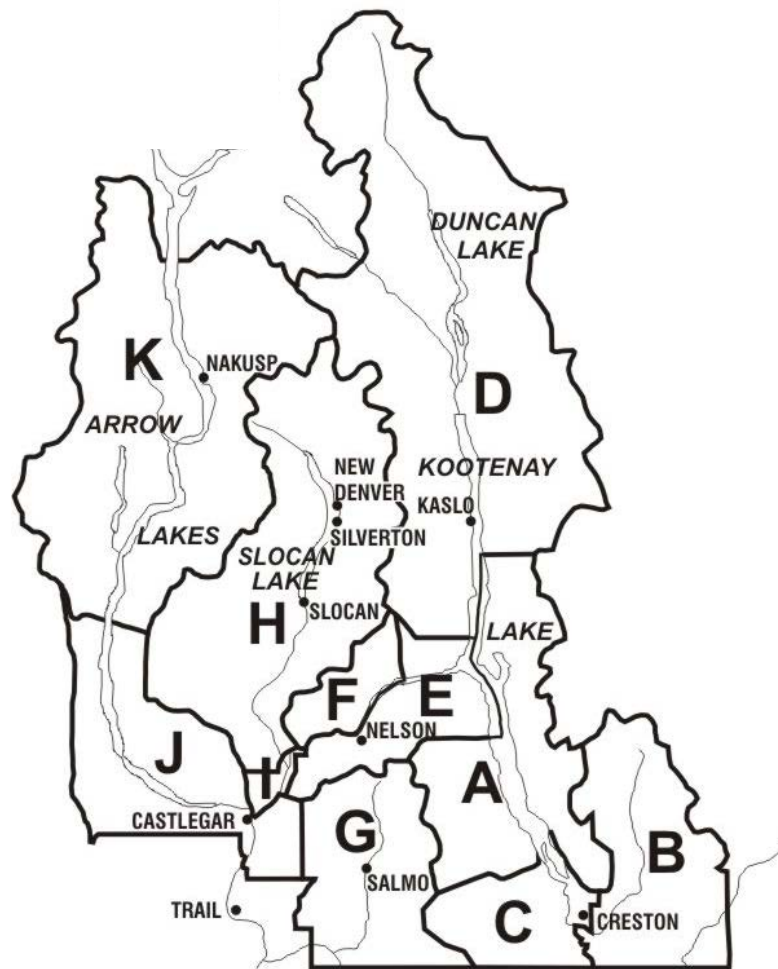


# THE REGIONAL DISTRICT OF CENTRAL KOOTENAY

## BUILDING BYLAW No. 2200, 2010

ADOPTED: DECEMBER 9, 2010



**THIS CONSOLIDATED COPY IS FOR  
CONVENIENCE ONLY AND HAS NO LEGAL  
SANCTION**

**(Questions should be directed to the Building Inspection Department for clarification)**

**Regional District of Central Kootenay**

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This Bylaw has been consolidated for convenience only and includes all amendments to the text up to April 12, 2012

Amendments to Bylaw No. 2200, 2010 which have been included in the consolidation.

<b>BYLAW NO.</b>	<b>ADOPTED</b>	<b>AMENDMENTS</b>
<b>2209</b>	March 10, 2011	<ul style="list-style-type: none"><li>- Amend Subsection 10.1;</li><li>- Amend Subsection 18.4 Delete Plumbing: Radiant heating and Flashing and Sheathing Membrane;</li><li>- Amend Subsection 22.1;</li><li>- Amend Subsection 23.2;</li><li>- Form E – Stop Work deleted and replaced;</li><li>- Form F – Do Not Occupy Notice amended</li></ul>
<b>2293</b>	April 12, 2012	<ul style="list-style-type: none"><li>- Amend Article 8.1.1;</li><li>- Amend Schedule A, Section B: Related Permit Fees by adding “13. Structure referenced in Sentence 3.2.2.2.(1) of the Building Code \$500”</li></ul>

## INDEX

SECTION	TITLE	PAGE NO.
1.0	TITLE .....	1
2.0	DEFINITIONS .....	1
3.0	PURPOSE OF THIS BYLAW .....	4
4.0	PERMIT CONDITIONS.....	5
5.0	SCOPE AND EXEMPTIONS .....	6
6.0	PROHIBITIONS .....	6
7.0	BUILDING OFFICIALS.....	7
8.0	APPLICATIONS .....	8
9.0	APPLICATIONS FOR COMPLEX BUILDINGS.....	8
10.0	APPLICATIONS FOR STANDARD BUILDINGS.....	11
11.0	PROFESSIONAL PLAN CERTIFICATION .....	14
12.0	FEES AND CHARGES .....	14
13.0	BUILDING PERMITS .....	15
14.0	DISCLAIMER OF WARRANTY OR REPRESENTATION .....	16
15.0	CLIMATIC AND GEOLOGICAL DATA .....	16
16.0	PROFESSIONAL DESIGN AND FIELD REVIEW .....	17
17.0	RESPONSIBILITIES OF THE OWNER.....	17
18.0	INSPECTIONS .....	17
19.0	OCCUPANCY PERMIT.....	19
20.0	POOLS.....	19
21.0	RETAINING STRUCTURES .....	20
22.0	PENALTIES AND ENFORCEMENT.....	20
23.0	SEVERABILITY AND APPLICATION.....	21
24.0	TRANSITION.....	21
25.0	ENACTMENT AND REPEAL .....	21
	SCHEDULE 'A' – PERMIT FEES .....	23
	SCHEDULE 'B' - CLIMATIC AND GEOLOGICAL DATA .....	26
	FORM A—BUILDING PERMIT APPLICATION .....	29
	FORM B—OWNER’S ACKNOWLEDGMENT .....	31
	FORM C—BUILDING/PLUMBING PERMIT .....	33
	FORM D—OCCUPANCY PERMIT .....	34
	FORM E—STOP WORK.....	35
	FORM F—DO NOT OCCUPY NOTICE.....	36

## **Regional District of Central Kootenay**

### **BUILDING BYLAW NO. 2200, 2010**

#### **A Bylaw to regulate building in the Regional District of Central Kootenay**

WHEREAS Sections 8(3) and 53 of the *Community Charter* authorize the Regional District of Central Kootenay for the health, safety and protection of persons and property, to regulate buildings and other structures by Bylaw;

AND WHEREAS the Province of British Columbia, under Section 692 of the *Local Government Act*, has adopted a Building Code to govern standards in respect of the construction and demolition of buildings in municipalities and regional districts in the Province;

AND WHEREAS it is deemed necessary to provide for the administration of the Building Code;

NOW THEREFORE the Board of the Regional District of Central Kootenay in open meetings assembled, enact as follows:

#### **1.0 TITLE**

- 1.1 This Bylaw may be cited for all purposes as the Regional District of Central Kootenay Building Bylaw No. 2200, 2010.
- 1.2 The Bylaw is divided into 25 sections and a decimal numbering system has been used to identify its parts. The first number indicates the Section of the Bylaw; the second, the Subsection in the Section; the third, the Article in the Subsection; the fourth, the Sentence in the Article. A Sentence can be further broken down into Clauses (indicated by numbers in brackets) as follows:

2.0	Section
2.4	Subsection
2.4.1	Article
2.4.1.3	Sentence
2.4.1.3(1)	Clause

#### **2.0 DEFINITIONS**

- 2.1 In this Bylaw:

These words and terms are as defined in the British Columbia Building Code: **assembly occupancy, building, building area, building height, business and personal services occupancy, care or detention occupancy, constructor, coordinating registered professional, designer, farm building, field review, high hazard industrial occupancy, industrial occupancy, low hazard industrial occupancy, major occupancy, mercantile occupancy, medium hazard industrial occupancy, occupancy, registered professional, and residential occupancy:**

**Adjacent Ground Level** means the level of the ground surface, both underneath a deck, building or structure, and for a minimum of 600mm (2 ft.) beyond the outside perimeter of the deck, building or structure.

**Alteration** means interior or exterior change to a building or structure but does not include replacement of interior finishes cabinetry or flooring, re-roofing, fencing, landscaping, walks or driveways.

**Board** means the Board of the Regional District of Central Kootenay.

**Building Code** means the Building Regulations of British Columbia, as amended or superseded from time to time, established pursuant to section 692 of the *Local Government Act*. The date a building permit is applied for will determine which edition of the Building Code applies.

**Building Location Survey Certificate** means a surveyed plan prepared by a British Columbia Land Surveyor, signed and sealed, indicating the location of buildings or structures in relation to the property lines and or watercourse(s).

**Building Official** includes Building Officials, Plan Checkers and Plumbing Officials appointed, employed or contracted by the **Regional District** to administer this Bylaw.

**Complex Building** means:

- (a) all **buildings** used for major occupancies classified as
  - (i) **assembly occupancy,**
  - (ii) **care or detention occupancy,**
  - (iii) **high hazard industrial occupancy, and**
- (b) all **buildings** exceeding 600 square meters (6500 sq. ft.) in **building** area or exceeding three storeys in building height and used for major occupancies classified as
  - (i) **residential occupancy,**
  - (ii) **business and personal services occupancy,**
  - (iii) **mercantile occupancy,**
  - (iv) **medium and low hazard industrial occupancy.**

**Construct** includes reconstruct, erect, alter, enlarge, add and remove.

**Construction** includes reconstruction, erection, **Alteration**, enlargement, addition and removal.

**Council** means the Councils of the participating Municipalities

**Deck** includes a sundeck and means a raised, open, unroofed platform.

**Dwelling Unit** means a self-contained set of habitable rooms containing living quarters and kitchen and sleeping facilities designed and intended for occupancy by only one family or household.

**Farm Building** shall be as defined in the **Farm Building Code**.

**Farm Building Code** means the National Farm Building Code of Canada as referenced by the **Building Code**.

**Final Inspection Report** means the point at which all deficiencies in the health and safety aspects of the work have been remedied to the satisfaction of the building official.

**Health and safety aspects of the work** means design and construction regulated by the **Building Code**.

**Lot** means the smallest unit in which land is designated as a separate and distinct parcel on a legally recorded subdivision plan or description filed in the Land Title Office.

**Manufactured Home** means a building that is manufactured in a factory for transport, assembly, and completion as a residence, including placement on a foundation, and is certified as being constructed to the requirements of the CSA National Standard CAN/CSA-Z240 or A277 but is not designed to be transported on its own wheels or undercarriage.

**Modular Home** means a detached **dwelling unit** conforming to the CAN/CSA A277-90 standard which is completely constructed in a factory but is not designed to be transported on its own wheels or undercarriage.

**Owner** means the registered **owner** in fee simple of real property for which a **permit** is applied for or issued under this Bylaw.

**Permit** means a **permit** required by or issued under this Bylaw.

**Plumbing System** means a drainage, venting, fire protection or water system, or any part thereof.

**Pool** means a constructed or prefabricated pool, existing or prospective, situated wholly or in part above or below the **adjacent ground level**, used primarily for swimming, bathing or wading, having a surface water area greater than 15 square

meters (160 sq. ft.), or a depth greater than 600 mm. (2 ft.) and which does not fall under the jurisdiction of the *Health Act* for pools.

**Pool area** means the enclosed area around the perimeter of a **pool** to a maximum of 40 meters (130ft.) from the edge of the water surface.

**Regional District** means Regional District of Central Kootenay.

**Standard building** means a **building** of three storeys or less in building height, having a **building** area not exceeding 600 square meters (6500 sq ft) and used for major occupancies classified as

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

**Structure** means a **construction** or portion thereof of any kind, whether fixed to, supported by or sunk into land, but specifically excludes landscaping, fences, paving and retaining **structures** less than 1.5m ( 5ft.) in height.

**Temporary Building** means a **building** or any part thereof that will be used for a period of time, not exceeding two years, and that has no permanent foundation or **construction** associated with it, other than footings.

**Village** means Villages participating in the Building Inspection Service.

- 2.2 In this Bylaw, words and phrases shown in boldface, other than in headings, are words that are defined in subsection 2.1 of this bylaw.

### 3.0 PURPOSE OF THIS BYLAW

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

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

3.2.1 the protection of **owners**, owner/builders or constructors from economic loss;

3.2.2 the assumption by the **Regional District** or **Village** or any building official of any responsibility for ensuring the compliance with the **Building Code**, the requirements of this Bylaw or other applicable

enactments respecting safety by any owner or any employees, **constructors** or designers retained by the **owner** or his or her representatives;

- 3.2.3 providing any person with a warranty of design or workmanship with respect to any **building** or **structure** or **plumbing system** for which a **building permit** is issued under this Bylaw;
- 3.2.4 providing a warranty or assurance that **construction** undertaken pursuant to **building permits** is free from latent, or any defects.
- 3.2.5 providing a warranty to any person that **construction** is in compliance with the **Building Code**, this Bylaw or any other enactment with respect to a **building** or **structure** for which a **permit** is issued under this Bylaw.

#### 4.0 PERMIT CONDITIONS

- 4.1 No person shall undertake work regulated by this Bylaw without a **permit**.
- 4.2 Neither the issuance of a **permit** under this Bylaw nor the acceptance or review of plans, drawings or supporting documents, nor any inspections made by or on behalf of the **Regional District** or **Village** shall in any way relieve the **owner** or his or her representative from full and sole responsibility to perform the work in strict accordance with this Bylaw, the **Building Code** and other applicable enactments respecting safety.
- 4.3 It is the full and sole responsibility of the **owner** (and where the owner is acting through a representative, the representative) to carry out the work, in respect of which a **permit** is issued under this Bylaw, in compliance with the **Building Code**, this Bylaw and other applicable enactments respecting safety.
- 4.4 Neither the issuance of a **permit** under this Bylaw nor the acceptance or review of plans, drawings, specifications or supporting documents, nor any inspections made by the **Building Official** constitute in any way a representation, warranty, assurance or statement that the Building Code, this Bylaw or other applicable enactments respecting safety have been complied with.
- 4.5 No person shall rely upon any **permit** as establishing compliance with this Bylaw or assume or conclude that this Bylaw has been administered or enforced according to its terms. The person to whom the **building permit** is issued is responsible for making such determination.
- 4.6 An **owner** of the property for which a **permit** is issued must conform to all requirements of this Bylaw and all other enactments and bylaws applicable to the work for which the **permit** is issued.



## 5.0 SCOPE AND EXEMPTIONS

### 5.1 This Bylaw applies to

- 5.1.1 the design, construction and occupancy of new **buildings** and **structures**, and the **alteration**, reconstruction, demolition, removal, relocation, occupancy and change of occupancy of existing **buildings** and **structures**;
- 5.1.2 the installation of a new wood burning appliance, certified by a recognized agency, or masonry fireplace, as part of the **construction** of a new **building**, including steel or masonry chimney;
- 5.1.3 the erection or placement of a **temporary building**;

### 5.2 This Bylaw does not apply to

- 5.2.1 **buildings** or **structures** to which the **Building Code** does not apply except as expressly provided in this bylaw;
- 5.2.2 retaining **structures** less than 1.5 meters (5 ft.) in height;
- 5.2.3 **decks** without roofs having a difference in elevation to grade not exceeding 600 millimeters (2ft.);
- 5.2.4 existing metal or masonry chimneys;
- 5.2.5 **Alterations**, repairs or installation of masonry chimneys or fireplaces, solid fuel-burning appliances, factory built chimneys or fireplaces and related equipment in existing **buildings**;
- 5.2.6 the repair or replacement of a valve, faucet, fixture or sprinkler head in a **plumbing system** if no change in piping is required;

### 5.3 **Farm buildings** shall conform to the requirements in the **farm building code**.

## 6.0 PROHIBITIONS

- 6.1 No person shall commence or continue any **construction**, **alteration**, reconstruction, demolition, removal, relocation or change the occupancy of any **building**, **structure** or **plumbing system** or other work related to **construction** unless a **building official** has issued a valid and subsisting **permit** for the work.
- 6.2 No person shall occupy or use any new **building** or **structure** without first obtaining an **Occupancy Permit** issued by a **Building Official** for the **building** or **structure**, or contrary to the terms of any **permit** issued or any notice given by a **building official**.

- 6.3 No person shall knowingly submit false or misleading information to a **building official** in relation to any **permit** application or construction undertaken pursuant to this Bylaw.
- 6.4 No person shall, unless authorized by a **building official**, reverse, alter, deface, cover, remove or in any way tamper with any notice, **permit** or certificate posted upon or affixed to a **building** or **structure** pursuant to this Bylaw.
- 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 a **building official** has accepted that variance.
- 6.6 No person shall obstruct the entry of a **Building Official** on property in the administration of this bylaw.

## 7.0 BUILDING OFFICIALS

- 7.1 A **building official** may
  - 7.1.1 administer this Bylaw;
  - 7.1.2 keep records of **permit** applications, **permits**, notices and orders issued, inspections and tests made, and retain copies of all documents related to the administration of this Bylaw or make microfilm or digital copies of such documents; and
  - 7.1.3 establish, if requested to do so, whether the methods or types of **construction** and types of materials used in the **construction** of a **building** or **structure** for which a **permit** is sought under this Bylaw substantially conform to the requirements of the **Building Code**.
- 7.2 A **building official**
  - 7.2.1 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;
  - 7.2.2 where any residence is occupied, shall obtain the consent of the occupant or provide written notice to the occupant 24 hours in advance of entry; and
  - 7.2.3 shall carry proper credentials confirming the official's status as a **building official**.
- 7.3 A **building official** may order the correction of any work that is being or has been done in contravention of this Bylaw.

## 8.0 APPLICATIONS

8.1 Every person shall apply for and obtain a

- Bylaw 2293
- 8.1.1 **building permit** before installing, constructing or altering a **building** or **structure**;
  - 8.1.2 **building permit** before installation of a **Manufactured Home** or **Modular Home**;
  - 8.1.3 **plumbing permit** before installation, **alteration** or remodeling of any plumbing is undertaken;
  - 8.1.4 **permit** before installation of a **pool**;
  - 8.1.5 **building permit** before **constructing a temporary building**;
  - 8.1.6 **moving permit** before moving a **building** or **structure**;
  - 8.1.7 **demolition permit** before demolishing any **building** or **structure**;

8.2 An application for a **permit** shall be in the form attached as *form 'A'* to this bylaw.

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

8.4 Each **building**, **structure** or **plumbing system** requires a separate **permit** and shall be assessed a separate **permit** fee as determined in accordance with Schedule "A" to this Bylaw.

## 9.0 APPLICATIONS FOR COMPLEX BUILDINGS

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

- 9.1.1 be made in the form attached as *form 'A'* to this bylaw and signed by the **owner**, or a signing officer, if the **owner** is a corporation;
- 9.1.2 be accompanied by the **owner's** acknowledgment of responsibility and undertakings made in the form provided as *form "B"* to this bylaw, signed by the **owner**, or a signing officer if the **owner** is a corporation;
- 9.1.3 include a copy of a title search, accompanied by referenced covenants, made within 30 days of the date of the application;
- 9.1.4 state the intended use of the **building**;
- 9.1.5 include a site plan prepared by a British Columbia Land Surveyor or by a **registered professional** showing

- 9.1.5.1 the bearing and dimensions of the parcel taken from the registered subdivision plan;
- 9.1.5.2 the legal description and civic address of the parcel;
- 9.1.5.3 the location and dimensions of all statutory rights of way, easements and setback requirements when required by the **building official**;
- 9.1.5.4 the location and dimensions of all existing and proposed **buildings** or **structures** on the parcel;
- 9.1.5.5 setbacks to the natural boundary of any lake, swamp, pond or watercourse where the **Regional District** or **Village** land use regulations establish siting requirements related to flooding;
- 9.1.5.6 the existing and finished ground levels to an established datum at or adjacent to the site and the geodetic elevation of the underside of the floor system of a **building** or **structure** where the **Regional District** or **Village** land use regulations establish siting requirements related to minimum floor elevation; and
- 9.1.5.7 the location, dimension and gradient of parking and driveway access;

unless a **building official** has waived the requirement for a site plan, in whole or in part, in the circumstance where the **permit** is sought for the repair or Alteration of an existing **building** or **structure**;

- 9.1.6 contain sufficient information on **building** plans to determine compliance with this Bylaw, such as
  - 9.1.6.1 floor plans showing
    - (i) the dimensions and uses of all areas,
    - (ii) the location, size and swing of doors,
    - (iii) the location, size and opening of windows,
    - (iv) floor, wall, and ceiling finishes,
    - (v) plumbing fixtures,
    - (vi) structural elements, and
    - (vii) stair dimensions;
  - 9.1.6.2 a cross section through the **building** or **structure** illustrating foundations, drainage, ceiling heights and **construction** systems;

- 9.1.6.3 elevations of all sides of the **building** or **structure** showing finish details, roof slopes, windows, doors, and finished grade;
  - 9.1.6.4 cross-sectional details drawn at an appropriate scale and at sufficient locations to illustrate that the **building** or **structure** substantially conforms to the **Building Code**;
  - 9.1.6.5 copies of approvals, including, without limitation, highway access **permits** when required by the Ministry of Highways and Ministry of Health application approval;
  - 9.1.6.6 letters of assurance in the form referred to in the **Building Code**, signed by the owner, or a signing officer of the **owner** if the **owner** is a corporation, and the **coordinating registered professional**.
  - 9.1.6.7 letters of assurance in the form referred to in the **Building Code**, each signed by such **registered professionals** as the **building official** or **Building Code** may require to prepare the design for and conduct field reviews of the **construction** of the **building** or **structure**;
  - 9.1.6.8 two sets of drawings at a suitable scale of the design prepared by each **registered professional** and including the information set out in Sentences 9.1.6.1 - 9.1.6.3 of this bylaw.
- 9.2 In addition to the requirements of Subsection 9.1, the following may be required by a **building official** to be submitted with a building **permit** application for the **construction** of a **complex building** where the complexity of the proposed **building** or **structure** or siting circumstances warrant:
- 9.2.1 site servicing drawings, including sufficient detail of off-site services to indicate locations at the property line, prepared and sealed by a **registered professional**;
  - 9.2.2 a section through the site showing grades, **buildings**, **structures**, parking areas and driveways;
  - 9.2.3 any other information required by the **building official** or the **Building Code** to establish substantial compliance with this Bylaw, the **Building Code** and other bylaws and enactments relating to the **building** or **structure**.

## 10.0 APPLICATIONS FOR STANDARD BUILDINGS

- Bylaw 2209
- 10.1 When required by the building official, an application for a **permit** with respect to a **standard building** must
- 10.1.1 be made in the form attached as *form 'A'* to this bylaw, signed by the **owner** or a signing officer if the **owner** is a corporation;
  - 10.1.2 be accompanied by the **owner's** acknowledgment of responsibility and undertakings made in the form attached as *form 'B'* to this bylaw, signed by the **owner**, or a signing officer if the **owner** is a corporation;
  - 10.1.3 include a copy of a title search, accompanied by referenced covenants, made within 30 days of the date of the application;
  - 10.1.4 state the intended use of the **building**, and where the building is a **temporary building** state the intended duration of use and date of removal, not to exceed two years;
  - 10.1.5 include a site plan showing
    - 10.1.5.1 the bearing and dimensions of the parcel taken from the registered subdivision plan;
    - 10.1.5.2 the legal description and civic address of the parcel;
    - 10.1.5.3 the location and dimensions of all statutory rights of way, easements and setback requirements when required by the **building official**;
    - 10.1.5.4 the location and dimensions of all existing and proposed **buildings** or **structures** on the parcel;
    - 10.1.5.5 setbacks to the natural boundary of any lake, swamp, pond or watercourse where the **Regional District** or **Village** land use regulations establish siting requirements related to flooding;
    - 10.1.5.6 the existing and finished ground levels to an established datum at or adjacent to the site and the geodetic elevation of the underside of the floor system of a **building** or **structure** where the **Regional District** or **Village** land use regulations establish siting requirements related to minimum floor elevation; and
    - 10.1.5.7 the location, dimension and gradient of parking;

unless a **building official** has waived the requirements for a site plan, in whole or in part, in circumstances where the **permit** is sought for the repair or **Alteration** of an existing **building** or **structure**.

10.1.6 contain sufficient information on building plans to determine compliance with this Bylaw, such as

10.1.6.1 floor plans showing:

- (i) the dimensions of the building and use of all rooms;
- (ii) the location, size and swing of doors;
- (iii) the location, size and opening of windows;
- (iv) plumbing fixtures; structural elements; and
- (v) stair dimensions;

10.1.6.2 a cross section through the **building** or **structure** showing ceiling heights, crawlspace and roof space details and detailing construction systems, building materials and finishes;

10.1.6.3 elevations of all sides of the **building** or **structure** showing finish details, roof slopes, windows, doors, and finished grade;

10.1.6.4 cross-sectional details drawn at an appropriate scale and at sufficient locations to illustrate that the **building** or **structure** substantially conforms to the **Building Code**;

10.1.6.5 copies of approvals including, without limitation, highway access permits, when required by the Ministry of Highways, and Ministry of Health application approval;

10.1.6.6 a foundation design prepared by a **registered professional** in accordance with the **Building Code**, accompanied by letters of assurance in the form referred to in the **Building Code**, signed by the **registered professional**; and

10.1.6.7 two sets of drawings at a suitable scale of the design including the information set out in Sentences 10.1.6.1 – 10.1.6.4 of this Bylaw

10.1.7 The requirements of Sentence 10.1.6.6 may be waived by a **building official** in circumstances where the **building official** has required a professional engineer's report and the building **permit** is issued in accordance with Section 56 of the Community Charter.

10.1.8 The requirements of 10.1.6.6 may be waived by a **building official** if documentation, prepared by a **registered professional**, is provided assuring that the foundation design and the foundation excavation substantially comply with the **Building Code**.

- 10.1.9 The requirements of 10.1.6.6 may be waived by a **Building Official** if the footings and foundation for the proposed **building** or **structure** are installed in compliance with Division B Section 9.15 of the **Building Code**.
- 10.2 In addition to the requirements of Subsection 10.1, the following may be required by a **building official** to be submitted with a building **permit** application for the **construction** of a **standard building** where the project involves two or more **buildings**, which in the aggregate total more than 1000 square meters, or two or more **buildings** that will contain four or more **dwelling units**, or otherwise where the complexity of the proposed **building** or **structure** or siting circumstances warrant:
- 10.2.1 site servicing drawings, including sufficient detail of off-site services to indicate locations at the property line, prepared and sealed by a **registered professional**;
- 10.2.2 a section through the site showing grades, **buildings, structures**, parking areas and driveways ;
- 10.2.3 a roof plan and roof height calculations;
- 10.2.4 structural, electrical, mechanical, plumbing or fire suppression drawings prepared and sealed by a **registered professional**;
- 10.2.5 letters of assurance in the form referred to in the **Building Code**, signed by a **registered professional**;
- 10.2.6 any other information required by the **building official** or the **Building Code** to establish substantial compliance with this Bylaw, the **Building Code** and other Bylaws and enactments relating to the **building** or **structure**.
- 10.2.7 A **Building Official** may waive the requirements of Sentence 10.1.6.6 of this bylaw if the design and construction of the foundation of the **Standard Building** and the **building** site that are the subject of the **building permit** meet all the criteria of the **Building Code**.
- 10.2.8 If, once the permit has been issued, the criteria and requirements referred to in Subsection 10.2.7 are not complied with, the building official may take one or more of the following actions or any other action deemed necessary:
- 10.2.8.1 revoke the permit



10.2.8.2 refuse to permit occupancy of the building

10.2.8.3 impose the requirements of Sentence 10.1.6.6 of this bylaw.

## 11.0 PROFESSIONAL PLAN CERTIFICATION

- 11.1 Where required by this bylaw, letters of assurance in the form referred to in the **Building Code** shall be submitted by the **registered professionals** in support of a **building permit** application. Representing the **Regional District** or **Village** the **building official** shall rely upon these letters of assurance as certification that the **building** design and plans comply with the **Building Code** and other applicable enactments relating to safety of the **building**.
- 11.2 A **building permit** issued for the **construction** of a **building** for which a **building official** required **registered professional** and letters of assurance must be in the form attached as *form 'C'* to this bylaw.
- 11.3 A **building permit** issued pursuant to Subsection 11.2 of this Bylaw must include a notice to the **owner** that the **building permit** is issued in reliance upon the certification of the **registered professionals** that the design and plans submitted in support of the application for the **building permit** comply with the **Building Code** and other applicable enactments relating to safety.
- 11.4 When a **building permit** is issued in accordance with subsection 11.2 of this bylaw the **permit** fee must be reduced by 5% to reflect the **Regional District's** or **Villages'** reliance upon the **Registered Professional**.

## 12.0 FEES AND CHARGES

- 12.1 In addition to applicable fees and charges required under other Bylaws, a **permit** fee, calculated in accordance with Schedule "A" to this Bylaw, must be paid in full prior to issuance of any **permit** under this Bylaw.
- 12.2 An application made for a **building permit** must be accompanied by the appropriate plan-check deposit fee prescribed in Schedule "A" to this Bylaw, which is non-refundable and must be credited against the **building permit** fee when the **permit** is issued.
- 12.3 When an application is cancelled the plans and related documents submitted with the application may be destroyed.
- 12.4 The **owner** may obtain a refund of the building **permit** fees paid as prescribed in Schedule "A" to this Bylaw.
- 12.5 Where, due to non-compliance with this Bylaw, more than two inspections are necessary when one inspection is normally required, for each inspection after the

second inspection, a re-inspection charge as prescribed in Schedule “A” to this Bylaw must be paid prior to each additional inspection being performed.

## 13.0 BUILDING PERMITS

### Issuance of a Permit

13.1 The **permit** for which an application was made may be issued when:

13.1.1 a completed application with all required documentation has been submitted and the **Building Official** has approved the application for **permit** issuance; and

13.1.2 the **owner** or his or her representative has paid all applicable fees set out in Subsection 12.1 of this Bylaw; and;

13.1.3 the **owner** or his or her representative has paid all charges and met all requirements imposed by any other enactment or bylaw; and

13.1.4 no enactment, covenant, agreement, regulation in favor of, or regulation of the **Regional District** or **Village** authorizes the **permit** to be withheld;

13.2 When the application is in respect of a **building** that includes, or will include, a residential occupancy, the building **permit** must not be issued unless the **owner** provides evidence of compliance with the *Homeowner Protection Act*.

### Expiry of a Permit

13.3 Every **permit** is issued on the condition that

13.3.1 the **construction** shall be commenced within six months after the date the **permit** was issued;

13.3.2 the work, once commenced, shall not be discontinued for a continuous period of more than twelve months, or in any event 12 months from the last inspection; and

13.3.3 the **permit** shall expire and the rights of the owner shall terminate in the event and at the time that either of the above conditions is not met or in any event thirty-six months after the date the **permit** was issued

13.4 Despite Article 13.3 the **Building Official** may extend the time periods in sentences 13.3.1 and 13.3.2. Extensions are limited to 6 months and 1 year respectively and must be obtained in writing.

### Renewal of a Permit

- 13.5 An **owner** may apply for and the **building official** may issue a renewal of a **building permit** for a period of not more than one year. A renewal fee is payable as required under schedule ‘A’ to this bylaw.
- 13.6 A **permit** may be renewed only one time under Article 13.5
- 13.7 When a **permit** renewed under Article 13.5 expires, an **owner** may apply for a new **building permit** to complete the **construction** of a project remaining incomplete on the date the **permit** expired. All applicable drawings and specifications shall be updated to comply with current regulations.
- 13.8 A **building official** may issue a building **permit** for a portion of a **building** or **structure** before the design, plans and specifications for the entire **building** or **structure** have been accepted, provided sufficient information has been provided to demonstrate to the **building official** that the portion authorized to be constructed substantially complies with this and other applicable Bylaws and the **permit** fee applicable to that portion of the **building** or **structure** has been paid. The issuance of the **permit** notwithstanding, the requirements of this Bylaw apply to the remainder of the **building** or **structure** as if the **permit** for the portion of the **building** or **structure** referred to in the previous sentence had not been issued.

#### 14.0 DISCLAIMER OF WARRANTY OR REPRESENTATION

- 14.1 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 official**, shall constitute a representation or warranty that the **Building Code** or the Bylaw have been complied with or the **building** or structure meets any standard of materials or workmanship, and no person shall rely on any of those acts as establishing compliance with the **Building Code** or this Bylaw or any standard of **construction**.

#### 15.0 CLIMATIC AND GEOLOGICAL DATA

- 15.1 Climatic data for the design of **buildings** are to be as specified in the British Columbia Building Code (BCBC). Additional design data are to be found in Schedule B.

## 16.0 PROFESSIONAL DESIGN AND FIELD REVIEW

- 16.1 When a **building official** considers that the site conditions, size or complexity of a development or an aspect of a development warrant, he or she may require that a **registered professional** provide design and plan certification and field review by means of letters of assurance in the form referred to in the **Building Code**.
- 16.2 Prior to the issuance of a **final inspection report** for a **complex building**, or **standard building** in circumstances where letters of assurance have been required in accordance with this bylaw, the owner must provide letters of professional field review and compliance in the form referred to in the **Building Code**.
- 16.3 When a **registered professional** provides letters of assurance in accordance with this Bylaw, the **registered professional** must also provide proof of professional liability insurance/errors and omissions to the **building official**.

## 17.0 RESPONSIBILITIES OF THE OWNER

- 17.1 Every **owner** must ensure that all construction complies with the **Building Code**, this Bylaw and other applicable enactments respecting safety.
- 17.2 Every **owner** to whom a **permit** is issued must, during **construction**,
- 17.2.1 post and maintain the **permit** in a conspicuous place on the property in respect of which the **permit** was issued;
  - 17.2.2 keep a copy of the accepted designs, plans and specifications on the property; and
  - 17.2.3 post the civic address on the property in a location visible from any adjoining streets.

## 18.0 INSPECTIONS

- 18.1 When a **registered professional** provides letters of assurance in accordance with this Bylaw, the **building official** will rely solely on field reviews undertaken by the **registered professional** and the letters of assurance submitted pursuant to this Bylaw as assurance that the **construction** substantially conforms to the design and that the **construction** substantially complies with the **Building Code**, this Bylaw and other applicable enactments respecting safety.
- 18.2 Notwithstanding Subsection 18.1 of this Bylaw, a **building official** may attend the site from time to time during the course of **construction** to ascertain that the field reviews are taking place and to monitor the field reviews undertaken by the **registered professionals**.

Bylaw 2209

18.3 A **building official** may attend periodically at the site of the **construction of standard buildings or structures** to ascertain whether the **health and safety aspects of the work** are being carried out in substantial conformance with those portions of the **Building Code**, this Bylaw and any other applicable enactment concerning safety.

18.4 The **owner** or his or her representative **shall** give at least 72 hours notice to the **Regional District or Village** when requesting an inspection and shall obtain an inspection and receive a **building official's** acceptance of the following aspects of the work prior to concealing it:

**SITING:** After siting of the building and formwork for the foundation footings is completed, but prior to the pouring of concrete. The **building official** may require the owner to provide a *building location survey certificate* if building setbacks from property lines cannot be adequately or accurately determined.

**DAMP-PROOFING AND FOUNDATION PERIMETER DRAINAGE:** After foundation damp-proofing and perimeter drainage piping installations have been completed, including drain rock but before backfilling.

**PLUMBING:**

- i. **UNDERSLAB:** After underslab drain and water distribution piping has been installed, with test applied but before covering.
- ii. **ROUGH-IN:** After drain waste and vent, and water distribution piping has been installed, with test applied but before covering.

**FRAMING:** When framing, sheathing and roofing of the building have been completed and the electrical, mechanical and plumbing rough-ins have been completed but before installing any insulation or vapour barrier materials or otherwise covering.

**MASONRY FIREPLACE:**

- i. **FIRST INSPECTION:** Installation of first flue liner above smoke chamber.
- ii. **SECOND INSPECTION:** Chimney cap, but **PRIOR** to installing.

**SOLID FUEL BURNING APPLIANCE:** When the appliance and the chimney are installed, but **PRIOR** to using. The chimney must not be concealed for inspection purposes.

**INSULATION:** After all thermal and acoustic insulation materials, vapour barrier and fire stopping components have been installed and the building is ready to have interior finishes installed but before covering. The exterior sheathing membrane shall be completed as required to prevent the wetting of the insulated wall cavity.

**OCCUPANCY: PRIOR** to occupying a new building. Health and Safety aspects of the building regulations must be completed at this time or a Conditional Occupancy Permit will be issued. The conditional items on the Occupancy Permit will be required to be completed within a specified time.

**FINAL:** When the building or portion of new construction has been completed and all previous inspection deficiencies have been corrected.

**OTHER INSPECTIONS:** As directed by the Building Official to ascertain compliance with this bylaw.

- 18.5 No aspect of the work referred in Subsection 18.4 of this Bylaw may be concealed until a **building official** has accepted it in writing.
- 18.6 The requirements of Subsection 18.4 of this Bylaw do not apply to any aspect of the work that is the subject of a **registered professional’s** letter of assurance provided in accordance with this bylaw.
- 18.7 The building official may require that the owner submit a **building location survey certificate** at the **SITING** inspection and may post a “STOP WORK” notice until a survey certificate is submitted that confirms the building location complies with all applicable regulations and bylaws.

## 19.0 OCCUPANCY PERMIT

- 19.1 No person may occupy a new **building** or **structure** or part of a new **building** or **structure** until an **Occupancy Permit** has been issued in the form of Form D to this bylaw.
- 19.2 An **Occupancy Permit** must not be issued unless:
- 19.2.1 all letters of assurance have been submitted when required in accordance with this bylaw.
- 19.2.2 all aspects of the work requiring inspection and acceptance pursuant to Subsection 18.4 of this Bylaw have been inspected and accepted or the inspections and acceptance are not required in accordance with Subsection 18.6 of this Bylaw.
- 19.3 A **Building Official** may issue an **Occupancy Permit** for part of a **building** or **structure** when the part of the **building** or **structure** is self-contained, provided with essential services and the requirements set out in Subsection 19.2 of this Bylaw have been met with respect to it.  
Notwithstanding Subsection 19.1, a **Building Official** may issue a conditional **Occupancy Permit** outlining the date before which an owner must complete conditions to occupancy of the **building** or **structure**.

## 20.0 POOLS

- 20.1 No person shall commence or continue any work related to the installation, **construction** and **Alteration** of a **pool** unless a valid **building permit** has been obtained pursuant to this Bylaw.
- 20.2 An exterior **pool area** must be enclosed within a fence of not less than 1.5 meters (5 ft.) in height. The fence must be designed and constructed so that no member, attachment or opening will facilitate climbing. All openings through the fence must be of a size as to prevent the passage of a spherical object having a diameter of 100 mm. (4 inches). Access through the fence enclosing the **pool** must be equipped with a self-closing gate so designed as to cause the gate to return to a closed position when not in use. The self-latching device must be located on the **pool** side of the fence at a height of at least 1.0 meters (3 ft 3 inches) above grade or on the outside of the fence at 1.4 meters (4 ft 7 inches) above grade.
- 20.3 Despite subsection 20.2, standard chain link wire mesh may be acceptable provided that the fence is not less than 1.5 meters (5 ft.) in height.
- 20.4 Public swimming **pools** and spas require Ministry of Health approval prior to issuance of **building permits**.

## 21.0 RETAINING STRUCTURES

- 21.1 A **registered professional** must undertake the design and conduct field reviews of the construction of a retaining structure greater than 1.5 meters (5 ft.) in height. Sealed copies of the design plan and field review reports prepared by the **registered professional** for all retaining **structures** greater than 1.5 meters (5 ft.) in height shall be submitted to a **building official** prior to acceptance of the works.

## 22.0 PENALTIES AND ENFORCEMENT

Bylaw 2209

- 22.1 Every person who contravenes any provision of this bylaw commits an offense punishable on summary conviction and shall be liable to a fine of not less than \$200.00 (two hundred dollars) and not more than the maximum penalty prescribed by law.
- 22.2 Every person who fails to comply with any order or notice issued by a **building official**, or who allows a violation of this Bylaw to continue, contravenes this Bylaw.
- 22.3 Every person who commences **construction** requiring a **permit** without first having obtained the required **permit** shall, if a Stop Work notice is issued and remains outstanding for 30 days, pay an additional fee equal to 25% of the calculated **building permit** fee prior to obtaining the required **building permit**.
- 22.4 A **building official** may order the cessation of any work that is proceeding in contravention of the **Building Code** or this Bylaw by posting a Stop Work notice on the **building** or **structure** in the form attached as form 'E' to this bylaw.

- 22.5 The **owner** of property on which a Stop Work notice has been posted, and every other person, must cease all **construction** work immediately and must not do any work until all applicable provisions of this Bylaw have been substantially complied with and the Stop Work notice has been rescinded by a **building official**.
- 22.6 Where a person occupies a **building** or **structure** or part of a **building** or **structure** in contravention of Subsection 6.2 of this Bylaw, a **building official** may post a Do Not Occupy notice in the form attached as form 'F' to this bylaw.
- 22.7 The **owner** of property on which a Do Not Occupy notice has been posted, and every person, must cease occupancy of the **building** or **structure** immediately and must refrain from further occupancy until all applicable provisions of the **Building Code** and this Bylaw have been substantially complied with and the Do Not Occupy notice has been rescinded in writing by a **building official**.

### **23.0 SEVERABILITY AND APPLICATION**

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

Bylaw 2209

23.2 This bylaw shall apply to all Electoral Areas of the Regional District of Central Kootenay and all participating municipalities not having a separate building bylaw.

### **24.0 TRANSITION**

24.1 This Bylaw shall not affect the right of an **owner** under a **permit** issued prior to the coming into force of this Bylaw, provided the **owner** has commenced work within six (6) months of the date of issuance of the **permit** and has actively and continuously carried out work thereafter according to this Bylaw.

### **25.0 ENACTMENT AND REPEAL**

25.1 This Bylaw shall come into full force and effect upon its final passage and adoption.

25.2 **Building** Bylaw 1682, 2004 as amended by the **Regional District** is hereby repealed.

- FORMS -
- A- Building permit application
  - B- Owner's acknowledgement of responsibility and undertakings
  - C- Building Permit
  - D- Occupancy permit
  - E- Stop Work notice
  - F- Do Not Occupy notice



**READINGS, APPROVAL AND ADOPTION**

READ A FIRST TIME this 9th day of December, 2010

READ A SECOND TIME this 9<sup>th</sup> day of December, 2010

READ A THIRD TIME this 9<sup>th</sup> day of December, 2010

ADOPTED this 9<sup>th</sup> day of December, 2010.

“John Kettle”

---

Chair

“Dawn Attorp”

---

Secretary

**REGIONAL DISTRICT OF CENTRAL KOOTENAY  
 SCHEDULE ‘A’ – PERMIT FEES  
 TO BUILDING BYLAW NO. 2200, 2010**

**A. BUILDING PERMIT FEES**

Fee for construction value (declared or assessed) as determined by the Regional District of Central Kootenay for all new construction, reconstruction, additions, extension, Alterations or repair of any building and the placement of single or double-wide manufactured homes.

<b>BASIC FEE: \$ 1.00 - \$1,000.00</b>	<b>\$ 50.00</b>
<b>\$ 1,000.00 and over</b>	<b>\$ 10.50 per \$1,000.00 or portion thereof</b>

The calculated fee shall be reduced by 10% for Municipal Permits where the municipality provides building inspection administrative service in order to offset the 10% Municipal Administrative Fee.

**B. RELATED PERMIT FEES**

<b>1. Manufactured home set up</b>	<b>single wide.....</b>	<b>\$200.00</b>
	<b>double wide.....</b>	<b>\$300.00</b>
<b>2. Change of occupancy (commercial only) .....</b>		<b>\$100.00</b>
<b>3. Pools (fence requirements) .....</b>		<b>\$100.00</b>
<b>4. Demolition .....</b>		<b>\$100.00</b>
<b>5. Moving a building .....</b>		<b>\$100.00</b>
<b>6. Temporary building .....</b>		<b>\$200.00</b>
<b>7. Occupant Load Calculation .....</b>		<b>\$100.00</b>
<b>8. Re-Inspection .....</b>		<b>\$ 50.00</b>
<b>9. Administrative fee to remove “Notice on Title”.....</b>		<b>\$750.00</b>
<b>10. Permit Renewal.....</b>		<b>\$100.00</b>
<b>11. Administrative Fee to Prepare and Register Restrictive Covenant on Title.....</b>		<b>\$200.00</b>
<b>12. Mapping Services Fee.....</b>		<b>\$ 25.00</b>

Bylaw 2293 **13. Structures referenced in Sentence 3.2.2.2(1) of the Building Code... \$500.00**

**C. PLUMBING PERMIT FEES**

**Plumbing System ..... \$ 10.50 per fixture**  
**Automatic Sprinkler System - (as per contract price)**

**D. PERMIT FEE REFUNDS**

Building permit fees may be refunded only upon written request from the owner – up to six (6) months from the date of issuance of the building permit – subject to the following conditions:

1. No permit related work on site has commenced (does not include excavation work);
2. For permits exceeding \$200.00 fee, the Regional District will return \$100.00 or 50% of the permit fee, whichever is the greater amount;
3. The building permit will be cancelled.

**E. PLAN CHECK DEPOSIT**

Single-family dwelling .....	\$ 100.00
Multi-family/Industrial/Commercial/Institutional.....	\$ 200.00
Accessory Building or Addition.....	\$ 50.00

**Formula For Estimating Value Of Construction**

**RESIDENTIAL CONSTRUCTION -**

**Value of residential construction will be calculated as per the contract cost if provided, or calculated as per the following costs for estimating values of construction, whichever is the greater amount.**

1 Floor Finished (Good Quality) Full Basement Unfinished	\$150.00 p.s.f.
1 Floor Finished (Fair/Average Quality) Full Basement Unfinished	\$125.00 p.s.f.
1 Floor Finished (Low Quality)- Full Basement Unfinished	\$100.00 p.s.f.
1 Floor Finished - Crawl Space	\$100.00 p.s.f.
1 Floor Finished - Slab on Grade	\$100.00 p.s.f.
Basement (for relocation of residence)	\$ 25.00 p.s.f.
Residential Addition on a crawl space or slab (no kitchen or bathrooms)	\$ 60.00 p.s.f.
Finished Basement	\$ 25.00 p.s.f.
Finished 2nd & 3rd storey	\$ 70.00 p.s.f.
Sundeck	\$ 20.00 p.s.f.
Sundeck with Roof	\$ 25.00 p.s.f.
Attached garage	\$ 40.00 p.s.f.

Detached garage	\$ 30.00 p.s.f.
Carport	\$ 25.00 p.s.f.
Accessory Building up to 550 sq. ft.	\$ 25.00 p.s.f.
Farm Building	\$ 10.00 p.s.f.

**MOBILE HOME COSTS**

Crawl Space under Mobile Home	\$ 15.00 p.s.f.
Basement under Mobile Home	\$ 25.00 p.s.f.
Roof over Mobile Home	\$ 25.00 p.s.f.
Mobile Home Additions	\$ 60.00 p.s.f.

**OTHER**

Fireplace	\$4,000.00
Wood-Burning Appliance	\$4,000.00

**Value of construction for Commercial, Industrial or Institutional buildings will be calculated as per the CONTRACT or TENDERED cost. Where there is no contract or tendered price, the value shall be calculated according to the following schedule:**

**COMMERCIAL CONSTRUCTION**

Commercial Building (shell only)	\$ 50.00 p.s.f.
Commercial Building - Interior finish	
(restaurants)	\$ 30.00 p.s.f.
(office buildings)	\$ 25.00 p.s.f.
(other)	\$ 15.00 p.s.f.

**INDUSTRIAL CONSTRUCTION**

Industrial Buildings (shell only)	\$ 50.00 p.s.f.
Industrial Buildings (interior finish)	\$ 10.00 p.s.f.

**INSTITUTIONAL CONSTRUCTION**

Contract or Tendered Cost

**REGIONAL DISTRICT OF CENTRAL KOOTENAY  
 SCHEDULE 'B' - CLIMATIC AND GEOLOGICAL DATA  
 TO BUILDING BYLAW NO. 2200, 2010**

Climatic data for the design of buildings in the Regional District are deemed to be:  
 DESIGN TEMPERATURE

January	2.5% design temperature	-24°C
January	1% design temperature	-26°C
July	2.5% dry bulb temperature	33°C
July	2.5% wet bulb temperature	19°C
Degree days below 18°C		4,303

PRECIPITATION

Fifteen (15) minute rain	10mm
One day rain	66mm

MAXIMUM GROUND SNOWLOAD

		kPa	P.S.F.
Argenta		3.4	72
Arrow Creek Lake View		4.0	83
Blueberry Creek		4.5	94
Balfour		3.7	77
Beasley	Lower	4.9	105
	Upper	5.5	116
Blewett	Lower	4.5	94
	Upper	4.9	105
Bonnington	Lower	4.9	105
	Upper	5.5	116
Brilliant		4.2	88
Brouse		4.9	105
Castlegar	(adjacent)	4.2	88
Crawford Bay		3.7	77
Crescent Bay		3.7	77
Crescent Valley		4.2	88
Creston	(adjacent)	3.2	66
Deer Park		4.2	88
Duncan Lake		3.4	72
Edgewood		4.0	83
Erickson		4.0	83
Fauquier		4.0	83
Gerrard		5.5	116
Glade		4.2	88
Halcyon Hot Springs		4.0	83
Hall Siding		6.1	127

Harrop		3.7	77
Hills		5.5	116
Johnson’s Landing		3.4	72
Krestova		4.5	94
Kaslo	(adjacent)	3.4	72
Kingsgate		4.2	88
Kitchener		4.0	83
Lardeau		3.4	72
Lister		4.0	83
Mountain Station Road		4.9	105
Nakusp	(adjacent)	4.4	92
Nancy Green Junction		6.1	127
Needles		4.0	83
Nelson	(adjacent)	4.2	88
New Denver	(adjacent)	4.0	83
Ootischenia		4.2	88
Pass Creek		4.5	94
Passmore	( Upper )	4.2	88
Playmor Junction		4.2	88
Retallack		8.5	176
Riondel		3.7	77
Robson		4.2	88
Rosebery		4.2	88
Ross Spur		5.5	116
Salmo/Erie Area		5.5	116
Sandon		8.5	176
Silverton	(adjacent)	4.0	83
Sirdar		3.4	72
Slocan Park		4.0	83
Slocan Village	(adjacent)	4.0	83
South Slocan		4.9	105
Sproule Creek	Lower	4.9	105
	Upper	5.5	116
Taghum		4.2	88
Thrums		4.2	88
West Creston		4.0	83
Winlaw		4.2	88
Wynndel		3.4	72
Ymir		5.5	116
Yahk		4.2	88

\* Associated Rain Load  $S^R$  0.1 kPa

**HOURLY WIND PRESSURES**

Probability	1/10	.24 kPa
	1/50	.34 kPa

**SEISMIC DATA**

Seismic Spectral Response Accelerations Sa(0.2) 0.27

FORM 'A'



**Regional District of Central Kootenay**

Box 590, 202 Lakeside Drive, Nelson, BC V1L 5R4  
 Phone:(250) 352-8155 Fax:(250) 352-9300

Nelson Office Inspection Line: 352-8155

Toll Free Line: 1-800-268-7325

Creston: 428-5717 Nakusp 265-4111 Kaslo: 353-2311 Salmo: 357-9433  
 Slocan: 355-2277 Silverton: 358-2472 New Denver: 358-2316

For Office Use Only

**APPLICATION TO: CONSTRUCT - INSTALL - SITE OR MOVE - DEMOLISH**

Applicants are requested to fully complete this form before returning it to the Building Department; and to ensure the following information, where applicable, is included with this permit application form:

\_\_\_\_\_ one site plan of property detailing all required information (see attached sample site plan )  
 \_\_\_\_\_ Mapping provided by owner  \$25.00 Mapping fee, if provided by RDCK   
 \_\_\_\_\_ a Current Title Search (within the last 30 days) complete with referenced covenants (Tax Assessment not acceptable)  
 \_\_\_\_\_ two complete sets of detailed construction plans of the proposed structure  
 \_\_\_\_\_ HOMEOWNER PROTECTION OFFICE – either an *Owner/Builder Declaration and Disclosure Notice* OR  
 \_\_\_\_\_ *Residential Builder Proof of Home Warranty Insurance* Contact HPO at 1-800-407-7757  
 \_\_\_\_\_ a copy of the "Letter of Certification" for the onsite sewage disposal system (if applicable).  
 \_\_\_\_\_ a copy of the Ministry of Highways access permit (Not required if access is off a secondary road)  
 \_\_\_\_\_ If construction is within a Manufactured Home Park construction plans or site plan be approved by the Park owner/manager.

**YOUR APPLICATION MAY BE REJECTED OR ITS APPROVAL DELAYED  
 IF ANY OF THE ABOVE IS MISSING OR IF THE FORM IS INCOMPLETE.**

- 1) Application to build or install a: \_\_\_\_\_
- 2) Site Address: \_\_\_\_\_
- 3) Legal Description: Lot \_\_\_\_\_ D/L \_\_\_\_\_ Plan \_\_\_\_\_ Other \_\_\_\_\_
- 4) Registered Owner: \_\_\_\_\_ Phone #: ( ) \_\_\_\_\_ Cell # \_\_\_\_\_  
 E-mail address: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ Postal Code \_\_\_\_\_
- 5) Representative (if applicable): \_\_\_\_\_ Phone #: ( ) \_\_\_\_\_ Cell # \_\_\_\_\_  
 E-mail address: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ Postal Code \_\_\_\_\_
- 6) Contractor: \_\_\_\_\_ Phone #: ( ) \_\_\_\_\_ Cell # \_\_\_\_\_
- 7) Architect / Engineer: \_\_\_\_\_ Phone #: ( ) \_\_\_\_\_ Cell # \_\_\_\_\_
- 8) Entire cost of project when completed, including labor \$ \_\_\_\_\_ (Subject to RD evaluation or assessment)
- 9) Class of Work will be: New  Addition  Renovation  Demolition  Move  Install
- 10) Are there any other buildings occupying any portion of the subject property noted above? Yes:  No:   
 If yes, describe their use and show their location on your site plan.
- 11) Manufactured Home: Year \_\_\_\_\_ Certification Agency \_\_\_\_\_ Size: \_\_\_\_\_ Snow load: \_\_\_\_\_
- 12) Are there any Manufactured Home additions? Yes  No  If Yes, include construction drawings.
- 13) Method of Heating: Forced Air  Baseboard  Radiant Heat  Wood-burning Appliance
- 14) If a Wood-burning Appliance: Type: \_\_\_\_\_ Cert. Agency: CSA:  ULC:  W/H:



**IF THE PERMIT APPLIED FOR IS GRANTED, THE *OWNER* (and where the owner is acting through a representative, the representative) HEREBY ACKNOWLEDGES THE FOLLOWING:**

- to conform and be bound by the requirements of all relevant statutes, regulations, rules, orders in council and bylaws of the Province of British Columbia and the Regional District of Central Kootenay (the “Regional District”) including, but not limited to the current BC Building Code and the Regional District’s Building Bylaw.
- the *owner* has the full and sole responsibility to carry out the work in respect of which the permit was issued in full compliance with the Building Code, the Building Bylaw, and or other applicable enactments respecting safety.
- Neither the issuance of a permit under the Regional District’s Bylaw, the review and acceptance of the design, drawings, plans or specifications, nor inspections made by the Building Official, shall constitute a representation or warranty that the Building Code or the bylaw have been complied with or the building, structure or the plumbing system meets any standard of materials or workmanship, and no person shall rely on any of those acts as establishing compliance with the B.C. Building Code, the Building Bylaw or any standard of construction.

**I HAVE READ THE ABOVE AGREEMENT, RELEASE AND INDEMNIFY AND UNDERSTAND IT.**

I certify that I am the *owner*, as defined in the Building Bylaw. *Owner* means the registered *owner* in fee simple of real property for which a **permit** is applied for or issued under this Bylaw

DATE: \_\_\_\_\_

Signature of Registered Owner: \_\_\_\_\_

Name of owner: ( print ) \_\_\_\_\_

Signature of Representative: \_\_\_\_\_  
(Owner’s Representative form signed & attached)

Signature of Witness: \_\_\_\_\_

Name of Witness: (print) \_\_\_\_\_

FORM 'B'



**REGIONAL DISTRICT OF CENTRAL KOOTENAY**  
Box 590, 202 Lakeside Drive, NELSON, B.C., V1L 5R4  
Phone: 250-352-6665 Fax: 250-352-9300  
Toll Free (within B.C.) 1-800-268-7325 (RDCK)

**OWNER'S ACKNOWLEDGEMENT OF  
RESPONSIBILITY AND UNDERTAKINGS  
COMPLEX AND STANDARD BUILDINGS**

- Notes: 1. This letter must be submitted along with the application for permit under the Regional District of Central Kootenay Building Bylaw 2200, 2010.  
2. In this letter the words in italics have the same meaning as in the British Columbia Building Code.

To: The Building Official  
Regional District of Central Kootenay  
Box 590  
202 Lakeside Drive  
NELSON, BC V1L 5R4

Date: \_\_\_\_\_

Dear Sir or Madam:

Re: \_\_\_\_\_  
Name of Project (Print)

\_\_\_\_\_

Address of Project (Print)

\_\_\_\_\_

Legal Description of Project (Print)

The owner hereby acknowledges that:

- a) Neither the issuance of a permit under the Building Bylaw, the review and acceptance of the design, drawings, plans or specifications, nor inspections made by or on behalf of the Regional District, shall constitute a representation or warranty that the Building Code or the Building Bylaw have been complied with or the *building or structure* meets any standard of materials or workmanship, and no person shall rely on any of those acts as establishing compliance with the Building Code, the Building Bylaw or other applicable enactments respecting safety or any standard of construction.
- b) The *owner* (and where the *owner* is acting through a representative, the representative) has the full and sole responsibility to carry out the work in respect of which the permit was issued in full compliance with the Building Code, the Building Bylaw, and or other applicable enactments respecting safety.
- c) The Regional District will rely solely on *field reviews* undertaken by the *registered professionals* and the letters of assurance submitted pursuant to of the Building Bylaw as assurance that the construction substantially conforms to the design and the Building Code, the Building Bylaw, and other applicable enactments respecting safety in circumstances where letters of assurance have been required.

d) I understand that I should seek independent legal advice in respect of the responsibilities I am assuming upon the granting of a permit by the Regional District and in respect of the execution of this acknowledgement.

I certify that I am the *owner* as defined in the Building Bylaw.

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address (Print)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Phone

(If the *owner* is a firm or corporation, complete the following)

I am a member of the corporation

\_\_\_\_\_  
Name of firm or corporation

\_\_\_\_\_  
Title of Signing Officer (Print)

And I sign this letter on behalf of the firm or corporation

(Affix CORPORATE SEAL here)

Note: The above letter must be signed by the *owner*. The Building Bylaw defines *owner* to mean

The registered **owner** in fee simple of real property for which a **permit** is applied for or issued under this Bylaw.

Bylaw 2209

FORM 'C'



**REGIONAL DISTRICT OF CENTRAL KOOTENAY**

PO Box 590, 202 Lakeside Drive NELSON, B.C. V1L 5R4 Phone: 352-6665 Fax: 352-9300  
 Toll Free in British Columbia 1-800-268-7325

Creston Ph 428-5717 Fx 428-3408 Nakusp Ph 265-4111 Fx 265-2203  
 Kaslo (Ph/Fx) 353-9614 Slocan 355-2277  
 Silverton 358-2472 New Denver 358-2316 Salmo 357-9433

**BUILDING / PLUMBING PERMIT No.**

Pursuant to the bylaws applicable to the Regional District of Central Kootenay, this permit is issued for the purpose of  
 as shown on the accompanying plans.

Electoral Area:	Area	Zoning:	Folio #:
-----------------	------	---------	----------

Location :

Legal Description:

Owner :

Contractor :

Permit Issued Conditional To

- All construction must conform to the BC Building Code.

Additional Legal Description Information:

**It is the applicants responsibility to make the necessary arrangements for the following required inspections:**

- |  |  |
|--|--|
| 1. SITING & FOOTINGS, prior to pouring             | 6. MASONRY FIREPLACE, Consult Building Official        |
| 2. DAMP-PROOFING & DRAINTILE, prior to backfilling | 7. SOLID FUEL BURNING APPLIANCE, Consult Bldg Official |
| 3. UNDERSLAB PLUMBING, prior to covering           | 8. INSULATION & VAPOUR BARRIER, prior to covering      |
| 4. ROUGH-IN PLUMBING, prior to covering            | 9. OCCUPANCY, prior to occupancy                       |
| 5. FRAMING, prior to insulating                    | 10. FINAL, construction is complete                    |
- Any Other Inspections as required by the Building Inspector

**Plumbing Fixtures**

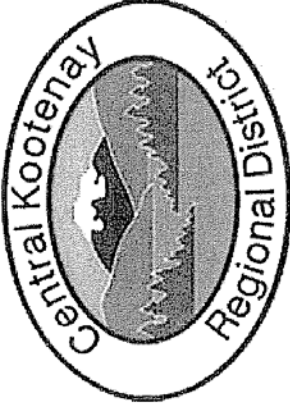
Water Closets	Baths / Showers	Wash Basins	Sinks	Wash Tubs	Floor Drains	Urinals	Auto. Washers	Hot Water Tanks	Extra Fixtures

<b>PERMIT issued in accordance with accepted application and accompanying plans, and applicable bylaw regulations.</b>		
Building Permit Fee	Construction Value	PERMIT PROCESSED
Plumbing Permit Fee	Plumbing Fixtures	Date: _____
TOTAL FEES _____		(Signature of Building Official)

- NOTE:
- Permit shall expire if construction is not commenced within 6 months from the date of issue.
  - Permit shall expire if construction is discontinued or suspended for more than 12 months.
  - Permit shall be renewed prior to expiry if construction is not completed within 36 months from the date of issue.
  - Should construction under a renewed permit not be completed within 12 months, the permit shall terminate and the owner will be required to apply for a new permit.
  - Property owners should consider contacting their local Fire Chief to address fire protection measures when designing their road access.

FORM 'D'

"Area \_\_\_\_\_" - Folio # \_\_\_\_\_



# OCCUPANCY PERMIT

This certifies that the building constructed under **Building Permit Number** \_\_\_\_\_ at \_\_\_\_\_ may now be occupied

**OWNER:** \_\_\_\_\_

**LEGAL DESCRIPTION:** \_\_\_\_\_

**APPROVED OCCUPANCY:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

SIGNATURE OF BUILDING OFFICIAL \_\_\_\_\_

Bylaw 2209

FORM 'E'



## BUILDING INSPECTION DEPARTMENT

YOU ARE HEREBY DIRECTED TO:

# STOP WORK

**ALL BUILDING CONSTRUCTION MUST CEASE** until authorized to continue by the Building Official.

**PLEASE CONTACT THE BUILDING INSPECTION DEPARTMENT WITHOUT DELAY.**

**CRESTON OFFICE**

531B 16<sup>th</sup> Ave. S., Creston, BC V0B 1G5  
Ph. 250 428-5717 Fax 250 428-3408

**KASLO OFFICE**

413 4<sup>th</sup> Street, Kaslo, BC V0G 1M0  
Ph./Fax 250 353-9614

**NAKUSP OFFICE**

Box 358, 204 6<sup>th</sup> Ave., Nakusp, BC V0G 1R0  
Ph. 250 265-4111 Fax 250 265-2203

**NELSON OFFICE**

Box 590, 202 Lakeside Dr., Nelson, BC V1L 5R4  
1-800-268-7325 Ph. 250 352-8155 Fax 250 352-9300

**DO NOT REMOVE THIS CARD** unless instructed by the Building Official

Bylaw 2209

FORM 'F'

<b>RDCK</b> <b>BUILDING INSPECTION DEPARTMENT</b>  Regional District of Central Kootenay Box 590, 202 Lakeside Dr., Nelson, B.C. V1L 5R4 1-800-268-7325 Field Offices: Nelson - 250-352-8155    Nakusp - 250-265-4111 Creston - 250-428-5717    Kaslo - 250-353-9614	PERMIT NO:	NAME:
	ADDRESS:	
	DATE:	
	TIME:	

# DO NOT OCCUPY NOTICE

PURSUANT TO THE REGIONAL DISTRICT OF CENTRAL KOOTENAY  
 BUILDING BYLAW NO. 2200, SUBSECTION 22.6 AND 22.7

**THIS BUILDING OR STRUCTURE HAS BEEN  
 DEEMED UNFIT FOR OCCUPANCY**

FAILURE TO COMPLY COULD RESULT IN INJURY OR FURTHER DAMAGE TO  
 THE BUILDING OR STRUCTURE AS WELL AS FINES

BY ORDER OF THE REGIONAL DISTRICT OF CENTRAL KOOTENAY  
 KOOTENAY BUILDING OFFICIAL

McLaughlin Printers

\_\_\_\_\_  
 Building Official

\_\_\_\_\_  
 Date Posted