



DISTRICT OF HIGHLANDS

BYLAW NO. 192

Building Regulation Bylaw

This Bylaw is consolidated by the Corporate Officer in accordance with Bylaw No. 301.

Consolidated for convenience only to include Bylaws 439 and 440

It includes amendments up to July 15, 2024

*This bylaw has been consolidated for convenience purposes only and may or may not contain the latest amendment (s).
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DISTRICT OF HIGHLANDS

Bylaw No. 192

Building Regulation Bylaw

A Bylaw to Regulate the Construction of Buildings

WHEREAS the Local Government Act and the Regulations made pursuant thereto provide that the Building Code of British Columbia applies to the District of Highlands.

AND WHEREAS the Council of the District of Highlands believes their role in building regulation is guided by the following principles:

- a) The design review is limited and only concerned with health and life safety issues,
- b) Building inspections are intended as a spot check function at specific stages of construction for health and safety concerns, and
- c) The building inspection role is not to "guarantee" the work or to ensure the quality of the construction.

AND WHEREAS the activities undertaken by or on behalf of the District of Highlands 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 bylaw extend:

- a) to the protection of owners, owner/builders or builders from economic loss,
- b) the assumption by the District of Highlands of any responsibility for ensuring the compliance by an owner, his representatives or any employee, contractor or design professionals retained by him, with the current edition of the British Columbia Building Code, the requirements of this bylaw or any applicable codes or standards,
- c) to providing to any person a warranty of design or workmanship with respect to any building or structure for which a building permit is issued under this bylaw, or
- d) to providing a warranty or assurance that construction undertaken pursuant to building permits issued by the District of Highlands is free of any defects.

NOW THEREFORE, the Council of the District of Highlands, in open meeting assembled, enacts and retains this bylaw for the purpose of regulating construction within the District of Highlands for the general public interest:

PART 1 - CITATION

This bylaw may be cited for all purposes as "Building Regulation Bylaw No. 192, 2003."

PART 2 - DEFINITIONS

2.1 In this Bylaw:

"Building" means any structure used or intended to be used for supporting or sheltering any use or **Occupancy**;

"Building Code" means the British Columbia Building Code adopted by, amended, added to or varied by Provincial Regulation under the authority of the Local Government Act;

"Building Official" means a person appointed by the **Council** from time to time to carry out the duties of the **Building Official** under this bylaw;

"Complex Building" means:

- a) a **building** used for major occupancies classified under the **Building Code** as:
 - i) assembly occupancies,
 - ii) care or detention occupancies,
 - iii) high hazard industrial occupancies; or
- b) a **building** exceeding 600 square meters in **building** area as defined by the **Building Code** that does not exceed three storeys in height used for major occupancies classified as:
 - i) residential occupancies,
 - ii) business and personal services,
 - iii) mercantile occupancies, or
 - iv) medium and low hazard industrial occupancies.

"Council" means the duly elected Council of the District of Highlands;

"Energy Step Code" means the system of energy performance requirements, referred to as the Energy Step Code, set out in Division B, Parts 9 and 10 of the Building Code;
(**added by Bylaw No. 440, adopted September 20, 2022)

"Low Carbon Energy Systems (LCES)" means a mechanical system that provides thermal conditioning and domestic hot water for a building primarily from low carbon energy sources such that the total modelled Greenhouse Gas Intensity is no more than 3 kg CO₂e/m²/yr., and seasonal average co-efficient of performance greater than 2.
(**added by Bylaw No. 440, adopted September 20, 2022)

"Occupancy" means use or intended use of a **building** or part thereof for the shelter or support of persons, animals or property;

"Simple Building" means a **building** of three storeys , or less in height, having a **building** area not exceeding 600 square meters as defined by the **Building Code** and used for major occupancies classified as:

- i) residential occupancies,
- ii) business and personal services occupancies,
- iii) mercantile occupancies, or
- v) medium and low hazard industrial occupancies

"Surveyor" means a land surveyor licensed and registered as a land surveyor in the Province of British Columbia;

PART 3 - PERMITS AND PERMIT FEES

3.1 GENERAL AND OWNER'S OBLIGATIONS

*(**amended by bylaw No. 439, adopted July 15, 2024)*

3.1.1 A permit is required whenever work regulated under this bylaw is to be undertaken.

3.1.2 Every Owner shall apply for and obtain:

*(**amended by bylaw No. 439, adopted July 15, 2024)*

- a) a building permit before constructing, repairing or altering a building or structure;
- b) a plumbing permit prior to commencing the installation of any plumbing;
- c) a fireplace and chimney permit prior to the construction of a masonry fireplace or the installation of a wood burning appliance, unless the works are encompassed by a valid building permit;
- d) a demolition permit prior to demolishing a **building** or structure.

3.1.3 A permit is not required in the following circumstances:

- a) for minor repairs or alterations to non-structural components of a **building**;
- b) when a valve, faucet, fixture, or service water heater is repaired or replaced;
- c) if a **building** or structure does not exceed 10 square meters in **building** area.

3.1.4 Neither the issuance of a permit under this bylaw nor the acceptance or review of plans or specifications or supporting documents , nor any inspections made by or on behalf of the District of Highlands shall in any way relieve the owner or his representatives from full and sole responsibility to perform the work in accordance with the **Building Code**, this bylaw and all other applicable enactments, codes and standards.

- 3.1.5 It shall be the full and sole responsibility of the owner or representative to carry out the work in respect of which the permit was issued in compliance with the **Building Code**, this bylaw and all other applicable enactments , codes and standards.
- 3.1.6 Neither the issuance of a permit, certificate of occupancy or conditional certificate of occupancy under this bylaw nor the acceptance or review of plans, drawings or specifications or supporting documents, nor any inspections made by or on behalf of the District of Highlands constitute in any way a representation , warranty , assurance or statement that the **Building Code**, this bylaw or any other applicable enactments , codes and standards have been complied with.
- 3.1.7 Prior to the issuance of a Building Permit, the Owner shall execute and submit to the District an Owner's Undertaking in the form attached as Appendix M.
(**amended by bylaw No. 439, adopted July 15, 2024)

3.2 COMPLIANCE

- 3.2.1 No person shall rely upon any permit as establishing compliance with this bylaw or assume or conclude that this bylaw has been administered or enforced according to its terms.

3.3 APPLICATIONS

- 3.3.1 An application for a permit shall be made on the form attached as Appendix A, C, D, E, F, to this bylaw.
- 3.3.2 All plans submitted with permit applications shall bear the name and address of the designer of the **building** or structure .
- 3.3.3 Each **building** or structure to be constructed on a site requires a separate building permit and shall be assessed a separate building permit fee based on the value of the **building** or structure as determined in accordance with Appendix "J" attached to this bylaw.
- 3.3.4 Applications for **Complex Buildings**

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

- a) be made on the form attached as Appendix "A" to this bylaw, signed by the owner, a signing officer if the owner is a corporation, or the coordinating registered professional;
- b) include a copy of a title search made within 14 days of the date of this application, complete with copies of all easements, statutory rights of way and covenants ;
- c) include a site plan prepared by a **British Columbia Land Surveyor** showing:
 - (i) the bearing of lot lines and dimensions of the parcel taken from the registered subdivision plan;
 - (ii) the legal description and civic address of the parcel;
 - (iii) the location and dimensions of all statutory rights of way, easements and lot line setback requirements;

- (iv) the location and dimensions of all existing and proposed **buildings** or structures on the parcel;
 - (v) setbacks to the natural boundary of any sea, lake, pond, or watercourse where the District of Highlands 's land use regulations establish siting requirements.
 - (vi) The existing and finished ground levels to an established datum at or adjacent to the site and the geodetic elevation of the underside of the floor system of a **building** or structure where the District of Highland's land use regulations establish siting requirements.
 - (vii) the location, dimension and gradient of existing and proposed parking and driveway access.
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- d) include floor plans showing the dimensions and uses of all areas; the location, size and swing of doors; the location, size and opening of windows; floor, wall, and ceiling finishes; plumbing fixtures; structural elements; and stair dimensions;
 - e) include a cross section through the **building** or structure illustrating foundations , drainage, ceiling heights, the dimensions and height of crawl and roof spaces, and construction systems.
 - f) include elevations of all sides of the **building** or structure to confirm that it substantially conforms to the **Building Code** and any other applicable enactments.
 - g) include cross-sectional details drawn at an appropriate scale and at sufficient locations to illustrate that the **building** or structure substantially conforms to the **Building Code**.
 - h) include copies of approvals required under any enactment relating to health or safety, including, without limitation, sewage disposal permits, driveway access permits and potable water supply.
 - i) be accompanied by the Owner's acknowledgement of responsibility and undertaking made in the form attached as Appendix M (Owner's Undertaking) to this bylaw and signed by the owner, or a signing officer if the Owner is a corporation. (***added by Bylaw No. 439, adopted July 15, 2024*)
 - j) include a letter of assurance in the form of Schedule "A", as referred to in section 2.6 of Part 2 of the **Building Code**, signed by the owner, or a signing officer if the owner is a corporation, and the coordinating registered professional.
 - k) Include letters of assurance in the form of Schedules B-1 and 8-2 as referred to in section 2.6 of Part 2 of the **Building Code**, each signed by such registered professionals as the **Building Official or Building Code** may require to prepare the design for and conduct field reviews of the construction of the **building** or structure.
 - l) Include two copies of specifications and two sets of drawings at a scale of $\frac{1}{4}" = 1'$ or 1:50 of the design prepared by each registered professional and including the information set out in section 3.3.4 (d) to (g) of this bylaw.

3.3.5 In addition to the requirements of section 3.3.4, the following may be required by a **Building Official** to be submitted with a **building** permit application for the construction of a **Complex Building** where the complexity of the proposed **building** or structure or siting circumstances warrant:

- a) site servicing drawings, including sufficient detail of off-site services to indicate locations at the property line, prepared and sealed by an appropriate registered professional;
- b) a section through the site showing grades, **buildings**, structures, parking areas and driveways;
- c) any other information required by the **Building Official** or the **Building Code** to establish compliance with this bylaw, the **Building Code** and other bylaws and enactments relating to the **building** or structure.

3.3.6 Applications for **Simple Buildings**

An application for a building permit with respect to a **Simple Building** shall:

- a) be made on the form attached as Appendix A to this bylaw, signed by the owner, or a signing officer if the owner is a corporation;
- b) include a copy of a title search made within 14 days of the date of the application;
- c) include a site plan showing:
 - (i) the lot line bearing and dimensions of the parcel taken from the registered subdivision plan;
 - (ii) the legal description and civic address of the parcel;
 - (iii) the location and dimensions of all statutory rights of way, easements and lot line setback requirements;
 - (iv) the location and dimensions of all existing and proposed **buildings** or structures on the parcel;
 - (v) setbacks to the natural boundary of any sea, lake, swamp, pond, or watercourse where the District of Highland's land use regulations establish siting requirements related to flooding ;
 - (vi) the existing and finished ground levels to an established datum at or adjacent to the site and the geodetic elevation of the underside of the floor system of a **building** or structure where the District of Highland's land use regulations establish siting requirements related to minimum floor elevation; and
 - (viii) the location, dimension and gradient of existing and proposed parking and driveway access.
- d) include floor plans showing the dimensions and uses of all areas; the location, size and swing of doors; the location, size and opening of windows; floor, wall, and ceiling finishes; plumbing fixtures; structural elements; and stair dimensions;

- e) include a cross-section through the **building** or structure illustrating foundations, drainage, the dimensions and height of crawl and roof spaces; ceiling heights and construction systems;
- f) include elevations of all sides of the **building** or structure showing finished details, roof slopes, windows, doors, grade and **building** height;
- g) include cross-sectional details drawn at an appropriate scale and at sufficient locations to illustrate that the **building** or structure substantially conforms to the **Building Code**.
- h) include copies of approvals required under any enactment relating to health or safety, including, without limitation, sewage disposal permits, driveway access permits and any other approvals that may be required under this bylaw or any other applicable enactment.
- i) be accompanied by the Owner's acknowledgement of responsibility and undertaking made in the form attached as Appendix M (Owner's Undertaking) to this bylaw and signed by the owner, or a signing officer if the Owner is a corporation.
(*added by Bylaw No. 439, adopted July 15, 2024)
- j) include two copies of specifications and two sets of drawings at a scale of 1/4" = 1' 0" or 1:50 of the design including the information set out in section 3.3.5 (d) to (g) of this bylaw.
- k) include any other information required by the **Building Official** or the **Building Code** to establish substantial compliance with this bylaw, the **Building Code** and other bylaws and enactments relating to the **building** or structure.

3.3.7 Applications for Moved **Buildings** or Structures

- a) A building permit is required for the relocation of a **building** or structure on the property to which it is to be moved.
- b) An application shall be made on the form attached as Appendix "A" to this bylaw, signed by the owner, or a signing officer if the owner is a corporation.
- c) Before issuing a permit under section 3.3.7(a), the **Building Official** may require certification from a registered professional that the **building** meets the requirements of this bylaw, the **Building Code** and any other applicable enactment.

3.3.8 Professional Plan Certification

- a) The letters of assurance in the form of Schedules A, B-1, B-2, C-A and C-B referred in section 2.6 of Part 2 of the **Building Code** and provided pursuant to this bylaw are relied upon by the District of Highlands and its **Building Officials** as certification that the design and plans to which the letters of assurance relate comply with the **Building Code** and other applicable enactments.

- b) When a permit is issued pursuant to section 3.3.4 of this bylaw a notice shall be sent to the owner, that the permit is issued in reliance upon the certification of the registered professionals and that the **building** complies with the **Building Code** and other applicable enactments relating to safety.
- c) When a permit is issued in accordance with section 3.3.4, the permit fee shall be reduced by 5% of the fees payable pursuant to Appendix "J" to this bylaw, up to a maximum reduction of \$500.00 (five hundred dollars).

3.4 PERMIT FEES

- 3.4.1 A permit fee, calculated in accordance with the forms attached as Appendix C, D, E, F, J, K, and L to this bylaw, shall be paid in full, prior to issuance of any permit under this bylaw.
- 3.4.2 A plan-processing fee, as set out below, shall accompany an application made for a building permit:
 - a) The plan-processing fee for a **building** with a construction value of less than \$50,000 (fifty thousand dollars) shall be \$50 (fifty dollars).
 - b) The plan-processing fee for a **building** with a construction value over \$50,000 (fifty thousand dollars) shall be \$250 (two hundred and fifty dollars).
- 3.4.3 The plan-processing fee is non-refundable and shall be credited against the building permit fee if the permit is issued.
- 3.4.4 An application shall be cancelled and the plan-processing fee forfeited if the permit has not been issued and the permit fee paid within 180 days of the date of written notification to the owner that the permit is ready to be issued.
- 3.4.5 When an application is cancelled, the plans and related documents submitted with the application may be destroyed.
- 3.4.6 The owner may obtain a cancellation of the permit fees set out in section 3.4.1 of this bylaw, by way of a written request, within 6 months of the permit being issued and before any construction begins, and the refund shall not include the plan-processing fee paid pursuant to section 3.4.2 of this bylaw. Upon approval of a request, the permit shall be cancelled.
- 3.4.7 Where, due to non-compliance with this bylaw, more than two inspections are necessary when one inspection is normally required, for each inspection after the second inspection, a re-inspection charge of \$40 (forty dollars) shall be paid prior to additional inspections being performed.
- 3.4.8 A permit fee for work that was subject of a previous permit, which expired, will be based upon the value of the work that remains to be completed.

3.5 CONDITIONS OF A PERMIT

3.5.1 When:

- a) a completed application in compliance with this bylaw, including all required supporting documentation, has been submitted and the review of the application has been completed;
- b) the owner or his or her representative has paid all applicable fees set out in section 3.4 of this bylaw;
- c) the owner or his or her representative has paid all charges and met all regulations and requirements imposed by any other bylaws or enactments ;
- d) the proposed construction does not contravene any covenant under Section 219 of the Land Title Act; and
- e) no enactment authorizes the permit to be withheld, then

A **Building Official** shall issue the permit for which the application is made.

3.5.2 Every permit is issued upon the condition that the permit shall expire and the rights of the owner under the permit shall terminate if:

- a) the work authorized by the permit is not commenced within 6 months from the date of issuance of the permit; or
- b) work is discontinued for a period of 12 months and no inspection has been requested.

3.5.3 A **Building Official** may extend the period of time set out under section 3.5.2 where construction has not been commenced or has been discontinued due to adverse weather, strikes, material or labour shortages. The maximum period of an extension is 12 months.

3.5.4 Revocation of a Permit

The **Building Official** may revoke a permit where there is a violation of:

- a) a condition under which the permit was issued ; or
- b) a provision of the **Building Code**, this bylaw or other applicable bylaws or enactments.

The revoking of the permit shall be in writing and transmitted to the permit holder by registered mail, and deemed served at the expiration of seven days after the date of mailing.

3.5.5 Partial Permit

A **Building Official** may issue a building permit for a portion of a **building** or structure before the design, plans and specifications for the entire **building** or structure have been reviewed, provided sufficient information has been provided to the District of Highlands to demonstrate to the **Building Official** that the portion authorized to be constructed substantially complies with this bylaw and other applicable bylaws and the permit fee applicable to that portion of the **building** or structure has been paid. The issuance of the permit notwithstanding, the requirements of this bylaw apply to the remainder of the **building** or structure as if the permit for the portion of the **building** or structure had not been issued. This section does not apply to single family dwellings or accessory **buildings**.

- 3.5.6 No person shall rely on the review or acceptance of the design, drawings, or specifications nor any inspection made by a **Building Official** as establishing compliance with the **Building Code**, this bylaw, any other enactment or any standard of construction.

3.6 CERTIFICATE OF OCCUPANCY

- 3.6.1 An owner must obtain a certificate of occupancy, on the form attached as Appendix H to this bylaw, prior to occupying a **building** or structure. A Certificate of Occupancy is not required for **buildings** that do not contain a dwelling unit(s) and are accessory to a residential **Simple Building**.

*(**replaced by Bylaw No. 439, adopted July 15, 2024)*

- 3.6.2 No Certificate of Occupancy shall be issued for the **Occupancy** of any residential, commercial, institutional, industrial or agricultural **buildings** by the District of Highlands, until the following essential services are provided for:

- a) Community water service or other source of potable water in accordance with the requirements of Island Health and the BC Building Code.
- b) A community sewer or other method of sewage disposal in accordance with the requirements of Island Health.
- c) A method of storm drainage disposal shall be available to service the **building** or structure.

*(**added by Bylaw No. 439, adopted July 15, 2024)*

- 3.6.3 A **Building Official** shall not issue a certificate of occupancy unless:

- a) all letters of assurance have been submitted (when required) in accordance with section 3.3.4 and section 3.3.8 of this bylaw, and
- b) all aspects of the work requiring inspection and an acceptance pursuant to section 4.5.4 of this bylaw have been inspected and accepted.
- c) notwithstanding sections 3.6.3 (a) and 3.6.3 (b), where owing to strikes, lock-outs or other emergencies, one or more of the inspections of buildings or structures required by this bylaw have not been carried out, the **Building Official** may issue a certificate of occupancy stating the **building** or structure is substantially complete and suitable for **Occupancy** if satisfied, after a final inspection, that the **building** is fit for **Occupancy**, but the certificate shall list those inspections which were not carried out and shall state that the certificate does not imply approval of such stages of construction.

- d) the Owner has provided their acknowledgement of responsibility for the potable water source made in the form attached at Appendix N (Owner's Declaration) to this bylaw and signed by the Owner, or a signing officer if the Owner is a corporation. (***added by Bylaw No. 439, adopted July 15, 2024*)

3.6.4 Conditional Certificate of Occupancy

- a) A **Building Official** may issue a conditional certificate of occupancy , on the form attached as Appendix I to this bylaw, for part of a **building** or structure when that part of the **building** or structure is self-contained, provided with essential services and meets the requirements set out in section 3.6.3 of this bylaw.
- b) A conditional certificate of occupancy may be issued and is valid for a period of 12 months from the date of issue.
- c) Failure to obtain a certificate of occupancy prior to the expiration of the conditional certificate of occupancy will result in:
 - (i) the **Building Official** recommending that a notice be filed on the title of the property, pursuant to section 57 of the *Community Charter*; and (***amended by Bylaw No. 439, adopted July 15, 2024*)
 - (ii) expiry of the building permit;
- d) If the owner then desires to obtain a certificate of occupancy further to 3.6.4(c), he or she may apply to have the original building permit reinstated for a fee of \$100.00.

3.6.5 Application of the Energy Step Code

(***added by Bylaw 440, adopted September 20, 2022*)

For building permit applications received after January 1, 2023

- 3.6.5.1 a new building regulated by Part 9 of the Building Code, containing a major occupancy to which the Energy Step Code applies, must be designed, and constructed to meet or exceed the performance requirements specified in Step 5 of the Energy Step Code for new residential buildings 420 m² (4521 sq ft) or less, or Step 3 if Low Carbon Energy Systems are incorporated.
- 3.6.5.2 a new building regulated by Part 9 of the Building Code, containing a major occupancy to which the Energy Step Code applies, must be designed, and constructed to meet or exceed the performance requirements specified in Step 5 of the Energy Step Code for new residential buildings 420.1 m² (4522 sq ft) or greater, or Step 4 if Low Carbon Energy Systems are incorporated.
- 3.6.5.3 a new building regulated by Part 9 of the Building Code, containing a major occupancy to which the Energy Step Code applies, must be designed, and constructed to meet or exceed the performance requirements specified in Step 2 of the Energy Step Code for new commercial buildings.

- 3.6.5.4 a new building regulated by Part 3 of the Building Code, containing a major occupancy to which the Energy Step Code applies, must be designed, and constructed to meet or exceed the performance requirements specified in Step 4 of the Energy Step Code for new wood frame multi-family residential buildings, or Step 3 if Low Carbon Energy Systems are incorporated.
- 3.6.5.5 a new building regulated by Part 3 of the Building Code, containing a major occupancy to which the Energy Step Code applies, must be designed, and constructed to meet or exceed the performance requirements specified in Step 4 of the Energy Step Code for new complex concrete multi-family residential and commercial buildings or Step 3 if Low Carbon Energy Systems are incorporated.

PART 4 - PROHIBITIONS AND OBLIGATIONS

4.1 GENERAL

4.1.1 Work Without Permits

No person shall erect, construct, alter, repair, add to, move or demolish any building or structure or other work related to construction or deconstruction unless a **Building Official** has issued a valid and subsisting Permit for the work.

4.1.2 Demolish

No person shall demolish or deconstruct a **building** or structure unless a **Building Official** has issued a valid and subsisting building permit for the work.

4.1.3 Occupancy

No person shall occupy or use any **building** or structure unless a valid and subsisting conditional certificate of occupancy or certificate of occupancy has been 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**.

4.1.4 Tampering with Notices

No person shall, unless authorized in writing by a **Building Official**, reverse, alter, deface, cover, remove or in any way tamper with any notice, permit or certificate posted upon or affixed to a **building** or structure pursuant to this bylaw.

4.1.5 Approved Plans

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

4.1.6 Obstruction to Entry

No person shall obstruct the entry of a **Building Official** or other authorized official of the District of Highlands on a property in the administration of this bylaw.

4.1.7 Cessation of Work

No person shall continue to do any work upon a **building** or structure or any portion of it after the **Building Official** has ordered cessation or suspension of work on it.

4.1.8 Contrary

No person shall do any work or carry out any construction contrary to a provision or requirement of this bylaw, the **Building Code** or any other applicable enactment.

4.2 BUILDING OFFICIALS

4.2.1 Each Building Official shall

- a) administer this bylaw;
- b) keep records of permit applications, permits, notices and orders issued, inspections and tests made, and shall retain copies of all documents related to the administration of this bylaw;

4.2.2 Authority

The Building Official:

- a) is hereby authorized to enter, at all reasonable times, upon any property subject to the regulations of this bylaw and the Building Code, in order to ascertain whether the regulations of or directions under them are being observed;
- b) is directed, where any building is occupied, to obtain the consent of the occupant or provide written notice twenty-four hours in advance of entry pursuant to Section 4.2.2 (a);
- c) may order the correction of any work which is being or has been improperly done under any permit;
- d) may order the cessation of work that is proceeding in contravention of this bylaw, the Building Code or any other applicable bylaw by advising the permit holder by letter or by a written notice posted adjacent to the work;
- e) may direct that tests of materials, devices, construction material, structural assemblies, or foundation conditions be undertaken, or sufficient evidence be submitted, at the expense of the owner, where such tests or evidence are necessary to determine whether the materials, devices, construction materials or foundations meet the requirements of this bylaw, the Building Code, or any other applicable enactment. The records of such tests or evidence shall be kept available for inspection during the construction of the building as required by the Building Official.

4.3 RESPONSIBILITY OF THE OWNER

4.3.1 Every owner shall ensure that all construction complies with the Building Code, this bylaw and other applicable enactments.

4.3.2 Every owner to whom a permit is issued shall, during construction:

- a) post and maintain the permit in a dry and conspicuous place on the property in respect of which the permit was issued;
- b) keep a copy of the accepted designs, plans and specifications on the property; and
- c) post the civic address on the property in a location visible from an adjoining street.

4.3.3 Every owner shall, when notified of deficiencies by the **Building Official**, perform such alterations, corrections or replacements as may be necessary to ensure the work complies with this bylaw, the **Building Code**, or any other applicable enactments, and advise the **Building Official** when the work is ready for re-inspection.

4.3.4 Every owner shall, upon completion of the foundation, but prior to framing of a **building**, provide to the District of Highlands, a certified survey certificate, indicating the setbacks of the structure from all property lines and any other information the **Building Official** may require.

4.4 PROFESSIONAL DESIGN AND FIELD REVIEW

4.4.1 When a **Building Official** considers that the site conditions or complexity of a development or an aspect of a development warrant, he or she may require an appropriate registered professional to provide design and plan certification and field review supported by letters of assurance in the form of Schedules B-1 and B-2 referred to in Section 2.6 of Part 2 of the **Building Code**.

4.4.2 Prior to the issuance of an certificate of occupancy for a **Complex Building**, or **Simple Building** in circumstances where letters of assurance have been required in accordance with sections 3.3.4 or 4.4.1 of this bylaw, the owner shall provide the **Building Official** with letters of assurance in the form of Schedules C-A and C-B, as is appropriate, referred to in section 2.6 of Part 2 of the **Building Code**.

4.4.3 When a registered professional provides letters of assurance in accordance with sections 3.3.4 and 4.4.1 of this bylaw, he or she shall also provide proof of professional liability insurance to the **Building Official**.

4.5 INSPECTIONS

- 4.5.1 When a registered professional provides letters of assurance in accordance with of this bylaw, the District of Highlands will rely solely on field reviews undertaken by the registered professional and the letters of assurance submitted pursuant to of this bylaw as certification that the construction substantially conforms to the design, plans and specifications and that the construction complies with the **Building Code**, this bylaw and other applicable enactments.
- 4.5.2 Notwithstanding section 4.5.1 of this bylaw, a **Building Official** may attend the site from time to time during the course of construction to ascertain that the field reviews are taking place and to monitor the field reviews undertaken by the registered professional.
- 4.5.3 A **Building Official** may attend periodically at the site of the construction of **Complex Buildings** or structures to ascertain whether the health and safety aspects of the work are carried out in substantial conformance with the applicable portions of the **Building Code**, this bylaw and any other applicable enactment.
- 4.5.4 The owner, or his or her representative, shall give at least 24 hours notice to the District of Highlands when requesting an inspection of the following aspects of the work and, in the case of **Simple Buildings**, shall obtain an inspection and receive a **Building Official's** acceptance prior to concealing any aspect of the following work:
- a) the foundation and footing forms, before concrete is poured;
 - b) installation of perimeter drain tiles and damp-proofing, prior to backfilling;
 - c) rough-in of all chimneys and fireplaces and solid fuel burning appliances;
 - d) rough-in plumbing;
 - e) framing;
 - f) second plain of protection, including building paper and wraps, wire and mesh, and rainscreen and flashings;
(**replaced by Bylaw No. 439, adopted July 15, 2024)
 - g) first coat and second coat of stucco;
(**replaced by Bylaw No. 439, adopted July 15, 2024)
 - h) insulation, and air and vapour barriers;
(**added by Bylaw No. 439, adopted July 15, 2024)
 - i) fire rated drywall in fire rated separations;
(**added by Bylaw No. 439, adopted July 15, 2024)
 - j) health and safety aspects of the work prior to **occupancy**.
(**added by Bylaw No. 439, adopted July 15, 2024)
- 4.5.5 The requirements of section 4.5.4 of this bylaw do not apply to any aspect of the work that is the subject of a registered professional's letter of assurance provided in accordance with sections 3.3.4, 4.4.1 and 4.4.2 of this bylaw.

PART 5 - ADMINISTRATIVE PROVISIONS

5.1 PENALTIES AND ENFORCEMENT

5.1.1 Stop Work Notice

A **Building Official** may order the cessation of any work that is proceeding in contravention of the **Building Code** or this bylaw by posting a Stop Work Notice.

- a) The owner of property on which a Stop Work Notice has been posted, and every other person, shall cease all construction work immediately and shall not do any work until all applicable provisions of this bylaw have been substantially complied with and the Stop Work Notice has been rescinded in writing by the **Building Official**.
- b) Every person who commences work requiring a permit without first obtaining such a permit shall, if a Stop Work Notice is issued, pay an additional charge equal to 100% of the required permit fee prior to obtaining the required Building Permit.

5.1.2 Do Not Occupy

Where a person occupies a **building** or structure or part of a **building** or structure in contravention of section 4.1.3 of this bylaw a **Building Official** may post a Do Not Occupy notice on the affected part of the **building** or structure.

5.1.3 Penalty

Every person who contravenes any provision of this bylaw commits an offense punishable on summary conviction and shall be liable to a fine of not more than \$10,000 (ten thousand dollars) or to imprisonment for not more than six months, or both.

PART 6 - GENERAL

6.1 APPENDICES

The appendices annexed hereto shall be deemed to be an integral part of this bylaw.

- | | |
|------------|--|
| Appendix A | - Building Permit Application (<i>**amended by Bylaw No. 439, adopted July 15, 2024</i>) |
| Appendix B | - Mobile Home (Information Sheet) |
| Appendix C | - Fireplace-Chimney-Wood Stove-Oil Furnace Application |
| Appendix D | - Plumbing Permit Application (Residential) |
| Appendix E | - Plumbing Permit Application (Commercial) |

Appendix F	- Demolition-Deconstruction Permit Application
Appendix G	- Building Permit (<i>**amended by Bylaw No. 439, adopted July 15, 2024</i>)
Appendix H	- Certificate of Occupancy (<i>**amended by Bylaw No. 439, adopted July 15, 2024</i>)
Appendix I	- Conditional Certificate of Occupancy (<i>**amended by Bylaw No. 439, adopted July 15, 2024</i>)
Appendix J	- Permit Fees Schedule
Appendix K, L	- Construction Values
Appendix M	- Owner's Undertaking (<i>**added under Bylaw No. 439, adopted July 15, 2024</i>)
Appendix N	- Owner's Declaration (<i>**added under Bylaw No. 439, adopted July 15, 2024</i>)

6.2 SEVERABILITY

If any section of this bylaw is for any reason held to be invalid, by the decision of any court, such decision shall not affect the validity of the remaining portions of this bylaw.

6.3 REPEAL

The following District of Highlands Bylaws are hereby repealed:

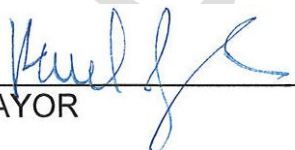
The District of Highlands Building Regulation Bylaw No. 61, 1995

The District of Highlands Building Regulation Amendment Bylaw No. 78, 1996

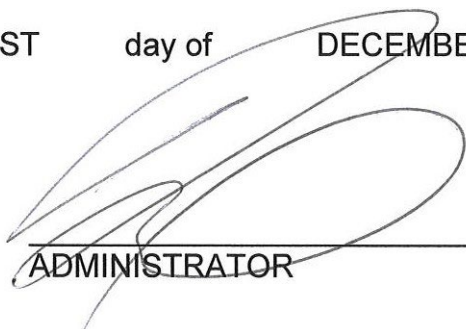
The District of Highlands Building Regulation Amendment Bylaw No. 158, 2001

The District of Highlands Building Regulation Amendment Bylaw No. 163, 2001

READ A FIRST TIME THIS	17TH	day of	NOVEMBER 2003
READ A SECOND TIME THIS	17TH	day of	NOVEMBER 2003
READ A THIRD TIME THIS	17TH	day of	NOVEMBER 2003
ADOPTED THIS	1ST	day of	DECEMBER 2003



MAYOR



ADMINISTRATOR



BUILDING PERMIT APPLICATION

DISTRICT OF HIGHLANDS
Building Inspection Department

APPENDIX A
Building Reg. Bylaw No. 192, 2003

1980 Millstream Road
Highlands BC V9B 6H1
ph. 250-474-1773 / fax. 250-474-3677
email: lcondon@highlands.ca

PLEASE PRINT CLEARLY

Pursuant to the regulations applicable to the DISTRICT OF HIGHLANDS:

I _____ ADDRESS _____ being
the owner or acting with the consent of the owner hereby make application to: (circle one)

ERECT CONSTRUCT ALTER REPAIR ADDITION MOVE DEMOLISH

LOCATED AT:

use of building or structure

House number and Street

FOLIO #: _____ LOT: _____ SECTION: _____ PLAN: _____

OWNER: _____ ADDRESS: _____

ARCHITECT: _____ ADDRESS: _____

BUILDER: _____ ADDRESS: _____

House numbers – House numbers obtained from the District of Highlands

THIS APPLICATION FORM MUST BE ACCOMPANIED BY THE FOLLOWING INFORMATION:

1. Copy of a recent (last 30 days) CERTIFICATE OF TITLE: Including all covenants, easements, statutory right of ways, etc
2. Evidence of Driveway Access Permit application and location obtained from the District of Highlands
3. Sewage Disposal filing from Health Authority or letter from Registered Onsite Wastewater Practitioner (ROWP).
4. Source of potable water indicated on plans.
5. Owner's Undertaking (Appendix M).
6. Site plan (in duplicate) drawn to scale showing:
 - a) Dimensions of land on which proposed building is to be located
 - b) Location of septic tank and disposal field
 - c) Location of proposed building
 - d) Ground elevations
 - d) Location of existing buildings showing horizontal and vertical dimensions
 - f) Details of site drainage
 - g) Location of road access
7. Include copies in duplicate of the specifications and scale drawings of the building with respect to which the work is to be carried out showing:
 - a) Foundation Plan (with overall dimensions)
 - b) Floor plan on each level, fully dimensioned
 - c) Elevations of all sides of the building
 - d) Proposed and/or existing uses of all rooms shown on floor plans
 - e) Overall, actual cross sections showing all structural details and finishes (partial cross sections are not acceptable)
Preferred Scales - Imperial: $\frac{1}{4}'' = 1' 0''$ Metric: 1 = 50
8. State intended use of building, including use of existing buildings
9. Any other information required pertaining to the application, such as Development Permit Area 6 for any construction, or addition, 50 m² or larger once completed.

REVERSE PRINTED PLANS NOT ACCEPTABLE

OCCUPANCY CERTIFICATES – a Certificate of Occupancy must be applied for and obtained prior to the occupancy of any building.

WAIVER AND INDEMNITY

I AGREE TO CONFORM TO THE BC Building Regulations and all other statutes and Bylaws in force in the District of Highlands. The undersigned, applicant, developer, contractor, or owner assumes all risks or hazards incidental to building inspection services and agrees to release, save harmless and indemnify the District of Highlands and its officials, agents, servants and representative, from and against all claims, actions, costs, expenses and demands with respect to death, injury, loss or damage to the person or property of the applicant, developer, contractor or owner, howsoever caused, arising out of or in connection with the building inspection services, notwithstanding that the same may have been contributed to, caused or occasioned by the negligence of the District of Highlands, its officers, employees, officials, agents, servants, and representatives. It is understood that no warranty is implied for building inspection services of the District of Highlands and that this agreement is to be binding on myself, my heirs, exactors and assigns.

PHONE NUMBER _____

DATE _____

SIGNATURE OF APPLICANT _____

DO NOT WRITE BELOW THIS LINE – FOR OFFICE USE ONLY

Class of Building _____	Main Floor Area _____	x _____	=	\$ _____
Type of Const. _____	Other Floor _____	x _____	=	\$ _____
Occupancy _____	Finished Base. _____	x _____	=	\$ _____
Size of Bldg. _____	Deck Area _____	x _____	=	\$ _____
No. of Units _____	Garage Area _____	x _____	=	\$ _____
No. of Bedrooms _____	Carport Area _____	x _____	=	\$ _____
Height of Bldg. _____	Other Additions _____	x _____	=	\$ _____
DEDUCTIONS: No Base. _____	Part Base. _____	Chimney _____	=	\$ _____
Building Value _____			=	\$ _____
Building Permit Fee _____			=	\$ _____
Bldg. Sanitary Sewer & Water Connection Fee _____			=	\$ _____
SUBTOTAL (Building Permit Fee) _____			=	\$ _____
No. of Plumbing Fixtures _____	+	- HWT = \$ _____		
Extras _____			=	\$ _____
Plumbing Permit Fee _____			=	\$ _____
Chimney Permit Fee _____			=	\$ _____
Total Permit Fee _____			=	\$ _____



MOBILE HOME Information Sheet

APPENDIX B

Permit No. _____

To be used in conjunction with BUILDING PERMIT APPLICATION (Appendix A)

Owner _____ Address _____

Details of Mobile Home: Name and Address of Manufacturer

Name _____

Address _____

Model # _____ Serial # _____ Oil Approved # _____ Gas Approval # _____

Electrical Approval # _____ Z240 Series # _____ Year Built _____

Number of Bedrooms _____ Number of Plumbing Fixtures _____ Floor Area _____

Contractor _____ Address _____

Engineer _____ Address _____

For inspection purposes where is the mobile now located?

Address _____

Note:

1. An approved mobile home may be permanently installed in the District of Highlands on property zoned for a Single Family Dwelling as long as all other requirements of the particular zone are met. Zoning Bylaws vary in their requirements depending on the location within the District of Highlands. Please check with your Building Inspection Office.
2. Factory built "Mobile Homes" must be certified as complying with Canadian Standards Association Standard "CAN/CSA-Z240 MH Series Mobile Homes". This standard does not apply to site preparations (foundations, basements, mountings) interconnection of modules, connection to services and installation of appliances. Mobile homes that do not meet the above standard will require the inspection and approval from a British Columbia registered professional engineer. It may be necessary for the Building Official to inspect the Mobile Home as well.
3. A completed Building Permit Application (Appendix A) must accompany this Information Sheet.
4. The applicant will be notified of the permit fee when all aspects of the application have been approved.
5. Foundations for mobile homes must meet the requirements of the British Columbia Building Code and any other applicable enactments.

Telephone No. _____ Date _____ Signature _____



Fireplace – Chimney-Wood Stove-Oil Furnace
APPLICATION

APPENDIX C

Permit No. _____

Please print clearly

Pursuant to the regulations applicable to the District of Highlands: I, _____ of

_____, being the owner, hereby make application to install (check the options below)

Legal Description: _____ Folio No. _____

Lot _____ Section _____ Block _____ Plan _____ Land District _____

Other Pertinent Information:

Owner _____ Address _____

Contractor _____ Address _____

Fee calculations for proposed work

Check the appropriate options below

Oil Furnace / Tank

Construct CHIMNEY – One single flue (masonry or metal)

Each additional flue in masonry chimney above

Construct FIREPLACE connected to single flue

SOLID FUEL BURNING APPLIANCE connected at time of construction

SOLID FUEL BURNING APPLIANCE connected to existing acceptable chimney

CHIMNEY reline, repair or alter (masonry)

**Appliances connected to chimneys must comply with and be
installed to all application regulations. (see Building Inspector)**

✓	Number	Fee	TOTALS
		x \$20.	=
		x \$40.	=
		x \$20.	=
		x \$20.	=
		x \$20.	=
		x \$40.	=
		x \$40.	=
		x \$40.	=
		TOTAL PERMIT FEE	=

LIMITATION LIABILITY

Neither the issuance of a permit under this bylaw nor the acceptance or review of plans, drawings or specifications or supporting documents, nor any inspections made by or on behalf of the District of Highlands shall in any way relieve the owner or his or her representatives from full and sole responsibility to perform the work in full accordance with the British Columbia Building Code, the Building Regulations Bylaw of the District of Highlands and all other applicable enactment, codes and standards.

FREEDOM OF INFORMATION WAIVER

Personal information obtained on this form is collected under the "Freedom of Information and Protection of Privacy Act" and will be only used for the purpose of issuing this permit. Enquiries about the collection or use of information on this form can be directed to the District of Highlands, 1980 Millstream Road, Victoria, BC V9B 6H1; Phone: (250) 474-1773; Fax (250) 474-3677.

All building in the District of Highlands is regulated by Building Regulation Bylaw No. 192

Phone Number _____

Date _____

Signature of Applicant _____

Note: Design details of the fireplace and or chimney may be requested for approval by the Building Inspector. An inspection must be requested for the reinforcement of the hearth before the concrete is poured.



**Plumbing Permit Application
(RESIDENTIAL)**

APPENDIX D

Permit No. _____

Please Print Clearly

Pursuant to the regulations applicable to the District of Highlands: I, _____ of _____ being the owner hereby make application to INSTALL OR ALTER PLUMBING SYSTEM OR SEWERS located at: _____
Site Address

Legal Description: _____ Folio No. _____

Lot _____ Section _____ Block _____ Plan _____ Land District _____

Other Pertinent Information:

Owner _____ Address _____

Contractor _____ Address _____

FEE SCHEDULE Total No. of Fixtures	VALUE	UNITS	FEE
Fee (First 10 fixtures)	\$20. per fixture	x =	
Fee (Additional fixtures)	\$15. per fixture	x =	
Hot Water Tank (domestic)	\$20. per tank	x =	
Lawn Sprinkler System	\$45.	x =	
Hot Water Heating Boiler Connection	\$15.	x =	
Connect to Existing Rough-in	\$10	x =	
Alter Waste Lines (no additional fixtures)	\$40.	x =	
Water Connection	\$20.	x =	
Alter Water Lines or Add Special Valve	\$20.	x =	
Sanitary Sewer Connection	\$20.	x =	
Storm or Sewage Lift Station	\$15	x =	
Remove or Make Safe Private Sewage System	\$15.	x =	
Installation of Floor Drain	\$10.	x =	
Install or alter Rain Water Leads or Roof Drain	\$10.	x =	
Install or Replace Cistern for Potable Water	\$30.	x =	
Lawn Service Stand Pipe (not part of Building plumbing)	\$20.	x =	
Area Drains, Sumps, Catch Basins	\$20.	x =	
Fire Protection Sprinkler System	\$20. each of 10	x =	
Each Group of 10 Sprinklers or Portion Over First 10	\$15.	x =	
TOTAL FEE			

Payment received by way of

Cheque ☐

Cash ☐

Date _____

LIMITATION LIABILITY

Neither the issuance of a permit under this bylaw nor the acceptance or review of plans, drawings or specifications or supporting documents, nor any inspections made by or on behalf of the District of Highlands shall in any way relieve the owner or his or her representatives from full and sole responsibility to perform the work in full accordance with the British Columbia Building Code, the Building Regulations Bylaw of the District of Highlands and all other applicable enactment, codes and standards.

FREEDOM OF INFORMATION WAIVER

Personal information obtained on this form is collected under the "Freedom of Information and Protection of Privacy Act" and will be only used for the purpose of issuing this permit. Enquiries about the collection or use of information on this form can be directed to the District of Highlands, 1980 Millstream Road, Victoria, BC V9B 6H1; Phone: (250) 474-1773; Fax (250) 474-3677.

All building in the District of Highlands is regulated by Building Regulation Bylaw No. 192

Phone Number _____

Date _____

Signature of Applicant _____



**Plumbing Permit Application
(COMMERCIAL)**

APPENDIX E

Permit No. _____

Please Print Clearly

Pursuant to the regulations applicable to the District of Highlands: I, _____ of _____ being the owner hereby make application to INSTALL OR ALTER PLUMBING SYSTEM OR SEWERS located at: _____
Site Address

Legal Description: _____ Folio No. _____

Lot _____ Section _____ Block _____ Plan _____ Land District _____

Other Pertinent Information:

Owner _____ Address _____

Contractor _____ Address _____

FEE SCHEDULE Total No. of Fixtures	VALUE	UNITS	FEE	LIMITATION LIABILITY Neither the issuance of a permit under this bylaw nor the acceptance or review of plans, drawings or specifications or supporting documents, nor any inspections made by or on behalf of the District of Highlands shall in any way relieve the owner or his or her representatives from full and sole responsibility to perform the work in full accordance with the British Columbia Building Code, the Building Regulations Bylaw of the District of Highlands and all other applicable enactment, codes and standards. FREEDOM OF INFORMATION WAIVER Personal information obtained on this form is collected under the "Freedom of Information and Protection of Privacy Act" and will be only used for the purpose of issuing this permit. Enquiries about the collection or use of information on this form can be directed to the District of Highlands, 1980 Millstream Road, Victoria, BC V9B 6H1; Phone: (250) 474-1773; Fax (250) 474-3677. All building in the District of Highlands is regulated by Building Regulation Bylaw No. 192
Fee (First 10 fixtures)	\$20. per fixture	x =		
Fee (Additional fixtures)	\$15. per fixture	x =		
Hot Water Tank (domestic)	\$20. per tank	x =		
Lawn Sprinkler System	\$45.	x =		
Hot Water Heating Boiler Connection	\$20.	x =		
Connect to Existing Rough-in	\$10. per fixture	x =		
Alter Sanitary/Storm Drainage System (existing)	\$40.	x =		
Water Connection	\$20.	x =		
Sanitary Sewer Connection	\$20.	x =		
Alter or Add to Water System	\$20.	x =		
Install Floor Drain or Funnel Drain	\$10. each	x =		
Install or Alter Rain Water Leads or Roof Drain	\$10.	x =		
Install or Replace Cistern for Potable Water	\$30.	x =		
Installation of Building Sanitary Sewer	\$20. per 100'	x =		
Installation of Building Storm Sewer	\$20. per 100'	x =		
<u>FIRE PROTECTION</u>		x =		
Fire Protection Sprinkler System	\$20. each first 10 heads			
Each group of 10 sprinklers or portion over first 10	\$20.	x =		
Fire Stand Pipe	\$20.	x =		
Fire Hydrant	\$30.	x =		
<u>OUTSIDE SERVICES</u>				
Pumping station other than for SFD	\$30. each			
<u>Lawn Service Stand Pipe (not part of building plumbing)</u>	\$20			
Storm or Sanitary Lift Station	\$30. each			
Remove or Make Safe Private Sewage System	\$15.			
Area Drains/Catch Basins/Sumps	\$20. each			
Manholes and Interceptors (all kinds)	\$20. each			
Acid neutralizers or Special Control Valve or Cap Off Sanitary, storm, water connections	\$20. each			
	TOTAL FEE			

Phone Number(s) _____ Date _____

Signature of Applicant _____

Payment received by way of

Cheque ☐

Cash ☐

Date _____



**Demolition-Deconstruction Permit
APPLICATION**

APPENDIX F

Permit No. _____

Please print clearly

Pursuant to the regulations applicable to the District of Highlands: I, _____ of

_____, being the owner, hereby make application to DEMOLISH or DECONSTRUCT

_____ located at: _____

Single family dwelling, accessory buildings, etc.

Legal Description:

Folio No. _____

Lot _____ Section _____ Block _____ Plan _____ Land District _____

Other Pertinent Information:

Owner _____ Address _____

Contractor _____ Address _____

****All work relating to this application, including rendering sewage disposal system safe, and providing a safe demolition site shall meet the requirements of the District of Highlands and the British Columbia Building Code and be completed by**

Fee Schedule

Check one of the following	Demolition Fee	Deconstruction Fee	Totals	Payment received by way of : Cheque <input type="checkbox"/> Cash <input type="checkbox"/> Date: _____
<input type="checkbox"/> Buildings up to 400 square feet in area	\$40.	\$20.		
<input type="checkbox"/> Buildings over 400 square feet in area	\$90.	\$45.		
<input type="checkbox"/> Rendering private sewage disposal system safe	\$20.	\$20.		
<input type="checkbox"/> Cap building sewer	\$15.	\$15.		
			Total Permit Fee:	

LIMITATION LIABILITY

Neither the issuance of a permit under this bylaw nor the acceptance or review of plans, drawings or specifications or supporting documents, nor any inspections made by or on behalf of the District of Highlands shall in any way relieve the owner or his or her representatives from full and sole responsibility to perform the work in full accordance with the British Columbia Building Code, the Building Regulations Bylaw of the District of Highlands and all other applicable enactment, codes and standards.

FREEDOM OF INFORMATION WAIVER

Personal information obtained on this form is collected under the "Freedom of Information and Protection of Privacy Act" and will be only used for the purpose of issuing this permit. Enquiries about the collection or use of information on this form can be directed to the District of Highlands, 1980 Millstream Road, Victoria, BC V9B 6H1; Phone: (250) 474-1773; Fax (250) 474-3677.

Phone Number

Date

Signature of Applicant

DISTRICT OF HIGHLANDS

Issue Date: 10-Jun-2024

APPENDIX G

Building Regulation
Bylaw 192, 2003

Folio No.:

Neighborhood Code:

Permit Type:

Permit #:

Estimated Value of Construction:

BUILD - BUILDING PERMIT

0.00

Pursuant to the bylaws applicable to the DISTRICT OF HIGHLANDS I, being the owner or acting with the consent of the owner, hereby make application

Description of Work:

Address/Location:		Unit	Street #:	Street Name:				
Legals:	Lot:	Dist. Lot:	Block:	Plan No:	Section:	Township:	Land District:	PID:
Proposed Use:				District:	Area:	Zone:	No. of Units:	
NEW CONSTRUCTION							1	

OWNER

Name: HIGHLANDS (DISTRICT)

Phone: 250

Add: 1980 MILLSTREAM RD

Fax:

Add:

City: VICTORIA

Prov: BC

Postal Code: V9B 6H1

CONTRACTOR

Name:

Phone:

Add:

Fax:

Add:

City:

Prov:

Postal Code:

PERMIT ISSUED ACCORDING TO THE ABOVE PARTICULARS, ACCOMPANYING PLANS AND TO THE APPLICABLE REGULATIONS. INSPECTION MUST BE REQUESTED IN ACCORDANCE WITH BUILDING REGULATION BYLAW REQUIREMENTS. RE-INSPECTIONS FEES WILL BE CHARGED IN ACCORDANCE WITH THE BUILDING REGULATIONS BYLAW NO. 192, 2003.

Work related to this permit must be started within 6 months of the date of issue and must not be discontinued or suspended for more than one year. A Certificate of Occupancy must be applied for and obtained prior to the occupancy of any building.

The permit is issued on the condition that the property has a reliable potable water source. It is the property Owner's obligation to confirm the source of potable water. A Certificate of Occupancy will not be issued until the Owner provides the District with the Owner's Declaration (Appendix N), which must be accompanied by water lab test results.

Waiver and Indemnity

The applicant, developer, contractor, or owner, assumes all risks or hazards incidental to building inspection services and agrees to release, save harmless and indemnify the District of Highlands and its officials, agents, servants and representatives from and against all claims, actions, cost, expenses and demands with respect to the death, injury, loss of damage to the person or property of the applicant, developer, contractor or owner, howsoever caused, arising out of or in connection with the building inspection services, notwithstanding that the same may have been contributed to cause or occasioned by the negligence of the District of Highlands, its officers, employees, official agents, servants and representatives. It is understood that no warranty is implied for building inspection services of the District of Highlands and that this agreement is to be binding on myself, my heirs, executors and assigns.

Date: _____

Signature Of Applicant: _____

Conditions: _____

Building Inspector: _____

Building Permit Application Fee

Date:

By:

☐ CASH☐ CHEQUE

RECEIPT # _____

Building Permit Fee Received

Date:

By:

☐ CASH☐ CHEQUE

RECEIPT # _____

Water Application No.

Date:

By:

☐ CASH☐ CHEQUE

RECEIPT # _____

Sewer Application No.

Date:

By:

☐ CASH☐ CHEQUE

RECEIPT # _____

Description Of Rate:

Fees:

Total Fees:

\$

0.00



CERTIFICATE OF OCCUPANCY
ISSUED BY THE BUILDING INSPECTOR
DISTRICT OF HIGHLANDS
Pursuant to the *Local Government Act* of British Columbia

APPENDIX H
Building Regulation
Bylaw No. 192, 2003

Permit No. _____

OWNER: _____ STREET: _____

LEGAL DESCRIPTION: _____

DATE: _____ AUTHORIZED USE: _____

THIS IS TO CERTIFY that the premises named herein have been completed under the authority of a valid Building Permit and has received the final inspection.

This building is now completed and ready for occupancy.

APPROVAL FOR OCCUPANCY _____
Building Official

No action may be brought against the District of Highlands or its officials or servants for anything done or left undone in good faith in the performance or intended performance of any authority conferred or duty imposed under this or any other Bylaw adopted by the District of Highlands pursuant to the *Local Government Act* of British Columbia.

NO REPRESENTATION BY THE DISTRICT OF HIGHLANDS

Neither the issuance of a permit, Certificate of Occupancy or conditional Certificate of Occupancy under this bylaw nor the acceptance or review of plans, drawings or specifications or supporting documents, nor any inspections made by or on behalf of the District of Highlands constitute in any way a representation, warranty, assurance or statement that the Building Code, this Bylaw or any other applicable enactments, codes, and standards have been complied with

WAIVER AND INDEMNITY

The undersigned, applicant, developer, contractor, or owner, assumes all risks or hazards incidental to building inspection services and agrees to release, save harmless and indemnify the District of Highlands and its officials, agents, servants and representatives, from and against all claims, actions, costs, expenses and demands with respect to death, injury, loss or damage to the person or property of the applicant, developer, contractor or owner, howsoever caused, arising out of or in connection with the building inspection services, notwithstanding that the same may have been contributed to, cause or occasioned by the negligence of the District of Highlands, its officers, employees, officials, agents, servants, and representatives. This agreement is to be binding on myself, my heirs, executors and assigns.

DATE: _____ SIGNATURE: _____



1980 Millstream Road Victoria BC V9B 6H1
Tel: 250-474-1773 Fax: 250-474-3877 Web: www.highlands.ca



**CONDITIONAL CERTIFICATE OF OCCUPANCY
ISSUED BY THE BUILDING INSPECTOR
DISTRICT OF HIGHLANDS**
Pursuant to the *Local Government Act* of British Columbia

APPENDIX I
Building Regulation
Bylaw No. 192, 2003

Permit No. _____

OWNER: _____ STREET: _____

LEGAL DESCRIPTION: _____

DATE: _____ AUTHORIZED USE: _____

THE CONDITIONAL CERTIFICATE OF OCCUPANCY IS ISSUED SUBJECT TO THE FOLLOWING CONDITIONS:

1. The deficiencies listed below shall be rectified to the satisfaction of the Building Official.
2. Upon satisfactory completion of all deficiencies the Building Official may issue a CERTIFICATE OF OCCUPANCY for the building.
3. **a)** If at a date 12 calendar months from the date of issue of THE CONDITIONAL CERTIFICATE OF OCCUPANCY, all of the deficiencies have not been addressed to the satisfaction of the Building Official, the certificate will expire and the District of Highlands will register a notice against the title of the land, referring to the outstanding deficiencies. The notice will remain in place until the deficiencies have been rectified to the satisfaction of the building inspector.
b) In order for the Building Official to conduct the required final inspection and issue the CERTIFICATE OF OCCUPANCY it will be necessary for the owner to apply for a permit to complete the outstanding work. Upon completion of all deficiencies the notice will be removed and the Building Official may issue a CERTIFICATE OF OCCUPANCY for the building.
4. This CONDITIONAL CERTIFICATE OF OCCUPANCY confirms only that the building is believed to meet the minimum level of health and safety requirements and is not a representation, warranty, assurance, or statement that the building complies with the Building Code, the Building Regulation Bylaw of the District of Highlands, or any other applicable enactments, codes or Standards.

The following list of deficiencies should not be construed as a definitive list of all requirements.

(See reverse) Known deficiencies outstanding at the date of issue of this CONDITIONAL CERTIFICATE OF OCCUPANCY are listed on your Inspection Report dated _____.

Signature of Owner/Contractor


APPROVED FOR CONDITIONAL OCCUPANCY:

Issue Date: _____

Building Official



1980 Millstream Road Victoria BC V9B 6H1
Tel: 250-474-1773 Fax: 250-474-3677 Web: www.highlands.ca

 Permit Fees Schedule	<u>APPENDIX J</u> Permit No. _____
TOTAL VALUE OF WORK (Derived from Schedule K or L)	<u>FEE</u>
Less than \$100	\$NIL
First \$1000 of value – flat fee	\$40.00
Next \$4000 of value or fraction thereof – cost per thousand	\$25.00
Next \$195,000 of value or fraction thereof – cost per thousand	\$20.00
Each additional \$1,000 or fraction thereof over \$200,000 of value	\$10.00



**Construction Values for
Buildings other than
Single Family Dwellings, Factory Built Homes,
Mobile Homes and Moved Buildings**

Appendix K

The construction value for buildings shall be the contract price or, where there is no contract price, the value shall be calculated according to the following schedule. Refer to Bylaw No. where there is more than one building.

<u>TYPE OF BUILDING</u>	<u>TYPE OF CONSTRUCTION</u>	<u>Value</u>	
		Per Sq. Ft.	Per Meter Sq.
Hotel / Motel	Wood Frame	\$43.00	\$463.00
Hotel / Motel	Reinforced masonry or concrete	72.00	775.00
Hotel / Motel	Steel frame	68.00	732.00
Town House or Apartment	Wood Frame	42.00	452.00
Town House or Apartment	Reinforced masonry or concrete	72.00	775.00
Town House or Apartment	Steel Frame	68.00	732.00
Commercial Building (shell only)	Wood Frame or heavy timber	40.00	430.00
Commercial Building (shell only)	Steel Frame	40.00	430.00
Commercial Buildings Except Offices and Restaurants	Completion of interior	12.00	130.00
Commercial Buildings Restaurants	Completion of interior	22.00	237.00
Commercial Building Office Interiors	Completion of interior	20.00	215.00
Industrial Buildings (shell only)	Wood frame or heavy timber	38.00	409.00
Industrial Buildings (shell only)	Steel frame	38.00	409.00
Industrial Buildings	Reinforced masonry or concrete	42.00	452.00
Industrial Buildings (interiors)	Completion of interior	8.00	86.00
Temporary Buildings	Wood frame	10.00	108.00



**Construction Values for
Single and Two Family Dwellings,
Factory Built Homes,
Mobile Homes and Moved Buildings**

Appendix L

<u>FLOOR AREA OR TYPE OF STRUCTURE</u>	<u>Value</u>	
	Per Sq. Ft.	Per Meter Sq.
Finished Main* Floor Areas	\$70.00	\$753.00
Finished Areas Other than Main* Floor	35.00	377.00
Unfinished Basements**, Attics or Other Floors	25.00	269.00
Finishing Previously Unfinished Basement**, Attics or Other Floors	25.00	269.00
Garages and or Workshops	20.00	215.00
Carports, Barns or Sheds	15.00	161.00
Sundecks	10.00	108.00
Additions Where an Existing Wall Forms Part of the Addition	70.00	753.00
Finished Floor Areas of Factory Built Homes, Mobile Homes or Moved Dwellings	30.00	323.00
*Main Floor shall be defined as the floor area where the main activity takes place, usually the floor where the living room, dining room and or kitchen are located.		



OWNER'S UNDERTAKING

(Referred to in Part 3)

APPENDIX M
Building Regulation
Bylaw No. 192, 2003

Permit No. _____

Property Address: _____

Legal Description: _____

In consideration of the issuance of a Building Permit, this undertaking is given by the undersigned, as the Owner of the property described above (the "Property"), with the intention that it be binding on the Owner and that the District of Highlands (the "District") will rely on same.

1. I confirm that I have applied for a Building Permit pursuant to "District of Highlands Building regulation Bylaw, No. 192, 2003" (the "Bylaw") and that I have carefully reviewed and fully understand all of the provisions of the Bylaw and in particular, understand, acknowledge and accept the provisions describing the purpose of the Bylaw, the conditions under which permits are issued, the disclaimer of warranty or representation and the limited extent of the scope of the Bylaw and inspections thereunder.
2. Without in any way limiting the foregoing, I acknowledge fully that it is my responsibility to ensure compliance with the Building Code and the Bylaw whether any work to be performed pursuant to the permit applied for is done by me, a contractor or a registered professional.
3. I am not in any way relying on the District or its Building Officials, as defined under the Bylaw, to protect the Owner or any other persons as set out in Part 3 of the Bylaw and I will not make any claim alleging any such responsibility or liability on the part of the District or its Building Officials.
4. I hereby agree to indemnify and save harmless the District and its employees from all claims, liability, judgments, costs (including actual legal costs) and expenses of every kind which may result from or relate to the issuance of the Building Permit or Certificate of Occupancy for the Property, the undersigned's failure (by way of negligence or otherwise) to comply with all bylaws, statutes, and regulations relating to any work or undertaking in respect of which this application is made, including for the requirements related to the domestic water supply for the Property, or the District's negligence in reviewing or issuing the Building Permit or Certificate of Occupancy applied for in relation to the Property.
5. I am authorized to give these representations, warranties, assurance, and indemnities to the District.

Owner's Name: _____

Owners Signature: _____



1980 Millstream Road Victoria BC V9B 6H1
Tel: 250-474-1773 Fax: 250-474-3677 Web: www.highlands.ca



OWNER'S DECLARATION

(Referred to in Part 3)

APPENDIX N
Building Regulation
Bylaw No. 192, 2003

Permit No. _____

Property Address: _____

Legal Description: _____ (the "Property")

1. I acknowledge that, as the Owner of the Property, it is my obligation to confirm the quantity, quality, and reliability of the potable water source for the Property and I am not relying on any review or approval by the District as a representation or guarantee to that effect.
2. I submit the attached water lab test results for the water from my private source water and I am satisfied that the scope and methodology of the test and the results of same are adequate to confirm the potability of my water source.
3. I confirm that I am not relying upon the District to confirm or interpret the results of the attached water lab test.
4. I confirm that I have not relied upon guidance or advice from the District in relation to the adequacy of the water test methodology, the scope of the water testing, or the qualifications of the testing agency.
5. I acknowledge that the ongoing operation and safety of the water system on the Property is not the responsibility of the District, and that regular bacteriological and chemical tests of the source water may be necessary to ensure the ongoing safety of the water on the Property.

Owner's Name: _____

Owners Signature: _____



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