

SUNSHINE COAST REGIONAL DISTRICT

BUILDING BYLAW NO. 779, 2025

Sunshine Coast Regional District

Building Bylaw No. 779, 2025

Table of Contents

Part 1: TITLE	1
Citation	1
Part 2: INTERPRETATION	1
Definitions	1
Appendices	6
Severability	6
Part 3: PURPOSE OF BYLAW	6
Part 4: SCOPE AND EXEMPTIONS	7
Application	7
Limited Application to Existing Buildings	9
Part 5: GENERAL PROHIBITIONS AND OBLIGATIONS	9
General Prohibitions	9
General Obligations	10
Part 6: BUILDING PERMITS	11
When a Building Permit Must be Applied For	11
Requirements Before Applying for a Building Permit	11
Building Permit Application General Requirements	12
Building Permit Applications for Complex Buildings	14
Building Permit Applications for Standard Buildings	15
Site and Location Information	16
Building Permit Applications for Plumbing Systems	16
Application Fees	17
Building Permit Fees	17
Separate Building Permits	17
Permit Fee Refunds	18
Design Modification	18
Construction Before Permit Issued	18
Expiration of Application	18
Issuance of a Building Permit	19

Requirements after Permit Issuance.....	19
Inspections	20
Inspection and Other Fees	22
Permit Expiration	22
Permit Extension.....	23
Building Permit Revocation.....	23
Building Permit Cancellation	24
Part 7: OCCUPANCY	24
Part 8: PROFESSIONAL RELIANCE	25
Professional Design and Field Review	25
Requirement for a Registered Professional	26
Notice	27
Part 9: BUILDING MOVE	28
Part 10: SWIMMING POOL.....	28
Engineering	28
Siting.....	28
Part 11: RETAINING STRUCTURES	29
Part 12: CONSTRUCTION IMPACTS	30
Damage to Regional District Works	30
Demolition.....	30
Protection of Public Property	30
Construction Waste	30
Part 13: ENERGY CONSERVATION AND GREENHOUSE GAS (GHG) EMISSION REDUCTION.....	31
Part 14: CLIMATIC AND SEISMIC DATA	32
Part 15: NUMBERING OF BUILDINGS.....	32
Part 16: STOP WORK ORDERS AND DO NOT OCCUPY NOTICES	32
Stop Work Order.....	32
Do Not Occupy Notice	33
Part 17: OFFENCES	33
Violations	33
Part 18: POWERS OF A <i>BUILDING OFFICIAL</i>	34
Administration	34

Refusal and Revocation of Permits.....	35
Right of Entry	35
Part 19: Repeal	36
Part 20: IN FORCE.....	36
Appendix A - Fees and Charges	37
Appendix B – Climatic Data.....	40

Sunshine Coast Regional District

Building Bylaw No. 779, 2025

A Bylaw for Administration of the Building Code and Regulation of Construction

GIVEN that

- A. the Regional District provides building regulation services in Electoral Areas A, B, D, E, and F in accordance with Sunshine Coast Regional District Building Inspection Extended Service Bylaw No. 1000, 1989; and
- B. pursuant to section 298 of the **Local Government Act**, the Board may, by bylaw, regulate, prohibit and impose requirements in respect to buildings and structures for the following:
 - (a) the provision of access to a building or other structure, or to part of a building or other structure, for a person with disabilities;
 - (b) the conservation of energy or water;
 - (c) the reduction of greenhouse gas emissions; and
 - (d) the health, safety or protection of persons or property;

NOW THEREFORE, the Board of the Sunshine Coast Regional District enacts as follows:

PART 1: TITLE

Citation

- 1.1 This bylaw may be cited as “Sunshine Coast Regional District Building Bylaw No. 779, 2025”.

PART 2: INTERPRETATION

Definitions

- 2.1 In this bylaw, the following words and terms have the meanings:
 - (a) set out in section 1.4.1.2 of the **building code** as of the date of the adoption of this bylaw: **accessible, assembly occupancy, building, building area, building height, business and personal services occupancy, care occupancy, constructor, coordinating registered professional, designer, detention occupancy, dwelling unit, field review, firewall, first storey, foundation units, grade, high-hazard industrial occupancy, industrial occupancy, low-hazard industrial occupancy, major occupancy, medium-hazard industrial occupancy, mercantile**

occupancy, nominally vertical, occupancy, post-disaster building, plumbing system, private sewage disposal system, private water supply system registered professional, residential occupancy, treatment occupancy or unsafe condition;

- (b) subject to this bylaw, set out in the Schedule to the ***Community Charter: assessed value, highway, land, occupier, parcel, service and soil***; and
- (c) subject to this bylaw, set out in section 29 of the ***Interpretation Act: may, must, obligation, person, property, writing, written and year***.

- 2.2 Every reference to this bylaw or another bylaw of the ***Regional District*** is a reference to the said bylaw as amended or replaced from time to time.
- 2.3 Every reference to a statute or the ***building code*** is a reference to the said statute or ***building code*** as amended or replaced from time to time, and every reference to a section of a statute or the ***building code*** is a reference to the applicable section as amended or replaced.
- 2.4 Definitions of words and phrases used in this bylaw that are not included in the definitions in this Part have the meanings commonly assigned to them in the context in which they are used in this bylaw, considering the specialized use of terms with the various trades and professions to which the terminology applies.
- 2.5 In this bylaw:

accepted means reviewed and found satisfactory as evidenced by a written notice by the ***building official*** under the applicable provisions of the ***building code*** and this bylaw;

addition means an ***alteration*** to any ***building*** which will increase the total aggregate floor area or the ***building height*** (in storeys), and includes the provision of two or more separate ***buildings*** with openings between each other for intercommunication;

agent includes a firm, corporation or other person representing the owner, by written designation or contract, and includes a hired tradesperson or ***constructor*** who may be granted a ***permit*** for work within the limitations of his or her licence;

alternative solution means an alternative solution authorized under the ***building code***;

alter or ***alteration*** means a change, repair or modification of the ***construction*** or arrangement of or use of any ***building*** or ***structure***, or to an ***occupancy*** regulated by this bylaw;

architect has the meaning provided in the **Professional Governance Act**;

Board means the Board of Directors of the Sunshine Coast Regional District;

Building Act means the *Building Act* RSBC 2015, c. 2;

building code means the *British Columbia Building Code 2024*;

building official means the person designated in or appointed to that position by the **Regional District**, and includes the Chief Building official, a building inspector, plan checker, or plumbing inspector designated or appointed by the **Regional District**, and for certainty the **building official** is the “building inspector” referred to in the **Community Charter** and **Local Government Act**, and a “qualified building official” or “exempt building official”, as applicable, under the **Building Act**.

building permit means an authorization by the **building official** for the **construction, alteration**, repair or demolition of a **building** or **structure**, or other work, specified in the **permit**.

bylaw enforcement officer means the person designated in or appointed to that position by the **Regional District** and includes the Chief Bylaw Enforcement Officer.

complex building means:

(a) a **building** used for a **major occupancy** classified as:

- (i) **assembly occupancy**;
- (ii) **care occupancy**;
- (iii) **detention occupancy**;
- (iv) **high hazard industrial occupancy**,
- (v) **treatment occupancy**; or
- (vi) **post-disaster building**,

(b) a **building** exceeding 600 square metres in **building area** or exceeding three storeys in **building height** used for a **major occupancy** classified as:

- (i) **residential occupancy**;
- (ii) **business and personal services occupancy**;

(iii) **mercantile occupancy**; or

(iv) **medium and low hazard industrial occupancy**,

Community Charter means the *Community Charter* RSBC 2003, c. 26;

construct or **construction** includes build, erect, install, repair, **alter**, add, enlarge, move, locate, relocate, reconstruct, demolish, or remove, but does not include excavate;

constructor means a person who **constructs**;

energy advisor means a person qualified to carry out any of the activities contemplated by the **energy step code** or **zero carbon step code**;

energy step code means the energy efficiency standard for new **construction** prescribed in subsections 9.36.6 and 10.2.3 of Division B of the **building code** incorporating energy modelling and onsite testing to demonstrate compliance;

existing, in respect of a **building** or **structure**, means that portion of a **building** or **structure constructed** prior to the submission of a **permit** application required under this bylaw;

fence means an above-grade vertical barrier constructed as an enclosure or screening, but does not include a solid wall or sound barrier exceeding 2.0 meters in height;

final inspection notice refers to the final inspection report or alternate written authorization issued by the **building official** confirming fulfillment of **permit** conditions;

foundation means a system or arrangement of **foundation units** through which the loads from a **building** are transferred directly to supporting soil or rock and includes any portion of the exterior walls of a **building** that lie below the finished grade immediately adjacent to the **building**;

health and safety aspects of the work means design and **construction** regulated by Parts 3, 4, 5, 6, 7, 8, 9 and 10, Division B, of the **building code**;

Local Government Act means the Local Government Act, RSBC 2015, c 1;

Offence Act means the Offence Act, RSBC 1996, c 338;

owner means the registered owner in fee simple or strata, or an **agent** duly authorized by the **owner** in the form prescribed by the **Regional District**;

permit means permission or authorization in writing by the **building official** to perform work regulated by this bylaw or to occupy a **building** or part of a **building**;

professional design means the plans and supporting documents bearing the date, seal or stamp, and signature of a **registered professional**;

professional engineer has the meaning provided in the **Professional Governance Act**;

professional geoscientist has the meaning provided in the **Professional Governance Act**;

Professional Governance Act means the *Professional Governance Act*, SBC 2018, c 47;

rainwater collection means a system for the collection of rainwater to be used as a source of potable water;

Regional District means the Sunshine Coast Regional District;

retaining structure means a **nominally vertical** wall or **structure**, or a series of **nominally vertical** walls or **structures** with a setback ratio less than two horizontals to one vertical, **constructed** for the purpose of reinforcing a slope or supporting terrain, 1.22 meters or greater in height;

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 a **major occupancy** classified as

- (a) **residential occupancy**;
- (b) **business and personal services occupancy**;
- (c) **mercantile occupancy**;
- (d) **medium hazard industrial occupancy**; or
- (e) **low hazard industrial occupancy**;

structure means a **construction** or portion thereof of any kind, whether fixed to, supported by, sunk into land or water, and includes **foundations** supporting industrial or commercial equipment and machinery, interior storage racking greater than 2.6 m in height and **swimming pools** but specifically excludes paving, **fences**, landscaping, and **retaining structures** less than 1.22 meters in height;

swimming pool means a **structure** located wholly or principally in the ground with a surface area exceeding 15 square meters, capable of being filled with water to a depth of 0.6 m or greater, and constructed for the purpose of swimming, bathing, wading; but does not include a water feature, pond, premanufactured hot tub or swim spa, or moveable premanufactured above grade pool incorporating a shell constructed of a flexible material not permanently affixed to the ground;

value of construction means the completed monetary value of all **construction** or work related to the **building** or **structure** including finishes, roofing, electrical, plumbing, heating, air conditioning, fire suppression systems, elevators and any other service equipment and materials, the current monetary worth of all plans and specifications, labour and fees for design, testing, consulting, management, contractors', profit and overhead, and current monetary worth of all contributed labour and material and site works, calculated as the greater of

- (a) the monetary value declared by the **owner** or **agent**; or
- (b) if the declared monetary value is not found to be acceptable by the **building official**, the value calculated reasonably by the **building official** or a professional Quantity Surveyor registered in British Columbia retained by the **owner**;

zero carbon step code means the greenhouse gas emissions standard for new **construction** prescribed in sections 9.37 and 10.3 of Division B of the **building code** incorporating greenhouse gas modelling to demonstrate compliance.

Appendices

- 2.6 Appendix A and B are attached to and form part of this bylaw.

Severability

- 2.7 If a section, subsection, paragraph, subparagraph or phrase of this bylaw is for any reason declared invalid by a court of competent jurisdiction, the decision will not affect the validity of the remaining portions of this bylaw.

PART 3: PURPOSE OF BYLAW

- 3.1 Despite any other provision in this bylaw, this bylaw must be interpreted in accordance with this Part.
- 3.2 Every permit issued under this bylaw is issued expressly subject to the provisions of this Part.

- 3.3 This bylaw is enacted to regulate, prohibit and impose requirements regarding the **construction, alteration**, repair or demolition of **buildings** or other **structures** in the **Regional District** in the public interest.
- 3.4 The activities undertaken by, or on behalf of, the **Regional District** pursuant to this bylaw are for the sole purpose of providing a limited and interim spot checking or monitoring function for compliance of the **construction, alteration**, repair or demolition of **buildings** or other **structures** with this bylaw and the **building code**.
- 3.5 The purpose of this bylaw does not extend to
- (a) the protection of **owners, designers** or **constructors** from economic loss;
 - (b) the assumption by the **Regional District** or any **building official** of any responsibility for ensuring the compliance by any **owner**, his or her representatives or any employees, **constructors** or **designers** retained by the **owner**, with the **building code**, the requirements of this bylaw, or other applicable enactments, codes or standards;
 - (c) providing any person a warranty of design or workmanship with respect to any **building** or **structure** for which a **building permit** or **final inspection notice** is issued under this bylaw;
 - (d) providing any person a warranty or assurance that **construction** undertaken under **building permits** issued by the **Regional District** is free from latent, or any, defects;
 - (e) the protection of adjacent real property from incidental damage or nuisance; or
 - (f) protection of **persons** or property from:
 - (i) workplace hazards during **construction, alteration**, repair or demolition of **buildings** or other **structures**;
 - (ii) hazardous substances prescribed under federal or provincial statutes.

PART 4: SCOPE AND EXEMPTIONS

Application

- 4.1 This bylaw applies to the geographical area of the **Regional District** within Electoral Areas A, B, D, E and F and to land, the surface of water, air space, **buildings** or **structures** in the said Electoral Areas.

- 4.2 This bylaw applies to the design, **construction** or **occupancy** of new **buildings** or **structures**, and the **alteration**, reconstruction, demolition, removal, relocation or **occupancy** or change of use or **occupancy** of **existing buildings** and **structures**.
- 4.3 This bylaw does not apply to:
- (a) accessory **buildings** less than 10 square metres in **building area** and other **buildings** or **structures** exempted by Division A Part 1 of the **building code** except as expressly provided herein;
 - (b) platforms or decks which are less than 0.6 meters above grade at any point from the ground or finished grade, which are not attached to a **building** and do not incorporate any walls or roofs.
 - (c) **fences**, arbours, trellises, stairs that are not part of an egress from a **building** or **structure**, or other similar landscape structures;
 - (d) **retaining structures** less than 1.22 meters in height;
 - (e) breakwaters, revetments, bulkheads, riprap, deposition of materials such as stone and concrete, rubble, and similar measures employed to protect property from erosion and flooding along the natural boundary of a water body;
 - (f) docks, wharves, floating structures or bridges, except pedestrian and vehicle bridges on private property;
 - (g) portable or temporary tents, and polyethylene film-covered greenhouses used for the production of agricultural and horticultural produce and feeds;
 - (h) non-structural repairs to or **alterations** of a **standard building**, including the replacement of roofing, windows, doors or exterior finish, provided replacement is not a result of a **building** envelope failure;
 - (i) the replacement of plumbing fixtures (sinks, tubs, water closets, valves, etc.) or the maintenance of **existing building's plumbing systems**, providing the work does not involve the rearrangement of supply, waste or vent lines, or the replacement of a testable backflow prevention device;
 - (j) irrigation systems downstream of a backflow prevention device or **plumbing systems** separately serviced for the purpose of site drainage; and
 - (k) both rigid frame **structures** covered with a flexible material and shipping containers used only for the storage of non-hazardous goods accessory to an established principal residential or agricultural use on the same parcel which:

- (i) are freestanding and remain unaltered from their original manufacture;
- (ii) are not more than 20 square meters in building area; and
- (iii) are not affixed to a permanent foundation.

4.4 Despite section 4.3, all **buildings, structures** and parts thereof must be **constructed** in compliance with all **Regional District** bylaws and any applicable enactments.

Limited Application to Existing Buildings

- 4.5 Except as provided in the **building code** or to the extent an **existing building** is under **construction** or does not have an **final inspection notice**, when an **existing building** has been **constructed** before the enactment of this bylaw, the enactment of this bylaw is not to be interpreted as requiring that the **building** must be **reconstructed** and **altered**, unless it is expressly so provided by this or another bylaw, regulation or statute.
- 4.6 This bylaw applies if the whole or any part of an **existing building** is moved either within or into the **Regional District**, including relocation relative to parcel lines created by subdivision or consolidation. Part 9 of this bylaw applies to **building** moves.
- 4.7 If an **alteration** is made to an **existing building**, the **alteration** must comply with this bylaw and the **building code** and the entire building must be made to comply with this bylaw and the **building code**, but only to the extent necessary to address any new infractions introduced in the remainder of the **building** as a result of the **alteration**.
- 4.8 If an **alteration** creates an **addition** to an **existing building**, the **alteration** or **addition** must comply with this bylaw and the **building code** and the entire building must be made to comply with this bylaw and the **building code**, but only to the extent necessary to address any new infractions introduced in the remainder of the **building** as a result of the **alteration** or **addition**.

PART 5: GENERAL PROHIBITIONS AND OBLIGATIONS

General Prohibitions

- 5.1 A person must not commence or continue any **construction, alteration, reconstruction, demolition, removal, relocation** or change the use or **occupancy** of any **building** or **structure** or part thereof, including other work related to **construction**:

-
- (a) except in conformity with the requirements of the **building code** and this bylaw; and
 - (b) unless a **building official** has issued a valid and subsisting **permit** for the work under this bylaw.
- 5.2 A person must not **occupy** or **permit** the **occupancy** of any **building** or **structure** or part of any **building** or **structure**:
- (a) unless a subsisting **final inspection notice** has been issued by a **building official** for the **building** or **structure** or the part of the **building** or **structure**; or
 - (b) contrary to the terms or conditions of any **permit** issued or any notice given by a **building official**.
- 5.3 A person must not knowingly submit false or misleading information to a **building official** in relation to any **permit** application or **construction** undertaken pursuant to this bylaw.
- 5.4 A person must not do any work that is substantially at variance with the **accepted** design or plans of a **building, structure** or other works for which a **permit** has been issued, unless that variance has been authorized in writing by a **building official**.
- 5.5 A person must not interfere with or obstruct the entry of a **building official** or other **bylaw enforcement officer** of the **Regional District** on property in the administration of this bylaw.
- 5.6 A person must not contravene an order or directive of a **building official** or **bylaw enforcement officer** made under the authority of this bylaw.

General Obligations

- 5.7 Every **owner** and every **owner's agent**, must carry out **construction** or have the **construction** carried out in accordance with the requirements of the **building code**, this bylaw and other bylaws of the **Regional District** and none of the issuance of a **permit** under this bylaw, the review of plans and supporting documents, or inspections made by a **building official** or a **registered professional** will relieve the **owner**, or his or her **agent**, from full and sole responsibility to perform the work in strict accordance with this bylaw, the **building code** and all other applicable codes, standards and enactments.

PART 6: BUILDING PERMITS

When a Building Permit Must be Applied For

- 6.1 Without limiting any other provision in this bylaw, every **owner** must apply for and obtain a **permit**, prior to:
- (a) **constructing**, repairing or **altering** a **building** or **structure**, including a **swimming pool**, **retaining structure**, or a **foundation** for equipment or machinery used for industrial or commercial use;
 - (b) moving a **building** or **structure** into or within the **Regional District**;
 - (c) demolishing a **building** or **structure**;
 - (d) **constructing**, repairing, or **altering** a **plumbing system** including a fire suppression system;
 - (e) **occupying** a new **building** or **structure**;
 - (f) changing the use or **occupancy** of a **building**; or
 - (g) **constructing** a masonry fireplace or installing a new wood-burning appliance or chimney, whether attached to, or within a **building**.

Requirements Before Applying for a Building Permit

- 6.2 Prior to issuance of a **building permit**, the **owner** must satisfy the following requirements or conditions:
- (a) the **owner** must apply for and obtain a development permit if the **building** or **structure** is in any area designated by the **Regional District's** Official Community Plans as an applicable development **permit** area;
 - (b) upon request by the **building official**, the **owner** to provide evidence that:
 - (i) there will be an adequate source of potable water;
 - (ii) that there will be an adequate facility for storm drainage discharge;
 - (iii) there will be an adequate facility for sewage disposal;
 - (iv) the building site is safe and will not be affected by flooding water caused by surface run-off or otherwise, or by land slip or other hazards; and
 - (v) any additional permits or approvals are required under any statute, regulation or order are or will be obtained;

- (c) the **owner** must ensure that the proposed **building** or **structure** complies with all bylaws of the **Regional District**, except to the extent a variance of a bylaw is authorized by a development permit, development variance permit or order of the Board of Variance;
- (d) an approving officer must have approved the subdivision plan that, once registered, would create the parcel on which the proposed **building** or **structure** will be **constructed**, and the subdivision plan must have been registered in the Land Title Office;
- (e) the **owner** must provide evidence to the **building official** showing that the person applying for the **building permit** is either the **owner** of the parcel that is the subject of the proposed **building permit**, or is the **agent** of the **owner**, in which case, the **agent** must provide the name and contact information of the **owner**; and
- (f) if the parcel that is the subject of the **building permit** application is not intended to be connected to a **Regional District** sewage disposal system, the **owner** must apply for and obtain approval from the local health authority for a **private sewage disposal system**.

Building Permit Application General Requirements

6.3 An application for a **building permit** must:

- (a) be made in the form prescribed by the **building official** and signed by the **owner**, or a signing officer if the **owner** is a corporation, and include the non-refundable application fee prescribed in Appendix A;
- (b) be accompanied by the **owner's** acknowledgement of responsibility and undertaking made in the form prescribed by the **building official** and signed by the **owner**, or a signing officer if the **owner** is a corporation;
- (c) include a copy of a title search for the relevant property made within 30 days of the date of the **permit** application;
- (d) include a copy of a survey plan prepared by a British Columbia Land Surveyor, except the **building official** may waive the requirements for a survey plan, in whole or in part, where conditions warrant;
- (e) include a site plan 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 **existing** and proposed statutory rights of way, easements and setback requirements, adjacent street and lane names;
- (iv) the location and dimensions of **existing** and proposed **buildings** or **structures** on the parcel;
- (v) proposed and **existing** setbacks to property lines, the natural boundary of the ocean and any lakes, wetlands, ponds or watercourses;
- (vi) north arrow;
- (vii) if applicable, location of an approved **existing** or proposed **private** or other alternative **sewage disposal system, water supply system** or storm water drainage system;
- (viii) zoning compliance summary;
- (ix) the location, dimensions and gradient of parking and parking access;
- (x) the elevations referencing an established datum of natural and finished grade, as defined by **Regional District** zoning and land use bylaws, at **building** corners, significant breaks in the **building** plan, the top of **foundation**, all floors, and the highest point of the **building**;
- (xi) location, setbacks and elevations of all **retaining structures**, steps, stairs and decks;
- (xii) line of upper floors;
- (xiii) location of **existing** and proposed service connections; and
- (xiv) geodetic elevation of the underside of a wood floor system or the top of a finished concrete slab of a **building** where **Regional District** land use or provincial regulations establish siting requirements related to minimum floor elevation,

except that for a **standard building**, the **building official** may waive, in whole or in part, the requirements for a site plan, if the **permit** is sought for the repair or **alteration** of an **existing building or structure**, or other conditions warrant such waiver;

- (f) include floor plans showing the dimensions and uses and **occupancy** classification of all areas, including: 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; fire separations; plumbing fixtures; structural elements; and stair dimensions;
- (g) include a cross-section through the **building** or **structure** in sufficient detail and locations to illustrate that the **building** conforms to the **building code**;
 - (h) include elevations of all sides of the **building** or **structure** showing finish details, roof slopes, windows, doors, natural and finished **grade**, spatial separations and ridge height to comply with the **building code** and to illustrate that the **building** or **structure** conforms with **Regional District** zoning and land use bylaws;
 - (i) bear the name, phone number, address and email address of the **designer** of the **building** or **structure** on plans submitted with a **permit** application; and
 - (j) 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 approvals as deemed applicable by the **building official**.

Building Permit Applications for Complex Buildings

- 6.4 In addition to the requirements set out in section 6.3 of this Part, an application for a **building permit** with respect to a **complex building** must
- (a) include a site plan prepared by a **registered professional** showing the information set out in subsection 6.3 (e);
 - (b) in the format and number of sets prescribed by the **building official**, include drawings at a suitable scale of the design prepared by each **registered professional** containing the information set out in subsections 6.3 (f) through (h) and all other requirements of sections 2.2.1, 2.2.3, 2.2.4, 2.2.5, 2.2.6 and 2.2.9, Division C of the **building code**;
 - (c) include a letter of assurance in the form of Schedule A referred to in subsection 2.2.7 Division C of the **building code**, signed by the **owner**, or a signing officer if the **owner** is a corporation, and the **coordinating registered professional**;
 - (d) include letters of assurance in the form of Schedule B referred to in subsection 2.2.7 Division C of the **building code**, each signed by such **registered professionals** as the **building official** or **building code** may require to prepare the **professional design** and conduct **field reviews** of the **construction** of the **building**; and

(e) include illustration of any slopes on the subject parcel that exceed 30%.

6.5 In addition to the requirements of sections 6.3 and 6.4 of this Part, a **building official** may require the following to be submitted with a **permit** application for the **construction** of a **complex building** if 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 **Regional District's** or other applicable authority's servicing bylaws;
- (b) a section through the site showing grades, **buildings**, **structures**, parking areas and driveways; and
- (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**.

Building Permit Applications for Standard Buildings

6.6 In addition to the requirements set out in section 6.3 of this Part, an application for a **building permit** with respect to a **standard building** must include:

- (a) in the format and number of sets prescribed by the **building official**, drawings at a suitable scale of the design containing the information set out in subsections 6.3 (f) through (h);
- (b) letters of assurance as required by section 8.5, in addition to a geotechnical report if the **building official** determines that the site conditions so warrant; and
- (c) a **building code** compliance summary including the applicable edition of the **building code**, such as, without limitation, whether the **building** is designed under Part 3 or Part 9 and compliance with article 2.2.2.1(2), Division C of the **building code**.

6.7 In addition to the requirements of section 6.3 and 6.6 of this Part, if the complexity of the proposed **building** or **structure** or siting circumstances warrant a **building official** may require the following be submitted with a **permit** application for a **standard building**:

- (a) architectural, structural, electrical, plumbing, mechanical or fire suppression drawings prepared and sealed by a **registered professional**;
- (b) letters of assurance in the form of Schedule B referred to in Division C of the **building code**, signed by a **registered professional**; and

- (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**.

Site and Location Information

- 6.8 Without limiting subsection 6.3 (d) of this Part, the **building official** may in writing require an **owner** to submit an up-to-date plan or survey prepared by a registered British Columbia Land Surveyor which contains sufficient information respecting the site and location of any **building** or **structure** to:
- (a) establish, before **construction** begins, that all the provisions of this bylaw in relation to this information will be complied with;
 - (b) verify, on completion of the **construction**, that all provisions of this and other applicable bylaw have been complied with;
 - (c) in relation to an **existing building**, substantiate its location, size, including appurtenances whether above, at or below ground level, relative to the site or its relationship to neighbouring grades; and
 - (d) in relation to **construction** of a new **building**, or **addition** to an **existing building**, prior to and after the placement of concrete for **foundations** and footings, show the elevation at proposed top of concrete on all **building** elevations and at all significant changes of elevation to substantiate its size, location and elevation,

and every person served with a written requirement under this section must comply with the requirement.

Building Permit Applications for Plumbing Systems

- 6.9 In addition to the requirements set out in subsections 6.3 (a) through (c) of this Part, an application for a **building permit** with respect to a **plumbing system** must include:
- (a) in the format and number of sets prescribed by the **building official**, drawings at a suitable scale of design containing the information set out in Subsection 2.2.2. of Division C of Book II (plumbing systems) of the **building code** as deemed necessary by the **building official**; and
 - (b) 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**.

- 6.10 A separate **building permit** for a **plumbing system** is not required if the works are approved and the associated fees listed in Appendix A paid under another valid and subsisting **building permit** for a **building** or **structure** in accordance with this bylaw.

Application Fees

- 6.11 A **permit** application processing fee as prescribed in Appendix A:
- (a) must be paid by the **owner** upon submitting a **building permit** application;
 - (b) will be credited against the **permit** fee when the **permit** is issued;
 - (c) will be forfeited to the **Regional District**, if:
 - (i) the application expires in accordance with section 6.20; or
 - (ii) the **permit** has not been issued within 180 days following the date on which the application was made; and
 - (d) is non-refundable.

Building Permit Fees

- 6.12 Before receiving a **building permit** for a **building** or **structure**, the **owner** must first pay to the **Regional District**:
- (a) the **building permit** fees prescribed in Appendix A; and
 - (b) any fees, charges, levies or taxes imposed by the **Regional District** and payable under an enactment at the time of issuance of the **building permit**.

Separate Building Permits

- 6.13 Each **building** or **structure** to be **constructed** on a site requires a separate **building permit**, subject to the determination of the **building official**, and shall be assessed separate **building permit** fees based on their individual **value of construction**.
- 6.14 Where the maximum number of dwelling units permitted on a lot have been constructed, the owner may obtain a **building permit** to construct an additional dwelling unit on the lot subject to the following conditions prior to permit issuance:
- (a) a refundable security deposit in accordance with Appendix A must be deposited with the **Regional District**;

- (b) a separate **building permit** is issued for the demolition, **alteration** or conversion of the original existing dwelling unit to a use permitted by the **Regional District's** zoning and land use bylaws; and
- (c) the refundable security deposit will be forfeited if the works authorized under the separate **building permit** required by 6.14 (b) are not accepted by the **building official**.

Permit Fee Refunds

- 6.15 No fee or part of a fee paid to the **Regional District** may be refunded if **construction** of the **building or structure** or part thereof has started.
- 6.16 75% of the **building permit** fee as set out in Appendix A less the **permit** application processing fee, may be refunded, only if:
- (a) the **owner** has submitted a written request for a refund while the permit is still valid, or no later than 14 days from the date of **permit** expiration or cancellation; and
 - (b) the **building official** has certified a start has not been made on the **construction** of the **building or structure**.
- 6.17 No portion of the **building permit** fee is refundable after the **building permit** has been extended under section 6.37 of this Part.

Design Modification

- 6.18 If the **owner** proposes modification to the design of a submitted permit application, **alternative solution**, or an issued **building permit**, the **owner** must pay to the **Regional District** a design modification fee based on the rate set out in Appendix A.

Construction Before Permit Issued

- 6.19 The **building permit** fee is doubled for every **permit** application if **construction** commenced before the issuance of a **permit**, to a maximum of \$50,000.00.

Expiration of Application

- 6.20 A **permit** application expires if the **permit** has not been issued, and **permit** fee paid within 180 days of the date an application is received under this Part.

Issuance of a Building Permit

6.21 If:

- (a) a completed application in compliance with this Part, including all required supporting documentation, has been submitted;
- (b) the **owner** has paid all applicable fees set out in this Part;
- (c) the **owner** or their representative has paid all charges and met all requirements imposed by any other statute or bylaw;
- (d) the **owner** has retained a **professional engineer** or **professional geoscientist** if required under this bylaw;
- (e) the **owner** has retained an **architect** if required under this bylaw; and
- (f) no covenant, agreement, resolution or regulation of the **Regional District** requires or authorizes the **permit** to be withheld,

the **building official** must issue the **permit**, in the form prescribed by the **building official**, for which the application is made, and the date of issuance is deemed to be the date the **Regional District** receives payment of the building permit fees, any other fees, charges, levies or taxes imposed by the **Regional District** payable under an enactment at the time of issuance of the **building permit** and the **owner's** or their **agent's** signature on the **permit**.

6.22 Despite section 6.21, the **building official** may refuse to issue a **permit**:

- (a) when the **owner** has been notified of a violation of this bylaw about the **construction** of another **building** or **structure** by the **owner** on the same property; or
- (b) until the **owner** can confirm water supply as per NFPA 1142 "Standard for Water Supply for Suburban and Rural Fire Fighting" or equivalent documents for adequate water supply for fire fighting.

Requirements after Permit Issuance

6.23 Upon issuance of a **building permit**, every **owner** must ensure that all **permits**, all plans and specifications and supporting documents on which a **permit** was based, all district inspection reports, and all professional **field reviews** are available at the site of the work for inspection during working hours by the **building official**, and that all **permits** are posted conspicuously on the site during the entire execution of the work.

- 6.24 A person must not erase, alter or modify plans and supporting documents after the same have been reviewed by the **building official**, or plans and supporting documents which have been filed for reference with the **building official** after a **permit** has been issued, except in accordance with this bylaw, including acceptance of revised plans or supporting documents by the **building official**.
- 6.25 A person must not, unless authorized in writing by a **building official or bylaw enforcement officer**, reverse, **alter**, deface, cover, remove or in any way tamper with any notice or **permit** posted or affixed to a **building** or **structure** pursuant to this bylaw. It is the full and sole responsibility of the **owner** (and if the **owner** is acting through a representative, the representative 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.
- 6.26 The review of plans and supporting documents and issuance of a **building permit** do not prevent the **building official** from subsequently requiring the correction of errors in the plans and supporting documents, or from prohibiting **building construction** or **occupancy** being carried on when in violation of this or another bylaw.

Inspections

- 6.27 If a **registered professional** provides letters of assurance for a component of **construction** in accordance with this Part then, notwithstanding the **building official** attending at the site of the **construction** of **standard buildings** or **structures**, the **Regional District** will rely solely on **field reviews** undertaken by the **registered professional** and the letters of assurance submitted pursuant to this bylaw and the **building code** as assurance that the component of **construction** referenced in those letters of assurance substantially conforms to the **professional design** and complies with the **building code**, this bylaw and other applicable enactments respecting health and safety.
- 6.28 Despite section 6.27 of this Part, a **building official** may attend the site from time to time during the course of **construction** to ascertain that the **field reviews** are taking place and to monitor the **field reviews** undertaken by the **registered professionals**.
- 6.29 A **building official** may attend periodically at the site of the **construction** of **standard buildings** or **structures** to ascertain whether the work is being carried out in substantial conformance with the **building code**, this bylaw and any other applicable enactments concerning health and safety.
- 6.30 For all work in respect of **standard buildings** the **owner** must give at least 24 hours' notice to the **Regional District** when requesting an inspection and must

obtain an inspection and receive a **building official's** written acceptance of the following aspects of the work prior to concealing them:

- (a) siting and footing and wall forms prior to the placement of concrete therein;
- (b) installation of perimeter drain tile, damp proofing, exterior below grade foundation insulation and roof drainage system prior to backfilling;
- (c) installation of *building* services;
- (d) plumbing under test, rough-in for a subsoil gas depressurization system, and ductwork, located under slab;
- (e) the preparation of ground, including ground cover or other required critical barriers, under slab and perimeter insulation on *foundation* walls;
- (f) rough-in plumbing, hydronic heating pipes, tubs or showers under test;
- (g) framing, sheathing, fire stopping, assembly components of fire rated assemblies and fire separations, bracing, chimney and ductwork, rough wiring, rough plumbing, rough heating, gas venting, exterior doors and windows, but prior to the installation of insulation, interior finishes, sheathing paper or exterior finishes which would conceal such work;
- (h) rough in of factory-built chimneys and fireplaces and solid fuel burning appliances;
- (i) insulation in assemblies above and below grade, air and vapour barriers; and
- (j) the **health and safety aspects of the work**, energy conservation, reduction of greenhouse gas emission, and accessibility aspects of the work when the **building** or **structure** is substantially complete, ready for **occupancy** but prior to **occupancy**.

6.31 A **building official** will only carry out an inspection under section 6.30 if the **owner** or the owner's **agent** has requested the inspection in accordance with this bylaw.

6.32 No person may conceal any aspect of the work referred to in section 6.30 of this bylaw until a **building official** has **accepted** it in writing.

6.33 For work in respect of **complex buildings**, the **owner** must:

- (a) provide to the **Regional District**, or have the **coordinating registered professional** provide to the **Regional District**, all **registered professionals'** field reviews within 48 hours' of completion and prior to the following aspects of the work or portions of work being concealed:

- (i) site and foundation works;
 - (ii) perimeter drainage;
 - (iii) **building** services, under slab and rough in plumbing;
 - (iv) **building** frame, fire stopping, fire separations, ductwork, rough wiring, rough plumbing, rough heating, gas venting, exterior doors and windows, but prior to the installation of insulation, interior finishes, sheathing paper or exterior finishes which would conceal such work; and
 - (v) insulation, air and vapour barriers and fire stop systems;
- (b) give at least 48 hours' online or written notice to the **Regional District** when requesting a pre-occupancy coordinated by the **coordinating registered professional** or other **registered professional** to have the **owner**, the **constructor** and the **registered professionals** demonstrate to the **building official** compliance with *the health and safety aspects of the work*, the coordination and integration of the fire and life safety system, applicable **Regional District** requirements and other enactments respecting safety and the energy conservation, the reduction of greenhouse gas emission and accessibility aspects of the work; and
- (c) cause the **coordinating registered professional**, at least 48 hours prior to the preoccupancy coordinated site review coordinated by the **coordinating registered professional**, to deliver to the **building official** all required documentation prescribed in this bylaw, the **building code**, and any other enactment deemed applicable by the **building official**.

Inspection and Other Fees

- 6.34 In addition to the fees required under other provisions of this bylaw, the **owner** must pay the non-refundable fee set out in Appendix A for:
- (a) a third and each subsequent re-inspection where it has been determined by the **building official** that, due to non-compliance with the provisions of this bylaw or due to non-complying work, more than two site visits are required for any required inspection;
 - (b) a special inspection during the **Regional District's** normal business hours to establish the condition of a **building**, or if an inspection requires special arrangements because of time, location or **construction** techniques; and
 - (c) inspection required under this bylaw which cannot be carried out during the **Regional District's** normal business hours.

Permit Expiration

- 6.35 Every **permit** is issued on the condition that the **permit** expires and the rights of the **owner** under the **permit** terminate if:

- (a) the **construction** authorized by the **permit** is not commenced and inspected by a Building Official within 6 months from the date of issuance of the **permit**;
 - (b) work is discontinued for a period of 12 months; or
 - (c) despite subsection 6.37 (a), the work is not completed within 24 months of the date of issuance of the **permit**.
- 6.36 Notwithstanding section 6.35, a **permit** to demolish a building or structure expires and the rights of the owner under the **permit** terminate if the work is not completed within one year of the date of issuance of the **permit**.

Permit Extension

- 6.37 A building official may extend:
- (a) the periods set out under subsections 6.35 (a) or (b) for only one period, not to exceed 6 months, if **construction** has not been commenced or has been discontinued due to adverse weather, strikes, material or labour shortages, other similar hardship beyond the **owner's** control, or if the size and complexity of the **construction** warrants, if request for the extension is made in writing no later than 14 days after the date of permit expiration; and
 - (b) the period set out under subsection 6.35 (c) for only one period, not to exceed 24 months, if:
 - (i) request for the extension is made no later than 30 days after the date of **permit** expiration; and
 - (ii) the non-refundable extension fee set out in Appendix A has been paid.
- 6.38 A **permit** to demolish a building may not be extended.

Building Permit Revocation

- 6.39 The **building official** may revoke a **building permit** if there is a violation of:
- (a) a condition under which the **permit** was issued; or
 - (b) a requirement of the **building code**, this or any other bylaw of the **Regional District**,
- by issuing such **permit** revocation in writing and delivering to the **permit** holder by email, signature mail, or personal service.

Building Permit Cancellation

- 6.40 A valid **building permit** or a valid **building permit** application may be cancelled by the **owner** or their **agent** on delivery of written request of cancellation to the **building official** and verification that **construction** has not commenced under the **permit**.
- 6.41 On receipt of the written request and completion of the verification referenced in section 6.40, the **building official** must record that the application, or **permit** if applicable, is cancelled along with the date of cancellation.
- 6.42 If the **owner** or their **agent** submits changes to an application after a **permit** has been issued and the changes, in the opinion of the **building official**, substantially alter the scope of the work, design or intent of the application in respect of which the **permit** was issued, the **building official** may cancel or revise the **permit** and record that the **permit** is cancelled or revised along with the date of cancellation or revision.
- 6.43 If a **building permit** application or **permit** is cancelled, and **construction** has not commenced under the **permit**, the **building official** may return to the **owner** any fees deposited under Appendix A in accordance with sections 6.15 through 6.17.

PART 7: OCCUPANCY

- 7.1 No person may occupy a **building** or **structure** or part thereof until a **final inspection notice** has been issued by a **building official**.
- 7.2 A **final inspection notice** will not be issued unless:
- (a) all letters of assurance have been submitted when required in accordance with this bylaw;
 - (b) all aspects of the work requiring inspection and acceptance pursuant to Part 6 of this bylaw have both been inspected and **accepted** or the inspections and acceptances are not required in accordance with this bylaw;
 - (c) the **owner** has delivered to the **Regional District** when required by the **building official** and for **complex buildings**, as-built drawings of the **building**, **building** component or **structure** in the format prescribed by the **building official**;
 - (d) the **owner** has provided to the **Regional District** when required, a **building** survey prepared by a British Columbia Land Surveyor showing the **building** height, size, location and elevation determined in accordance with the **Regional District's** land use regulations;

- (e) a valid **building permit** is in existence for the **building** or **structure**; and
 - (f) all other documentation required under applicable enactments and **permit** conditions has been delivered to the **Regional District**.
- 7.3 When a **registered professional** provides letters of assurance in accordance with this bylaw, the **Regional District** will rely solely on the letters of assurance when issuing a final report authorizing **occupancy** as assurance that the items identified on the letters of assurance substantially comply with the **professional design, the building code**, this bylaw and other applicable enactments respecting health and safety.
- 7.4 A **building official** may issue a **final inspection notice** for partial **occupancy** of a portion of a **building** or **structure** under **construction** when that portion of the **building** or **structure** is self-contained, and the requirements set out in section 7.2 have been met with respect to it.
- 7.5 A **final inspection notice** may not be issued unless:
- (a) all requirements of section 7.2 have been met;
 - (b) all conditions under which the **permit** was issued have been met;
 - (c) the **owner** has executed and delivered to the **Regional District** every agreement, instrument, payment or form required by the **Regional District** in relation to the work or the site; and
 - (d) all required offsite works respecting safety have been completed.

Part 8: PROFESSIONAL RELIANCE

Professional Design and Field Review

- 8.1 The provision by the **owner** to the **Regional District** of letters of assurance in accordance with the requirements of the **building code** or this bylaw must occur:
- (a) In the forms of Schedules A or B, as appropriate, prior to the issuance of the **building permit**, or if later determined to be required, prior to commencement of **construction** activities, and
 - (b) In the forms of Schedules C-A or C-B, as appropriate, prior to the pre-occupancy site review coordinated by the **coordinating registered professional**, or other **registered professional** for a **complex building**, or prior to a final inspection for a **standard building** in circumstances where letters of assurance have been required in accordance with the requirements of the **building code**.

- 8.2 If a **registered professional** provides letters of assurance in accordance with the **building code**, they must also provide proof of professional liability insurance to the **building official** in the form prescribed by the **building official**.
- 8.3 When a **building permit** issued in reliance upon letters of assurance referred to in section 8.1, the **building official** may provide the **owner** with a notice that the **building permit** is issued in reliance on the certification of the **registered professional** that the **professional design** and plans submitted in support of the application for the **building permit** comply with the **building code** and other applicable enactments. Any failure on the part of the **building official** to provide the **owner** with the notice will not diminish or invalidate the reliance by the **Regional District** or its **building officials** on the **registered professionals**.
- 8.4 If a **building permit** is issued with reliance upon a letter of assurance, the **permit** fee is reduced by 5% of the fees payable under Appendix A to this bylaw, up to a maximum reduction of \$500.00 (five hundred dollars).

Requirement for a Registered Professional

- 8.5 The **owner** must retain a **registered professional** to provide a **professional design** and plan certification and letters of assurance in the form of Schedules A, B, C-A and C-B referred to in subsection 2.2.7, Division C, of the **building code**, in respect of a **permit** application:
- (a) as required by Article 2.2.7.1 Division C of the **building code**;
 - (b) for a **building** in respect of which the **building official** determines that site conditions, size, complexity, or components of its construction so warrant in the interests of safety of persons or protection of property under the **building code**;
 - (c) for structural and geotechnical components of new **standard buildings** and **additions** to **standard buildings**, except for low occupancy storage buildings less than 55 m² in **building area** where at the discretion of the **building official** the components are deemed to comply with Part 9 of Division B of the **building code**;
 - (d) despite any other provision of this bylaw, geotechnical components of all new **standard buildings** containing a **dwelling unit** or commercial, industrial or institutional use, or **additions** greater than 90 m² in building area thereto;
 - (e) for the **alteration** of any structural components of a **building** or **structure**, except in circumstances where at the discretion of the **building official** the

structural components are deemed to comply with Part 9 of Division B of the **building code**;

- (f) for **building** envelope components of a **building** that falls under Part 3 of Division B of the **building code**, contains more than two **dwelling units**, or do not comply with the prescriptive requirements of Part 9 of Division B of the **building code**; and
- (g) for a parcel of land on which a **building** or **structure** is proposed if the **building official** believes the parcel is or is likely to be subject to flooding, mud flows, debris flows, debris torrents, erosion, land slip, rock falls, subsidence or avalanche. The foregoing requirement for a **professional design** is in addition to a requirement under Division 8 of Part 3 of the *Community Charter*:
 - (i) for a report certified by a **professional engineer** with experience in geotechnical engineering that the parcel may be used safely for the use intended, and
 - (ii) that the plans submitted with the application comply with the relevant provisions of the **building code** and applicable bylaws of the **Regional District**.

8.6 Where the supply of potable water to a building is proposed to include **rainwater collection**, an application for a **building permit** must include certification by a **registered professional** that the design and installation of the **rainwater collection** system complies with the requirements **building code** and other applicable enactments respecting safety of water supply

8.7 In issuing a **building permit** where the owner has provided the certification required under section 8.6, the **regional district** is not approving the water system, does not assume any responsibility to review or inspect the installation of the water system or the quality or quantity of the water from the **rainwater collection** system, and will rely upon the certification provided by the **registered professional**.

Notice

8.8 Every **owner** must give written or online notice to a **building official** of any change in or termination of engagement of a **registered professional**, including a **coordinating registered professional**, during **construction**, within 48 hours of when the change or termination occurs.

8.9 If an owner or a registered professional terminates the engagement of a registered professional, including a coordinating registered professional, the owner must terminate all work under a building permit until the owner has

engaged a new registered professional, including a coordinating registered professional, and has delivered to a building official new letters of assurance.

- 8.10 Every **owner** must give such other notice to a **building official** as may be required by the **building official** or by a provision of this bylaw.

PART 9: BUILDING MOVE

- 9.1 No person may move a **building** or **structure** into or within the **Regional District** without a valid **building permit** issued to the parcel to which it is to be moved.
- 9.2 An application for a **building permit** for a **building** move must be made in the form prescribed by the **building official** and must include:
- (a) a structural assessment report from a **registered professional** that certifies that the **building** to be moved is structurally suitable for relocation and may be used safely for its intended use;
 - (b) the requirements set out in sections 6.2 through 6.7, as applicable; and
 - (c) any other information as required by the **building official**.

PART 10: SWIMMING POOL

Engineering

- 10.1 A **registered professional** must undertake the **professional design** and conduct **field reviews** of the **construction** of any **swimming pool**. Letters of assurance in the form of Schedules B and C-B referred to in Part 2 of Division C of the **building code** must be submitted.

Siting

- 10.2 Access is required to be provided around a minimum of 50% the perimeter of all **swimming pools**, including those within a **building**, by means of an apron or walkway that:
- (a) is not less than 762mm in width and is not more than 450mm above the water level of the **swimming pool**;
 - (b) is designed and constructed such that there is a complete view of the **swimming pool** from any point on the apron or walkway; and
 - (c) has no obstructions other than ladders, slides, diving boards or other such devices as approved by the **building official**; and is readily accessible to those using the **swimming pool**.

Colour

- 10.3 Every **swimming pool** must have an inner surface that is constructed, painted or finished with a material that is light in colour and incorporate a filtering system that can maintain the visual clarity of the pool water at all times.

Fencing

- 10.4 A **swimming pool** and apron must be enclosed within a continuous non-climbable fence, **building** or combination of both or other vertical barrier having a minimum height of 1.5m and have no openings greater than 100mm at their greatest dimension, or have installed a power safety cover approved by the **building official**.

Self-Closing Gate

- 10.5 Access through a fence or other vertical barrier enclosing a **swimming pool** may only be provided through a self-closing gate or door designed so to cause the gate or door to return to a closed locked position when not in use and secured by:
- (a) spring lock located not less than 1.5 meters above grade; or
 - (b) a door where a building encloses some or all of the pool provided such door meets the requirements of this bylaw with regard to a self-closure and a locking mechanism or latch 1.5m above interior floor level.
- 10.6 The **owner** and the occupier of the parcel on which the **swimming pool** is located are jointly and severally responsible for ensuring that the fence or building, or both, that enclose the pool are maintained in good order and repair so that at all times the fence, building or both, comply fully with this bylaw.

PART 11: RETAINING STRUCTURES

- 11.1 A **registered professional** is required to undertake the **professional design** and **field reviews** of the **construction** or structural repair of a **retaining structure**. Sealed copies of the **professional design** and letters of assurance in the form of Schedules B and C B referred to in Part 2 of Division C of the **building code**, or EGBC Retaining Wall Assurance Statements must be submitted prior to the issuance of a **permit** and **acceptance** of the work by the **building official**.

PART 12: CONSTRUCTION IMPACTS

Damage to Regional District Works

- 12.1 Every **owner** to whom a **permit** is issued is responsible for the cost to repair any damage to **Regional District** or other public works or land that occurs during **construction** authorized by the **permit**. Every **owner** must pay to the **Regional District**, within 30 days of receiving an invoice for same from the **Regional District**, the cost to repair any damage to public property or works located on public property arising directly or indirectly from work for which a **permit** was issued.

Demolition

- 12.2 Prior to demolishing a **building** or **structure**, the **owner** must ensure that all **Regional District** services are capped and terminated at the property line as set out in the standard prescribed by the **Regional District** and all other services are capped and terminated according to applicable regulations.
- 12.3 Every **owner** must ensure that, on completion of all demolition procedures:
- (a) all debris and fill are cleared, and the site is levelled or graded, or made safe if levelling and grading are not possible;
 - (b) they request an inspection; and
 - (c) they contact the **Regional District** to cancel or pause the water or sewer service and pay any associated fees as set out in the **Regional District's** bylaws governing waterworks and sewer.

Protection of Public Property

- 12.4 Every **constructor** must ensure that no work is undertaken on public property, and that no public property is disturbed, no **building** or **structure** erected, and no materials stored thereon, in whole or in part, without first having obtained approval in writing from the appropriate authority over such public property.

Construction Waste

- 12.5 Every **owner** must ensure that debris, materials, soil or water from the property during demolition or **construction** is contained within the property.

PART 13: ENERGY CONSERVATION AND GREENHOUSE GAS (GHG) EMISSION REDUCTION

- 13.1 In relation to the conservation of energy and the reduction of GHG emissions the **Regional District** incorporates by reference the **energy step code** and **zero carbon step code** in accordance with sections 13.2 through 13.8.
- 13.2 An **owner** must design and **construct** a new **building** as required by the **building code** in accordance with the minimum performance-based steps prescribed by the **energy step code** and **zero carbon step code**.
- 13.3 Despite section 13.2 an **owner** may design and **construct** a new **building** to a higher performance-based steps prescribed by the **energy step code** and **zero carbon step code**.
- 13.4 An **owner** may not establish compliance with the requirements of the **energy step code** or **zero carbon step code** by means of a prescriptive path.
- 13.5 When an **energy advisor** or an **architect**, as required, provides energy compliance reports or **field reviews** in accordance with the **building code** or this bylaw, the **Regional District** will rely solely on **field reviews** undertaken by the **energy advisor** or **architect** and the energy compliance reports submitted as assurance that the **construction** or applicable aspect thereof substantially conforms to the design, and that the **construction** or applicable aspect thereof substantially complies with the **building code**, this bylaw, and other applicable enactments respecting energy efficiency and the reduction of GHG emissions.
- 13.6 With respect to a **building permit** for a **building** that falls within the scope of Part 9 of the **building code**, the owner must provide, to the satisfaction of the **building official**, all the materials and documentation required by the **energy step code** or **zero carbon step code**, prepared and signed by an **energy advisor**, and such other reports and materials as required by the **building code** or **building official**.
- 13.7 The **energy advisor**, providing the required materials and documentation set out in the **energy step code** or **zero carbon step code**, must provide evidence to the **building official** that they are an **energy advisor** registered and in good standing with Natural Resources Canada in accordance with the EnerGuide Rating System (ERS) Administrative Procedures and adheres to the technical standards and procedures of the ERS.
- 13.8 Despite sections 13.5 through 13.7, when a **registered professional** takes responsibility for the **energy step code** and **zero carbon step code** components of a **building permit** for a **building** that falls within the scope of Part 3 or Part 9 of the **building code**, the **professional design** and **field**

review may need to include the materials and documentation required by the applicable step of the **energy step code** and **zero carbon step code**, and such other reports and materials as required by the **building code** or **building official**.

PART 14: CLIMATIC AND SEISMIC DATA

- 14.1 The climatic data for the design of **buildings** and **structures** in the **Regional District** must be the values prescribed in Appendix B, the values from the closest location listed in Table C-2 within Appendix C of Division B of the **building code**, or site-specific values obtained from Environment Canada.
- 14.2 Despite section 14.1, if required by the **building official**, it is the **owner's** responsibility to obtain and reference site-specific climatic data from Environment Canada for the design of a **building** or **structure**.
- 14.3 Seismic hazard values for the design of **buildings** and **structures** in the **Regional District** must be the site-specific values obtained from Natural Resources Canada.

PART 15: NUMBERING OF BUILDINGS

- 15.1 Immediately upon issuance of a **building permit** governing the **construction**, **alteration** or repair of a **building**, or prior to and during the **occupancy** of a **building**, the **owner** or occupant must display the address number assigned to it by the **Regional District** in accordance with **Regional District** bylaws.
- 15.2 Without limiting section 15.1, prior to the issuance of a **final inspection notice**, the **owner** or occupier of the parcel must affix the numbers permanently in accordance with **Regional District** bylaws.
- 15.3 A person must not **construct** on a **parcel** unless the civic address is conspicuously posted on the front of the premises or on a signpost so it may be easily read from the public **highway** from which it takes its address.

PART 16: STOP WORK ORDERS AND DO NOT OCCUPY NOTICES

Stop Work Order

- 16.1 A **building official** or **bylaw enforcement officer** may direct the immediate suspension or correction of all or a portion of the **construction** on a **building** or **structure** by posting a Stop Work Order notice in the form prescribed by the **building official** on the premises, or in writing, whenever it is found that the work is not being performed in accordance with the requirements of the **building code**, this bylaw, a condition under which a **permit** was issued, or any applicable enactment.

- 16.2 If a **registered professional's** services are withdrawn or terminated, the **owner** must immediately stop any work that is subject to his or her **professional design** or **field review** and the **building official** is deemed to have issued a Stop Work Order under section 16.1.
- 16.3 The **owner** must immediately, after the posting of a notice under section 16.1, secure the **construction** and the lands and premises surrounding the **construction** in compliance with the safety requirements of every statute, regulation or order of the Province, or of a provincial agency and of every applicable bylaw of the **Regional District**.
- 16.4 Subject to section 16.1, no work other than the required remedial measures as authorized by the **building official** or **bylaw enforcement officer** may be carried out on the parcel affected by the notice referred to in section 16.1 until the Stop Work Order notice has been removed by the **building official** or **bylaw enforcement officer**.
- 16.5 The notice referred to in section 16.1 must remain posted on the premises until that which is contrary to the enactments or conditions has been remedied and the Stop Work Order has been rescinded in writing by the **building official** or **bylaw enforcement officer**.

Do Not Occupy Notice

- 16.6 If a person occupies a **building** or **structure** or parts thereof in contravention of this bylaw, a **building official** or **bylaw enforcement officer** may post a Do Not Occupy Notice in the form prescribed by the **building official** on the affected **building** or **structure** or part thereof or deliver the same to the owner by email, post or courier.
- 16.7 If a notice is posted or delivered under section 16.6, the **owner** of a parcel on which the notice has been posted, and every other person, must cease **occupancy** of the **building** or **structure** immediately and refrain from further **occupancy** until all applicable provisions of the **building code** and this bylaw have been complied with and the Do Not Occupy Notice has been rescinded by a **building official** or **bylaw enforcement officer**.

PART 17: OFFENCES

Violations

- 17.1 Without limiting Part 5 of this bylaw, every person who contravenes a provision of this bylaw or suffers or permits any act or thing to be done in contravention of this bylaw, refuses, omits, neglects to fulfill, observe, carry out or perform any

duty obligation imposed in this bylaw commits an offence and on summary conviction by a court of competent jurisdiction, the person is subject to a penalty under the **Offence Act** for a minimum amount of \$5,000 and a maximum amount \$50,000.

- 17.2 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.
- 17.3 Each day during which a violation, contravention or breach of this bylaw continues is deemed to be a separate offence.
- 17.4 Every person who commences work requiring a **building permit** without first obtaining such a **permit** contravenes this bylaw and must pay a fee as outlined in section 6.19 of this bylaw.

PART 18: POWERS OF A **BUILDING OFFICIAL**

Administration

- 18.1 A building official may
- (a) administer this bylaw, but owes no public duty to enforce or administer this bylaw;
 - (b) keep records of applications received, **permits**, notices and orders issued, inspections and tests made, and may retain physical or digital copies of all papers and documents connected with the administration of this bylaw;
 - (c) create, amend, and prescribe forms, notices, policies, or other documents for the administration of this bylaw;
 - (d) establish or require an **owner** to establish whether a method or type of **construction** or material used in the **construction** of a **building** or **structure** complies with the requirements and provisions of this bylaw and the **building code**;
 - (e) direct that tests of materials, equipment, devices, **construction** methods, structural assemblies or **foundations** be carried out, or that sufficient evidence or proof be submitted by the **owner**, at the **owner's** sole expense, where such evidence or proof is necessary to determine whether the material, equipment, device, **construction** or **foundation** condition complies with this bylaw and the **building code**; and
 - (f) order, in writing by a notice, the correction of any work that is being done or has been done in contravention of the **building code** or this bylaw.

Refusal and Revocation of Permits

- 18.2 A **building official** may refuse to issue a **permit** if the proposed work will contravene the requirements of the **building code**, the provisions of this or any other bylaw of the **Regional District**, or any other applicable enactments, and, on request, must state the reason.
- 18.3 A **building official** may revoke a **permit** if there is a violation of a condition under which the permit was issued or if any matter is found to exist which would have been cause for the **building official** to deny such a permit if the matter had been known at the time of issuance of the **permit**.
- 18.4 A **building official** may revoke a **permit** if the **permit** was issued in error.

Right of Entry

- 18.5 Subject to section 16 of the **Community Charter** or section 419 of the **Local Government Act**, a **building official** or **bylaw enforcement officer** may enter on property at any time to ascertain whether the requirements of this bylaw are being met.

Powers

- 18.6 Subject to applicable enactments, a **building official** or a **bylaw enforcement officer** may by notice require:
- (a) a person who contravenes any provision of this bylaw to comply with that provision within the time ordered;
 - (b) an **owner** to stop work on a **building** or **structure**, or any part of a **building** or **structure**, if the work is proceeding in contravention of this bylaw, the **building code**, or any other enactment of the **Regional District** or other applicable enactments, or if there is deemed to be an **unsafe condition**, and may enter on property to affix or post a stop work order in the form prescribed by the **building official**;
 - (c) an **owner** to remove or prevent any unauthorized encroachment on a public parcel, a statutory right of way or easement, or a setback or yard required under an enactment;
 - (d) an **owner** to remove any **building** or **structure**, or any part of a **building** or **structure**, **constructed** in contravention of a provision of this bylaw;
 - (e) an **owner** to have work inspected by a **building official**, or by a **registered professional**, at the sole cost of the **owner**, prior to covering;

- (f) an **owner** to uncover any work that has been covered without inspection contrary to this bylaw or an order issued by a **building official**;
 - (g) a person to cease any **occupancy** in contravention of a provision of this bylaw;
 - (h) an **owner** to correct any **unsafe condition**; and
 - (i) an **owner** to correct any work that contravenes this bylaw, the **building code**, or any other enactment.
- 18.7 Every reference to “**owner**” in Part 18 includes a reference to the **owner’s agent** or **constructor**.
- 18.8 Every person served with a notice under this Part must comply with that notice:
- (a) within the time ordered; or
 - (b) if no time is ordered, immediately.

PART 19: REPEAL

- 19.1 Sunshine Coast Regional District Building Bylaw No. 687, 2014, as amended, and Sunshine Coast Regional District Plumbing Bylaw No. 400, 1994, as amended are repealed.

PART 20: IN FORCE

- 20.1 This bylaw comes into force on January 1, 2026

READ A FIRST TIME	this 11th day of December, 2025.
READ A SECOND TIME	this 11th day of December, 2025.
READ A THIRD TIME	this 11th day of December, 2025.
ADOPTED	this 11th day of December, 2025.

Corporate Officer

Chair

Sunshine Coast Regional District Building Bylaw No. 779, 2025
APPENDIX A - FEES AND CHARGES

Application Processing Fees		
Building Permit Type	Fee per application	
Constructing, repairing, moving, or altering, or demolishing a building or structure	The greater of \$150, or 25% of the Building Permit Fee prescribed below	
Constructing, repairing, or altering a plumbing system including a fire suppression system	\$75	
Building Permit Fees		
Building Permit Type	Value of Construction / Description	Fee
Constructing, repairing, moving, or altering a building or structure	\$0.00 to \$10,000.00	\$150.00 plus \$11.00 per \$1,000.00 or part thereof exceeding the first \$1,000.00
	\$10,001.00 to \$50,000.00	\$249.00 plus \$11.25 per \$1,000.00 or part thereof exceeding the first \$10,000.00
	\$50,001.00 to \$3,000,000.00	\$699.00 plus \$9.96 per \$1,000.00 or part thereof exceeding the first \$50,000.00
	\$3,000,001.00 to \$10,000,000.00	\$30,081.00 plus \$7.00 per \$1,000.00 or part thereof exceeding the first \$3,000,000.00
	\$10,000,001.00 and greater	\$79,089 plus \$7.00 per \$1,000.00 or part thereof exceeding the first \$10,000,000.00
	Multi Family Residential, Industrial, Commercial, Office Buildings, Assembly and Institutional Buildings	In addition to the Building Permit Fee above, \$2.18 per \$1,000.00 or part thereof.
Demolishing a building or structure		\$300.00
Constructing, repairing, or altering a plumbing system including a fire suppression system		\$75.00

Component-Based Fees <i>For each building permit type listed above, the following additional fees shall be payable on the basis of components proposed as part of the activity for which a permit is sought.</i>		
Component	Description	Fee
Fire suppression system (sprinkler system)	Up to 10 sprinkler heads	\$75.00 per system
	Each additional sprinkler heads from 11 through 50	\$3.00 per head
	Sprinkler heads above the 50	\$2.00 per head
	Additional zone or floor level	\$75.00 each
Plumbing fixtures	Up to 12 fixtures	\$20.83 per fixture
	Each additional fixture between 13 and 25	\$15.00 per fixture
	Each additional fixture thereafter	\$12.00 per fixture
Sanitary Building Sewer	First 100 feet	\$80.00 per permit
	Each additional 100 feet or part thereof	\$15.00
Backflow Prevention Device		\$45.00 each
Rainwater Leaders or Roof Drains		\$45.00 per drain or leader
Storm Water Drainage System	Residential buildings containing not more than 2 dwellings	\$60.00 per system
	Buildings other than above first 500 feet or portion thereof	\$150.00 per system
	Additional 100 feet or portion thereof	\$25.00 each
Hydronic Heating System	First floor	\$85.00 each
	Additional floor	\$50.00 each
Fire Department Connection, Hose Station or Hose Cabinet		\$60.00 each
Chimney / Wood Burning Appliance		\$85.00 each
Subsoil Drainage installation for Standard Buildings		\$125.00

Permit Extension Fees		
Permit Type	Value of Construction / Description	Fee
Constructing, repairing, moving, or altering a building or structure	Original permit value of construction of less than \$30,000	\$100.00
	Original permit value of construction of \$30,000 or more and less than \$200,000	\$250.00
	Original permit value of construction of \$200,000 or more	\$500.00
Constructing, repairing, or altering a plumbing system including a fire suppression system	NA	\$75.00
Other Fees		
Fee Type		Fee
Design Modification		\$150.00/hr
Special Inspection During Normal Working Hours (non-refundable)		\$250.00
Re-inspection (more than two site visits)		\$250.00
Inspection Outside Normal Business Hours		\$500.00
Records Fee		\$2.50 (per page)
Removal of Notice on Title		\$1,000.00
Alternative Solution		\$1,000.00 plus \$100.00/hr for any review time in excess of two hours
To Obtain a Title Search		\$50.00
To Obtain a Covenant or Easement Registered on Title		\$50.00 each
Security Deposit for Additional Dwelling Required to be Demolished or Converted to a Permitted Use		\$10,000.00

Sunshine Coast Regional District Building Bylaw No. 779, 2025
APPENDIX B – CLIMATIC DATA

LOCATION / ELECTORAL AREA	A	B	D	E	F
Latitude	49°37'16" N	49°28'16.8" N	49°25'42.7" N	49°24'1.8" N	49°24'52.5" N
Longitude	124°1'15.4" W	123°52'8" W	123°38'51.2" W	123°32'27.3" W	123°30'5.7" W
Elevation (m)	60	85	75	115	120
DESIGN ELEMENT					
January 2.5% design dry bulb temperature °C	-6	-6	-6	-4	-4
January 1% design dry bulb temperature °C	-8	-8	-8	-6	-6
July 2.5% design dry bulb temperature °C	27	27	27	27	27
July 2.5% design wet bulb temperature °C	20	20	20	21	21
Annual total degree days below 18 °C	2,790	2,920	2,800	2,950	2,950
Maximum 15 minute rainfall (mm)	10	10	10	10	10
Maximum one day rainfall (50 years) (mm)	75	75	75	119	119
Annual rainfall (mm)	1,140	1,140	1,140	1,400	1,400
Annual total precipitation (mm)	1,200	1,200	1,200	1,500	1,500
Moisture Index	1.27	1.27	1.27	1.51	1.51
Driving Rain wind pressure 1/5 years (Pa)	160	160	160	160	160
Ground snow load, snow component Ss (50 years) (kPa)	2.1	2.3	2.3	2.6	2.7
Ground snow load, rain component Sr (50 years) (kPa)	0.4	0.4	0.4	0.4	0.4
Hourly wind pressure 1/10 (kPa)	0.38	0.38	0.38	0.38	0.38
Hourly wind pressure 1/50 years (kPa)	0.48	0.48	0.48	0.48	0.48