

## DISTRICT OF HUDSON'S HOPE

### Bylaw No. 741

---

A bylaw to provide for the Administration of the *Building Code*

**WHEREAS** the *Community Charter* authorizes the District of Hudson's Hope, for the health, safety and protection of persons and property, to regulate, prohibit and impose requirements in relation to buildings and other structures;

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

**NOW THEREFORE** the Council of the District of Hudson's Hope, in open meeting assembled, enacts as follows:

#### 1. Title

This Bylaw shall be cited as the "Building Bylaw No. 741, 2008".

#### 2. Definitions

In this Bylaw:

(1) The following words and terms have the meanings set out in Article 1.2.1.2 of the *British Columbia Building Code 2006*: "assembly occupancy", "building", "building area", "building height", "business and personal services occupancy", "care or detention occupancy", "constructor", "coordinating registered professional", "designer", "farm building", "field review", "high hazard industrial occupancy", "industrial occupancy", "low hazard industrial occupancy", "major occupancy", "mercantile occupancy", "medium hazard industrial occupancy", "occupancy", "owner", "registered professional", and "residential occupancy";

(a) "Accessory Building" means a detached building that is not constructed on a permanent foundation;

(b) "Building Code" means the *British Columbia Building Code 2006* as adopted by the Minister of Forests and Range and Minister Responsible for Housing under BC Reg. #295/98 pursuant to section 692 (1) of the *Local Government Act*, as amended or re-enacted from time to time;

(c) "Building Official" means Building Inspectors designated by the District of Hudson's Hope;

(d) "Complex Building" means:

(i) all buildings used for major occupancies classified as

- (A) assembly occupancies,
  - (B) care or detention occupancies,
  - (C) high hazard industrial occupancies, and
- (ii) all buildings exceeding 600 square metres in building area or exceeding three storeys in building height used for major occupancies classified as
- (A) residential occupancies,
  - (B) business and personal services occupancies,
  - (C) mercantile occupancies,
  - (D) medium and low hazard industrial occupancies.
- (e) "Health and safety aspects of the work" means design and construction regulated by Part 3, Part 4, and sections 9.4, 9.8, 9.9, 9.10, 9.12, 9.14, 9.15, 9.17, 9.18, 9.20, 9.21, 9.22, 9.23, 9.24, 9.31, 9.32, and 9.34 of Part 9 of the Building Code;
- (f) "Owner" includes an agent of the owner authorized in the form attached as Form 1;
- (g) "Municipal" or "Municipality" means the District of Hudson's Hope;
- (h) "Standard building" means a building of three storeys or less in building height, having a building area not exceeding 600 square metres and used for major occupancies classified as
- (i) residential occupancies,
  - (ii) business and personal services occupancies,
  - (iii) mercantile occupancies, or
  - (iv) medium and low hazard industrial occupancies; and
- (j) "structure" means a construction or portion thereof of any kind, whether fixed to, supported by or sunk into land or water, but specifically excludes landscaping, fences, paving and retaining structures less than 1.2 metres in height.
- (k) "Wood Burning Appliance" means a device designed for wood combustion producing usable heat for the interior of a building or structure and includes, but is not limited to, wood stoves, fireplaces, fireplace inserts and combination fuel furnaces.

### **3. Purpose of Bylaw**

- (1) This bylaw, shall, notwithstanding any other provision herein, be interpreted in accordance with this section.

- 
- (2) This bylaw is enacted and retained for the purpose of regulating construction within the District of Hudson's Hope in the general public interest. The activities undertaken by or on behalf of the municipality pursuant to this bylaw are for the sole purpose of providing a limited spot check for health, safety and the protection of persons and property. It is not contemplated nor intended, nor does the purpose of this bylaw extend:
- (a) to the protection of owners, owner/builders or constructors from economic loss;
  - (b) to the assumption by the municipality or any building official of any responsibility for ensuring the compliance by any owners, his or her representatives or any employees, constructors or designers retained by him or her, with the *Building Code*, the requirements of this bylaw or any other applicable codes or standards;
  - (c) to providing any person a warranty of design or workmanship with respect to any building or structure for which a building permit or occupancy permit is issued under this bylaw; and
  - (d) to providing a warranty or assurance that construction undertaken pursuant to building or other permits issued by the municipality is free from latent, or any defects.

#### **4. Permit Conditions**

- (1) A permit is required whenever work regulated under this bylaw is to be undertaken.
- (2) 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 municipality shall in any way relieve the owner or his or her representatives from full and sole responsibility to perform the work in strict accordance with the Building Code, this bylaw and all other codes, standards and applicable enactments.
- (3) It shall be the full and sole responsibility of the owner to carry out the work in respect of which the permit was issued in compliance with the Building Code, this bylaw and all other applicable codes, standards and enactments.
- (4) 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 municipality constitute in any way a representation, warranty, assurance or statement that the Building Code, this bylaw or any other applicable codes, standards or enactments have been complied with.

- (5) No person shall rely upon any permit as establishing compliance with this bylaw or assume or conclude that this bylaw has been administered or enforced according to its terms. The person to whom the building or other permit is issued and his or her representatives are responsible for making such determination.

## **5. Scope and Exemptions**

- (1) This bylaw applies to the design, construction and occupancy of new buildings and structures, and the alteration, reconstruction, demolition, removal, relocation and occupancy of existing buildings and structures.
- (2) This bylaw does not apply to buildings or structures exempted by Part 1 of the Building Code except as expressly provided herein, nor to retaining structures less than 1.2 metres in height.

## **6. Prohibitions**

- (1) No person shall commence or continue any construction, alteration, reconstruction, demolition, removal or relocation of any building or structure, including excavation or other work related to construction unless a building official has issued a valid and subsisting permit for the work.
- (2) No person shall commence or continue any construction or installation of any wood burning appliances unless a building official has issued a valid and subsisting permit for the work.
- (3) No person shall occupy or use any part of a building or structure with a valid permit issued by a building official for the building or structure unless a final inspection permitting occupancy has been issued by a building official, or contrary to the terms of any permit issued or any notice given by a building official.
- (4) No person shall knowingly submit false or misleading information to a building official in relation to any permit application or construction undertaken pursuant to this bylaw.
- (5) No person shall demolish a building or structure unless a building official has issued a valid and subsisting demolition permit for the demolition.
- (6) No person shall move a building or structure unless a valid and subsisting moving permit has been issued by a building official for the moving of the building or structure.
- (7) No person shall occupy or use any building or structure unless a valid and subsisting occupancy permit 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.

- (8) 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.
- (9) No person shall do any work that is substantially at variance with the accepted 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.
- (10) No person shall obstruct the entry of a building official or other authorized official of the municipality on property in the administration of this bylaw.

## **7. Building Officials**

- (1) Each building official:
  - (a) may administer this bylaw;
  - (b) may 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 or microfilm copies of such documents.
  - (c) may establish, if requested to do so, whether the methods or types of construction and types of materials used in the construction of a building or structure substantially conform to the requirements of the Building Code.
- (2) A Building Official:
  - (a) may enter any land, building, structure or premises at any reasonable time for the purpose of ascertaining that the terms of this bylaw are being observed;
  - (b) where any residence is occupied, shall obtain the consent of the occupant or provide written notice to the occupant 24 hours in advance of entry; and
  - (c) shall carry proper credentials confirming his or her status as a building official.
- (3) A building official may order the correction of any work that is being or has been done in contravention of this bylaw or a permit issued pursuant to this bylaw.
- (4) A building official may order that work concealed in contravention of this bylaw be partially or completely uncovered.

## **8. Applications**

- (1) Every person shall apply for and obtain:

- 
- (a) a building permit before constructing, repairing or altering a building or structure;
  - (b) a moving permit before moving a building or structure;
  - (c) a demolition permit before demolishing a building or structure;
  - (d) a chimney/fireplace/woodstove permit prior to the construction of a masonry fireplace or the installation of a wood burning appliance or chimney; and
  - (e) a plumbing permit before installing, adding to, or altering a plumbing system in a new or existing building or structure.
- (2) An application for a plumbing permit, moving permit, demolition permit or chimney/fireplace/woodstove permit shall be made in the form of Forms VII, IX, X and VIII, respectively, to this bylaw.
  - (3) All plans submitted with permit applications shall bear the name and address of the designer of the building or structure.
  - (4) 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 that building or structure as determined in accordance with Appendix "A" to this bylaw.

## **9. Applications for Complex Buildings**

- (1) An application for a building permit with respect to a complex building shall;
  - (a) be made in the form attached as Form VI to this bylaw, signed by the owner, or a signing officer if the owner is a corporation;
  - (b) be accompanied by the owner's acknowledgment of responsibility and undertakings made in the form attached as Form "II" to this bylaw, signed by the owner, or a signing officer if the owner is a corporation;
  - (c) include a copy of a title search made within 30 days of the date of the application;
  - (d) unless a building official waives the requirement in whole or in part for an application to repair or alter an existing building or structure, include a site plan drawn at a suitable scale, or when required by the building official a site plan prepared by a British Columbia Land Surveyor showing:
    - (i) the 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 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 lake, swamp, pond or watercourse where the municipality'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 and minimum floor elevation of a building or structure where the municipality's land use regulations establish siting requirements related to minimum floor elevation; and
  - (vii) the location, dimension and gradient of parking and driveway access;
- (e) include floor plans showing the dimensions and uses of all areas: the dimensions and height of crawl and roof spaces; the location, size and swing of doors; the location, size and opening of windows; floor, wall, and ceiling finishes; plumbing fixtures; structural elements; and stair dimensions.
  - (f) include a cross section through the building or structure illustrating foundations, drainage, ceiling heights and construction systems;
  - (g) include elevations of all sides of the building or structure showing finish details, roof slopes, windows, doors, and finished grade;
  - (h) include cross-sectional details drawn at a suitable scale and at sufficient locations to illustrate that the building or structure substantially conforms to the Building Code;
  - (i) include copies of approvals required under any enactment relating to health or safety, including, without limitation, sewage disposal permits, highway access permits and Ministry of Health approval;
  - (j) include a letter of assurance in the form of Schedule A as referred to in Division C, Part 2, Section 2.2.7 of the *Building Code*, signed by the owner, or a signing officer of the owner if the owner is a corporation, and the coordinating registered professional.
  - (k) include letters of assurance in the form of Schedules B-1 and B-2 as referred to in Division C, Part 2, Section 2.2.7 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 suitable scale of the design prepared by each registered professional and including the information set out in sections 9 (1)(e) to 9 (1)(h) of this bylaw;
- (2) In addition to the requirements of section 9(1), the following may be required by a building official to be submitted with a building permit application for the construction of a complex building or during the construction of such a 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 a registered professional, in accordance with the municipality's subdivision servicing bylaw;
  - (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 substantial compliance with this bylaw, the *Building Code* and other bylaws and enactments relating to the building or structure.

## **10. Applications for Standard Buildings**

- (1) An application for a building permit with respect to a standard building shall;
  - (a) be made in the form attached as Form VI to this bylaw, signed by the owner, or a signing officer if the owner is a corporation;
  - (b) be accompanied by the owner's acknowledgment of responsibility and undertakings made in the form attached as Form II to this bylaw, signed by the owner, or a signing officer if the owner is a corporation;
  - (c) include a copy of a title search made within 30 days of the date of the application;
  - (d) unless a building official waives the requirement in whole or in part for an application to repair or alter an existing building or structure, include a site plan drawn at a suitable scale, or when required by the building official a site plan prepared by a British Columbia Land Surveyor showing:
    - (i) the 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 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 lake, swamp, pond or watercourse where the municipality'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 and minimum floor elevation of a building or structure where the municipality's land use regulations establish siting requirements related to minimum floor elevation; and
  - (vii) the location, dimension and gradient of parking and driveway access;
- (e) include floor plans showing the dimensions and uses of all areas: the dimensions and height of crawl and roof spaces; the location, size and swing of doors; the location, size and opening of windows; floor, wall, and ceiling finishes; plumbing fixtures; structural elements; and stair dimensions.
  - (f) include a cross-section through the building or structure illustrating foundations, drainage, ceiling heights and construction systems;
  - (g) include elevations of all sides of the building or structure showing finish details, roof slopes, windows, doors, and finished grade;
  - (h) include cross-sectional details drawn at a suitable scale and at sufficient locations to illustrate that the building or structure substantially conforms to the *Building Code*;
  - (i) include copies of approvals required under any enactment relating to health or safety, including, without limitation, highway access permits and evidence that any filings required under the *Health Act* in relation to any on-site sewage disposal system have been made;
  - (j) unless a building official waives the requirement in whole or in part for an application to repair or alter an existing building or structure, include a foundation design prepared by a registered professional in accordance with section 4.2 of Part 4 of the *Building Code*, accompanied by letters of assurance in the form of Schedules B-1 and B-2 as referred to in Division C, Part 2, Section 2.2.7 of the *Building Code*, signed by the registered professional; and

- 
- (k) include two copies of specifications and two sets of drawings at a suitable scale of the design including the information set out in sections 10(1)(e) to 10(1)(h) and 10(1)(j) of this bylaw.
- (2) In addition to the requirements of subsection (1), the following may be required by a building official to be submitted with a plumbing permit application or a building permit application for the construction of a standard building or during the construction of such a 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 a registered professional, in accordance with the municipality's subdivision servicing bylaw;
  - (b) a section through the site showing grades, buildings, structures, parking areas and driveways;
  - (c) a roof plan and roof height calculations;
  - (d) design drawings acceptable to the building official for a proposed plumbing system;
  - (e) structural, electrical, mechanical or fire suppression drawings prepared and sealed by a registered professional;
  - (f) letters of assurance in the form of Schedules B-1 and B-2 as referred to in Division C, Part 2, Section 2.2.7 of the *Building Code*, signed by the registered professional; and
  - (g) 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.

## 11. Professional Plan Certification

- (1) The letters of assurance in the form of Schedules B-1 and B-2 as referred to in Division C, Part 2, Section 2.2.7 of the *Building Code* and provided pursuant to this bylaw are relied upon by the municipality 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 relating to safety.
- (2) When a building permit is issued and letters of assurance have been provided pursuant to this bylaw a notice shall be included to the owner that the building permit is issued in reliance upon the certification of the registered professionals that the design and plans submitted in support of the application for the building permit comply with the *Building Code* and other applicable enactments relating to safety.

- (3) When a building permit is issued in accordance with section 11(2) and letters of assurance have been provided pursuant to this bylaw the permit fee shall be reduced by 5% of the fees payable pursuant to Appendix "A" to this bylaw, up to a maximum reduction of \$500.00 (five hundred dollars).

## **12. Fees and Charges**

- (1) In addition to applicable fees and charges required under other bylaws, a permit fee, calculated in accordance with Appendix "A" to this bylaw, shall be paid in full prior to the issuance of any permit under this bylaw.
- (2) An application made for a building permit shall be accompanied by the appropriate application fee as set out in Appendix "A" to this bylaw.
- (3) The application fee is non-refundable and shall be credited against the building permit fee when the permit is issued.
- (4) An application shall be cancelled and the application fee forfeited if the building permit has not been issued and the permit fee paid within 180 days of the date of permit application.
- (5) When an application is cancelled the plans and related documents submitted with the application may be disposed of or destroyed.
- (6) The owner may obtain a refund of the permit fees set out in Appendix "A" to this bylaw when a permit is surrendered and cancelled before any construction begins, provided:
  - (a) the refund shall not include the application fee pursuant to Section 12(2) of this bylaw; and
  - (b) no refund shall be made where construction has begun or an inspection has been made.
- (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 as set out in Appendix "A" to this bylaw shall be paid prior to additional inspections being performed.
- (8) If more than two inspections are required at the same stage of work described in section 15(1) the owner shall pay the re-inspection fee prescribed in Appendix "A".
- (9) An inspection charge, as set out in Schedule 1 to this bylaw, shall be payable in advance for a voluntary inspection or to obtain a report on the status of an existing building or structure.

- (10) A new owner of property in respect of which a permit has been issued under this bylaw may apply to a building official to have the permit reissued in their name, and a building official may reissue the permit upon receipt of Form II executed by the new owner and the transfer fee specified in Appendix "A".

### **13. Damage to Municipal Property**

- (1) Every owner to whom a permit is issued shall be responsible for the cost of repair of any damage to municipal works that occurs in the course of the work authorized by the permit.
- (2) Every owner to whom a permit is issued shall be responsible for ensuring that all construction waste or debris is collected, contained and disposed of in order to prevent an untidy accumulation of such materials on the construction site or surrounding municipal or private properties.

### **14. Moving Buildings**

- (1) The work authorized by the moving permit shall be completed within three months of the permit being issued, or the permit shall expire.
- (2) The owner shall provide notice of disconnection from municipal water and sewage systems and such disconnections shall be carried out only by the District of Hudson's Hope.

### **15. Inspections and Monitoring**

- (1) When a registered professional provides letters of assurance in accordance with this bylaw, the District of Hudson's Hope will rely solely on field reviews undertaken by the registered professional and the letters of assurance submitted pursuant to this bylaw as assurance that the construction substantially conforms to the design and that the construction substantially complies with the *Building Code*, this bylaw and other applicable enactments respecting safety.
- (2) A building official may from time to time during the course of construction attend the site in respect of which letters of assurance have been provided, to ascertain that the field reviews are taking place and to monitor field reviews undertaken by the registered professionals.
- (3) A building official may attend periodically at the site of the construction of standard buildings or structures to ascertain whether the requirements are being carried out in substantial conformance with those portions of the *Building Code*, this bylaw and any other applicable enactments concerning health and safety.

- 
- (4) For complex buildings the registered professional or the owner shall, for the purpose of Section 15(2), give at least 24 hours' notice to a building official, which need not be in writing unless required by the building official, prior to proceeding beyond the following aspects of work:
- (a) the installation of completed concrete footing formwork, prior to the placement of concrete therein;
  - (b) the installation of any concrete formwork requiring reinforcing steel, prior to the placement of concrete therein;
  - (c) the installation of perimeter drain tile and damp proofing, prior to backfilling and after a copy of the survey certificate has been provided, if required by the building official;
  - (d) the preparation of ground, including insulation, vapour barrier and reinforcing steel, when required, prior to the placing of a concrete slab;
  - (e) the rough in of factory built chimneys and fireplaces and wood burning appliances;
  - (f) the framing and sheathing, prior to the installation of any insulation or exterior finish including sheathing membrane;
  - (g) the service plumbing from the building to the property line, after the required tests to sanitary and water supply lines have been applied;
  - (h) the rough in of under slab drain, waste, vent and water supply plumbing, after the required tests have been applied and prior to the placement of concrete;
  - (i) the rough in of drain, waste, vent and water supply plumbing, after the required tests have been applied;
  - (j) the insulation and vapour barrier, prior to the application of any interior finish and after the completion of the siding or other exterior finish; and
  - (k) when the building or structure is complete, but before occupancy takes place of the whole or part of the building or structure.
- (5) For standard buildings, the owner shall give at least 24 hours' notice to a building official, which need not be in writing unless required by the building official, when requesting an inspection and shall obtain an inspection and receive a building official's acceptance of the following aspects of the work prior to concealing it:
- (a) the installation of completed concrete footing formwork, prior to the placement of concrete therein;

- (b) the installation of any concrete formwork requiring reinforcing steel, prior to the placement of concrete therein;
  - (c) the installation of perimeter drain tile and damp proofing, prior to backfilling and after a copy of the survey certificate has been provided, if required by the building official;
  - (d) the rough in of factory built chimneys and fireplaces and wood burning appliances;
  - (e) the framing and sheathing, prior to the installation of any insulation or exterior finish including sheathing membrane;
  - (f) the service plumbing from the building to the property line, or to any on-site water supply or sewage disposal system, after the required tests to sewage and water supply lines have been applied and prior to backfilling;
  - (g) the rough in of under slab drain, waste, vent and water supply plumbing, after the required tests have been applied and prior to the placement of concrete;
  - (h) the rough in of drain, waste, vent and water supply plumbing, after the required tests have been applied;
  - (i) the insulation vapour barrier, and fan ductwork and insulation thereof, prior to the application of any interior finish and after the completion of the siding or other exterior finish acceptable to the building official; and
  - (k) when the building or structure is complete, but before occupancy takes place of the whole or part of the building or structure.
- (6) No aspect of the work referred to in section 15(5) of this bylaw shall be concealed until a building official has accepted it in writing.
- (7) The requirements of Section 15(5) of this bylaw do not apply to any aspect of the work that is the subject of a registered professional's letter of assurance in respect of field reviews provided in accordance with this bylaw.

## **16. Authorization for Occupancy**

- (1) No person shall occupy or use any part of a building or structure with a valid permit issued by a building official for the building or structure unless a final inspection permitting occupancy has been issued by a building official.

- 
- (2) Authorization to occupy a building or structure shall not be issued unless:
- (a) all letters of assurance have been submitted when required by this bylaw and the building official is not aware, as a result of monitoring conducted in accordance with this bylaw, of any error or insufficiency in such letters of assurance;
  - (b) in the case of a dwelling with an on-site sewage disposal system, evidence is provided to the building official that any post-construction filings required under the *Health Act* in relation to the on-site sewage disposal system have been made; and
  - (c) all aspects of the work requiring inspection and acceptance pursuant to Section 15(5) of this bylaw have been inspected and accepted or the inspections and acceptance are not required in accordance with Section 15(7) of this bylaw.
- (3) A building official may issue final inspection authorizing occupancy for part of a building or structure when the part of the building or structure is self-contained, provided with essential services and the requirements set out in section 16(2) of this bylaw have been met with respect to it.

## 17. Building Permits

- (1) When:
- (a) a completed application in compliance with Section 9 or 10 of this bylaw, including all required supporting documentation has been submitted;
  - (b) the owner or his or her representative has paid all applicable fees set out in section 12.1 of this bylaw;
  - (c) the owner or his or her representative has paid all charges and met all requirements imposed by any other statute or bylaw;
  - (d) no covenant, agreement, or regulation of the municipality authorizes the permit to be withheld;
- a building official shall issue the permit for which the application is made.
- (2) When the application is in respect of a building that includes, or will include, a residential occupancy, the building permit must not be issued unless the owner provides evidence pursuant to section 30 (1) of the Homeowner Protection Act, SBC 1998 Chapter 31, and amendments thereto, that the proposed building:
- (a) is covered by home warranty insurance, and

- 
- (b) the constructor is a licensed residential builder.
  - (3) Section 17.2 of this bylaw does not apply if the owner is not required to be licensed and to obtain home warranty insurance in accordance with sections 20 (1) or 30 (1) of the Homeowner Protection Act, SBC 1998 Chapter 31, and amendments thereto.
  - (4) 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 12 months from the date of issuance of the permit;
    - (b) work is discontinued for a period of 12 months; or
    - (c) the work authorized by the permit is not completed within 24 months of the permit issue date.
  - (5) A building permit may be renewed once where construction has not been commenced or has been discontinued due to adverse weather, strikes, material or labour shortages, or similar hardship beyond the owner's control upon the condition that:
    - (a) the owner pays the fee prescribed in Appendix "A" to this bylaw; and
    - (b) the renewed permit shall expire 12 months after the expiry date of the original permit.
  - (6) Should a building permit not be renewable as set out in section 17(5), or a renewed permit expire prior to the completion of the work authorized by the permit, a new permit application will be required to complete the work.
  - (7) A building official may issue a building permit for a portion of a building or structure before the design, plans and specifications for the entire building or structure have been accepted, provided sufficient information has been provided to the municipality to demonstrate to the building official that the portion authorized to be constructed substantially complies with this and other applicable bylaws and the permit fee applicable to that portion of the building or structure has been paid. The issuance of the permit notwithstanding, the requirements of this bylaw apply to the remainder of the building or structure as if the permit for the portion of the building or structure had not been issued.
  - (8) A building official may by notification to the owner in writing, revoke a permit where:
    - (a) any condition be found to exist which would have cause for denial of such permit if known to exist at the time of issuance of the permit;

- (b) there is a violation of any condition under which the permit was issued; or
- (c) there is a violation of any provision of the *Building Code* or this bylaw.

#### **18. Applications for Retaining Structures**

- (1) An application for a building permit with respect to a retaining structure greater than 1.2 metres in height shall:
  - (a) be made in the form prescribed for that purpose by a building official, signed by the owner, or a signing officer if the owner is a corporation;
  - (b) include a site plan showing the dimensions and location of the proposed retaining structure with respect to the property lines and the existing buildings on the site;
  - (c) include design drawings prepared and sealed by a registered professional; and
  - (d) include letters of assurance in the form of Schedules B-1 and B-2 as referred to in Division C, Part 2, Section 2.2.7 of the *Building Code*, signed by the registered professional.

#### **19. Applications for Moving Buildings**

- (1) An application for a moving permit with respect to moving a building shall:
  - (a) be made in the form of Form VIII to this bylaw, signed by the owner, or a signing officer if the owner is a corporation;
  - (b) except in the case of a building being relocated on its existing parcel, be accompanied by proof that the moving contractor carries at least \$1,000,000.00 liability insurance that names the District of Hudson's Hope as an additional party insured; and
  - (c) be accompanied by written approvals obtained from the Ministry of Transportation and utility providers if the Ministry or the utility providers are affected by the move.
- (2) Farm buildings are exempt from the requirement to obtain a moving permit.
- (3) The requirements of this section are in addition to the building permit applications requirements set out in section 8(1).

---

## 20. Disclaimer of Warranty or Representation

- (1) Neither the issuance of a permit under this bylaw, the review and acceptance of the design, drawings, plans or specifications, nor inspections made or monitoring activities undertaken by a building official, shall constitute a representation or warranty that the *Building Code* or the bylaw have been complied with, that the building or structure meets any standard of materials or workmanship, or that any on-site water supply system is capable of supplying water of any particular quality or quantity, and no person shall rely on any of those acts as establishing compliance with the *Building Code* or this bylaw or any standard of construction.

## 21. Professional Design and Field Review

- (1) When a building official considers that the site conditions, size or complexity of a development or an aspect of a development warrant, he or she may require a registered professional provide one or more of the following:
  - (a) design and plan certification,
  - (b) certification of construction or field review, and
  - (c) letters of assurance in the form of Schedules B-1, B-2, C-A and C-B as referred to in Division C, Part 2, Section 2.2.7 of the *Building Code*.
- (2) Prior to the issuance of an occupancy permit for a complex building, or standard building in circumstances where letters of assurance have been required in accordance with this bylaw, the owner shall provide the municipality with letters of assurance in the form of Schedules C-A or C-B, as is appropriate, referred to in Division C, Part 2, Section 2.2.7 of the *Building Code*.
- (3) When a registered professional provides letters of assurance in accordance with this bylaw, he or she shall also provide proof of professional liability insurance to the building official in the form of Form "V" to this bylaw, and where the scope of the letters of assurance pertains to building foundation matters the insurance coverage shall contain no limitation or exclusion in relation to such matters.

## 23. Responsibilities of the Owner

- (1) Every owner shall ensure that all construction complies with the *Building Code*, this bylaw and other applicable enactments respecting health and safety.
- (2) Every owner to whom a permit is issued shall submit to the building official, if required, a survey certificate prepared by a British Columbia Land Surveyor, showing information required by section 9(1)(d) or 10(1)(d) as the case may be, after the building foundations have been placed but prior to the drain tile inspections and the commencement of framing.

- 
- (3) Every owner to whom a permit is issued shall, during construction:
- (a) post and maintain the permit in a 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) ensure that the underside of the lowest floor system or basement slab is constructed at or above any minimum floor elevation on record as having been recommended by the design engineer for the subdivision in which the building is located, in relation to the provision of storm drainage;
  - (d) post the civic address on the property in a location visible from any adjoining streets.
  - (e) ensure that the lot is graded prior to the final inspection so as to provide positive drainage of storm water from the building.

#### **24. Flood and Erosion Protection**

- (1) If landfill is used to raise the natural ground elevation in order to elevate the floor system of a building or structure for protection from flood damage, the face of the landfill slope shall be constructed so as to resist erosion by floodwaters, wave action, ice or other flood debris.

#### **25. Wood Burning Appliances**

- (1) Section 25(2) shall apply to the installation of any wood burning appliances for which a permit is issued under this bylaw.
- (2) Every wood-burning appliance must display a permanent label indicating that it has been tested to and meets the current provincial standards for clean burning and the CSA or ULC safety standards.

#### **26. Notice to Alter Building**

- (1) The building official may direct and require that any building or portion thereof be vacated, or the occupancy prohibited, until altered to comply with the requirements of this bylaw, the *Building Code* or other applicable enactments respecting health or safety by posting a written Do Not Occupy notice upon the building whenever it be found by the building official that either of the following conditions exist:
  - (a) the building has been erected, altered or repaired contrary to the provisions of the *Building Code*, this bylaw, a permit issued pursuant to this bylaw, or another applicable enactment respecting health or safety; or

- (b) the building is unsafe to human life or property from any cause, or in imminent danger of so becoming.
- (2) Such building shall not be occupied until a building permit has been issued and all required alteration work has been performed and approved by the building official.

## **27. Penalties and Enforcement**

- (1) Every person who contravenes any provision of this bylaw commits an offence 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.
- (2) Every person who fails to comply with any order or notice issued by a building official, or who allows a violation of this bylaw to continue, contravenes this bylaw.
- (3) Each day that a violation of this bylaw is continued or caused or allowed to continue constitutes a separate offence.
- (4) A building official may order the cessation of any work that is proceeding in contravention of the *Building Code* or this bylaw by posting a Stop Work notice in the form of Form XI to this bylaw.
- (5) 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 a building official.
- (6) Where a person occupies a building or structure or part of a building or structure in contravention of section 6.7 of this bylaw a building official may post a Do Not Occupy notice in the form of Form XII to this bylaw on the affected part of the building or structure.
- (7) The owner of property on which a Do Not Occupy notice has been posted, and every person, shall cease occupancy of the building or structure immediately and shall refrain from further occupancy until all applicable provisions of the *Building Code* and this bylaw have been substantially complied with and the Do Not Occupy notice has been rescinded in writing by a building official.
- (8) Every person who commences work requiring a building permit without first obtaining such a permit shall, if a Stop Work notice is issued and remains outstanding for 30 days, pay an additional charge equal to 25% of the building permit fee prior to obtaining the required building permit.
- (9) Offences for which tickets can be issued and fines imposed are prescribed in the Municipal Ticket Information Utilization Bylaw

**28. Severability**

- (1) The provisions of this bylaw are severable and the invalidity of any part of this bylaw shall not affect the validity of the remainder of this bylaw.

**29. Forms and Schedules**

- (1) Forms I through XII and Schedule "A" attached to this bylaw form a part of this bylaw.

**29. Repeal**

- (1) The District of Hudson's Hope Building Bylaw No. 235, 1978, and all amendments thereto are repealed.

Read a First Time this 14th day of January, 2008.

Read a Second Time this 25<sup>th</sup> day of February, 2008.

Read a Third Time this 25<sup>th</sup> day of February, 2008.

Adopted this 25<sup>th</sup> day of February, 2008.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

Certified a true copy of Bylaw No. \_\_\_\_  
this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Clerk

---

**APPENDIX "A"**  
**SCHEDULE OF FEES**

**A. Building, Moving, Demolition and Wood Burning Appliance Permit Fees**

- |    |  |                 |
|----|--|-----------------|
| 1. | Application Fee (non-refundable)   | \$50.00         |
| 2. | Permit Fee   |                 |
|    | (a) a minimum of   | \$50.00         |
|    | (b) for each \$1,000 of value of construction,<br>or fraction thereof, up to \$10,000          | \$10.00/\$1,000 |
|    | (c) for each additional \$1,000 of value of construction<br>or fraction thereof, over \$10,000 | \$5.00/\$1,000  |

In the case of a factory built building certified by Canadian Standards Association, the fee shall be 50% of that specified in (b) and (c).

- |    |  |         |
|----|--|---------|
| 2. | Change of owner with respect to an existing permit                           | \$50.00 |
| 3. | Renewal of Permit  | \$50.00 |
| 4. | For the third or subsequent inspection of the same<br>required stage of work | \$50.00 |

**B. Plumbing Permit Fees**

- |    |  |         |
|----|--|---------|
| 1. | Plumbing System                              |         |
|    | (a) Fee for first 12 plumbing fixtures       | \$50.00 |
|    | (b) Fee for each additional plumbing fixture | \$5.00  |
| 2. | Fire Sprinkler System                        |         |
|    | (a) First head                               | \$50.00 |
|    | (b) Each additional head                     | \$0.75  |

---

C. Miscellaneous Permit Fees

- |    |   |          |
|----|---|----------|
| 1. | Demolition Permit                       |          |
|    | (a) Commercial or Industrial building   | \$250.00 |
|    | (b) Residential building or Mobile Home | \$50.00  |
| 2. | Moving Permit                           | \$75.00  |
| 3. | Wood Burning Appliance                  | \$50.00  |

**FORM I**

**DISTRICT OF HUDSON'S HOPE  
Owner's Authorization of Agent**

The undersigned registered owner of land in the District of Hudson's Hope legally described as

\_\_\_\_\_ and having a civic address of \_\_\_\_\_

hereby authorizes \_\_\_\_\_ to:

1. apply for and obtain as my agent a building permit in respect of the land from the District of Hudson's Hope under the provisions of Building Bylaw, No. 718, 2007;
2. provide to the District of Hudson's Hope as my agent all information and documents required by the bylaw for such an application;
3. execute and deliver to the District of Hudson's Hope, as my agent, a document in the form set out below when obtaining the permit.

\_\_\_\_\_  
Name of Registered Owner (please print)

\_\_\_\_\_  
Signature of Registered Owner or  
Authorized Signatory of Corporate Owner

\_\_\_\_\_  
Date of Authorization

**Acknowledgement of Owner or Owner's Agent**

I acknowledge that the owner of the land in respect of which this permit is issued is solely responsible for carrying out the work authorized by this permit in accordance with the *Building Code* and other applicable laws respecting health and safety.

I acknowledge that the owner is solely responsible for determining whether the work authorized by this permit contravenes any easement, right of way, or covenant charging the land, or requires the involvement of an architect under the *Architect's Act* or an engineer under the *Engineers and Geoscientists Act*.

I acknowledge that the District of Hudson's Hope provides a limited monitoring service in relation to building construction and does not, by accepting or reviewing plans, inspecting construction, monitoring the inspection of construction by others, or issuing building or occupancy permits, make any representation or give any assurance that the construction authorized by this permit complies in every or any respect with the *Building Code* or any other applicable laws respecting health and safety.

If the District of Hudson's Hope has so indicated on this permit, I acknowledge that the District of Hudson's Hope has issued the permit in reliance on the certification of a registered professional, engaged by me to provide such a certification, that the plans for the work authorized by the permit comply with the *Building Code* and other applicable enactments, and that the fee for the permit has been accordingly reduced. I acknowledge that the District of Hudson's Hope, by issuing this permit or by authorizing occupancy, makes no representation to me or any other person as to any such compliance.

If I am executing this acknowledgement as the agent of the owner, I represent to the District of Hudson's Hope that:

- I am authorized by the owner to receive this permit and make these acknowledgements on the owner's behalf; and
- The owner is aware that the owner is solely responsible for carrying out the work authorized by this permit in accordance with the *Building Code* and other applicable laws respecting health and safety.

FORM II

DISTRICT OF HUDSON'S HOPE  
Acknowledgements of Owner or Owner's Agent

**NOTE: An agent may not apply for or obtain a building permit on behalf of an owner without having provided a written authorization by the owner, in the form provided by the District of Hudson's Hope for that purpose.**

I acknowledge that the owner of the land in respect of which this permit is issued is solely responsible for carrying out the work authorized by this permit in accordance with the *Building Code* and other applicable laws respecting health and safety.

I acknowledge that the owner is solely responsible for determining whether the work authorized by this permit contravenes any easement, right of way, or covenant charging the land, or requires the involvement of an architect under the *Architect's Act* or an engineer under the *Engineers and Geoscientists Act*.

I acknowledge that the District of Hudson's Hope provides a limited monitoring service in relation to building construction and does not, by accepting or reviewing plans, inspecting construction, monitoring the inspection of construction by others, or issuing building or occupancy permits, make any representation or give any assurance that the construction authorized by this permit complies in every or any respect with the *Building Code* or any other applicable laws respecting health and safety.

If the District of Hudson's Hope so indicates in issuing a building permit, I acknowledge that the District of Hudson's Hope has issued the permit in reliance on the certification of a registered professional, engaged by me to provide such a certification, that the plans for the work authorized by the permit comply with the *Building Code* and other applicable enactments, and that the fee for the permit has been according reduced. I acknowledge that the District of Hudson's Hope, by issuing this permit or any occupancy permit, makes no representation to me or any other person as to any such compliance.

If I am executing this acknowledgement as the agent of the owner, I represent to the District of Hudson's Hope that:

- I am authorized by the owner to receive this permit and make these acknowledgements on the owner's behalf; and
- The owner is aware that the owner is solely responsible for carrying out the work authorized by this permit in accordance with the *Building Code* and other applicable laws respecting health and safety.

\_\_\_\_\_  
Name of Registered Owner or Agent (please print)

\_\_\_\_\_  
Signature of Registered Owner or Agent or  
Authorized Signatory of Corporate Owner

(Affix PROFESSIONAL SEAL here)

\_\_\_\_\_  
Date of Acknowledgement

FORM III

DISTRICT OF HUDSON'S HOPE  
Standard Building Foundation Professional Design Review and Field Review

Note: 1) In this letter the words in italics have the same meaning as in the *BC Building Code*.  
2) This letter must be submitted prior to the issuance of a building permit.

To: The Building Official  
District of Hudson's Hope  
PO Box 330  
Hudson's Hope, BC  
V0C 1V0

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

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

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

\_\_\_\_\_  
Legal Description of Project

The undersigned *registered professional* hereby gives assurance that he/she has completed the design review of the building foundation components of the plans and supporting documents prepared by:

\_\_\_\_\_

in support of the application for the *building permit*, and that the building foundation components of such plans and documents substantially comply with the applicable requirements of the *BC Building Code*.

The undersigned hereby undertakes to be responsible for the *field reviews* of the building foundation components during construction and to prepare and distribute written field reports of such reviews to the *building official*.

The undersigned hereby undertakes to notify the *building official* in writing as soon as possible if the undersigned's contract for *field review* is terminated at any time during construction.

The undersigned confirms that their professional liability, errors and omissions insurance policy covers them for building foundation claims and proof of such coverage has been sent with this letter.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of firm if applicable

(Affix PROFESSIONAL SEAL here)

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

\_\_\_\_\_  
Phone

FORM IV

DISTRICT OF HUDSON'S HOPE  
Standard Building Foundation Professional Field Review and Compliance

Note: 1) In this letter the words in italics have the same meaning as in the *BC Building Code*.  
2) This letter must be submitted after completion of the project but before the final inspection is made by the *building official*.

To: The Building Official  
District of Hudson's Hope  
PO Box 330  
Hudson's Hope, BC  
V0C 1V0

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

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

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

\_\_\_\_\_  
Legal Description of Project

The undersigned *registered professional* hereby gives assurance that:

1. he/she has fulfilled their obligations for *field* reviews as outlined in the previously submitted District of Hudson's Hope Form III, "Standard Building Foundation Professional Design Review and Field Review";
2. the building foundation components of the project substantially comply in all material respects with the applicable requirements of the *BC Building Code*, and the plans and documents submitted in support of the application for building permit; and
3. he/she has submitted any final design plans and supporting documents prepared by him/her for this project, to the *building official*.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of firm if applicable

(Affix PROFESSIONAL SEAL here)

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

\_\_\_\_\_  
Phone

FORM V

DISTRICT OF HUDSON'S HOPE  
Proof of Registered Professional's Insurance Coverage

Note: (This document requires the attachment of a current certificate of insurance coverage and may not be altered in any way).

To: The Building Official  
District of Hudson's Hope  
PO Box 330  
Hudson's Hope, BC  
V0C 1V0

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

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

\_\_\_\_\_  
Legal Description of Project

The undersigned hereby gives assurance that:

1. I have fulfilled my obligation to obtain a current policy of professional liability or errors and omissions insurance as specified in section 21.3 of Building Bylaw No. 718, 2007.
2. I have enclosed a copy of my certificate of insurance indicating the particulars of such coverage.
3. I am a registered professional as defined by section 1.2.1.2 of the *BC Building Code*.
4. I will notify the Building Official immediately if this insurance coverage is reduced or terminated at any time during construction.
5. If the scope of my certifications under the *Building Code* or the Building Bylaw extends to building foundation matters, my insurance policy contains no exclusions or limitations in relation to such matters.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of firm if applicable

(Affix PROFESSIONAL SEAL here)

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

\_\_\_\_\_  
Phone

Attachment: Certificate of Insurance



**DISTRICT OF HUDSON'S HOPE**  
**Building Permit Application for Single Family Dwelling (cont'd)**

<b>DRAWINGS</b>	<b>Drawing Requirements</b>		
	<b>Site Plan Requirements</b>	<b>Provided</b>	<b>N/A</b>
	<ul style="list-style-type: none"> <li>▪ Site Plan drawings with Full Dimensions of Lot with north arrow shown and all existing and all proposed buildings noted with dimensions from property lines. Identify which buildings are existing and which are proposed.</li> </ul>		
	<ul style="list-style-type: none"> <li>▪ Easements, covenants and rights-of-way identified and dimensioned on site plan.</li> </ul>		
	<ul style="list-style-type: none"> <li>▪ Elevations of existing natural grade shown at all external corners of all proposed new buildings.</li> </ul>		
	<ul style="list-style-type: none"> <li>▪ Location of driveway indicated on site plan</li> </ul>		
	<b>Floor Plan Requirements</b>	<b>Provided</b>	<b>N/A</b>
	<ul style="list-style-type: none"> <li>▪ Floor Plans with dimensions and all rooms labelled with their intended use, including all areas on the lower floor and all proposed "rooms for family members".</li> </ul>		
	<b>Elevation Requirements</b>	<b>Provided</b>	<b>N/A</b>
	<ul style="list-style-type: none"> <li>▪ Elevation drawings of all sides of proposed new or altered buildings</li> </ul>		
<b>Cross-Section Requirements</b>	<b>Provided</b>	<b>N/A</b>	
<ul style="list-style-type: none"> <li>▪ Complete cross-section drawing(s) supplied with reference on the floor plans as to the location. Cross-section drawing(s) must show foundation, drainage, columns, framing, sheathing, interior and exterior finishes, insulation, ventilation and roofing materials as applicable.</li> </ul>			
<ul style="list-style-type: none"> <li>▪ Engineer designed elements identified, including, but not limited to: manufactured trusses, manufactured I-joist, manufactured beams and high foundation walls.</li> </ul>			
<b>ZONING BYLAW CALCULATIONS</b>	<b>Project Data</b>		
	<b>Lot Coverage</b>	<b>Sq. Ft.</b>	<b>N/A</b>
	<ul style="list-style-type: none"> <li>▪ Proposed new and additional lot coverage</li> </ul>		
	<ul style="list-style-type: none"> <li>▪ Existing lot coverage</li> </ul>		
	<ul style="list-style-type: none"> <li>▪ Total of proposed new and existing lot coverage</li> </ul>		
	<ul style="list-style-type: none"> <li>▪ The portion of the total lot coverage noted above representing existing and proposed accessory buildings</li> </ul>		
	<b>Proposed New or Additional Floor Space</b>	<b>Sq. Ft.</b>	<b>N/A</b>
	<ul style="list-style-type: none"> <li>▪ Top Floor</li> </ul>		
	<ul style="list-style-type: none"> <li>▪ Main Floor (not including attached garage or carport areas)</li> </ul>		
	<ul style="list-style-type: none"> <li>▪ Lower Floor (not including attached garage or carport areas)</li> </ul>		
	<ul style="list-style-type: none"> <li>▪ Total Floor Area of attached garages and/or carports</li> </ul>		
	<b>Existing Floor Area</b>	<b>Sq. Ft.</b>	<b>N/A</b>
	<ul style="list-style-type: none"> <li>▪ Top Floor</li> </ul>		
	<ul style="list-style-type: none"> <li>▪ Main Floor (not including attached garage or carport areas)</li> </ul>		
<ul style="list-style-type: none"> <li>▪ Lower Floor (not including attached garage or carport areas)</li> </ul>			
<ul style="list-style-type: none"> <li>▪ Total Floor Area of attached garages and/or carports</li> </ul>			

**FORM VII**

**DISTRICT OF HUDSON'S HOPE  
Plumbing Permit Application**

NOTE: All data fields must be filled in for the application to be processed. Please put N/A in any field that does not apply.

LEGAL DESCRIPTION OF LOT: \_\_\_\_\_

SITE ADDRESS: \_\_\_\_\_

PROJECT DESCRIPTION: \_\_\_\_\_

# DWELLING UNITS: \_\_\_\_\_ ROUGH IN ONLY: \_\_\_\_\_

OWNER:		CONTRACTOR:	
ADDRESS:		NAME OF COMPANY:	
CITY:	POSTAL CODE:	ADDRESS OF COMPANY:	
DAY PHONE:	CELL PHONE:	CITY:	POSTAL CODE:
EMAIL:		PHONE:	FAX:
SIGNATURE:		SIGNATURE:	

FIXTURES	QUANTITY	OTHER	QUANTITY
TOILETS		HOT WATER STORAGE TANK	
URINALS		FLOOR DRAIN FOR HOT WATER TANK	
BATHS		SEWER PERMIT	
SHOWERS		SEWER PERMIT/NEW AREA	
BASINS		SEPTIC TANK CONNECTION	
SINKS		STORM DRAIN PERMIT	
DRINKING FOUNTAINS		WATER SERVICE PERMIT	
JANITOR SINKS		ROOF DRAINS	
BAR SINKS		INTERNAL ROOF LEADER	
GREASE TRAP		MANHOLES/INTERCEPTORS/PUMP STATION	
FLOOR DRAINS		FIRE SPRINKLER HEADS	
LAUNDRY TRAYS		STANDPIPE HOSE OUTLETS	
DISHWASHERS		IRRIGATION SYSTEMS – COMMERCIAL	
OTHER		IRRIGATION SYSTEMS – RESIDENTIAL	
OTHER		SWIM, POOL WATER AND DRAIN CONNECTIONS	
OTHER		OTHER	

The owner and contractor agrees to save harmless the District of Hudson's Hope and its employees from any claims, or action arising out of the installation of the plumbing system, development of the site, inspection of the building plans, site or building, including one based on negligence of the Municipality or its employees. I have read, understood and agreed to the above conditions.

<b>Permit Application Fee:</b> _____ <b>\$50.00 (first 12 fixtures)</b> + _____ <b>(\$5.00 for each additional fixture)</b> + _____ <b>(\$50.00 for first sprinkler head)</b> + _____ <b>(\$5.00 for each additional sprinkler head)</b> = _____ <b>TOTAL</b>	<b>Paid:</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
---	---

Issued by: \_\_\_\_\_ Date: \_\_\_\_\_ Plumbing Permit No. \_\_\_\_\_

Personal Information Declaration: The information on this form is collected under the authority of the Local Government Act. The information provided will be used to apply for a permit to install plumbing. If you have any questions about the collection of this information, please contact the Administrator, PO Box 330, 9904 Dudley Drive, Hudson's Hope, BC. V0C 1V0, Telephone (250) 783-9901

**FORM VIII**

**DISTRICT OF HUDSON'S HOPE  
Chimney/Fireplace/Woodstove Application**

NOTE: All data fields must be filled in for the application to be processed. Please put N/A in any field that does not apply.

LEGAL DESCRIPTION OF LOT: \_\_\_\_\_

SITE ADDRESS: \_\_\_\_\_

TYPE OF WORK:  NEW  REPLACEMENT

LOCATION OF INSTALLATION (ROOM): \_\_\_\_\_

OWNER:		CONTRACTOR:	
ADDRESS:		NAME OF COMPANY:	
CITY:	POSTAL CODE:	ADDRESS OF COMPANY:	
DAY PHONE:	CELL PHONE:	CITY:	POSTAL CODE:
EMAIL:		PHONE:	FAX:
SIGNATURE:		SIGNATURE:	

INSTALLATION	QUANTITY	INSTALLATION	QUANTITY
CHIMNEY – MASONRY		WOODSTOVE - INSERT MAKE:	
CHIMNEY – METAL MAKE:		WOODSTOVE – FREESTANDING MAKE:	
FIREPLACE – MASONRY		OTHER:	
FIREPLACE – METAL MAKE:		OTHER:	

The owner agrees that this application is made with the understanding that all new or existing woodstoves, inserts and chimneys must comply to the present standards in the *BC Building Code*. Units cannot be approved for use unless they comply to these standards. Note: A carbon monoxide detector is required by the *BC Building Code* in each room containing a solid fuel burning appliance.

The owner agrees to save harmless the District of Hudson's Hope and its employees from any claims, or action arising out of the installation, development of the site, inspection of the building plans, site or building, including one based on negligence of the Municipality or its employees. I have read, understood and agreed to the above conditions.

\_\_\_\_\_  
Plumbing Contractor Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

<b>Permit Application Fee: \$50.00</b>	<b>Paid: <input type="checkbox"/> Yes <input type="checkbox"/> No</b>
--	---

Personal Information Declaration: The information on this form is collected under the authority of the Local Government Act. The information provided will be used to apply for a permit to install plumbing. If you have any questions about the collection of this information, please contact the Administrator, PO Box 330, 9904 Dudley Drive, Hudson's Hope, BC. V0C 1V0, Telephone (250) 783-9901

\_\_\_\_\_  
Issued by:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Building Permit No.

**FORM IX**

**DISTRICT OF HUDSON'S HOPE  
Moving Permit Application**

NOTE: All data fields must be filled in for the application to be processed. Please put N/A in any field that does not apply.

OWNER:	
ADDRESS:	
CITY:	POSTAL CODE:
DAY PHONE:	CELL PHONE:
EMAIL:	SIGNATURE:

The owner agrees to save harmless the District of Hudson's Hope and its employees from any claims, or action arising out of the move, including one based on negligence of the Municipality or its employees. I have read, understood and agreed to the above conditions.

I hereby make application to move a building from one location to another:

FROM:

LEGAL DESCRIPTION OF LOT: \_\_\_\_\_

SITE ADDRESS: \_\_\_\_\_

TO:

LEGAL DESCRIPTION OF LOT: \_\_\_\_\_

SITE ADDRESS: \_\_\_\_\_

USE OF BUILDING: \_\_\_\_\_

BUILDING VALUE: \_\_\_\_\_

<b>Permit Application Fee:</b>	<b>\$75.00</b>	<b>Paid: <input type="checkbox"/> Yes <input type="checkbox"/> No</b>
--------------------------------	----------------	---

Issued by: \_\_\_\_\_

Date \_\_\_\_\_

Moving Permit No. \_\_\_\_\_

Personal Information Declaration: The information on this form is collected under the authority of the Local Government Act. The information provided will be used to apply for a moving permit. If you have any questions about the collection of this information, please contact the Administrator, PO Box 330, 9904 Dudley Drive, Hudson's Hope, BC. V0C 1V0, Telephone (250) 783-9901

**FORM X**

**DISTRICT OF HUDSON'S HOPE  
Demolition Permit Application**

NOTE: All data fields must be filled in for the application to be processed. Please put N/A in any field that does not apply.

OWNER:	
ADDRESS:	
CITY:	POSTAL CODE:
DAY PHONE:	CELL PHONE:
EMAIL:	SIGNATURE:

The owner agrees to save harmless the District of Hudson's Hope and its employees from any claims, or action arising out of the demolition, including one based on negligence of the Municipality or its employees. I have read, understood and agreed to the above conditions.

PROPOSED DEMOLITION DATE: \_\_\_\_\_

TYPE OF DEMOLITION (CHECK ONE):

- |   |                                     |
|---|-------------------------------------|
| <input type="checkbox"/> Single Family Dwelling | <input type="checkbox"/> Industrial |
| <input type="checkbox"/> Mobile Home            | <input type="checkbox"/> Commercial |
| <input type="checkbox"/> Other _____            |                                     |

LEGAL DESCRIPTION OF LOT: \_\_\_\_\_

SITE ADDRESS: \_\_\_\_\_

HAVE THE FOLLOWING SERVICES BEEN REMOVED?

- |            |                              |                             |
|------------|------------------------------|-----------------------------|
| Gas        | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Electrical | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Water      | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Sewer      | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

IS THERE A FUEL TANK ON THE PROPERTY?  Yes  No

Please provide a site plan showing all buildings, well and septic locations with distance to property lines

Provided  Yes  No

<b>Permit Application Fee:</b>	<b>\$ 50.00 (Residential/Mobile Home)</b>	<b>Paid: <input type="checkbox"/> Yes <input type="checkbox"/> No</b>
	<b>\$250.00 (Commercial/Industrial)</b>	

Issued by: \_\_\_\_\_ Date \_\_\_\_\_ Demolition Permit No. \_\_\_\_\_



FORM XI  
DISTRICT OF HUDSON'S HOPE  
BYLAW NO. 718

# STOP WORK ORDER

PURSUANT TO THE DISTRICT OF HUDSON'S HOPE BUILDING BYLAW, ALL WORK ON THE BUILDING WHEREUPON THIS NOTICE IS POSTED IS SUSPENDED BY ORDER OF THE BUILDING INSPECTOR.

PARTICULARS MAY BE OBTAINED AT THE OFFICE OF THE BUILDING INSPECTOR, MUNICIPAL HALL.

ANY PERSON WHO FAILS TO COMPLY WITH THIS ORDER WILL BE GUILTY OF AN OFFENCE AGAINST AND AN INFRACTION OF THE BYLAW AFORESAID FOR WHICH A PENALTY OF UP TO \$10,000 AND THE COSTS OF PROSECUTION MAY BE IMPOSED.

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

\_\_\_\_\_  
BUILDING INSPECTOR

\_\_\_\_\_  
DATE



FORM XII

DISTRICT OF HUDSON'S HOPE  
BYLAW NO. 718

# DO NOT OCCUPY

PURSUANT TO THE DISTRICT OF HUDSON'S HOPE BUILDING BYLAW, THE BUILDING OR STRUCTURE WHEREUPON THIS NOTICE IS POSTED SHALL NOT BE OCCUPIED OR OTHERWISE USED BY ORDER OF THE BUILDING INSPECTOR.

PARTICULARS MAY BE OBTAINED AT THE OFFICE OF THE BUILDING INSPECTOR, MUNICIPAL HALL.

ANY PERSON WHO FAILS TO COMPLY WITH THIS ORDER WILL BE GUILTY OF AN OFFENCE AGAINST AND AN INFRACTION OF THE BYLAW AFORESAID FOR WHICH A PENALTY OF UP TO \$10,000 AND THE COSTS OF PROSECUTION MAY BE IMPOSED.

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

\_\_\_\_\_  
BUILDING INSPECTOR

\_\_\_\_\_  
DATE