



DISTRICT OF SOOKE  
BYLAW No. 70  
**BUILDING REGULATION BYLAW, 2001**  
(CONSOLIDATED MARCH 30, 2010 FOR REFERENCE ONLY)

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A bylaw to administer and enforce the *Building Code*  
and regulate the construction of buildings.

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**Bylaw Amendments**

Bylaw No. 70	Adopted January 14, 2002
Bylaw No. 164	Adopted March 22, 2004
Bylaw No. 207	Adopted February 28, 2005
Bylaw No. 231	Adopted November 15, 2005
Bylaw No. 251	Adopted January 8, 2007
Bylaw No. 291	Adopted April 3, 2007
Bylaw No. 331	Adopted September 10, 2007
Bylaw No. 423	Adopted January 11, 2010

The Council of the District of Sooke, in open meeting assembled, enacts as follows (*Bylaw 251*):

1. This bylaw is cited as the *Building Regulation Bylaw, 2001*.
2. The purpose of this bylaw is to regulate construction within the District of Sooke by limited review and inspection for public health and safety. This bylaw is not intended to protect owners or contractors from economic loss nor does the District of Sooke accept any liability for the owner's responsibility to comply with the British Columbia Building Code and this bylaw.

#### **APPLICATION**

3. This bylaw applies
  - (a) to the construction, alteration, repair or demolition of buildings and structures;
  - (b) to the installation, alteration and repair of plumbing, including sewer connections, and heating, ventilating and air-conditioning, appliances and accessories;  
*(Bylaw 164)*
  - (c) where the occupancy or use of a building, or any part of it, is changed;
  - (d) when a building or manufactured home is moved into or within the District of Sooke; and
  - (e) when an unsafe condition exists in or about a building or structure, to the work necessary to correct the unsafe condition of the building or structure.
4. This bylaw does not apply to
  - (a) additions of less than 10m<sup>2</sup> in floor area to a manufactured home if the manufactured home is not sited on a perimeter foundations;
  - (b) buildings and structures which do not contain a residential occupancy, which are located on land classified as farm under the *Assessment Act*, and used essentially for the storage of equipment or the housing of livestock, or the production, storage or processing of agricultural and horticultural produce or feeds;
  - (c) open decks or patios without a roof structure which are ancillary to a residential occupancy and having a floor level less than 61 cm above the adjoining grade;
  - (d) any plumbing repair or replacement which does not require a change in piping; and
  - (e) retaining walls, landscaping, and shoreline protection devices that do not form an integral part of a building or structure support system.

#### **AUTHORITY OF THE BUILDING INSPECTOR**

5. The Building Inspector is authorized to
  - (a) administer this bylaw;
  - (b) issue a permit to the owner when, to the best of the Building Official's knowledge, the applicable conditions have been met; and
  - (c) issue an occupancy certificate to the owner upon satisfactory completion of the work to which a permit applies; and
  - (d) require applicants for a permit to provide a certification by a professional engineer or architect that the plans submitted with the application for the permit, or specified aspects of those plans, comply with the *Building Code* and other applicable enactments respecting safety, if the Building Inspector considers that it is warranted by the site conditions, the size or complexity of the development, or an aspect of the development to which the permit relates.
- 5.1 The Deputy Fire Chief is authorized to issue a permit to the owner, in the form set out in Schedule K to this bylaw, for the installation of oil burning equipment under CAN/CSA B139-00, when, to the best of the Deputy Fire Chief's knowledge, the applicable conditions have been met.

*(Bylaw 164)*
6. The Building Inspector
  - (a) may enter any property at all reasonable times to ascertain that the requirements and regulations under this bylaw are being observed;
  - (b) must obtain the consent of the occupant before entering any occupied dwelling;
  - (c) may give notice to
    - (i) a person who contravenes this bylaw to comply with this bylaw within the time period specified;
    - (ii) stop work if the work is proceeding in contravention of this bylaw, or if an unsafe condition is observed;
    - (iii) remove any unauthorized encroachment on public property;
    - (iv) cease any occupancy in contravention of this bylaw; and
    - (v) cease any occupancy if an unsafe condition exists because of work being undertaken or not completed;
  - (d) may request that tests of materials, equipment, devices, construction methods, structural assemblies or foundation conditions be made, or sufficient evidence or proof be given to show that the material, equipment, device, construction or foundation condition meets the requirements of the *Building Code*;
  - (e) may request any owner to submit a current plan of survey prepared by a British Columbia land surveyor which must contain sufficient information regarding the site, location and size of any building or structure

- (i) to show that all requirements of any bylaw in relation to this information will be complied with before construction begins; and
    - (ii) to verify upon completion of the work that all the requirements have been met; and
  - (f) may answer relevant questions with respect to the provisions of this bylaw when requested to do so, but the Building Inspector may not assist in the laying out of any work or act in the capacity of an engineering or architectural consultant.
7. The Building Inspector may issue a permit
- (a) when an application appears to be in compliance with the provisions of the *Building Code* and this bylaw;
  - (b) to excavate or to construct a portion of a building or structure before the entire plans for the building or structure have been submitted or approved, with conditions if necessary, at the risk of the owner;
  - (c) for the building or structure conditional upon the submission, prior to commencement of the work, of additional information not available at the time of issuance, which information is of such a nature that the withholding of the permit until it was available would delay the work unreasonably; and
  - (d) for the erection or placement of a temporary building or structure, where the permit application appears to show that the building is safe for the stated use and duration, to be valid for a maximum of two years with the option for one renewal only, and the building for which it is issued must be removed or demolished on or before the expiration of the time period.
8. (1) The Building Inspector may refuse to issue any permit
- (a) when information submitted is insufficient to determine compliance with the provisions the *Building Code* and this bylaw;
  - (b) when incorrect information is submitted;
  - (c) that would authorize any building, structure or occupancy that would not be permitted by this bylaw; and
  - (d) that would be prohibited by any other bylaw or regulation.
- (2) When requested by the applicant, the Building Inspector must give written reasons for the refusal to issue a permit.
9. The Building Inspector may revoke a permit if
- (a) there is a contravention of any substantial condition under which the permit was issued;
  - (b) the permit was issued in error; or

- (c) the permit was issued on the basis of incorrect information.
10. (1) The Building Inspector may issue an occupancy certificate to allow the building or part of a building to be used, prior to the completion of the construction, subject to conditions to safeguard persons in or about the premises.
- (2) The Building Inspector may withhold an occupancy certificate until the building or part of it complies with the health and safety requirements of this bylaw or of any statute.
11. In addition to the provisions of section 28, the Building Inspector may require additional inspections that are necessary to show compliance with the *Building Code*.

## **DUTIES AND RESPONSIBILITIES OF THE OWNER**

### **Permits**

12. Every owner must
- (a) obtain and hold a valid permit from the Building Inspector before starting and during any work to which this bylaw applies;
  - (b) ensure that any required fees have been paid prior to commencing any work to which this bylaw applies;
  - (c) ensure that the plans and specifications on which a permit is based are available continuously at the site of the work for inspection during working hours by the Building Inspector, and that the permit, or a true copy of it, is posted conspicuously on the site until completion of the work;
  - (d) comply with the plans and specifications forming part of a permit, and complete, prior to occupancy, work required by the plans and specifications, unless the owner has first obtained the approval in writing of the Building Inspector not to do so;
  - (e) comply with the terms of any permit, notice or occupancy certificate, and not occupy or use any building or part of any building contrary to the terms of any permit, notice or occupancy permit, and not allow a violation of this bylaw to continue; and
  - (f) be bound by the waiver and indemnity which forms part of all permits, permit applications and /or occupancy permits issued by the District of Sooke.
- (Bylaw 164/231)*
13. When a permit is issued or inspections are made, the owner remains responsible for carrying out the work or having the work carried out in accordance with the requirements of this bylaw and the *Building Code*.
14. If a permit is issued for part of a building, the owner may proceed with the work to which the permit applies without assurance that the permit for the entire building will be issued.
15. An owner is responsible

- (a) for ensuring that no excavation or other work is undertaken on public property and that no building is erected or materials stored on it without prior approval in writing from the District of Sooke; and
- (b) for the cost of repair of any damage to public property or works that may occur as a result of undertaking any work to which a permit applies.

## Demolition Permits

16. An owner applying for a permit to demolish a building or structure must provide proof of liability insurance naming the District of Sooke as co-insured with a minimum coverage of \$2,000,000 per occurrence for security against damage to persons or property where the floor area to be demolished is greater than 185.5 m<sup>2</sup>.
17. The owner of a building or structure subject to a permit for demolition must
  - (a) ensure that the services for the building being demolished are sealed at the property line;
  - (b) ensure that measures are taken to protect the safety of the public while the demolition is in progress, including
    - (i) the erecting of barricades or fencing to prevent unauthorized or inadvertent entry to the site;
    - (ii) the posting of security personnel at the demolition site when appropriate;
  - (c) notify the Sooke Fire Department when commencing demolition; and
  - (d) following the commencement of the demolition of the exterior of a building, ensure that the demolition be completed within
    - (i) 3 days, for a building with a total floor area of less than 185.8 m<sup>2</sup>; and
    - (ii) 6 days, for a building with a total floor area greater than 185.8 m<sup>2</sup>.

## Permit Applications

18. To apply for a permit an owner must
  - (a) submit a completed application for a permit on the applicable form provided by the District of Sooke as outlined in Schedule D; and  
*(Bylaw 164/231)*
  - (b) must pay the applicable Permit Application Review Fee, which is non-refundable, as set out in Schedule B to this bylaw.
19. An owner applying for a permit
  - (a) may show the required information on the plans as an alternative to separate specifications, but not by general references to the *Building Code* or other standards; and
  - (b) must ensure that plans are drawn to scale on paper or other substantial material, clear and durable, and that the plans indicate the nature and extent of the work or proposed occupancy in sufficient detail to show that when completed the work and the proposed occupancy will conform to the *Building Code*.
20. A site plan submitted with a permit application must

- (a) be referenced to a current survey plan prepared by a British Columbia land surveyor;
  - (b) show the location of the proposed building or structure by dimensions from property lines;
  - (b) show the similarly dimensioned location of every other existing building or structure on the property;
  - (c) show existing and finished ground levels to an established datum point at or adjacent to the site;
  - (d) show the grades of streets, lanes, sewers and storm drains, if any, abutting the site and on the site, and the grades must relate to an established datum point; and
  - (e) show driveways and parking facilities.
21. A permit application expires and the rights of the owner under the application terminate if a permit associated with the application is not issued within six months from the date the application is accepted for processing.
22. The Building Inspector may extend a permit application for 90 days at the request of the owner.

#### **Permit Fees**

23. Before a permit is issued, an owner must pay a permit fee prescribed and calculated in accordance with Schedule A to this bylaw, less any Permit Application Review Fee paid at the time of application. (*Bylaw 251*)
24. Where the Building Inspector determines that the scope of work on an issued permit has been revised sufficiently to require a review of the application and documentation, the owner must pay the applicable Permit Revision Fee set out in Schedule B to this bylaw.
25. An owner may apply for a refund of permit fees, less the Permit Application Review Fee, which is non-refundable, if the permit is not expired and the work authorized by the permit is not commenced.

#### **Notice And Inspections**

26. Every owner must give notice in writing to the Building Inspector, prior to commencing any work to which a permit applies, listing the name, address and telephone number of
- (a) the contractor or other persons in charge of the work;
  - (b) the registered professional reviewing the work, if any; and
  - (c) any inspection or testing agency engaged to monitor the work;



and advise of any change in or termination of employment of these persons during the course of the construction immediately after the change or termination occurs.

27. An owner must give notice
  - (a) of intent to do work required to be inspected during construction;
  - (b) of intent to cover work required to be inspected prior to covering;
  - (c) when work has been completed so that final inspection can be made;
  - (d) immediately if any change in ownership or change in the address of the owner occurs prior to the issuance of an occupancy permit; and
  - (e) prior to occupying any portion of the building if it is to be occupied in stages.
  
28. Not less than twenty-four hours in advance of the desired time of inspection, every owner must request the Building Inspector to inspect the work at the following stages, as applicable:
  - (a) when the formwork for footings is complete but prior to the placing of any concrete;
  - (b) when the installation of drain tile, rainwater leaders and damp-proofing is complete, but prior to any backfilling;
  - (c) when installations of underslab plumbing rough-in, sanitary and storm building sewers and water service pipe are complete but prior to backfilling;
  - (d) when a masonry fireplace is complete to the first flue liner above the smoke chamber;
  - (e) when a masonry chimney is complete to a flue pipe connection;
  - (f) following the installation of any factory built fireplace but prior to the enclosure of the installation;
  - (g) following the framing and exterior sheathing, including fire stopping, bracing, blocking and stairways, and following the installation, repair or replacement of any part of a plumbing system while the system is under test, but prior to enclosure and the installation of insulation and interior and exterior finishes;
  - (h) following the installation of the insulation and vapour barrier but prior to the application of interior finishes;
  - (i) when the heating and ventilation system is complete;
  - (j) when any deficiencies noted on a previous inspection are rectified but prior to enclosure of the work;
  - (k) following completion of the work for final inspection; and

- (l) following the completion of the building or structure but prior to occupancy.
29. The owner must pay the applicable inspection fees set out in Schedule B to this bylaw:
- (a) where more than two inspections are required to approve the same work;
  - (b) when an owner requests interim inspections; and
  - (c) when the owner requests a health, safety, insurance or other outside agency inspection on a building for which a permit is not required.
30. Every owner must make or have made, at the owner's expense, tests or inspections which are required to show compliance with this bylaw and the *Building Code*, and must promptly file a copy of the test results or inspection reports with the Building Inspector.
31. (1) An owner must not cover or make inaccessible any work required to be inspected or approved by the Building Inspector without receiving approval from the Building Inspector to do so.
- (2) An owner must uncover and replace, at the owner's expense, any work that has been covered contrary to a notice from the Building Inspector.

### **Permit Expiry**

32. A permit expires and the right of the owner terminates if
- (a) the work authorized by the permit is not commenced and actively carried out within six months from the date the permit is issued;
  - (b) work is suspended for a period of twelve months, except due to strikes, lockouts or an act of nature; or
  - (c) the work authorized on the permit is not completed within two years from the date the permit is issued.
33. A permit may be extended
- (a) for a further year on payment of the Permit Extension Fee as set out in Schedule B to this bylaw, subject to any applicable legislation governing the construction, reconstruction, alteration, relocation, removal, demolition, occupancy and use of the buildings and structures; and
  - (b) beyond one extension on payment of permit fees based on the construction value of the incomplete work.

### **Occupancy Certificate**

34. Every owner must obtain an occupancy certificate prior to
- (a) occupancy of a building or part of it after construction, partial demolition or alteration of the building; and

- (b) any change in occupancy or any building or part of it, by submitting a completed application form for an occupancy certificate and accompanied by the applicable fee as set out in Schedule A to this bylaw. (*Bylaw 231*)
35. Every owner requiring professional design and review under the *Building Code* must submit, at least 24 hours prior to the inspection for an occupancy certificate, any Letters of Assurance required by the *Building Code*.
36. An occupancy certificate issued pursuant to this bylaw is not a warranty by either the District of Sooke or the Building Inspector of the quality or safety of the building or any part of it, nor a warranty or assurance that the building is free from any latent defects.

### **Safety**

37. If a building or structure or any part of it becomes unsafe, the owner must take all necessary steps to put the building, structure or part of it in a safe condition.
38. Every owner must ensure that no unsafe condition exists or will exist because of the work being undertaken or work not completed.

### **PROHIBITIONS**

39. No person
- (a) may tamper with any notice, order or certificate posted by the Building Inspector;
  - (b) having authority in the construction, demolition, alteration, removal, relocation or occupancy of a building may cause, allow or maintain any unsafe condition; and
  - (c) may excavate or undertake work on, over or under public property or erect or place any construction or work or store any materials on it without prior approval in writing from the District of Sooke.

### **PENALTIES** (*amended by Bylaw No. 331 September 10, 2007*)

40. Every person who contravenes any provisions of this bylaw commits an offence punishable upon summary conviction and is liable to a fine not exceeding \$10,000.00 as set out in the Offence Act.
41. If an offence is a continuing offence, each day that the offence is continued constitutes a separate and distinct offence.
42. If any person fails to obtain a permit when required, the fees assessed will be double for any work commenced prior to a permit being issued.
43. This Bylaw may be enforced by means of a ticket in the form prescribed for the purpose of section 264 of the *Community Charter*.
44. Bylaw Enforcement Officers and Building Inspectors or Officials are designated to enforce this bylaw pursuant to section 264(1)(b) of the *Community Charter*.

45. The words or expressions set forth in Column 1 of Schedule E of this bylaw are authorized pursuant to section 264(1)(c) of the Community Charter to designate the offence committed under the bylaw section number appearing in Column 2 opposite the respective words or expressions.
46. The amounts appearing in Column 3 of Schedule E of this bylaw are the fines established by Council pursuant to section 265(1)(a) of the *Community Charter* for the corresponding offence designated in Column 1.

#### **SEVERABILITY**

47. If any portion of this bylaw is held to be invalid by a court of competent jurisdiction, the invalid portion may be severed and the validity of the remainder is not affected.

#### **REPEAL**

48. Bylaw No. 1042 "Building Regulation Bylaw No. 3, 1982" is repealed.

**Schedule A**  
**PERMIT FEE SCHEDULE**  
 (amended by Bylaw No. 291, April 3, 2007 and Bylaw No. 423, January 11, 2010)

<b>BUILDING PERMIT FEES</b> (fee is based on the construction value*):	
Construction value of \$1,000 or less:	\$75.00
Construction value of \$1,001 to \$300,000:	\$75.00 plus 1.3% x (construction value less \$1,000)
Construction value of \$300,001 to \$500,000:	\$3,962 plus 1.0% x (construction value less \$300,000)
Construction value of \$500,001 to \$1,000,000:	\$5,962 plus 0.8% x (construction value less \$500,000)
Construction value of \$1,000,001 to \$15,000,000:	\$9,962 plus 0.4% x (construction value less \$1,000,000)
Construction value of more than \$15,000,001	\$65,962 plus 0.2% X (construction value less \$15,000,000)
* The construction value is calculated according to the Construction Value Rates tables in Schedule C, or, at the sole discretion of the Building Official, the construction value may be established by the contract price.	
<b>For moving a building or structure:</b>	
55m <sup>2</sup> or less structure area:	\$100.00
55m <sup>2</sup> or more structure area:	\$150.00
<b>DEMOLITION PERMIT FEE:</b>	\$50.00
<b>SOLID FUEL BURNING APPLIANCE FEES:</b>	
* Note: The minimum fee for a SFBA permit not applied for in conjunction with a building permit for a dwelling shall be \$75.00	
Construct masonry chimney with a single flue:	\$60.00
Additional flue:	\$20.00
Construct masonry fireplace connected to single flue:	\$30.00
Solid Fuel Burning appliance connected at time of construction:	\$30.00
Solid Fuel Burning appliance connected to existing acceptable chimney:	\$30.00
<b>HEATING OIL TANK FEE:</b>	
Replace or install new furnace oil tank and associated piping:	\$75.00

...SCHEDULE A CONTINUED

**Schedule A (Continued)**  
**PERMIT FEE SCHEDULE**

*(amended by Bylaw No. 291, April 3, 2007 and Bylaw No. 423, January 11, 2010)*

<b>PLUMBING PERMIT FEES:</b>	
*Note: The minimum fee for a plumbing permit not applied for in conjunction with a building permit shall be \$75.00	
<b>Plumbing Fixtures:</b>	
Base Fee:	\$25.00
For first 10 fixtures:	\$15.00 per fixture
For each additional fixture above 10:	\$10.00 per fixture
<b>Automatic Fire Sprinkler Systems:</b>	
For 10 heads or less:	\$20.00 plus \$8.00 per head
For 11 to 100 heads:	\$100.00 plus \$.60 per head over 10
For more than 100 heads:	\$154.00 plus \$.30 per head over 100
<b>Sewer Connections:</b>	
Private sanitary sewer pipe connection to community sewer system and decommission of existing septic tank (if needed)	\$100.00
<b>MANUFACTURED HOME PERMIT FEES:</b>	
Single wide or Park model:	\$100.00
Double wide:	\$150.00
<b>CHANGE OCCUPANCY CLASSIFICATION FEE:</b>	\$75.00
<b>OCCUPANCY LOAD CALCULATION</b> (not in conjunction with a building permit):	\$75.00

**Schedule B**  
**MISCELLANEOUS FEE SCHEDULE**  
 (amended by Bylaw No. 291, April 3, 2007)

<b>PERMIT APPLICATION REVIEW FEES</b> (non-refundable deposit on permit fee)	
Construction Value less than \$50,000:	No Fee
Construction Value \$50,000 to \$250,000:	\$100.00
Construction value more than \$250,000:	\$250.00
<b>PERMIT REVISION FEES</b> (non-refundable)	
Construction Value less than \$50,000:	\$50.00
Construction Value from \$50,000 to \$250,000:	\$75.00
Construction Value more than \$250,000:	\$100.00
<b>PERMIT EXTENSION FEES</b> (non-refundable)	
Construction Value less than \$50,000:	\$50.00
Construction Value more than \$50,000:	\$75.00
<b>INSPECTION FEES</b> (non-refundable)	
Re-Inspection Fee for more than two inspections:	\$50.00 per inspection
Requested interim inspections on building with Permit:	\$50.00
Requested health, safety, insurance or other outside agency inspections on building with no permit:	\$75.00

**Schedule C, CONSTRUCTION VALUE RATES**

(amended by Bylaw No. 291, April 3, 2007)

**Single Family Dwellings, Factory Built Homes  
 Manufactured Homes And Moved Buildings**

Floor Area Or Type Of Structure	Rate	
	\$ per Square Foot	\$ Per Square Meter
Finished Main Floor* Areas + slab on grade	100.00	1076.39
Finished Main Floor* Areas + crawl space	110.00	1184.03
Finished Main Floor* Areas + unfinished basement	120.00	1291.67
Finished Areas or story other than Main Floor*	50.00	538.20
Unfinished Basement**	25.00	269.00
Finishing, Previously Unfinished Basement**, Attics, or other Floors	25.00	269.00
Garages and/or Workshops	40.00	430.56
Carports, Barns, or Sheds	20.00	215.28
Sundecks and/or covered porches/entries	20.00	215.28
Additions Where an Existing Wall Forms Part of the Addition	100.00	1076.39
Crawl Space for Manufactured Home or Moved Home	40.00	430.56
* <i>Main Floor</i> means the floor area where the main activity takes place; usually the floor where the living room, dining room and/or kitchen are located, excluding a garage or carport.		
** <i>Basement</i> is defined in the <i>British Columbia Building Code</i>		

**Other Building Types**

Type Of Building	Type Of Construction	Rate	
		\$ Per Square Foot	\$ Per Square Meter
Hotel/Motel	Wood frame	150.00	1614.63
Hotel/Motel	Reinforced masonry or concrete	200.00	2152.85
Hotel/Motel	Steel frame	Contract	Value
Town House or Apartment	Wood frame	150.00	1614.63
Town House or Apartment	Reinforced masonry or concrete	200.00	2152.85
Town House or Apartment	Steel frame	Contract	Value
Commercial Building (shell only)	Wood frame or heavy timber	100.00	1076.42
Commercial Building (shell only)	Reinforced masonry or concrete	150.00	1614.63
Commercial Building (shell only)	Steel frame	100.00	1076.42
Commercial Buildings except Offices and Restaurants	Completion of interior	50.00	538.21
Commercial Buildings – Restaurants	Completion of interior	75.00	807.32
Commercial Buildings – Office	Completion of interior	60.00	645.85
Industrial Buildings (shell only)	Wood frame or heavy timber	75.00	807.32
Industrial Buildings (shell only)	Reinforced masonry or concrete	100.00	1076.42
Industrial Buildings (shell only)	Steel frame	75.00	807.32
Industrial Buildings (interiors)	Completion of interiors	25.00	269.10
Temporary Buildings	Wood frame	50.00	538.21



## Schedule D

(Bylaw 231)

1. Application Forms shall generally request the following information:

- Owner Name[s]
- Owner Address
- Owner Telephone, Fax and / or email address
- Legal Description
- Street Address
- Tax Roll Number
- Contractor
- Contractor's address
- Contractor's telephone, fax and/or email address
- Contract or Construction Value
- Description of the Work
- Number and type of plumbing fixtures

2. Application forms must be accompanied by:

- A detailed site plan of the property
- Two complete set of scaled plans of the proposed structure with sufficient detail to demonstrate compliance with the Building and/or Plumbing Code
- Homeowner Protection Act declaration or warranty form
- Copy of Highway or Road Access Permit
- A copy of the State of Title Certificate [cannot be older than 30 days]
- A copy of all charges on title [ie right of way agreements, covenants, easements, etc, but excluding financial charges]
- The signature of all Owners on the State of Title Certificate
- The applicable Permit Application Review Fee [non-refundable]
- A copy of the Sewage System filing from the Vancouver Island Health Authority
- Proof of compliance with CSA A277 or CSAZ240 for Manufactured or Modular Homes

3. Every Application form must contain the following clause:

*Being the owner of the described property, I make application for a permit to undertake the specified work. I agree to conform to all requirements of the Building Regulation Bylaw and other applicable bylaws. I will comply with any restrictions imposed by the easements or restrictive covenants registered against the property. Neither the issuance of this Permit, nor the acceptance of the drawings and specifications submitted as part of this application, relieves me from the responsibility of ensuring the construction for which this permit is issued conforms to the requirements of the applicable bylaws, nor prevents the Building Inspector from requiring correction of any errors in construction or any contravention of the applicable bylaws.*

4. Every Application form must contain the following Waiver and Indemnity signed and dated by all Owners on the State of Title Certificate:

**WAIVER AND INDEMNITY:** *I assume all risks incidental to building construction and inspection services and agree to release, save harmless and indemnify the District of Sooke and its officials, agents, servants and representatives, from and against all claims, actions, costs, expenses and demands with respect to the death, injury, loss or damage to persons or property arising out of or in connection with the building construction and building inspection services. I understand that no warranty is implied for building inspection services and that this waiver and indemnity is binding on me, my heirs, executors and assigns. I acknowledge that the District, in issuing this permit, is relying on the certification of my professional engineer or registered architect.*

4. Every Application form must contain the following Freedom Of Information Notice:

**FREEDOM OF INFORMATION NOTICE:** *Personal information contained on this form is collected under the Freedom of Information and Protection of Privacy Act and will be used for the purpose of issuing this permit and for municipal statistics. Enquiries about the collection or use of information on this form may be directed to the Deputy Clerk.*

5. All Demolition Permit Applications must be accompanied by proof of liability insurance naming the District of Sooke as co-insured with a minimum coverage of \$2,000,000 per occurrence for security against damage to persons or property where the floor area to be demolished is greater than 185.8 m<sup>2</sup> and the owner must acknowledge that he/she/they shall:

- ensure that the services for the building being demolished are sealed at the property line;
- ensure that measures are taken to protect the safety of the public while the demolition is in progress, including the erecting of barricades or fencing to prevent unauthorized or inadvertent entry to the site, and the posting of security personnel at the demolition site when appropriate
- notify the Sooke Fire Department when commencing demolition;
- ensure that following the commencement of the demolition of the exterior of the building, the demolition is completed within 3 days, for a building with a total floor area of less than 185.8 m<sup>2</sup>, and within 6 days for a building with a total floor area greater than 185.5 m<sup>2</sup>.
- Ensure that electrical, telephone and cable services are de-energized at the applicable service pole.

6. All Occupancy Certificates must state the following:

This is to certify that this building has been constructed under the authority of Building Permit No. \_\_\_\_\_ and has received final inspection for the work undertaken under this Building Permit.

Building Use: \_\_\_\_\_ [Group and Type]

The issuance of this Occupancy Certificate signifies acceptance of this building for the use intended, subject to the completion of any outstanding deficiencies listed here or further required by contract of other agencies, and does not imply or warrant that the building complies

in all respects to the current edition of the British Columbia Building Code.

7. Any permits issues shall state the following:

The registered owner is permitted to undertake the following work on the above property as shown by the attached plan and subject to the special requirements described below:

**Special Requirements:**

**Permit Type:**

**Building Use:** \_\_\_\_\_ [Group/Type]

**Contractor:**

1. Inspections must be requested in accordance with the *Building Regulation Bylaw*. At least 24 hours notice is required for an inspection.
2. A fee for any more than two inspections will be charged.
3. Work related to this permit must be started within six months of the date of issue and must not be discontinued or suspended for more than one year.
4. An inspection for an Occupancy Certificate must be requested and an Occupancy Certificate must be issued prior to the occupancy of this building.

**SCHEDULE E  
 MUNICIPAL TICKET INFORMATION DESIGNATIONS**

*(amended by Bylaw No. 331 September 10, 2007)*

<b>Offence</b>	<b>Bylaw Section No.</b>	<b>Fine</b>
Fail to follow safety procedures	17	\$100.00
Fail to follow safety procedures	37	\$100.00
Fail to follow safety procedures	38	\$100.00
Fail to follow safety procedures	39(b)	\$100.00
Use or work without valid permit	12	\$100.00
Unauthorized work on District of Sooke property	15(a)	\$100.00
Unauthorized work on District of Sooke property	39(c)	\$100.00
Deface Notice	39(a)	\$50.00
Work contrary to plans	12(d)	\$50.00
Fail to stop work	6(c)(ii)	\$100.00
Occupy without permit	12(e)	\$100.00
Occupy without permit	34	\$100.00
Fail to comply with conditions of permit	7(b)	\$100.00
Fail to comply with conditions of permit	12(e)	\$100.00
Fail to comply with conditions of permit	34	\$100.00
Enclosure of work prior to inspection	27(b)	\$100.00