

I, Harold Reay, Director of Corporate Services for the Regional District of Central Okanagan, do hereby certify that the following 36 pages comprises a true and correct copy of Bylaw No. 835, which was adopted by the Regional Board on the 10<sup>th</sup> day of May, 1999 and has been consolidated to include amending Bylaw No. 901-2000 and Bylaw No. 1287, 2011.

Dated at Kelowna, B.C. this  
27<sup>th</sup> day of January 2011

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H. Reay, Director of Corporate Services

## **Regional District of Central Okanagan**

### **BUILDING BYLAW NO. 835**

#### **Consolidated**

(includes Bylaw No. 901-2000, 1287-2011)

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#### A Bylaw for the Administration of Building Regulations

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WHEREAS the Municipal Act authorizes the Regional District of Central Okanagan, for the health, safety and protection of persons and property, to regulate the construction, alteration, repair or demolition of buildings and structures by bylaw;

AND WHEREAS the Province of British Columbia has adopted a building code to govern standards in respect of the construction, alteration, repair and demolition of buildings in municipalities and regional districts in the province;

AND WHEREAS the Regional District of Central Okanagan has adopted Building Inspection as an extended service for Central Okanagan West Electoral Area and Central Okanagan East Electoral Area;

AND WHEREAS it is deemed necessary to provide for the administration of the building code and other building related regulations;

NOW THEREFORE the Regional District of Central Okanagan, in open meeting assembled, enacts as follows:

#### **1. DEFINITIONS**

1.1 In *this bylaw* the following definitions shall apply:

- a) "Agent" shall mean a person who acts for or in place of another.
- b) "Building" means any *structure* used or intended for supporting or sheltering any use of occupancy.
- c) "Certified Residential Builder" means a building contractor designated by and in good standing with the Canadian Home Builders' Association of British Columbia as a certified residential builder.
- d) "Code" shall mean the regulations adopted by the Province of British Columbia as the British Columbia Building Code and Plumbing Code.

- e) “Commence construction” shall mean to proceed with construction of a project by starting the physical work associated with the subject project, including site preparation.
- f) “Completion Certificate” means an *occupancy permit*.
- g) “Construction” means the process of putting together a *building* or *structure*.
- h) “Inspector” shall mean the Director of Inspection Services or his designates, including Building Inspectors and Plan Checkers.
- i) “Not Started” shall mean that no part of the *project* has proceeded beyond the excavation stage.
- j) “Occupancy” means that use or intended use of a *building* or part thereof for the shelter or support of *persons*, animals or property.
- k) “Occupancy Permit” shall mean an inspection form, corresponding with the occupancy inspection, which shows that the *Inspector* considered that no further inspections were necessary and that the *project* authorized by the *permit* was considered to be complete and ready for use at the time of the occupancy inspection.
- l) “Occupier” means a *person*: (a) who is qualified to maintain an action for trespass; (b) who is in possession of Crown land under a homestead entry or preemption record, who is in possession of Crown land or land owned by a Municipality under a lease, license, agreement for sale, accepted application to purchase, easement or other record from the Crown or Municipality, or who simply occupies the land; (c) includes the occupier’s *agent*.
- m) “Owner” means in respect of real property, the registered *owner* of an estate in fee simple and includes (a) the tenant for life under a registered life estate; (b) the registered holder of the last registered agreement for sale; (c) the holder or *occupier* of land held in the manner mentioned in Section 356 and 357 of the Municipal Act; (d) an Indian who is an *owner* under the Letters Patent of a municipality, incorporated under Section 12 of the Municipal Act; (e) any *person*, firm or corporation controlling the property under consideration; (f) the owner’s *agent*.
- n) “Permit” shall mean the document issued under the authority of this bylaw which authorizes an *owner* to proceed with the *project* as described on the permit form and related documents.
- o) “Project” shall mean *construction*, erection, repair, alteration, enlargement, addition, installation, demolition, removal or change of class of occupancy.
- p) “Qualified Tradesperson” shall mean a person who holds current certification as a journeyman in the trade for which a statement of compliance is being provided pursuant to Section 17.5 of *this bylaw*.
- q) “Region” shall mean the Regional District of Central Okanagan.

- r) "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 and licensed to practice as a professional engineer under the Engineers and Geoscientists Act.
- s) "Retaining Wall" shall mean any *structure* other than a *building* wall which exceeds 1.5 meters in height from the ground level on one side to the ground level on the opposite side of the *structure* and which is intended to hold the ground in place against the forces of gravity. Where a series of structures used for retaining terrain against the forces of gravity will cause a surcharge on down slope retaining structures, retaining wall height for the purposes of this definition will be the vertical distance from the finished ground level on the low side of the lowest surcharged retaining structure to the finished ground level on the high side of the highest retaining structure causing the surcharge. A surcharge is considered to exist if a line drawn from the outer edge of the higher retaining structure footing to the inner edge of the lower retaining structure footing is greater than 45 degrees to the horizontal.
- t) "Site Services" shall mean those utilities and features which provide for servicing a *project* within the property on which it is located and include water supply and distribution systems, sanitary sewer collection and access roads.
- u) "Structure" means something that is constructed.
- v) "Swimming Pool" shall mean a *structure* capable of being filled with water, used or intended to be used for swimming, bathing or wading and having a surface area exceeding 14 square meters or a depth of more than 0.6 meters, but does not include a hot tub which is equipped with a rigid removable cover.
- w) "Temporary Building" shall mean a *building* which is to be used for a short, specific duration as authorized by *this bylaw*.
- x) "This Bylaw" means the Building Bylaw of the Regional District of Central Okanagan.

## 2. TITLE

- 2.1 This bylaw may be cited for all purposes as "Regional District of Central Okanagan Building Bylaw No. 835, 1999."

## 3. PURPOSE OF BYLAW

- 3.1 *This bylaw* shall, notwithstanding any other provisions herein, be interpreted in accordance with this section.
- 3.2 *This Bylaw* is enacted and retained for the purpose of regulating construction within the *Region* in the interest of the general public. The activities undertaken by, or on behalf of the *Region*, pursuant to *this bylaw* are for the sole purpose of providing a limited and interim spot checking function for reasons of public health and safety. It is not contemplated nor intended, nor does the purpose of this extend:
  - 1) to the protection of *owners, owner/builders* or *builders* from economic loss;

- 2) to the assumption by the *Region* of any responsibility for ensuring the compliance by any *owner*, his representatives or any employees, contractors or designers retained by him, with the current edition of the British Columbia Building Code, the requirements of *this bylaw* or any other applicable codes or standards;
- 3) to providing to any person a warranty of design workmanship or materials with respect to any *building, structure*, or thing for which a *permit* is issued under *this bylaw*;
- 4) to providing a warranty or assurance that *construction* undertaken pursuant to *permits* issued by the *Region* is free from latent, or any defects.

#### **4. CLIMATIC DATA**

- 4.1 The climatic data for the design of *buildings* in the *Region* shall be the data listed in the current edition of the British Columbia Building Code, for Kelowna, British Columbia, except:
  - a)  $S_s = 1.8 \text{ kPa}$ ,  $S_R = 0.1 \text{ kPa}$
  - b) For elevations higher than 1,200 meters above sea level, the ground snow load shall be based on investigations made for that specific site.
- 4.2 The depth of ground cover for frost protection referred to in the *Code* shall be a minimum of 600mm.

#### **5. EXEMPTIONS FROM BYLAW**

- 5.1 In addition to the exemptions specified in the *Code*, *this bylaw* does not apply to:
  - 1) Landscaping or other surfacing of land, except *retaining walls*.
  - 2) Bridges other than pedestrian and vehicular bridges attached to *buildings*.
  - 3) Docks or wharves, except where a *building* is constructed on a dock or wharf, then *this bylaw* applies to the dock and the *building*.
  - 4) Decks or patios which are less than 2 feet from the ground.
  - 5) Site services within a bare land strata under the Condominium Act.

#### **6. APPLICATION OF BYLAW**

- 6.1 *This bylaw* applies to the *buildings* and matters specified in the *Code* and to the following:
  - 1) The design and *construction* of swimming pool fences.
  - 2) The design and *construction* of *retaining walls*.
  - 3) The design and *construction* of *site services* for mobile home parks.

- 4) The design and *construction of site services* for campgrounds or recreation vehicle parks.
- 5) The design and *construction of site services* for commercial, industrial and residential developments.
- 6) All parts remaining when a *building* is damaged or destroyed to the extent of 75% or more of its value above its foundations.
- 7) The installation and maintenance of smoke alarms in existing *buildings*.
- 8) The moving of *buildings* into or within the *Region*.
- 9) *Temporary buildings*.

6.2 All references to *this bylaw* also include the British Columbia Building Code where applicable.

## 7. **PROHIBITIONS**

- 7.1 No person shall build or install a *project* except in conformity with the requirements of *this bylaw*, the *Code* and other bylaws of the *Region*.
- 7.2 No person shall *commence construction* of any *project* for which a *permit* is required, without first obtaining a *permit* for that purpose from the *Inspector*.
- 7.3 No person shall continue to construct a *project* where the *Inspector* has ordered *construction* to stop.
- 7.4 No person shall continue to construct a portion of a *project* where the *Inspector* has ordered *construction* to stop on that portion of the *project*.
- 7.5 No person shall, unless authorized by the *Inspector*, in any way tamper with or remove a Stop Work Order notice which has been posted or affixed to a *project* in accordance with *this bylaw*.
- 7.6 No person shall interfere with or obstruct the *Inspector* concerning any matter under *this bylaw*.
- 7.7 No person shall do any *construction* which varies substantially from the description, plans or supporting documentation for the *project* for which a *permit* has been issued, without first obtaining an amendment to the *permit*.
- 7.8 No person shall submit false or misleading information in relation to a *permit*.
- 7.9 No person shall change the occupancy of a *building* or part of a *building* without first obtaining a *permit* from the *Inspector* which authorizes the change.
- 7.10 No *owner*, *agent* or tenant shall allow use of a *project* or portion of a *project* for which a *permit* is required under *this bylaw*, without first obtaining an *occupancy permit*.
- 7.11 Except as required by Section 19.12 and 19.13 of *this bylaw*, no person shall cover any *construction* required to be inspected under this bylaw, without first obtaining authorization from the *Inspector* to cover the *construction*.

## 8. PERMITS

8.1 A *permit* is required whenever a *project* regulated by *this bylaw* is to be undertaken. *Projects* regulated by *this bylaw* include, but are not limited to:

- a) *Construction of new buildings.*
- b) *Additions to buildings.*
- c) Interior and exterior alteration of *buildings* and *structures* which involve materials or systems controlled by the *Code*.
- d) Foundations for, and set up of, modular and mobile homes.
- e) Installation of plumbing systems.
- f) Alterations and additions to plumbing systems.
- g) Installation and alteration of fire protection sprinkler systems.
- h) Installation or alteration of mechanical exhaust and fire protection systems for commercial cooking equipment.
- i) *Construction*, installation or alteration of chimneys or fireplaces.
- j) Installation of solid fuel burning appliances.
- k) *Construction*, additions or alteration of *site services* for mobile home parks.
- l) *Construction, additions or alteration of site services* for campgrounds or recreation vehicle parks.
- m) *Construction of retaining walls.*
- n) *Construction* of foundations and set up of moved buildings.
- o) *Construction* of swimming pool fences.
- p) Change of class of occupancy for a *building* or part of a *building*.
- q) *Construction* of *site services* for commercial, industrial and residential developments.
- r) Placing or *construction of temporary buildings.*
- s) Demolition of *buildings* or *structures*.

8.2 The *permit* shall be issued by the *Inspector* when the applicant has:

- a) made an application which can be shown or certified to conform to the requirements of the *Code* and bylaws of the *Region*; and
- b) paid the fees prescribed in Schedule 'H' of *this bylaw*; and

- c) obtained a development permit from the *Region*, as required; and
- d) obtained approval to proceed from the Regional District of Central Okanagan Engineering Department, as required, where the project is affected by bylaws such as the Subdivision and Development Servicing Bylaw or water and sewer regulatory bylaws;
- e) filed an Owner/Builder Declaration and Disclosure Notice where required by the Homeowner Protection Act;
- f) filed proof of being a licensed residential builder with coverage by home warranty where required by the Homeowner Protection Act.

8.3 A *permit* shall be considered to be expired if:

- a) The *project* authorized by the *permit* is *not started* within 6 (six) months from the date of issuance of the *permit*; or
- b) The work, once started, is suspended or discontinued for a period of one year.

8.4 A *permit* is not required for a temporary construction site office or temporary materials storage facility at a site for a *project* for which a *permit* has been issued.

8.5.1 Where a project authorized by a permit is not started and the permit is cancelled or expired, the Region will refund fees as follows:

- (a) Permits having a total permit fee of \$400.00 or less exclusive of the surcharge - no refund except the surcharge will be refunded.
- (b) Permits having a total permit fee of more than \$400.00 exclusive of the surcharge - 100% of the permit fee in excess of \$400.00 and the surcharge will be refunded.

8.5.2. Where a project authorized by a permit is started and the owner cancels the permit prior to its expiry, the Region will refund permit fees as follows:

- (a) Permits having a total permit fee of \$400.00 or less exclusive of the surcharge – no refund except the surcharge will be refunded within the time frame for rebating surcharges as noted in Schedule H Section 1(b).
- (b) Permits having a total permit fee of \$400.00 or more – the amount available for refund will be the original total permit fee minus \$400.00, however, each inspection that was done by the Region for work done on the project will reduce the remaining amount available for refund by 20%. Permits cancelled within the time frame specified in Schedule H Section 1 (b) will have 100% of the surcharge rebated.”

8.6 Where a *permit* is cancelled or expired, the *owner* shall obtain a new *permit* before any further work on the *project* is done.

8.7 A *permit* for a temporary mobile home, as authorized in the Regional District of Central Okanagan Zoning Bylaw, shall be valid for a period of 1 (one) year. Such *permit* is

renewable for further 1 (one) year periods, subject to the requirements of the zoning bylaw and payment of *permit* renewal fees as specified in Schedule 'H' of this bylaw.

- 8.8 A *permit* for a *temporary building* shall be valid for the length of time specified on the *permit*, but not more than 1 (one) year. Such *permit* is renewable for further 1 (one) year periods, subject to payment of *permit* renewal fees as specified in Schedule 'H' of this bylaw. In no case shall a *permit* for a *temporary building* authorize such a building to be located on the same property for more than 4 (four) years as a *temporary building*.
- 8.9 A recreational vehicle may be used as a *temporary building* at a site for a single family dwelling *project* where a *permit* has been issued and *construction* is occurring for the dwelling on the same site. Such recreational vehicle may be used as a *temporary building* during the *construction* period of the dwelling, but no longer than 1 (one) year from the date of issuance of the *permit* for the dwelling.
- 8.10 Neither the issuance of a permit under *this bylaw* nor the acceptance and/or review of plans, drawings or specifications and/or supporting documents, nor any inspections made by or on behalf of the *Region* shall in any way relieve the *owner* from full and sole responsibility to perform the work in strict accordance with *this bylaw*.
- 8.11 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 current edition of the *Code* and *this bylaw* and all other applicable codes and standards and enactments.
- 8.12 Neither the issuance of a *permit* under *this bylaw* nor the acceptance and/or review of plans, drawings or specifications and/or supporting documents, nor any inspections made by or on behalf of the *Region* constitute in any way a representation, warranty, assurance or statement that the current edition of the British Columbia Building Code, *this bylaw* or any other applicable codes, standards or enactments have been complied with.
- 8.13 No person shall rely upon any *permit* as establishing compliance with *this bylaw* or assume or conclude that the bylaw has been administered or enforced according to its terms. The person to whom the building *permit* is issued and his or her agents are responsible for making such determinations.

## **9. APPLICATION FOR PERMITS:**

- 9.1 A person seeking to obtain a *permit* shall make application in writing to the *Inspector*, and such application shall:
- a) be in a form prescribed by the *Region*;
  - b) be signed by the owner, or a person authorized by the owner to obtain a permit on the owners behalf;
  - c) be accompanied by an application fee in the amount specified in Schedule 'H' of *this bylaw*, with such fee to be applied to the required permit fee;
  - d) except for *permit* applications for alterations, be accompanied by a current title search or State of Title Certificate for the property, plus any referenced covenants and statutory right-of-ways involving the Regional District of Central Okanagan.



- 9.2 A *permit* application shall expire 6 (six) months after the application date if the *permit* has not been issued. The materials in support of such application may be destroyed by the *Region* where the applicant has failed to retrieve them within 2 (two) years of the date of application.
- 9.3 There shall be no refund of a *permit* application fee where the *Region's* staff have done any work beyond acceptance of the application.
- 9.4 Where the application is for a *permit* for a *building*, an addition, an alteration, or the moving of a *building*, the application shall state the intended use or uses of the *building* and include, where necessary, in support of the application, 2 (two) copies of the specifications and scale drawings of the *project* and site with respect to which the work is to be carried out. Such specifications and scale drawings shall show, in addition to the requirements of Part 2 of the *Code*:
- a) the legal description and civic address of the site on which the *building* is to be located;
  - b) the dimensions of the site on which the *building* is to be located;
  - c) the location of the proposed *building* by dimensions from the property lines;
  - d) the location of every other existing *building* on the site by dimensions from the property lines;
  - e) the location and dimensions of off-street parking and loading spaces, where required;
  - f) the *building* elevations for each face of the proposed *building* and, when required, of all existing *buildings* on the site;
  - g) the north bearing on the site plan;
  - h) the dimensions and intended use of all rooms and spaces;
  - i) the details and description of the wall, roof, ceiling and floor systems, including insulation and exterior and interior finishes;
  - j) descriptions of the windows and doors, including type and size;
  - k) the location of all plumbing fixtures;
  - l) the type and location of all heating and ventilation appliances;
  - m) the technical details, cross sections and other information necessary to illustrate the features of the *project*;
  - n) any other information necessary to establish compliance with *this bylaw* and other applicable bylaws of the *Region*; and
  - o) where necessary, schematic drawings that show the size and location of every pipe and trap in the drainage system of the *project*.

- 9.5 Where the application is for a *permit* for the *construction of site services* for a mobile home park, campground, recreation vehicle park, or addition thereto, the application must be accompanied by 2 (two) copies of the specifications and scale drawings of the *project*. Such specifications and drawings shall include:
- a) site plans;
  - b) internal street and lane details, including sections, grades and vertical and horizontal curve details;
  - c) pad or slab design for each proposed mobile home space or camp space;
  - d) mobile home or camp space sizes;
  - e) method of marking out each mobile home or camp space;
  - f) location and size of common storage areas;
  - g) location and size of all buffer and amenity open space areas;
  - h) size and details of water mains, services and hydrants;
  - i) size and design details of sewer mains, manholes and services and/or septic tank and field locations;
  - j) location of all street lighting;
  - k) size and design details of all fences;
  - l) size and location of parking spaces;
  - m) storm water drainage provisions and details;
  - n) a Schedule S-1 and S-2 signed and sealed by a *Registered Professional*.
- 9.6 Where the application is for a *permit* for the *construction of a retaining wall*, the application must be accompanied by 2 (two) copies of the specifications and scale drawings of the wall. Such specifications and drawings shall include:
- a) a site plan showing the size and location of the wall;
  - b) a plan view of the wall and footing;
  - c) typical cross sections of the wall;
  - d) the stamp and signature of a *Registered Professional*; and
  - e) A Schedule B from the B.C. Building Code or S-1 and S-2 from this bylaw for structural and geotechnical aspects, signed and sealed by a Registered Professional.
- 9.7 Where the application is for a *permit* for the *construction of site services*, the application must be accompanied by 2 (two) copies of the specifications and scale drawings of the *project*. Such specifications and scale drawings shall include:

- a) site plans;
  - b) internal street and lane details, including sections, grades and vertical and horizontal curve details, grade, subgrade and surfacing details;
  - c) driveway and parking areas;
  - d) size and location of parking and loading spaces;
  - e) size and design details of water mains, services and hydrants;
  - f) size and design details of sewer mains, manholes and services;
  - g) location of all electrical services, transformer pads and kiosks, including street lighting;
  - h) storm water drainage provisions and details; and
  - i) a bylaw Schedule S-1 and S-2 signed and sealed by *Registered Professionals*.
- 9.8 Notwithstanding any other provisions of *this bylaw*, where the *Code* and *this bylaw* require that *Registered Professionals* be involved, or where *project* or portion of a *project* requires specialized technical advice, planning and supervision, all drawings, specifications and designs, or any part thereof, shall be certified by *Registered Professionals* as complying with the *Code* and *this bylaw* and the *construction* shall be done under the supervision of the *Registered Professionals*.
- 9.9 Where a *project* or a portion of a *project* has been certified under subsection 9.8 and the *permit* documents show that the *permit* was issued based on that certification, the fee for the *permit* shall be reduced by 10% for the value of that portion of the *project* covered by the certification.
- 9.10 Notwithstanding any other provisions of *this bylaw*, where the *project* is a one or two family dwelling, the *construction* thereof which is to be undertaken by a *Certified Residential Builder* who has, along with the *permit* application, completed the form attached as Schedule 'D' to *this bylaw*, the *permit* may be issued without a review by the *Inspector*. The *project* may then proceed as specified in Section 19.13 of this bylaw and upon completion, prior to occupancy and the issuance of an *occupancy permit*, the *Certified Residential Builder* shall submit a completed Schedule 'F' along with all necessary documentation.
- 9.11 The *permit* fee for a *project* as allowed in Section 9.10 of *this bylaw* shall be reduced by 10% of that specified in Schedule 'H', but in no case shall the fee be less than \$500.00, notwithstanding the portion of the fee which could be rebated.
- 9.12 Every application for a *permit* shall include the following acknowledgements by the *permit* applicant:
- 1) I acknowledge that if I am granted a building *permit* pursuant to this application that I am responsible for compliance with the current edition of the *Code*, *this bylaw* and any other applicable enactment, code, regulation or standard relating to the work in respect of which the *permit* is issued, whether or not the said work is undertaken by me or by those whom I may retain or employ to provide design and/or *construction* services.

- 2) I acknowledge that neither the issuance of a *permit* under this bylaw, nor the acceptance or review of plans, specifications, drawings or supporting documents, nor inspections made by or on behalf of the *Region* constitute a representation, warranty, assurance or statement that the current edition of the British Columbia Building Code, the Building Bylaws of the Regional District of Central Okanagan or any other applicable enactment, code, regulation or standard has been complied with.
- 3) Where the *Region* requires that Letters of Assurance be provided by a *registered professional* pursuant to Section 290 of the Municipal Act, I confirm that I have been advised in writing by the *Region* that it relied exclusively on the Letter of Assurance of “Professional Design and Commitment for Field Review” prepared by \_\_\_\_\_ (insert name of *registered professional*) in reviewing the plans, drawings, specifications and supporting documents submitted with this application for a building *permit*.
- 4) I confirm that I have relied only on the said *registered professional* for the adequacy of plans, drawings specifications and supporting documents submitted with this application.
- 5) 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 *Region* pursuant to this application and in respect of the execution of this acknowledgement.

## 10. **GENERAL PROVISIONS**

- 10.1 The *owner* shall post the *permit* card on the *project* site so that it is visible from the frontage street.
- 10.2 The *owner* shall have available on the *project* site at all times, when *construction* is taking place, a copy of the *permit* and related documents.
- 10.3 A *permit* or an application for a *permit* may be transferred to another person when the *owner* has requested the transfer in writing and the fee required by Schedule ‘H’ has been paid.
- 10.4 An *owner* shall allow the *Inspector* at all reasonable times, to enter on the *project* site for any purpose pursuant to *this bylaw*.
- 10.5 Where a *building* is to be constructed within 2 (two) meters of a setback requirement in the zoning bylaw, a survey certificate shall be provided to the *Inspector* and the certificate shall show the location of all exterior foundation walls and columns with reference to the nearest property lines. The subsection shall not apply to single storey, easily relocated, detached accessory *buildings* with a *building* area of less than 50 (fifty) square meters.
- 10.6 A *building* shall not proceed beyond the foundation stage until a survey certificate required pursuant to *this bylaw* has been filed with the *Inspector*. Such survey certificate shall show that the siting of the building could, when finished, conform with the requirements of the *Region’s* Zoning Bylaw, applicable easements, right-of-ways and

restrictive covenant lines. Such survey certificate shall be prepared by a BC Land Surveyor or other person as permitted by the Land Surveyors Act.

- 10.7 Permit applications may be referred to the Region's other departments prior to issuance of a permit.
- 10.8 Where the *Region* has caused a notice to be filed on the title of a property in accordance with Section 700 (3) of the Municipal Act, R.S.B.C., the notice may be removed, provided:
- a) the *owner* has obtained a new *permit* for the correction of the *construction*; and
  - b) the deficient *construction* has been corrected and completed so that the conditions which gave rise to the filing of the notice have been rectified.
  - c) and, the owner has paid a title notice fee of \$200.00 (two hundred dollars).
- 10.9 Except where prior arrangements have been made by the *owner due* to the size of the *project*, the exterior finish of a *project* shall be completed within 24 (twenty-four) months from the date of issuance of the *permit* for the *project*.
- 10.10 Where written information regarding the *building* and land use status of a property is requested by a person other than the *owner* of that property, a fee as set out in Schedule 'H' for such information shall be paid to the Regional District of Central Okanagan.

## **11. MOVING OF BUILDINGS**

- 11.1 No person shall relocate a *building* or part thereof into the *Region* or from one property to another within the *Region* unless the *owner* or his *agent* has first obtained a *permit* for that purpose as provided for in *this bylaw*.
- 11.2 Except as provided in Section 11.6 of *this bylaw*, a person applying to relocate a *building* or mobile home shall have the *building* evaluated by the *Inspector*. For such evaluation the applicant shall pay the fee specified in Schedule 'H' of *this bylaw*.
- 11.3 The evaluation referred to in Section 11.2 of *this bylaw*, shall include:
- a) the style and character of the *building* in relation to the location to which it is to be moved, where there is a residence on an adjacent lot within 100 meters of the relocated *building* location.
  - b) those portions of the *building* which are visible without removing finishes.
  - c) those items listed in Section 11.4 and 11.5 of *this bylaw*.
- 11.4 The *owner* shall upgrade the following items to meet current *Code* requirements when a *building* is relocated:
- a) chimneys and fireplaces;
  - b) any portions of the building in which failure is visibly evident without removing finishes;

- c) some alarms;
  - d) fire exit windows;
  - e) plumbing.
- 11.5 The owner shall replace the following systems when a *building* is relocated if they are decayed or worn out:
- a) roofing;
  - b) exterior finish or portions of the exterior finish.
- 11.6 Where a dwelling or mobile home is less than 10 years old, the building evaluation referred to in Section 11.2 is not required.

## **12. SWIMMING POOL FENCES**

- 12.1 A fence or an equivalent barrier of not less than 1.2 meters in height shall be provided to prevent access to a swimming pool. All openings through the fence shall be equipped with self-closing and self-latching gates. Where the access to the swimming pool is from a dwelling located on the same property as the swimming pool, the access may be directly from the dwelling.
- 12.2 The fence or equivalent barrier referred to in Section 12.1 of this bylaw shall be of chain link type material, solid material with a flat vertical surface, or vertically oriented material, all intended to discourage climbing. All openings through such a fence or barrier shall have a size so as to prevent the passage of a spherical object having a diameter of 10 centimeters or greater. Vehicle or service gates through the fence or barrier shall be locked closed at all times when not in use.
- 12.3 A swimming pool which is located above ground and has vertical sides of at least 1.2 meters may be protected from access by fencing the access ladder to limit access, with a self-closing and self-latching gate through the fence.
- 12.4 A swimming pool fence or equivalent temporary barrier shall be in place prior to placing the water in a pool.

## **13. RETAINING WALLS**

- 13.1 Plans and specifications for *retaining walls* shall be prepared and the construction supervised by a *Registered Professional*.
- 13.2 *Retaining Walls* shall be designed in accordance with good engineering practice.
- 13.3 *Registered Professionals* doing design and construction supervision of *retaining walls* shall complete Schedule S-1 and S-2 of *this bylaw* prior to issuance of the *permit* and Schedule S-C prior to issuance of the *completion certificate*.

## **14. MOBILE HOME PARKS, CAMPGROUNDS AND RV PARKS**

- 14.1 Mobile home parks, campgrounds and recreation vehicle parks shall be designed and constructed in accordance with the requirements of the *Region's* zoning bylaw, the subdivision and servicing bylaw, *this bylaw* and good engineering practice.
- 14.2 Mobile home parks, campgrounds and recreation vehicle parks shall be designed by, and their construction carried out under the supervision of a *Registered Professional*.
- 14.3 *Registered Professionals* doing design and supervision for a mobile home park, campground or recreation vehicle park, shall complete Schedule S-1 and S-2 of *this bylaw*, prior to issuance of the *permit* and Schedule S-C prior to issuance of the *occupancy permit*.

## 15. **SITE SERVICES**

- 15.1 *Site services* shall be designed and their *construction* carried out under the supervision of a *Registered Professional*.
- 15.2 *Site services* shall be designed in accordance with good engineering practice or the *Code*.
- 15.3 *Registered Professionals* doing a *site services project* shall complete Schedules S-1 and S-2 of *this bylaw* prior to issuance of the *permit* and Schedule S-C prior to issuance of the *occupancy permit*.

## 16. **SMOKE ALARMS**

- 16.1 The *owner* of every building shall ensure that 1 (one) or more smoke alarms are installed and maintained in every dwelling unit or suite and, except for institutional occupancies required to have a fire alarm system, in each sleeping room not within a dwelling unit.
- 16.2 Smoke alarms shall be tested by the *owner* according to the manufacturer's specifications to ensure that they are functioning correctly. If the smoke alarm is not functioning correctly, the *owner* shall immediately repair the smoke alarm.
- 16.3 Smoke alarms required under this bylaw shall conform to CAN/ULC S531-02, Standard for Smoke Alarms, and shall be installed and maintained in conformance with CAN/ULC S.553-M86. Smoke alarms required for motels, hotels, boarding houses and rooming houses shall also be installed in accordance with the *Code*.

## 17. **THE INSPECTOR**

- 17.1 The *Inspector* is authorized to:
  - a) administer *this bylaw*;
  - b) keep paper, microfilm and electronic records of *permits*;
  - c) require an applicant for a *permit*, or a person with a valid *permit*, to show proof that any method, type of *construction* or material used in a *project* conforms with the requirements and provisions of *this bylaw*;

- d) issue a stop work order where a *project* or a portion of a *project* is proceeding in contravention of *this bylaw* or the zoning bylaw;
  - e) enter any *building* or premises at any reasonable time concerning any matter under *this bylaw*;
  - f) refuse to issue a *permit* where the information submitted is inadequate;
  - g) refuse to issue a *permit* that would authorize a *project* or use that would not conform with *this bylaw*, the zoning bylaw, the subdivision servicing and development bylaw or the sanitary sewer regulation bylaw;
  - h) revoke a *permit* where:
    - i) there is a contravention of a condition under which the *permit* was issued; or
    - ii) the *permit* was issued in error; or
    - iii) the *permit* was issued on the basis of incorrect information;
  - i) determine the valuation of a *project* in accordance with Schedule 'G' of *this bylaw*;
  - j) require correction of *construction* which does not conform with *this bylaw* on a *project* for which an active *permit* is in effect;
  - k) accept the recommendations of the Canadian Construction Materials Centers' "Evaluation Reports and Listing" for the provision of equivalents as outlined in the *Code*;
  - l) accept Building Standards Branch opinions and appeal decisions for *Code* interpretation purposes;
  - m) accept the testing results and recommendations of recognized testing agencies; and
  - n) require an applicant for a *permit* to provide a title search and copies of any covenants and statutory right-of ways listed on a title search.
- 17.2 The *Inspector* is authorized to issue a *permit* for a *project* with the condition that specific details which are incomplete or in error on the plans or specifications be included or modified to conform with *this bylaw* as the *project* is built, or that further details are to be provided at a later date.
- 17.3 The *Inspector* is authorized to issue a *permit* for the *construction* of a phase of a *project* before the entire plans and specification of the *project* are ready.
- 17.4 The *Inspector* is authorized to require an applicant for a *permit* or a person who has a valid *permit* to obtain a statement from a *Registered Professional* certifying that a portion or all of a *project* conforms with the requirements of *this bylaw* and good engineering practice.



17.5 The *Inspector* is authorized to rely on the written, signed statement of compliance of a *Registered Professional*, a *Registered Housing Professional* or a *qualified tradesperson* for all or any portion of a *project* as assurance that the *project* or portion of the *project* conforms to *this bylaw*.

## 18. **REPLACEMENT DWELLINGS**

18.1 Where the zoning bylaw allows only one dwelling unit on a lot, the *owner* may obtain a *permit* to construct a replacement dwelling on the same lot where the *owner* agrees to demolish the first dwelling or convert it to a permitted accessory building within 60 (sixty) days of occupancy of the replacement dwelling.

## 19. **INSPECTIONS**

- 19.1 a) Except as noted in Section 19.11, 19.12 and 19.13 of *this bylaw* every *owner* or *agent* carrying out *construction* pursuant to *this bylaw* shall obtain the required inspections from the *Inspector* and where the inspection reveals non-compliance with the B.C. Building Code shall correct the non-compliance and obtain re-inspection.
- b) It is the obligation of the *owner* or the *owner's agent* to obtain inspections. No duty to inspect is cast upon the *Inspector* or the *Region* due to the overriding obligation of the *owner* to ensure compliance with *this bylaw*.
- c) It is not expected that an *Inspector* will review each example of the same item in a building, where an inspection involves multiple examples of the same item.

19.1.1 For accessory buildings the required inspections are:

- a) Footing inspection – after the preparations for footings are complete, prior to the placement of the concrete or P.W.F footings;
- b) Plumbing inspections – after any part of the plumbing systems is in place, including water and sewer services, prior to covering;
- c) Framing inspection – after framing and sheathing of the *project* is complete, including fire stopping, bracing, chimneys, roofing, duct work, plumbing, gas venting, wiring and continuity of fire separations through concealed spaces, before any insulation, lath or other interior or exterior finish is applied which could conceal the work;
- d) Occupancy inspection – after the *project* or a portion thereof is complete and ready for use, prior to any occupation of the whole or any portion of the *project*.

19.1.2 For swimming pool fences the required inspections are:

- a) Occupancy inspection – after the work is complete.

19.1.3 For mobile homes (additions for other than stairs and landings are inspected as per Section 19.1.4 of this bylaw) the required inspections are:

- a) Plumbing inspections – after any part of the plumbing system is in place, including water and sewer services, prior to covering;
- b) Occupancy inspection – after the set up of the mobile home is complete

and ready for use, prior to any occupation of the mobile home.

19.1.4 For all other projects and additions and alterations thereto the required inspections are:

- a) Footing Inspection – after preparation for footings are complete, prior to the placement of the concrete or P.W.F. footings;
- b) Damp-proofing/drain tile inspection – after damp-proofing and foundation drains are in place, prior to backfilling;
- c) Plumbing inspections – after any part of a plumbing system is in place, including water and sewer services prior to backfilling. Separate inspections will be done for water service, sewer service, rough in drain waste and vent piping, above ground rough in drain waste and vent piping and water distribution system;
- d) Framing inspections – after framing and sheathing of the *project* is complete, including fire stopping, bracing, chimneys, roofing, duct work, plumbing, electrical wiring and continuity of fire separations through concealed spaces, before any insulation, lath or other interior or exterior finish is applied which could conceal the work;
- e) Insulation Inspection – after the wall insulation and any rigid or friction fit ceiling insulation and air/vapor barrier is in place, prior to covering with any finish material;
- f) Occupancy inspection – after the *project* or a portion thereof is complete and ready for use, prior to any occupation of the whole or any portion of the *project*.

19.2 When doing a footing inspection, the *Inspector* is authorized to review the following items:

- a) the general aspects of the site for a safe building area (i.e. rock fall hazard, slope stability, terrain);
- b) soil conditions as they appear at the footing level;
- c) where *Registered Professionals* are involved, their inspection reports;
- d) air temperature vis-a-vis the ability to cure concrete;
- e) footing depths for frost protection;
- f) footing sizes and locations in relation to the plans.

19.3 When doing a damp-proofing/drain tile inspection, the *Inspector* is authorized to review only the following items:

- a) the survey certificate (where required);
- b) damp-proofing completeness;
- c) the hole sealing;
- d) type and size of drain pipe and drain rock;

- e) dry well or other termination location;
  - f) where *Registered Professionals* are involved, their inspection report;
  - g) height of foundation walls above grade.
- 19.4 When doing a water service inspection, the *Inspector* is authorized to review only the following items:
- a) depth of pipe for frost protection;
  - b) piping material;
  - c) service termination inside the building;
  - d) check valve requirements;
  - e) working pressure test;
  - f) size of pipe as specified on the *permit* documents.
- 19.5 When doing a sewer service inspection, the *Inspector* is authorized to review only the following items:
- a) piping grades (slope) and size as specified on permit documents;
  - b) piping material and bedding;
  - c) test;
  - d) cleanout placement;
  - e) inspection chamber plug retrieval;
  - f) depth of pipe for frost protection.
- 19.6 When doing a rough-in drain, waste and vent inspection, the *Inspector* is authorized to review only the following items:
- a) piping grades (slope);
  - b) piping materials;
  - c) piping layout and arrangement;
  - d) support of piping;
  - e) testing for leaks;
  - f) backwater valve requirements, sumps;
- 19.7 When doing an inspection for the water distribution system, the *Inspector* is authorized to review only the following items:
- a) pressure test for leaks;

- b) piping material;
- c) support for piping;
- d) location of piping (protection from freezing).

19.8 When doing a framing inspection, the *Inspector* is authorized to review only the following items:

- a) where *Registered Professionals* are involved, their inspection reports;
- b) equivalency to plans in appearance and size;
- c) roof truss/rafter/joist installation;
- d) roof beam construction;
- e) type and thickness of roof sheathing;
- f) roof loads carried down to foundation;
- g) roof ventilation;
- h) exhaust fan ducts installed, insulated and terminated;
- i) attic accesses;
- j) wall framing materials type and quality/size and spacing;
- k) continuity of air/vapor barriers;
- l) floor joist materials, spans, end bearings, bridging, nailing;
- m) floor sheathing size, type;
- n) posts, beams and columns sized and attached;
- o) openings through floors sized and supported;
- p) loads carried down to foundations;
- q) crawl space accesses and ground cover;
- r) sill plates separated from concrete and anchored;
- s) cut, notched or drilled framing members;
- t) door/window rough in sizes;
- u) stair construction, rise/run/uniformity/headroom;
- v) smoke alarm locations – rough in locations marked;

- w) fireplace/chimney – framing clearances/height/combustion air;
- x) masonry chimney – liners/cleanouts;
- y) roofing materials vis-a-vis slope of roof;
- z) fire stopping;
- aa) fire separation systems where required;
- bb) solid fuel furnaces – clearances, combustion air, connection to chimney, installation instructions;
- cc) confirm that fire dampers are located in ducts at fire separations;
- dd) ramp slopes;
- ee) safety glass;
- ff) height of foundation walls above grade.

19.9 When doing an insulation inspection, the *Inspector* is authorized to review only the following items:

- a) RSI value, type and installation of insulation from the top of the crawl space floor or lowest floor, up through the exterior walls including joist spaces to the top plates of the highest storey and the RSI value, type and installation of friction fit rigid insulation in floors and ceilings;
- b) where flexible sheet air barrier/vapor barrier is used, the type and installation of the air/vapor barrier from the top of the lowest floor up through all insulated spaces, including joist spaces and across ceilings and, where applicable, floors.

19.10 When doing an occupancy inspection, the *Inspector* is authorized to review only the following items:

- a) where *Registered Professionals* are involved with the *project*, their Schedule 'C's';
- b) completeness of exterior finish including height above grade;
- c) installation of required wall flashings and masonry supports;
- d) driveway designed to keep runoff out of garage/carport;
- e) down spout termination;
- f) deadbolt latches, security screws, door viewers, NRP hinges;
- g) interior and exterior handrails;
- h) correct size and location of interior and exterior guardrails;
- i) completeness of interior floor, wall and ceiling finishes;
- j) smoke alarms in place and functioning;

- k) doors and closures in place and functioning;
- l) fire exit windows in place and accessible;
- m) stops and traps on plumbing – materials and placement;
- n) required waterproof wall finishes in place and functioning;
- o) plumbing fixtures – approved materials and connected;
- p) heating system in place and operational;
- q) hot water supply system in place and operational;
- r) mechanical ventilation of building interior;
- s) contractor's certificate for loose fill and spray applied thermal insulation;
- t) weather-stripping;
- u) required egresses, as per plan;
- v) required fire alarm systems – tested and verified;
- w) required emergency lighting and exit sign in place and operating;
- x) closures in fire separations – in place, type and rating;
- y) exhaust systems for commercial kitchens, spray boots, etc., - installed, tested and signed off by a *Registered Professional*;
- z) required fire sprinkler systems installed, tested and signed off by a *Registered Professional*;
- aa) fire hydrant placement, as per plan;
- bb) fire department accesses, as per plan;
- cc) fire extinguisher placement, as per plan;
- dd) ramp slopes;
- ee) disabled requirements – lever handles, handrail terminations, highlighted risers, clear and level areas, tactile warning systems, directional signs, door lettering, paths of travel, automatic doors, washroom requirements, areas of refuge, floor level changes, exit door colors, handrail colors.

19.11 Where a *Qualified Tradesperson* provides written assurance that the items covered by a specific inspection have been constructed in accordance with the requirements of the *Code*, the *Inspector* is authorized to accept such assurance in lieu of an inspection.

19.12 Where a *Registered Professional* provides assurance in the form of a *Code* Schedule 'A' and/or B1 and B2 or a bylaw Schedule S-1 and S-2, the *Inspector* is authorized to

accept such assurance in lieu of an inspection on those portions of the *project* which are subject of the noted Schedules, however the *owner* shall notify the *Inspector* when the work has progressed to each inspection stage.

- 19.13 Where a *Certified Residential Builder* has been issued a *permit* in accordance with Section 9.10 of *this bylaw* and the *Inspector* has not done a requested inspection within 24 hours (twenty-four) hours (not including weekends and statutory holidays) after the *Certified Residential Builder* has supplied the *Inspector* with a completed Schedule 'E' for the inspection, the *Certified Residential Builder* may cover the work for which the inspection was requested. This section does not apply to occupancy inspections.
- 19.14 Where a second re-inspection for any listed inspection is required because of a provision of the *Code* or this bylaw has not been complied with, the fee prescribed in Schedule 'H' shall be paid, prior to the second re-inspection.

## **20. PENALTIES**

- 20.1 Any person who breaches any provision of *this bylaw* commits an offence and is liable, upon prosecution, to the penalties provided under the Offence Act.

## **21. REPEAL**

- 21.1 The "Regional District of Central Okanagan Building Bylaw No. 384, 1989" and all amendments thereto are now repealed.

**Regional District of Central Okanagan**

**BUILDING BYLAW NO. 835**

**SCHEDULE 'D'**

**CERTIFIED RESIDENTIAL BUILDER'S PROJECT ASSURANCE SCHEDULE**

- 1) Building Permit Number \_\_\_\_\_, Legal Description: Lot \_\_\_\_\_  
Plan \_\_\_\_\_, District Lot \_\_\_\_\_, Other \_\_\_\_\_  
Civic Address of Project: \_\_\_\_\_  
Certified Residential Builder (Name of Company) \_\_\_\_\_  
\_\_\_\_\_ Reg. # \_\_\_\_\_  
Registered Housing Professional (Name of Individual) \_\_\_\_\_  
\_\_\_\_\_ Reg. # \_\_\_\_\_

**Registered Housing Professional is to review and initial this form to indicate compliance.**

- 2) Application form complete
- 3) Valid current business license  # \_\_\_\_\_
- 4) ZONING CHECK COMPLETE PROPOSED
- The use is permitted  \_\_\_\_\_
- Front yard siting meets bylaw  \_\_\_\_\_ meters
- Rear yard siting meets bylaw  \_\_\_\_\_ meters
- Side yard sitings meet bylaw  \_\_\_\_\_ meters
- Site coverage meets bylaw  \_\_\_\_\_ %
- Height meets bylaw  \_\_\_\_\_ meters
- Parking spaces meet bylaw  Number \_\_\_\_\_
- Special setbacks (water courses, lakes,  
ravines) meet bylaw  \_\_\_\_\_ meters



**SCHEDULE 'D' – Page 2**

5) **RESTRICTIONS**

- |  |                          |                |
|--|--------------------------|----------------|
| Title search provided                              | <input type="checkbox"/> | Attach Copy    |
| Covenants, Easements & Right-of-Ways               | <input type="checkbox"/> | Attach Copy(s) |
| Flood plain elevations meet bylaw<br>and covenants | <input type="checkbox"/> |                |
| Geotechnical reports provided as required          | <input type="checkbox"/> | Attach         |
| Variance Permit (if any) is approved               | <input type="checkbox"/> | Attach         |

6) **SITE PLAN COMPLETE** (2 copies)

Plan is to scale or dimensioned

**The plan includes:**

- |  |                          |                         |                          |
|--|--------------------------|-------------------------|--------------------------|
| dimensions of property                         | <input type="checkbox"/> | legal description       | <input type="checkbox"/> |
| address  | <input type="checkbox"/> | location of driveway    | <input type="checkbox"/> |
| site coverage calculation                      | <input type="checkbox"/> | adjacent streets/lanes  | <input type="checkbox"/> |
| building setbacks                              | <input type="checkbox"/> | roof overhangs          | <input type="checkbox"/> |
| septic field locations                         | <input type="checkbox"/> | water & sewer locations | <input type="checkbox"/> |
| all requirements of Code and<br>Building Bylaw | <input type="checkbox"/> |                         |                          |

7) **BLDG PLANS COMPLETE**

**...and includes:**

- |   |                          |                    |                          |
|---|--------------------------|--------------------|--------------------------|
| site specific plans                       | <input type="checkbox"/> | floor plans        | <input type="checkbox"/> |
| foundation plans                          | <input type="checkbox"/> | cross sections     | <input type="checkbox"/> |
| elevations include final grades           | <input type="checkbox"/> | roof truss layout  | <input type="checkbox"/> |
| roof truss details                        | <input type="checkbox"/> | floor joist layout | <input type="checkbox"/> |
| reactions for all eng. beams              | <input type="checkbox"/> |                    |                          |
| plans accurately represent building       | <input type="checkbox"/> |                    |                          |
| all requirements of Code & Building Bylaw | <input type="checkbox"/> |                    |                          |

**SCHEDULE 'D' – Page 3**

- 8) Code requirements checked   
Drawings sealed & Schedules B1 & B2 provided as necessary
- 9) Other agency approvals (Attach):  
Water supplier  Ministry of Hwys - Access   
Ministry of Health - Septic
- 10) I verify that Building Permit Application Number \_\_\_\_\_, is complete in all respects. Should the permit be issued by the Regional District of Central Okanagan, the project built in conformance with these plans and documents will meet the requirements of the Code and the District's bylaws and any restrictions listed on the title of the property.

\_\_\_\_\_  
Signature of Registered Housing Professional

Date \_\_\_\_\_

(date stamp)

**Regional District of Central Okanagan**

**Building Bylaw No. 835**

**SCHEDULE  E**

Permit # \_\_\_\_\_

Address of Project: \_\_\_\_\_

Requested Inspection: \_\_\_\_\_

TO: Regional District of Central Okanagan  
1450 K.L.O. Road, Kelowna, B.C. V1W 3Z4

FROM: \_\_\_\_\_  
Name of Certified Residential Builder                      Registration #

The name of Registered Housing Professional who represents the Certified Residential  
Builder for this project: \_\_\_\_\_

I have personally reviewed the above noted portion of the project and confirm that the portion of the project covered by this Schedule  E , to the best of my knowledge, conforms with the requirements of the B.C. Building Code, the siting requirements of the Region's zoning bylaw, those items listed in the specific inspection checklists, the plans which are the basis for the building permit and other requirements which I am aware of that apply to the construction due to covenants, easements, rights-of-way or geotechnical conditions.

\_\_\_\_\_  
Signature of Registered Housing Professional

Date received by R.D.C.O.: \_\_\_\_\_ Time: \_\_\_\_\_

\_\_\_\_\_  
Initial

**Regional District of Central Okanagan**

**BUILDING BYLAW NO. 835**

**SCHEDULE 'F'**

**CERTIFIED RESIDENTIAL BUILDER'S PROJECT COMPLETION FORM**

Project Address: \_\_\_\_\_

TO: Regional District of Central Okanagan  
1450 K.L.O. Road, Kelowna, BC V1W 3Z4

FROM: \_\_\_\_\_  
(Certified Residential Builder)

I have personally reviewed the construction authorized by Building Permit # \_\_\_\_\_ and confirm that the project is complete and to the best of my knowledge is in conformance with the requirements of the BC Building Code, the zoning bylaws of the Region, the plans which were the basis for the building permit and other requirements which I am aware of which apply to the building due to covenants, easements, right-of-ways or geotechnical conditions.

(PLEASE NOTE: All required documentation should be submitted with this form, i.e. Health Dept. approvals, all Schedule C's, etc.)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Registered Housing Professional

**Building Bylaw No. 835  
(Amendment Bylaw 1287, 2011)**

**Schedule 'G', 2011**

**Valuation Schedule for the purpose of assessing permit fees.**

A) Single and Two Family Dwellings	
One storey, no basement or crawl space	\$100.00 / Square foot
One storey on a crawl space	\$110.00 / Square foot
One storey with an unfinished lower floor	\$120.00 / Square foot
Two Storey, no basement	\$140.00 / Square foot
Two Storey on a crawl space	\$145.00 / Square foot
Two Storey on an unfinished basement	\$155.00 / Square foot
Additional storey (number of square foot of storey area)	\$50.00 / Square foot
Finishing of unfinished area (area to be finished)	\$25.00 / Square foot
B) Open roofed areas/carport/decks	\$20.00 / Square foot
C) Garages/small accessory buildings (garages within a lower floor of a dwelling will be considered as finishing an unfinished space)	\$25.00 / Square foot
D) Multiple Family Dwellings, Commercial, Industrial, Institutional and all other projects	Actual construction contract value of project

**RDCO BUILDING BYLAW NO. 835  
(Amendment Bylaw 1287, 2011)**

**SCHEDULE H 2011**

**SCHEDULE OF FEES**

- 1) The fees charged for permits under this bylaw shall be in conformance with the following:
  - a) For construction, addition, alteration, repair, removal or demolition of a building or part thereof, the fee shall be 1.2 percent of the valuation of the project (\$12.00 per \$1,000.00 of valuation) plus a surcharge of:
    - i) \$50.00 – where the valuation is less than \$10,000.00 or;
    - ii) \$100.00 – where the valuation is from \$10,000.00 to \$50,000.00 or;
    - iii) \$200.00 – where the valuation is in excess of \$50,000.00.
  - b) When a building permit is completed within 24 months of the date of issue, the Regional District of Central Okanagan will rebate permit fees as follows:
    - i) Where the valuation is less than \$10,000.00 a rebate of \$50.00 will be given.
    - ii) Where the valuation is from \$10,000.00 to \$50,000.00 a rebate of \$100.00 will be given.
    - iii) Where the valuation is in excess of \$50,000.00 a rebate of \$200.00 will be given.
  - c) Where a project includes plumbing, a fee of \$10.00 per plumbing fixture shall be charged. Each trap, roof drain, floor drain and yard or parking lot drain shall be considered to be a plumbing fixture.
  - d) For placing a moved on dwelling (CSA Z240, CSA A277 or other relocated dwelling) on a property, the permit fee shall be \$400.00 plus 1.2 percent of the construction cost of those other portions of the project which are necessary for final completion of the project.

**SCHEDULE H 2011**  
**(Amendment Bylaw 1287, 2011)**

- e) For construction of retaining walls, pool fences, sign structures, mobile home parks, campgrounds, site services and other projects controlled by this bylaw, the permit fees shall conform to Section 1(a) of this Schedule.
- 2) Notwithstanding Sections 1(a) to 1(e) of this Schedule, the minimum permit fee shall be \$100.00.
- 3) The fee for processing a strata title conversion of an existing building shall be \$200.00 plus \$75.00 per hour for any time an inspector takes to evaluate the building(s) in accordance with this bylaw.
- 4) The fee for renewal of a temporary mobile home permit as specified in Article 8.7 of this bylaw shall be \$100.00 per year.
- 5) The fee for evaluation of an existing building to be moved in accordance with this bylaw shall be a minimum of \$200.00, plus \$75.00 per hour for each additional hour beyond the first hour, plus any travel costs where it is necessary to travel outside the Regional District of Central Okanagan to carry out the evaluation.
- 6) The re-inspection fee specified by Section 19.14 of this bylaw shall be \$75.00.
- 7) For the purpose of determining the valuation of a project for calculating permit fees, the following shall be used:
  - a) For single family dwellings, two family dwellings, residential additions and accessory buildings the value shall be based on Schedule G of this bylaw.
  - b) For projects not specified in 7(a) of this Schedule the actual cost of the project including all aspects of construction including site preparation, driveways and site services or as determined by the Marshall Valuation System, whichever is greater.
- 8) The deposit required upon application for a permit under this bylaw shall be \$100.00 for projects with valuation of less than \$500,000.00 and \$500.00 for projects with a valuation over \$500,000.00.
- 9) An additional fee of \$400.00 is required where new plans are submitted for a project after a plan review has been completed.
- 10) The fee for providing a property status letter, as specified by Section 10.11 of this bylaw, shall be \$100.00.
- 11) The fee for transferring a permit to a new owner or new contractor shall be \$50.00.

**Regional District of Central Okanagan**

**BUILDING BYLAW NO. 835**

**SCHEDULE S-1**

**ASSURANCE OF PROFESSIONAL DESIGN AND  
COMMITMENT FOR FIELD REVIEW**

NOTE: This letter must be submitted along with Schedule S-2 before issuance of a building permit. A separate letter must be submitted by each Registered Professional.

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

TO: The Building Inspector  
Regional District of Central Okanagan  
1450 K.L.O. Road, Kelowna, BC V1W 3Z4

Dear Sir:

RE: \_\_\_\_\_  
Address of Project (PLEASE PRINT)

\_\_\_\_\_  
Legal Description of Project (PLEASE PRINT)

The undersigned hereby gives assurance that the design of the project shown on the plans and supporting documents prepared by this Registered Professional in support of the application for the building permit substantially comply with Regional District of Central Okanagan bylaws and good engineering practice in the Province of British Columbia.

The undersigned hereby undertakes to be responsible for field reviews of the above referenced project during construction as indicated on the attached 'Summary of Design and Field Review Requirements', Schedule S-2.

The undersigned also undertakes to notify the Chief Building Inspector in writing as soon as possible if the undersigned's contract for field review is terminated at any time during construction.

Page 1 of 2



I certify that I am a Registered Professional as defined in the British Columbia Building Code.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address (PLEASE PRINT)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Affix PROFESSIONAL  
SEAL here)

(If the Registered Professional is a member of a firm, complete the following)

I am a member of the firm \_\_\_\_\_  
and I sign this letter on behalf of the firm.

NOTE: The above letter must be signed by a Registered Professional. The British Columbia Building Code defines a "Registered Professional" to mean:

- 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.

**Regional District of Central Okanagan**

**BUILDING BYLAW NO. 835**

**SCHEDULE S-2**

**SUMMARY OF DESIGN AND FIELD REVIEW REQUIREMENTS**

Name of Project: \_\_\_\_\_

Address of Project: \_\_\_\_\_

Phase of Project: \_\_\_\_\_

Legal Description: \_\_\_\_\_

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

**Initial applicable disciplines and cross out non-applicable items.**

1. Driveway and parking area construction
2. Street lighting
3. Fire protection water supplies and hydrants
4. Fire department accesses
5. Water supply system
6. Sanitary sewer system
7. Storm sewer system
8. Geotechnical requirements for services and facilities
9. Site drainage
10. Retaining walls

**Regional District of Central Okanagan**

**BUILDING BYLAW NO. 835**

**SCHEDULE S-C**

**ASSURANCE OF PROFESSIONAL FIELD REVIEW AND COMPLIANCE**

NOTE: This letter must be submitted after completion of the project but before the occupancy permit is issued, or a final inspection is made by the authority having jurisdiction. A separate letter must be submitted by each Registered Professional.

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

TO: The Building Inspector  
Regional District of Central Okanagan  
1450 K.L.O. Road, Kelowna, BC V1W 3Z4

Dear Sir/Madam:

RE: \_\_\_\_\_  
Address of Project (PLEASE PRINT)

\_\_\_\_\_  
Legal Description of Project (PLEASE PRINT)

I hereby give assurance that:

- a) I have fulfilled my obligations for field review as outlined in the previously submitted Schedule S-1, "ASSURANCE OF PROFESSIONAL DESIGN AND COMMITMENT FOR FIELD REVIEW", and Schedule S-2, "SUMMARY OF DESIGN AND FIELD REVIEW REQUIREMENTS", and;
- b) Those components of the project opposite my initials in Schedule S-2 substantially comply in all material respects with:
  - i) Regional District of Central Okanagan bylaws and good engineering practice in the Province of British Columbia, and;
  - ii) The plans and supporting documents submitted in support of the application for building permit;

**SCHEDULE S-C, Page 2**

- c) I have enclosed the final design plans and supporting documents prepared by me for this project, and;
- d) I am a Registered Professional as defined in the British Columbia Building Code.

**Each Registered Professional shall complete the following:**

\_\_\_\_\_  
Name (PLEASE PRINT)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address (PLEASE PRINT)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

**If the Registered Professional is a member of a firm, complete the following:**

I am a member of the firm \_\_\_\_\_  
and I sign this letter on behalf of the firm.

NOTE: The above letter must be signed by a Registered Professional. The British Columbia Building Code defines a "Registered Professional" to mean:

- 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.