. No moving of a building is to commence until all services have been disconnected. Contact numbers are: For Hydro: BC Hydro 1-877-520-1355 and for Gas: Pacific Northern Gas (PNG) 1-800-667-2297. This contact information for the service companies has been provided for your convenience and is not in any way guaranteed and may change without notice.
2. A "Water Turn On/Off Application" is required as all water must be turned off by the City prior to moving a building. Services must be capped underground and stakes provided at the end of services.
3. The Owner moving a building agrees to assume all responsibility and is liable for any damage caused by accident or otherwise.
4. For the property to which a building has been moved, all cellars, foundations and excavations shall be removed and backfilled to grade level with native backfill or other granular material upon completion.

If any lane closures are required, application must be made to the City of Fort St. John and the extra costs are the responsibility of the Owner.

Declaration:

I/We HEREBY AGREE to indemnify and save harmless the City of Fort St. John and its employees against all claims, liabilities, judgments, costs and expenses of whatsoever kind which may in any way occur against the said City and its employees in consequence of and incidental to, the granting of this permit, if issued, and I further agree to conform to all requirements of the applicable bylaw and all other statutes and bylaws in force in the City of Fort St. John.

Signature of Owner/ Agent: _____

Printed Name: _____ Date: _____

For Office Use Only:

Present Legal Description: Lot Bk Plan	Roll Number	Permit Fee: <b style="text-align: right;">\$50.00
Future Legal Description: Lot Bk Plan	Roll Number	Moving Permit No.:
Moving Permit Approved by:		Date Approved:



**THE CITY OF FORT ST. JOHN
BUILDING BYLAW NO. 2248, 2015**

FORM F

Application for Solid Fuel Burning Appliance Permit
Permit Fee: \$50.00

Owner Information:

Name of Owner(s): _____

Phone: (____) _____ Email: _____

Property Information:

Civic Address of Property: _____

Contractor: _____

Unit Specifications:

Manufacturer's Name: _____

Model: _____

Required Clearances: Top: _____ Front: _____ Sides: _____ Rear: _____

Testing Agency: _____

Chimney Requirements and Specifications:

Manufacturer's Name: _____

Height: _____ Model: _____ Size: _____

Special Conditions: _____

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

Declaration:

I/We HEREBY AGREE to indemnify and save harmless the City of Fort St. John and its employees against all claims, liabilities, judgments, costs and expenses of whatsoever kind which may in any way occur against the said City and its employees in consequence of and incidental to, the granting of this permit, if issued, and I further agree to conform to all requirements of the applicable bylaw and all other statutes and bylaws in force in the City of Fort St. John.

Signature of Owner/ Agent: _____

Printed Name: _____ Date: _____

For Office Use Only:

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



**THE CITY OF FORT ST. JOHN
BUILDING BYLAW NO. 2248, 2015**

FORM G

Application for Security Fence, Deck, or Shed
Permit Fee: \$50.00

Property Information:

Name of Owner: _____

Phone Number: _____ Email Address: _____

Civic Address of Property: _____

Permit requested for: Security Fence Deck Shed

Work to be completed: New Repair

Contractor Name (if applicable): _____

Phone Number of Contractor: _____ Email: _____

Please include a detailed description of the work being completed.

Declaration:

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

Signature of Owner/ Authorized Agent: _____

Printed name: _____ Date: _____

For Office Use Only:

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



FORM H
DECK SUPPORT DECLARATION

Civic Address: _____

I understand that City regulations recommend the use of piles as deck support; however, I have chosen to disregard the recommendation of the City's Development Department and use other methods to support my deck. I will accept any and all liability for the said deck.

Owner's Signature

Print Name

Date: _____



**THE CITY OF FORT ST. JOHN
BUILDING BYLAW NO. 2248, 2015**

FORM I
Application for Fire Sprinkler Permit

Information:

Civic Address of Property: _____

Name of Owner/ Authorized Agent: _____

Name of Contractor: _____

Contractor Phone: _____ Contractor Email: _____

Class of Work: New Alteration/ Renovation

Total Number of Sprinkler Heads:

Declaration:

I HEREBY AGREE to indemnify and keep harmless the City of Fort St. John and its employees against all claims, liabilities, judgments, costs and expenses of whatsoever kind which may in any way occur against the said City and its employees in consequence of and incidental to, the granting of this permit, if issued, and I further agree to conform to all requirements of the building Bylaw and all other statutes and Bylaws in force in the City of Fort St. John.

Signature of Owner or Authorized Agent: _____

Printed name: _____ Date: _____

Two (2) copies of the plan of the proposed work and the Schedules required from the registered professional shall accompany this application.

For Office Use Only:

Present Legal Description:	Roll Number	
Lot Bk Plan		
# of Sprinkler Heads	Sprinkler Permit Fee Total:	
x \$0.50 = \$	\$50.00 +	= \$
Fire Sprinkler Permit Approved by:	Date Approved:	Permit No.:

**BYLAWS
2325, 2016
2407, 2017**

**FORM J
FIRE FLOW CALCULATIONS SHEET**

Calculations based on "Guide for Determination of Fire flow" (1999) prepared by Fire Underwriter's Survey

Civic Address of Property:

1. Type(s) of Construction: _____
 Co-efficient (c) based on type of construction: _____
 Ground Floor Area: _____ m² Number of Stories: _____
 Total Floor Areas: _____ m²
 Fire Flow from Formula ($F = 220 C\sqrt{A}$): _____ LPM (a)

2. Type of Occupancy: _____ Hazard: Low _____ High _____ Other _____
 Hazard Allowance: Add or Subtract: _____ % x (a) = _____ LPM
 Sub Total: _____ LPM (b)

3. Automatic Sprinklers: Yes _____ No _____
 Sprinkler Allowance: Subtract: _____ % x (b) = _____ LPM (c)
 Sub Total: _____ LPM (d)

4. Exposures: Distance / Hazard

1. Front _____	Add _____ %
2. Left _____	Add _____ %
3. Rear _____	Add _____ %
4. Right _____	Add _____ %

 Exposure Allowance: Add _____ (e) % x (b) = _____ LPM (f)

TOTAL FIRE FLOW REQUIRED: _____ LPM (g)
REQUIRED PRESSURE: _____ KPa

SPRINKLER SYSTEM INFORMATION

- (a) If building has automatic sprinklers:
 Distance from sprinkler fire connections at building to
 nearest available fire hydrant on an unobstructed route: _____ m.

 Will sprinkler system be wet or dry: Wet _____ Dry _____
 If wet, will system contain anti-freeze or any other chemical additive? Yes _____ No _____

 Backflow protection (describe): _____

- (b) If building has no automatic sprinklers:
 Distance from main building entrance to nearest available fire hydrant on an unobstructed route _____ m.

BUILDING CLASSIFICATION

PART 3

PART 9

Professional Seal

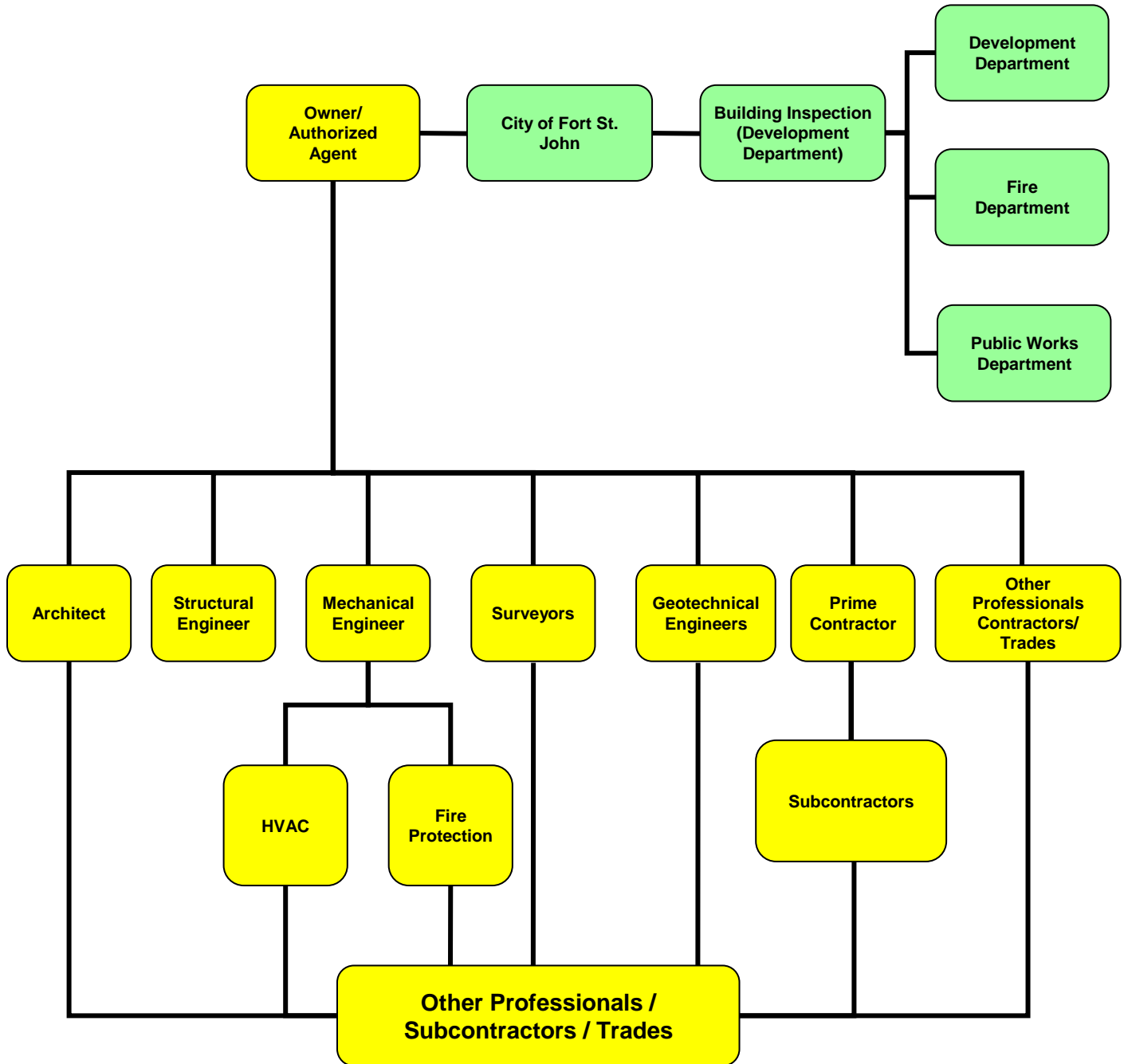
Calculations by: _____ Date: _____

P. Eng. Signature: _____ **Professional Seal:** _____

APPENDIX A
Communication Flow Chart
Complex Building Permit Application Checklist

The Complex Building Permit Requirements as attached forms part of this bylaw.

COMMUNICATION FLOW CHART WITH THE CITY OF FORT ST. JOHN





COMPLEX BUILDING PERMIT PACKAGE

Prepared for the purpose of attaining a Building Permit for commercial, industrial, institutional and/or multi-family residential use of 5 or more dwelling units.

If any contradiction between this guide and the relevant municipal bylaws and/or applicable codes is found, such bylaws and/or codes shall be the legal authority.

PLEASE NOTE:

ALL required information and documentation **MUST BE PROVIDED**.
Incomplete information will delay processing and may result in your application being returned.

City of Fort St. John, 10631 – 100th Street, Fort St. John, BC, V1J 3Z5

Phone: (250) 787- 8150 Website: www.fortstjohn.ca

APPLICATION CHECKLIST

(Please mark with \checkmark in appropriate column)

- For explanations of the items listed below, please refer to the enclosed guide.
- All items listed in the checklist MUST be submitted when making an application. Each item below MUST be checked as either PROVIDED or NOT PROVIDED or the application will be rejected. If an item is not applicable, please write N/A in the "NOT PROVIDED" column.
- Additional information may be required subject to review of the plan checker.

1.0	GENERAL INFORMATION	PROVIDED	NOT PROVIDED
1.1	Two complete sets of all plans		
1.2	Required Forms		
1.3	Certificate of Title(s)		
1.4	Owner's Declaration		
1.5	Construction Cost Estimate		
1.6	Restrictive Covenants		
1.7	Letters of Assurance		
1.8	Geotechnical Engineer's Report		
1.9	Building Code Analysis		
1.10	Public Health Approval		
1.11	Electrical and Gas Permits		
1.12	Business License(s)		
1.13	Development Permit		
1.14	Security Deposits		
1.15	Right-of-Ways		
1.16	Security Fence Permit		

2.0	SITE PLANS	PROVIDED	NOT PROVIDED
2.1	Building Location		
2.2	Parking		
2.3	Garbage Bin Enclosure Location and Details		
2.4	Road Access Location, Driveways, Details and Dimensions		
2.5	Site Services and Details		
2.6	Water Meter		
2.7	On-Site Road/Plan Profiles and Details		
2.8	Fire Hydrant Locations		
2.9	Fire Sprinkler/Standpipe Connection Location		
2.10	Fire Flow Calculations		
2.11	Landscape Plan		
2.12	Drainage Plan		
2.13	General Contractor's Fire Safety Plan		

3.0	BUILDING PLANS	PROVIDED	NOT PROVIDED
3.1	Professional Seal on All Plans		
3.2	Architectural Plan		
3.3	Structural Plans		
3.4	Mechanical and Plumbing Plans		
3.5	Electrical Plans		
3.6	Fire Suppression Plan		
3.7	Fire Safety Plan		

1.0 GENERAL INFORMATION

1.1 TWO COMPLETE SETS OF ALL PLANS and A DIGITAL COPY OF PLANS (DWG and PDF)

The building plans submitted at the time of application are distributed and processed simultaneously by the Development Department and the Fire Department.

These departments may be checking the same information on the plans to satisfy different regulations.

For this reason it is very important that all three sets of plans are EXACTLY the same. This ensures all reviews are based on the same information.

Two complete sets of drawings are to include the following items:

1. General
 - a. Drawings to be legible
 - b. Drawings shall be drawn to scale in imperial or metric units but not mixed
 - c. Designer name, address, phone number and email must be on each drawing page in addition to the Contact person's name, phone number and email.
 - d. BC Building Code reference (most current British Columbia Building Code including all amendments) and Structural Design Criteria referenced
2. Site Plan – Scale 1/16" or 1/20" (1:200 metric)
 - a. Legal description
 - b. North arrow
 - c. Size of site as per Posting Survey and total lot area (m²/sq.ft)
 - d. Civic address, legal description, street and lanes location and adjoining street names
 - e. Size and location, including required yard setback from all property lines of building, proposed buildings or additions including accessory buildings
 - f. Driveway and crossing including width, distance from property line and percent of slope
 - g. Easement, right-of-ways, water courses, restrictive covenants, hydro poles and guide wires
 - h. Sanitary and storm sewer connections including invert elevations, storm sewer sump, rock-pit, septic tank and field
 - i. Tree locations
 - j. Overall building dimensions of both principal and accessory buildings
 - k. Retaining walls on property – type and length
3. Foundation, Floor and Roof Plans – scale 1/4" = 1' (1:150 metric)
 - a. All rooms and use of each room
 - b. Size of each room
 - c. Size of windows and doors
 - d. Location of smoke alarms
 - e. Floors, balconies, decks, porches, flat roof, and open to below areas
 - f. All plumbing fixtures
 - g. All outside dimensions
 - h. Framing size and direction of all floor, ceiling and roof structural components, including beams and hangers (signed and sealed by P. Eng. if required)
 - i. Total area of building
 - j. Cellar/basement floor slab and roof ridge elevations
4. Elevations – scale 1/8" = 1' or 1:100 metric
 - a. Full views of front, rear and both sides of the building including additions
 - b. Exterior finish details (i.e.: material used)

- c. Window size and direction of openings
 - d. Existing finished grades of building corners
 - e. Elevations at each finished floor, uppermost ceiling and roof peak (and slopes)
 - f. Sundeck addition requires riling details (i.e.: height and type of construction)
5. Cross Section – scale 1/4" = 1" (1:50 metric)
- a. Showing method of construction
 - b. Showing structural and other pertinent details
 - c. Footing and foundation wall details (signed and sealed by P. Eng if required)
 - d. Floor to ceiling height of all habitable rooms, including crawl/ roof space
 - e. Height between finished upper most ceiling and roof peak
 - f. Cross section through stairs to floor above showing headroom clearance
 - g. Raise footing in crawlspace (signed by P. Eng if required)
6. Construction Details – scale 1/2" = 1'
- a. Footing and foundation wall
 - b. Typical bay window/window seat detail (signed and sealed by P. Eng if required)
 - c. Sloped/ vaulted ceiling inner and outer radius (tapered treads), width(s), rise, run, guards and handrails dimensions
 - d. List of construction materials on section (signed and sealed by P. Eng if required)

If revisions or modifications are made during the process of the application, two copies must be submitted directly to the City. The plans must be dated and marked as Revision 1, Revision 2, etc. This information should be included in the lower right corner of the plans. The plan checker will distribute the new revisions to the necessary departments.

Building Permits will be issued following approval of plans, location, zoning, water and sewer connection, etc, and upon receipt of all permit fees.

1.2 REQUIRED FORMS

The application forms listed below may or may not be required dependent on the type of development and at the discretion of the Building Inspector. Please also note that any missing information will delay the processing the application.

1. Application for Complex Building Permit (Form B);
2. Declaration of On-Site Chemicals and Hazardous Materials (Form B-1);
3. Application for Plumbing Permit (Form C);
4. Application for Demolition Permit (Form D) [if applicable];
5. Application for Security Fence, Deck, or Shed (Form G)
6. Application for Fire Sprinkler Permit (Form I) [if applicable];
7. Fire Flow Calculations (Form J);
8. Water Turn On/Off Application (per the City's current Water Bylaw)

1.3 CERTIFICATE OF TITLE(S)

A copy of the current Certificate of Title is required for all new construction and additions excluding interior renovations and government owned projects. The Certificate of Title provides the City with proof of ownership of the property as well as listing covenants, easements and right-of-ways.

1.4 OWNER'S DECLARATION

See Schedule B

An Owner's Declaration must be completed and submitted at time of application.

1.5 CONSTRUCTION COST ESTIMATE

A cost estimate from a registered professional or a signed copy of the actual contract between the contractor and the Owner must be submitted at time of application for a Building Permit.

1.6 RESTRICTIVE COVENANTS

A copy of all registered restrictive covenants on the Certificate of Title must be provided with the Building Permit application.

1.7 LETTERS OF ASSURANCE

Letters of Assurance form part of the Building Code and are an “Assurance of Professional Design and Commitment for Field Review” must be provided by a registered professional. These letters are not required for all projects. The requirements for submission of Letters of Assurance may be found in Building Code. Further information on Letters of Assurance may be obtained by consulting your registered professional or by contacting a Building Inspector.

1.8 GEOTECHNICAL ENGINEER’S REPORT

A Geotechnical Engineer’s report may be required to be submitted for new commercial, industrial, institutional and multi-family residential developments at the discretion of the Building Inspector. This report is in addition to the standard Letters of Assurance required by the Building Code. The report will provide detailed information on site conditions dealing with soils, corrosivity, drainage requirements, slope stability, contamination, etc.

1.9 BUILDING CODE ANALYSIS

A Building Code Analysis provides the City with an overview of the approach used by the designer to obtain code compliance. The degree to which the analysis is conducted is dependent of the complexity of the construction project.

Basically, the analysis will provide information such as the building area, building height in stories, construction type (combustible or non-combustible), spatial separation requirements, and relevant sections of the code used to establish building size and height limitations.

Minor construction projects may not require a code analysis to be completed, but when provided, will expedite processing of the application. The more thorough the analysis the sooner the permit may be issued.

1.10 PUBLIC HEALTH APPROVAL

If your project involves the installation or renovation of any of the following types of facilities, you will require approval from the Fort St John Health Unit (Public Health Inspector) prior to issuance of the Building Permit.

- Public food preparation
- Sewage disposal system other than the municipal sanitary sewer
- Public swimming pools

If an extension of a water main is proposed, a Northern Health Construction Permit must be submitted, in order to get the approval from the City to proceed with the water pipe installation.

1.11 ELECTRICAL AND GAS PERMITS

Information for electrical and gas permits can be obtained from the Safety Authority at the local BC government building.

1.12 BUSINESS LICENSE

All general contractors, subcontractors and Owner/contractors are required to maintain a valid business license while conducting a contracting business in the City of Fort St. John. A Business License application form is available at City Hall in addition to the City of Fort St. John website at www.fortstjohn.ca

1.13 DEVELOPMENT PERMIT

A development permit is required for construction of a complex building and for any new construction for works over \$20,000.00 as per the City's Zoning Bylaw. For a listing of other instances when a Development permit is required, please refer to the City's Zoning Bylaw.

Applications for development permits are processed by the approving officer, with the involvement of other City departments, Provincial Ministries and outside agencies as necessary.

If a Development Permit is required, it is mandatory to have the Development Permit *prior* to the issuance of a Building Permit

1.14 SECURITY DEPOSITS

Securities are required to be posted with the City in the form of a certified cheque or irrevocable and unconditional automatically renewing standby letter of credit for each of the following:

1. Damage Deposit (See Schedule E)
2. Paving and Landscaping Deposit (See Schedule F)

1.15 RIGHT-OF-WAYS

All Right of Ways must be shown with the site plan and/or drainage plan (including, but not limited to: drainage, sewer and water).

1.16 SECURITY FENCE

A Security Fence Permit must be obtained and the security fence installed prior to all construction of a complex building. The Owner is responsible to ensure the security fence is properly maintained throughout the construction period.

2.0 SITE PLANS

2.1 BUILDING LOCATION

The location and size of the building must be identified on the Site Plan (drawn to a standard scale). This is to ensure that the proposed development conforms to the setback requirements of the Zoning Bylaw and spatial separation requirements of the Building Code.

The Site plan should also indicate the following information:

- Lot coverage
- Floor area ratio
- Density
- Setback distances from lot lines
- Building height
- Parking provided in accordance with current Zoning Bylaw
- Landscaping provided
- Garbage bin location
- Road access location (driveways)
- Building area
- Lot area

2.2 PARKING

The location, size and materials used for parking stalls (including all driveways and maneuvering aisles) must be identified on the site plan and drawn to a standard scale. This is to ensure that the proposed development has adequate on-site parking. Parking requirements can be found in the City's current Zoning Bylaw.

2.3 GARBAGE BIN ENCLOSURE LOCATION AND DETAILS

The site plan must show the location of a garbage bin enclosure having minimum inside dimensions of 3.3m wide by 2.0m deep (per bin). The location must allow for direct and convenient access for collection vehicles, and must be approved by the Building Inspector.

2.4 ROAD ACCESS LOCATION, DRIVEWAYS, DETAILS AND DIMENSIONS

The site plan must show the location(s) for access. It must indicate distances from property lines and access widths, and any off-site items that may affect access to the construction area (i.e. utility poles, manholes, trees, etc.) and must be approved by the City. Any approved curb/ gutter/ sidewalk modifications shall be undertaken at the Owner's expense.

2.5 SITE SERVICES AND DETAILS (WATER AND SEWER)

The site plan must show all site servicing including size and location of service connections required for the proposed development. The connection points or tie-ins to the existing services (water/ storm/ sanitary sewer) must be identified on the site plan, indicating the invert elevations for those tie-ins. All on-site drainage must be collected and piped to the City storm sewer system. Where a storm sewer system is not available for connection, an alternate method of disposal must be identified and design details provided, and meet the approval of the City's Development Department. Any required off-site work will be performed by the City at the Owner's expense.

2.6 WATER METER

Water meters are required for all buildings. The City will provide a water meter according to the size of the water line required to be installed by qualified personnel. The City will attach the meter transmission unit (MTU) at the time of water turn on.

2.7 ON-SITE ROAD PLAN / PROFILE AND DETAILS

On-site roadways require complete plan/profile drawings including the following information:

- Road widths
- Horizontal curve radii
- Vertical curve data
- Road grades
- Typical cross sections, showing materials
- Right-of-ways (dimensions)

2.8 FIRE HYDRANT LOCATIONS

The site plan must indicate the locations of all existing and proposed fire hydrants. Prior to proceeding with construction of any new water system or expansion of an existing system, the Owner shall submit plans of the proposed fire hydrant locations and all components of the water distribution system to the City for review.

The installation of the fire hydrant system shall be designed and supervised by a registered professional. Upon completion of all work the project engineer shall submit a sealed letter certifying all work was done in conformance with City specifications and that the fire hydrant and water system function as designed.

2.9 FIRE SPRINKLER/ STANDPIPE CONNECTION LOCATION

Fire & Rescue Services connections for sprinkler and standpipe systems are to be situated at the principal entrance to the building and approved by the City.

2.10 FIRE FLOW CALCULATIONS

See Form J

Water supply systems shall conform with City specifications and be installed to be capable of providing fire flows as determined by the latest issue of "Water Supply for Public Fire Protection" published by the Public Fire Protection Survey Services and the Insurance Bureau of Canada. Required fire flow calculations, based on Fire Underwriters Survey, must be provided in the form of the attached template. A sketch illustrating the hydrant coverage for the proposed building must also be provided.

2.11 LANDSCAPE PLAN

A detailed landscape plan must be submitted with the application for a development permit or if no development permit is required, the application for a complex building. The landscape plan must be completed and approved by the City.

Any boulevard areas adjacent to the proposed development site must be landscaped. The detailed landscape plan must address the following items:

- Type of planting material (including ground cover)
- Quantity of planting material
- Size of individual plants
- Location of individual plants
- Type of edging to separate planter beds from asphalt and sod areas
- Note if underground irrigation will be provided

2.12 DRAINAGE PLANS (SHOWING GEODETIC ELEVATIONS)

It's a site plan showing scattered geodetic elevations and indicating drainage patterns and slope percentage (corners are mandatory). Threshold building elevations must be shown and top of curb elevation (if applicable) in accordance with the City's Subdivision and Development Servicing Bylaw.

2.13 FIRE SAFETY PLAN

Submit a copy of the general contractor's fire safety plan

3.0 BUILDING PLANS

3.1 PROFESSIONAL SEAL ON PLANS

The seal of a registered professional shall be provided on the plans for commercial, industrial, institutional and multiple family residential projects if schedules are required.

3.2 ARCHITECTURAL PLANS

Architectural plans, prepared by an Architect include all aspects of the building not specifically covered by structural, mechanical or electrical designs. Items found on architectural plans may include but are not limited to the following:

- Landscape plans
- Floor plans
- Building elevations
- Non-structural construction details
- Glazing and door schedules
- Interior and exterior finishes

3.3 STRUCTURAL PLANS

Structural plans are usually prepared by a Structural Engineer and specifically include the structural components of the building. Examples of these include but are not limited to:

- Footing/foundation plans and details
- Structural details of load bearing members (columns, beams, trusses, etc.)
- Structural fasteners and connectors
- Concrete reinforcing

3.4 MECHANICAL PLANS

Mechanical plans may include drawings prepared by several different consultants and include the following types of information. Examples of these include but are not limited to:

- Heating, ventilating and air conditioning (appliances, ducts, etc.)
- Plumbing
- Site servicing (sewer, water, and drainage outside the building envelope)
- Fire suppression systems (sprinklers)
- Roof drainage systems

3.5 ELECTRICAL PLANS

Electrical plans are prepared by the Electrical Engineer and include all electrical systems of the building as well as fire alarm systems.