



# NOTICE ON TITLE INFORMATION

This document provides a summary of Notices on Title and is for informational purposes only. The information in this document has been referenced from Sections 57 and 58 of the *Community Charter*.

## WHAT IS A NOTICE ON TITLE?

A Notice on Title is registered on a property by a Local Government, through the Land Titles Office. A Notice on Title is registered when construction is completed in contravention of the municipal Building and or Zoning Bylaws. The Notice on Title is placed to advise those with potential interest in the property of the regulations contravened, provide disclosure to future owners, and protect taxpayers from potential claims. The Notice on Title does not disclose the specific details of any breach of bylaws or regulations, but advises that further information may be obtained from the local government office.

## WHEN IS A NOTICE ON TITLE FILED?

A Notice on Title may be filed when a RDCK Building Official provides his or her written recommendation to the Board where one or more of the following conditions are observed:

- a) Construction has begun, or is completed on a property without a valid building permit.
- b) Construction deficiencies noted during an inspection have not been corrected.
- c) Covering construction without approval of required inspections.
- d) A permit has expired and the owner refuses to reapply or get an extension.
- e) Construction has been completed which contravene the RDCK Bylaws.

The RDCK Board of Directors will review and may hold a special meeting to provide owners to plead their case. Once an approval to proceed by the Board has been reached, the Notice on Title will proceed and the Land Title Office will be contacted.

## WHY IS THE REGIONAL DISTRICT CONCERNED ABOUT CONSTRUCTION WITHOUT A PERMIT?

The RDCK Building Department is responsible for ensuring that construction complies within the scope of the British Columbia Building Code and other regulatory safety standards and requirements. When a building is constructed without a permit and the supervision of the RDCK Building Department, it has the potential risk of reduced safety for future and existing occupants. The work completed without necessary permits and inspections cannot be guaranteed that it conforms to the code and safety standards.

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**Building Inspection**

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## HOW CAN THE NOTICE BE REMOVED FROM THE TITLE?

A Notice on Title can be removed from the title of a property once the contravention has been resolved through a Building Permit. Once the building permit has been closed, the property owner can request that their Notice be removed from the title. The request for consideration must be made in writing, addressed to the Building Department Manager. Upon receipt of a written request, review of records pertaining to the condition that gave rise to the filing of the Notice will be completed including an inspection of the property, building, or structure for verification. Upon agreement that the condition has been rectified, a fee of \$750.00 will be required to remove the Notice. The Corporate Officer will notify the Land Title Office requesting that the Notice be removed.

Note: The vast majority of the building inspection processes are successfully carried out without the need to place a Notice on Title.



If you have any questions regarding this process  
Please contact the Building Inspection Office  
by phone 1-800-268-7325 or email  
[buildingdepartment@rdck.bc.ca](mailto:buildingdepartment@rdck.bc.ca)