

**CITY OF COQUITLAM**

**BUILDING BYLAW NO. 3598, 2003**

**TABLE OF CONTENTS**

<b><u>Description</u></b>	<b><u>Page Number</u></b>
PART I - GENERAL .....	1
Article 1. Name of Bylaw .....	1
Article 2. Transitional Provisions .....	1
Article 3. Repeal of Existing Bylaws .....	2
Article 4. Definitions .....	2
Article 5. Purpose of Bylaw .....	6
Article 6. Permit Conditions .....	6
Article 7. Administration .....	8
Article 8. Authority .....	9
Article 9. Owner’s Responsibility .....	9
Article 10. Change of Plans .....	10
Article 11. Work at Variance with Plans .....	10
Article 12. Permit Suspension .....	10
Article 13. Revocation of Permit by Council .....	11
Article 14. Automatic Expiration of Permit .....	12
Article 15. Permit Fee Penalty and Refund .....	12
Article 16. Permit Transfer .....	13
Article 17. Professional Design and Supervision .....	13
Article 18. Preservation of Notices and Permits .....	13
Article 19. Documents on Site .....	13
PART II - BUILDINGS and TEMPORARY BUILDINGS .....	14
Article 20. Prohibition .....	14
Article 21. Building Permit Required .....	14
Article 22. Vehicular Access and Property Identification Required .....	14
Article 23. Application for Building Permit .....	15
Article 24. Issuance of Building Permit .....	19
Article 25. Servicing Bylaw Requirements .....	20
Article 26. Survey Certificate .....	21
Article 27. Inspections .....	21
Article 28. Occupancy Permit .....	22
Article 29. Posting Occupancy Permits .....	23
Article 30. Design Data .....	23
Article 31. Minimum Floor Elevation .....	24
Article 32. Drains .....	24
Article 33. Driveway Slopes and Retaining Walls .....	24
Article 34. Temporary Buildings .....	25
PART III - MOVING A BUILDING OR TEMPORARY BUILDING .....	27
Article 35. Prohibition .....	27
Article 36. Application for Moving Permit .....	27
Article 37. Issuance of Moving Permit .....	29

**TABLE OF CONTENTS**

PART IV - DEMOLITION OF A BUILDING OR TEMPORARY BUILDING ..... 29

Article 38. Prohibition ..... 29

Article 39. Application for Demolition Permit ..... 29

Article 40. Issuance of Demolition Permit ..... 30

PART V - POOLS ..... 30

Article 41. Prohibition ..... 30

Article 42. Application for Pool Permit ..... 30

Article 43. Issuance of Pool Permit ..... 31

Article 44. Pool Fencing Requirements ..... 31

Article 45. Pool Requirements ..... 32

Article 46. Pool Drainage Requirements ..... 33

Article 47. Inspections ..... 33

PART VI - PLUMBING SYSTEMS ..... 34

Article 48. Prohibition ..... 34

Article 49. Application for Plumbing System Permit ..... 35

Article 50. Issuance of Plumbing System Permit ..... 36

Article 51. Inspections ..... 36

PART VII - HEATING SYSTEMS ..... 38

Article 52. Prohibition ..... 38

Article 53. Application for a Building Permit Incorporating a Heating System .... 38

Article 54. Inspections ..... 39

PART VIII - GAS SYSTEMS ..... 40

Article 55. Prohibition ..... 40

Article 56. Application for Gas System Permit ..... 41

Article 57. Issuance of Gas System Permit ..... 42

Article 58. Inspections ..... 42

PART IX - CERTIFIED PROFESSIONAL SYSTEM ..... 43

Article 59. Application for Certified Professional Status ..... 43

Article 60. Disqualification of Certified Professional ..... 44

Article 61. Application for Certified Professional Permit ..... 44

Article 62. Issuance of Certified Professional Permit ..... 46

Article 63. Servicing Requirements ..... 46

Article 64. Obligations of Certified Professional ..... 47

Article 65. Suspension of Certified Professional Permit ..... 48

Article 66. Revocation of Certified Professional Permit by Council ..... 48

PART X - SCHEDULES ..... 49

Article 67. Schedules ..... 49

PART XI - OFFENCES ..... 49

Article 68. Offences ..... 49

PART XII - SEVERABILITY ..... 49

Article 69. Severability ..... 49

SCHEDULE "A" Security ..... 2

SCHEDULE "B" Climatic Values ..... 2

SCHEDULE "C" Drawing 92.P.1 ..... 2

## CITY OF COQUITLAM

### BUILDING BYLAW NO. 3598, 2003

A Bylaw to regulate the construction, alteration, repair, demolition or moving of buildings and pools and the installation, alteration or repair of plumbing, heating and gas systems in the City of Coquitlam

#### WHEREAS:

- A. the Minister of Community, Aboriginal and Women's Services for the Province of British Columbia has made regulations for the establishment of a Provincial Code for the Province concerning buildings and construction which apply to the City of Coquitlam and which Code has the same force and effect as a validly enacted Bylaw;
- B. the City of Coquitlam wishes to make provision for the administration of the Provincial Code and further, to regulate construction and plumbing generally in respect of those matters not included in the Provincial Code;
- C. the City of Coquitlam also wishes to exercise its authority under Section 694 of the *Local Government Act*, R.S.B.C. 1996, c. 323, as amended, to require valid permits with respect to plumbing systems, heating systems and gas systems.

**NOW THEREFORE**, Council for the City of Coquitlam in open meeting assembled, **HEREBY ENACTS AS FOLLOWS:**

#### **PART I - GENERAL**

##### **Article 1. Name of Bylaw**

- 1.1 This Bylaw may be cited for all purposes as "The City of Coquitlam Building Bylaw No. 3598".

##### **Article 2. Transitional Provisions**

- 2.1 This Bylaw will apply only to permits (as hereinafter defined) for which applications were received after the date of final adoption of this Bylaw. Any permit for which an application was pending on or before the date of final adoption of this Bylaw will be governed by the terms and conditions of the City of Coquitlam Building Bylaw No. 2987, 1996, and all amendments thereto.

**Article 3. Repeal of Existing Bylaws**

- 3.1 Save and except to the extent that the City of Coquitlam Building Bylaw No. 2987, 1996 and all amendments thereto continue pursuant to Article 2. of this Bylaw, each is hereby repealed in its entirety and this Bylaw substituted therefor.

**Article 4. Definitions**

- 4.1 For the purposes of this Bylaw, the following words and terms will have the meanings ascribed to them in this Article unless the context otherwise requires:

- (a) "agent" means the duly authorized agent of an Owner, which agency must be evidenced in writing by the Owner at the time the agent purports to act on behalf of the Owner with respect to any matter under this Bylaw;
- (b) "Applicant" means an Owner, his agent, a gas contractor, a plumbing contractor or a Certified Professional acting on behalf of an Owner;
- (c) "Architect" means an individual who is a member in good standing of The Architectural Institute of British Columbia pursuant to the Architects Act, R.S.B.C. 1996, c. 17, as amended;
- (d) "building" means any structure which is used or intended for supporting or sheltering any use or occupancy, whether fixed to, supported by, or sunk into land or water, and, without limiting the foregoing, specifically includes tanks and a retaining wall or combination of retaining walls separated by a horizontal distance of less than twice the height of the soil retention of the lower wall, whose combined average height is not less than 1.2 metres, but does not include a pool, plumbing system, gas system, landscaping, fences, paving or temporary building;
- (e) "Building Inspector" means the General Manager Planning and Development or his duly authorized designate and a person appointed as an inspector pursuant to paragraph 6.1 of this Bylaw as a building inspector, plumbing system inspector, gas system inspector or any combination of the same;
- (f) "building permit" means a permit to construct a building or temporary building issued in accordance with PART II of this Bylaw;
- (g) "Certified Professional" means an Architect or Engineer certified by the General Manager Planning and Development in accordance with the provisions of PART IX of this Bylaw;
- (h) "Certified Professional permit" means a permit to construct a building issued in accordance with the provisions of PART IX of this Bylaw;

- (i) "City" means the City of Coquitlam;
- (j) "City Solicitor" means the City Solicitor for the City and any successor in title to the position or his delegate;
- (k) "cooking facilities" means any electronic, electrical, gas, mechanical or manual equipment by which food of any sort can be cooked, heated, steamed or baked and including, without limitation, conventional ovens, microwaves, convection ovens, toaster ovens, cook tops, hot plates, camping stoves, barbecues, crock pots and electric frying pans, rice cookers, woks, grills and griddles, but does not include an electric kettle that can only be used for heating water;
- (l) "cross connection" means "cross connection as defined by the Canadian CSA Standard B64.10 M94.
- (m) "demolition permit" means a permit to demolish a building or temporary building issued in accordance with Part IV of this Bylaw;
- (n) "General Manager Planning and Development" means the General Manager Planning and Development for the City and any successor in title to that position or his delegate;
- (o) "Engineer" means an individual who is a member in good standing of The Association of Professional Engineers and Geoscientists of the Province of British Columbia pursuant to the *Engineers and Geoscientists Act*, R.S.B.C. 1996, c. 116, as amended;
- (p) "Fees and Charges Bylaw" means the City of Coquitlam Fees and Charges Bylaw No. 3255, 1998, as amended or superseded from time to time;
- (q) "Gas Code" means the *Gas Safety Act*, R.S.B.C. 1996, c. 169, as amended or superseded from time to time, and all regulations made pursuant thereto;
- (r) "gas contractor" means a person who carries on a business the purpose of which is the installation or alteration of gas systems and who is qualified to do so pursuant to all applicable statutes, regulations and bylaws;
- (s) "gas equipment" means any piping, equipment, appliance, fuel container, vent and other thing that is used or designed to be used in connection with gas, but does not include any prescribed appliance as defined in the Gas Code;
- (t) "gas system permit" means a permit to install, repair or replace a gas system issued in accordance with PART VIII of this Bylaw;

- (u) "gas system" means a system of gas equipment that is installed in a building, temporary building or pool and is downstream of an outlet of a gas company's meter;
- (v) "General Manager Operations" means the General Manager Operations for the City and any successor in title to the position or his delegate;
- (w) "health and safety" aspects of work means design and construction regulated by Part 3, Part 4, Part 7 and Part 9 of the Provincial Code and as qualified further in this Bylaw;
- (x) "heating system" means any system designed to provide heat, ventilation or air-conditioning to a building or temporary building and includes, mechanical refrigeration equipment;
- (y) "inspection" means a limited and interim spot-checking review of the work authorized by any permit, for reasons of health and safety in accordance with policies as established from time to time by the General Manager Planning and Development, undertaken solely for the monitoring purposes of this Bylaw;
- (z) "*Land Title Act*" means the *Land Title Act*, R.S.B.C. 1996, c. 250, as amended or superseded from time to time;
- (aa) "*Local Government Act*" means the *Local Government Act*, R.S.B.C. 1996, c. 323, as amended or superseded from time to time;
- (bb) "moving permit" means a permit to move a building or temporary building issued in accordance with PART III of this Bylaw;
- (cc) "occupancy permit" means a permit to occupy a building or portion of a building issued in accordance with Article 28 of this Bylaw;
- (dd) "*Offence Act*" means the *Offence Act*, R.S.B.C. 1996, c. 338, as amended or superseded from time to time;
- (ee) "Owner" means, in respect of a particular parcel, the person or persons shown as the registered owner or owners of that parcel in the applicable Land Title Office and entitled to the fee simple interest therein;
- (ff) "parcel" has the meaning ascribed to it in the *Local Government Act*;
- (gg) "permit" means a building permit, a Certified Professional permit, a moving permit, a demolition permit, a pool permit, a plumbing system permit, a gas permit or any combination of them, issued in accordance with the provisions of this Bylaw;

- (hh) “plans” means plans, drawings, specifications, calculations, design notes, and any other documentation submitted in support of a permit and includes any other specifically defined document required under this Bylaw;
- (ii) "Plumbing Code" means Part 7 of the British Columbia Building Code 1998 and any amendments thereto or any code which supersedes the same;
- (jj) "plumbing contractor" means a person who carries on a business the purpose of which is the installation or alteration of plumbing systems and is qualified to do so pursuant to all applicable statutes, regulations and bylaws;
- (kk) "plumbing system" means a drainage, venting, fire protection or water system, or any part thereof;
- (ll) "plumbing system permit" means a permit issued in accordance with PART VI of this Bylaw;
- (mm) "pool" means every structure intended for or used as a swimming pool with a water depth exceeding 450 mm and includes the fence or other structure enclosing such pool and any plumbing system or appurtenance attached thereto;
- (nn) "pool permit" means a permit issued in accordance with PART V of this Bylaw;
- (oo) "Provincial Code" means the Building Regulations of British Columbia, as amended or superseded from time to time, established pursuant to Section 692 of the *Local Government Act* and, for purposes of this Bylaw, includes the Plumbing Code and the Gas Code;
- (pp) "registered professional" means an Architect or an Engineer.
- (qq) "Subdivision and Development Servicing Bylaw" means the City of Coquitlam Subdivision and Development Servicing Bylaw No. 3558, 2003, as amended or superseded from time to time;
- (rr) "Surveyor" means an individual who is a member in good standing of the Corporation of Land Surveyors of British Columbia pursuant to the *Land Surveyors Act*, R.S.B.C. 1996, c. 248, as amended or superseded from time to time;
- (ss) "temporary building" means a building or any part thereof that will be used for a period of time not exceeding one year from the date of issuance of the occupancy permit therefor but does not include a mobile home intended for single family residential occupancy;



- (tt) "work" means the construction, alteration, repair or demolition of a building, pool, plumbing system, heating system, gas system or temporary building, the services undertaken by registered professionals pursuant to paragraph 6.2, Article 17 and PART IX of this Bylaw, including, but without limiting the generality of the foregoing, demolition in the form of the removal or relocation of a building, pool, plumbing system, heating system, gas system or temporary building, but not including any repairs being done as part of the normal maintenance of such building, pool, plumbing system, heating system, gas system or temporary building;
- (uu) "Zoning Bylaw" means the City of Coquitlam Zoning Bylaw 3000, 1996, as amended or superseded from time to time.

**Article 5. Purpose of Bylaw**

- 5.1 Notwithstanding any other provision herein, this Bylaw will be interpreted in accordance with this Article.
- 5.2 This Bylaw is enacted for the purpose of regulating construction within the City in the general public interest. The activities undertaken by or on behalf of the City pursuant to this Bylaw are for the purpose of providing a limited and interim spot-checking function for reasons of health and safety. It is not contemplated nor intended, nor does the purpose of this Bylaw extend:
  - (a) to the protection of Applicants, Owners, tenants, builders, contractors, Architects or Engineers from economic loss;
  - (b) to the assumption of the City or any City employee of any responsibility for ensuring compliance by any Applicant, or Applicant's representatives, employees, contractors, designers, Architects or Engineers, with the Provincial Code, the requirements of this Bylaw, and any other applicable bylaw, legislation, regulation, code, standard or enactment;
  - (c) to providing any person a warranty of design or workmanship with respect to any building, structure or work for which a permit or occupancy permit is issued under this Bylaw; or
  - (d) to providing a warranty or assurance that any construction undertaken pursuant to building permits issued by the City is free from latent, or any, defects.

**Article 6. Permit Conditions**

- 6.1 A permit issued for any work regulated under this Bylaw is subject to the following conditions:

- (a) it is the full and sole responsibility of the Applicant to carry out the work in respect of which a permit is issued and to ensure that the work in respect of which a permit is issued is carried out by others in compliance with the permit, the Provincial Code, the requirements of this Bylaw, and any other applicable bylaw, legislation, regulation, code, standard or enactment;
  - (b) neither the issuance of a permit under this Bylaw nor the acceptance or review of plans, nor any inspections made by or on behalf of the City will in any way constitute a representation, warranty, assurance, certification or statement by the City that the permit, the Provincial Code, the requirements of this Bylaw, and any other applicable bylaw, legislation, regulation, code, standard or enactment have been complied with; and
  - (c) no person shall rely upon any permit issued pursuant to this Bylaw as establishing compliance with the Provincial Code, the requirements of this Bylaw, or any other applicable bylaw, legislation, regulation, code, standard or enactment, or assume or conclude that this Bylaw has been administered or enforced according to its terms, the Applicant is responsible for making such determination.
- 6.2 Where Letters of Assurance in the form of Schedules A, B-1 and B-2 as required by Section 2.6 of the Provincial Code, or as otherwise required by the Building Inspector where the complexity of the proposed work or siting circumstances warrant, are submitted, they will be relied upon by the City and the Building Inspectors as certification that the design and plans to which the Letters of Assurance relate comply with the Provincial Code, the requirements of this Bylaw, and any other applicable legislation, regulation, code, standard or enactment related to safety.
- 6.3 For purposes of Sections 290 and 695 of the *Local Government Act*, where paragraph 6.2 or PART IX of this Bylaw applies, or where certification has been requested under Article 17 of this Bylaw, the issuance of a building permit under this Bylaw will constitute written notice by the City under Section 290(1)(b) of the *Local Government Act* to the Applicant and the registered professionals, as applicable, that the City will rely on the registered professionals' certifications.
- 6.4 For purposes of Section 290.(3) of the *Local Government Act*, fees specified in Schedule "D" of the Fees and Charges Bylaw reflect the cost of the work of the Building Inspector given the reliance placed on the registered professionals pursuant to paragraph 6.3 of this Bylaw.
- 6.5 Where registered professionals provide Letters of Assurance in the form of Schedules C-A and C-B as required by Section 2.6 of the Provincial Code, or as otherwise required by the Building Inspector where the complexity of the proposed work or siting circumstances warrant, the City and the Building

Inspectors will rely on the registered professionals' coordination and field reviews. The Letters of Assurance will be relied upon by the City and the Building Inspectors as certification that the work to which the Letters of Assurance relate complies with the Provincial Code, the requirements of this Bylaw, and any other applicable legislation, regulation, code, standard or enactment related to safety.

- 6.6 Where the City and the Building Inspectors rely on the registered professionals' coordination and field reviews in accordance with paragraph 6.5 of this Bylaw, the Building Inspectors may, but are not obliged to, attend at the site in accordance with Article 27, Article 47, Article 51, Article 54 and Article 58 of this Bylaw. Building Inspectors' attendance at the site from time to time serves the purposes of:
- (a) ascertaining that field reviews undertaken by the registered professional are taking place, and
  - (b) monitoring the field reviews identified in paragraph (a) above by means of inspection in order to determine whether reasonable grounds exist to warrant belief that the requirements of this Bylaw and the Provincial Code are being observed.
- 6.7 Notwithstanding paragraphs 6.5 and 6.6 of this Bylaw, where registered professionals are engaged by the Applicant to inspect work for which a permit prescribed by this Bylaw has been issued, the General Manager Planning and Development may, but is not obligated to, accept from such registered professionals Letters of Assurance in the form of Schedules C-A and C-B referred to in Section 2.6 of the Provincial Code certifying compliance with the plans pursuant to which the permit was issued in place of the inspections and approvals identified in this Bylaw. Application for approval of this method of inspection must form part of the application for the permit.

**Article 7. Administration**

- 7.1 The General Manager Planning and Development is hereby assigned the responsibility of administering this Bylaw and is hereby delegated the authority to make such policies as are necessary for the administration of this Bylaw.
- 7.2 The General Manager Planning and Development may appoint Building Inspectors who will report to the General Manager Planning and Development and may act in his place and such appointments may confer all or only part of the authority to be exercised under this Bylaw and may be specifically directed to a particular permit under this Bylaw.

**Article 8. Authority**

- 8.1 Notwithstanding Article 6 of this Bylaw, a Building Inspector is hereby authorized and empowered, but is not obligated, to:
- (a) enter at all reasonable times on any property in the City in order to monitor whether the requirements of this Bylaw, any other bylaw of the City and the Provincial Code are being observed;
  - (b) direct the immediate testing, cessation or correction of all or any portion of the work on any building, pool, plumbing system, heating system, gas system or temporary building by attaching a notice to that effect upon such building, pool, plumbing system, heating system, gas system or temporary building whenever such work is not being performed in accordance with the provisions of any permit issued with respect to the same, this Bylaw, any other bylaw of the City or the Provincial Code.

**Article 9. Owner's Responsibility**

- 9.1 Notwithstanding that this Bylaw may require that a person other than an Owner is identified as the person responsible for performing any obligation or requirement under a permit, this Bylaw, any other applicable bylaw of the City or the Provincial Code, the Owner of the parcel to which any permit relates is responsible for ensuring that the permit, the Provincial Code, the requirements of this Bylaw, and/or any other applicable bylaw, legislation, regulation, code, standard and/or enactment are complied with in their entirety. The Owner is jointly and severally liable with any other person identified in this Bylaw as the entity to carry out the requirements of the permit, the Provincial Code, the requirements of this Bylaw, and any other applicable bylaw, legislation, regulation, code, standard and/or enactment.
- 9.2 No person will do any work, or continue to do any work or cause to be done any work on any building, pool, plumbing system, heating system, gas system or temporary building contrary to the provisions of the permit, the Provincial Code, the requirements of this Bylaw, and any other bylaw of the City, legislation, regulation, code, standard or enactment or any notice given by a Building Inspector pursuant to paragraph 8.1(b) of this Bylaw.
- 9.3 It is unlawful for any person to prevent or obstruct or cause to be prevented or obstructed or attempt to prevent or obstruct the entry of a Building Inspector upon any parcel in the City to inspect any building, pool, plumbing system, heating system, gas system or temporary building to monitor if the requirements of a permit, the Provincial Code, the requirements of this Bylaw, and any other bylaw of the City, legislation, regulation, code, standard and/or enactment.

**Article 10. Change of Plans**

10.1 The plans for any building, pool, plumbing system, heating system, gas system or temporary building for which a permit has been issued will not be altered unless such alteration is first accepted in writing by a Building Inspector.

**Article 11. Work at Variance with Plans**

11.1 No person will do any work or permit to be done any work that is at variance with the description and plans, submitted with the application for any permit which has been issued pursuant to this Bylaw unless:

- (a) such variance has first been approved in writing by a Building Inspector; and
- (b) otherwise complies with the Provincial Code, the requirements of this Bylaw, and/or any other applicable bylaw, legislation, regulation, code, standard and/or enactment with respect to changes to plans prepared by a registered professional.

11.2 The Building Inspector may, but is not obligated to, waive the requirement for written authorization specified in paragraph 11.1(a) if the proposed variance is, in his opinion, minor in nature but otherwise consistent with paragraph 11.1(b).

**Article 12. Permit Suspension**

12.1 A Building Inspector may, but is not obligated to, suspend a permit issued pursuant to this Bylaw where:

- (a) he reasonably believes there is a breach of
  - (i) any condition under which the permit was issued,
  - (ii) any provision of this Bylaw, or
  - (iii) any provision of the Provincial Code;
- (b) any work to be done pursuant to a permit is not commenced within six months from the date on which the permit was issued;
- (c) any work to be done pursuant to a permit has been discontinued or suspended for a period of more than six months;

- (d) an occupancy permit has not been issued for the building to which the permit relates within two years of the date of issuance of such permit; or
- (e) any part of an application for which a permit has been issued has subsequently been found to be materially inaccurate, misleading or false;

by delivering to the Applicant or posting on the parcel to which the permit relates, a written notice of suspension.

12.2 Where a Building Inspector issues a suspension notice pursuant to paragraph 12.1 of this Bylaw, he will refer such suspension to Council for the City for consideration as to whether the permit should be revoked in accordance with Article 13 of this Bylaw.

**Article 13. Revocation of Permit by Council**

13.1 Council for the City may revoke in writing any permit issued pursuant to this Bylaw where:

- (a) it reasonably believes there is a breach of
  - (i) any condition under which the permit was issued,
  - (ii) any provision of this Bylaw, or
  - (iii) any provision of the Provincial Code;
- (b) any work to be done pursuant to a permit is not commenced within six months from the date on which the permit was issued;
- (c) any work to be done pursuant to a permit has been discontinued or suspended for a period of more than six months;
- (d) an occupancy permit has not been issued for the building to which the permit relates within two years of the date of issuance of such permit; or
- (e) any part of an application for which a permit has been issued has subsequently been found to be materially inaccurate, misleading or false;

by delivering to the Applicant or posting on the parcel to which the permit relates, a written notice of revocation.

**Article 14. Automatic Expiration of Permit**

14.1 Notwithstanding paragraph 12.1 and Article 13 of this Bylaw, if:

- (a) initial construction or work authorized by any permit issued pursuant to this Bylaw is not commenced within one year of the date of issuance of such permit; or
- (b) the parcel to which the permit relates is in a development permit area and there is no valid development permit with respect to the same, whether by reason of a failure to obtain such a permit or the lapse, revocation or a finding of invalidity of the same;

that permit will be deemed to have expired without the requirement of notice of expiration from the City.

**Article 15. Permit Fee Penalty and Refund**

15.1 Where a permit is not obtained before commencement of work pursuant to this Bylaw, the issuance fee for such permit will be two times the fee otherwise prescribed by Schedule "D" of the Fees and Charges Bylaw.

15.2 Where a permit has been issued pursuant to this Bylaw but construction for which the permit was issued has not been commenced, 50 percent of the permit issuance fee paid may be refunded to the Applicant for the permit upon written application by him for the cancellation of the permit, provided that no refund will be made if the application referred to herein is received after the earlier of the date on which the permit is suspended or revoked in accordance with paragraph 12.1 or Article 13 of this Bylaw and the date of automatic expiration of a permit in accordance with Article 14 of this Bylaw.

15.3 Subject to paragraph 15.2, all application fees prescribed in Schedule "D" of the Fees and Charges Bylaw are non-refundable.

**Article 16. Permit Transfer**

- 16.1 No permit issued pursuant to this Bylaw can be transferred or assigned until the Applicant for the permit has:
- (a) obtained the approval in writing of a Building Inspector for the transfer or assignment; and
  - (b) paid the prescribed assignment or transfer fee as set out in Schedule "D" of the Fees and Charges Bylaw hereto.

**Article 17. Professional Design and Supervision**

- 17.1 Where required by the Provincial Code, or where, in the opinion of the Building Inspector, the character of any work or proposed work for which a permit has been applied for or issued pursuant to this Bylaw is such that the work requires technical expertise, all plans must be prepared and signed by and the work carried out under the supervision of a registered professional.

**Article 18. Preservation of Notices and Permits**

- 18.1 No person will, unless authorized to do so by a Building Inspector, remove, alter, deface, cover, or in any way tamper with any notice, permit or occupancy permit affixed to any building or posted on any parcel in accordance with this Bylaw.

**Article 19. Documents on Site**

- 19.1 The Owner and the occupier of the parcel for which a permit has been issued are jointly and severally responsible to:
- (a) keep or cause to be kept on the parcel a copy of the drawings and specifications in respect of which the permit was issued; and
  - (b) post or cause to be posted in a conspicuous place on the parcel in respect of which the permit has been issued, either the permit itself or a placard containing the same information as is contained in the permit.



## **PART II - BUILDINGS AND TEMPORARY BUILDINGS**

### **Article 20. Prohibition**

20.1 No work will be done to any building or temporary building except in accordance with the provisions of this Bylaw and the Provincial Code.

### **Article 21. Building Permit Required**

21.1 Subject only to paragraph 21.2 of this Bylaw, a building permit is required for any work that relates to a building or temporary building.

21.2 A building permit is not required for work in respect of a building intended or actually used for a storage or garden shed where such building does not exceed 10 m<sup>2</sup> and otherwise meets the construction standards of this Bylaw and the Provincial Code and is in compliance with all applicable bylaws of the City, including, without limitation, the Zoning Bylaw as it relates to the siting of such building.

### **Article 22. Vehicular Access and Property Identification Required**

22.1 The General Manager Planning and Development will not issue a building permit for work on a building or temporary building on a parcel of land unless the parcel is provided with adequate vehicular access. In the case of strata properties, adequate vehicular access must be provided at the common access point(s) of the development.

22.2 For purposes of this Bylaw, the term "adequate vehicular access" shall mean vehicular access to new public roads constructed to the standards of the Subdivision and Development Servicing Bylaw, or to existing public roads, which are being maintained by the City. Lanes shall not be considered adequate vehicular access unless the property is served by a City maintained public road and vehicular access to the said property is specifically permitted only from a lane abutting the property.

22.3 Subject to the provision of this Article, every Owner of a parcel on which any building or structure of any kind is located is responsible for ensuring that the civic address of the parcel is displayed in such a manner that it is clearly visible from the point at which legal access to the parcel is obtained from an adjoining public highway or road and, without limiting the foregoing, for emergency response purposes, where a parcel has on it:

- (a) multiple buildings, each building should clearly display its building number at the point most readily visible once entry to the parcel by emergency vehicles has occurred;

- (b) a building with individual units in it, each of which units has exterior access, in addition to the requirements of paragraph 20.4.(a), each unit should clearly display its unit number on or immediately beside its exterior exit door;
- (c) a building with individual units in it, which units have only interior access, in addition to the requirements of paragraph 20.4.(a), each exterior exit door should display the number and location of units within the building.

**Article 23. Application for Building Permit**

23.1 Every application for a building permit will:

- (a) be made in the form prescribed by the General Manager Planning and Development from time to time;
- (b) be made by an Applicant who must be the Owner or the agent of the Owner of the parcel on which the work is to be carried out;
- (c) include a copy of a title search for the parcel for which the permit is sought made within 30 days of the date of the application;
- (d) state the intended use or uses of the building, except where the building is a retaining wall;
- (e) include the information required by Section 2.3 of the Provincial Code and as further required by this Bylaw;
- (f) be accompanied by plans of the building with respect to which the work is to be carried out, in such quantities as prescribed by the General Manager Planning and Development from time to time, showing
  - (i) the dimensions of the building, rooms and crawl spaces,
  - (ii) the proposed use of each room or floor area, except where the building is a retaining wall,
  - (iii) the dimensions of the parcel on which the building is or is to be located and the location of the building relative to the parcel's property lines,
  - (iv) the position, height and horizontal dimensions of all existing buildings on the parcel which are intended to stay,
  - (v) the grades and elevations of the roads and utilities abutting the parcel, and

- (vi) cross section drawings through the parcel and building from property line to property line, showing in detail existing and proposed grades adjacent to the building;
- (g) in addition to the requirements in paragraph (f) above, be supplemented by plans in such quantities as prescribed by the General Manager Planning and Development from time to time, showing
  - (i) landscaping plans showing the proposed landscaping in detail, including a list and number of plants to be planted, the spacing and sizes of such plants both at time of planting and at maturity, and showing the location of utilities,
  - (ii) the proposed accessory off-street parking uses with parking spaces, loading bays and maneuvering aisles clearly shown and dimensioned,
  - (iii) colour information, including, without limitation,
    - (A) a colour perspective drawing as viewed from the main street or main approach to the building or coloured three dimensional model of the building, provided that for minor additions or alterations, the General Manager Planning and Development may accept coloured elevation drawings supplemented by colour photographs where there is an existing building, and
    - (B) colour chips showing the proposed colours for the exterior of the building,
  - (iv) elevation drawings of the building, indicating specific exterior materials and existing and finished grades around the building,
  - (v) a cross section drawing through the parcel and building from property line to property line, showing in detail existing and proposed grades adjacent to the building,
- (vi) the grades and elevations of the roads and utilities abutting the parcel and spot elevations at approximately 7.5 metre intervals along all property lines and through the parcel to demonstrate the slope of the parcel,
- (vii) inverts of the sanitary and storm sewer, and

- (viii) such other information as the Building Inspector may deem necessary to confirm that the lot grading of the parcel and related drainage issues will not pose a hazard to and are suitable for the structure for which the building permit is sought;

except where the building is a single or two-family dwelling not in a development permit area, or where the work is for interior alterations and minor repairs to an existing building;

- (h) include a survey prepared by a British Columbia Land Surveyor showing
  - (i) the bearing and dimension of the parcel (taken from the registered subdivision plan if such exists),
  - (ii) the legal description and civic address of the parcel,
  - (iii) the location and dimension of all statutory rights of way, easements, covenants and setback requirements,
  - (iv) the location and dimension of all existing and proposed buildings or structures on the parcel,
  - (v) setbacks to the natural boundary of any lake, swamp, pond or watercourse where the City's land use regulations establish siting requirements related to flooding, erosion, or the protection of riparian areas,
  - (vi) the existing and finished ground levels to an established datum at, or adjacent to, the parcel and the geodetic elevation of the underside of the floor system of a building or structure where the City's land use regulations establish siting requirements related to minimum floor elevation, and
  - (vii) the location, dimension and gradient of parking and driveway access,

except that the Building Inspector may, but is not obligated to, waive the requirements for a survey, in whole or in part, where the permit is sought for the repair or alteration of an existing building or structure, or where, in the Building Inspector's opinion, current, and adequate survey information is held by the City.

- (i) where the building is a retaining wall, be accompanied by geotechnical, structural and drainage plans prepared and sealed by an Engineer;
- (j) where a building will require fill or excavation of the parcel, including reshaping, re-contouring or re-grading the contours of the parcel, include drainage design drawings that show the drainage control measures that must accompany the fill, excavation or re-contouring so as to
  - (i) reduce run-off to adjacent parcels and highways to pre-development quantities and locations,
  - (ii) eliminate concentrations of runoff to adjoining parcels and highways that constitute or may constitute a hazard or nuisance, and
  - (iii) provide an emergency flow path for excessive run-off from major precipitation to a one hundred year occurrence level.
- (k) in addition to the requirements in paragraph (f) above, where the parcel contains slopes in excess of 15 percent, and upon the request of the Building Inspector, be accompanied by plans showing
  - (i) 0.5 metre contours of the existing ground surface of the parcel,
  - (ii) 0.5 metre contours of the proposed final grading,
  - (iii) the elevations of the building, garage and carport slabs,
  - (iv) the locations and details of all retaining structures on the parcel, and
  - (v) the drainage provisions as outlined in the approved subdivision grading plans, if any, for the parcel;
- (l) include an estimate of the construction value of the work described in the application;
- (m) include details of a mitigation system, submitted and sealed by a Professional Engineer where methane or any other detrimental gas or substance is present in the soil beneath the proposed building;
- (n) contain any and all other information necessary to establish compliance with this Bylaw, any other applicable City bylaws and the Provincial Code;

- (o) specify whether the Owner intends to use the services of a registered professional for purposes of providing inspections that would otherwise be done by a Building Inspector pursuant to Article 27 of this Bylaw; and
- (p) include the application fee as prescribed in Schedule "D" of the Fees and Charges Bylaw;

except that the General Manager Planning and Development may, but is not obligated to, waive some or all of the submission requirements if he determines that the nature and complexity of the proposed work is adequately described without reference to them.

**Article 24. Issuance of Building Permit**

24.1 Where an application has been made for a building permit and:

- (a) the application complies in all respects with this Bylaw and with all other applicable City bylaws, including, without limitation,
  - (i) the Zoning Bylaw, which compliance must be evidenced in writing by the General Manager Planning and Development for all buildings other than those excepted in paragraph 23.1(g) of this Bylaw,
  - (ii) development permit, covenant and easement requirements,
  - (iii) any environmental protection bylaws, and
  - (iv) traffic, water, sewer and drainage bylaws, or any of them, with particular reference to having obtained all necessary permits under such bylaws;
- (b) the Applicant has paid the prescribed fee as set out in Schedule "D" of the Fees and Charges Bylaw;
- (c) the Applicant has provided security in a form satisfactory to the City as prescribed in Schedule "A" of this Bylaw;
- (d) the Applicant has substantially completed any servicing required by the Subdivision and Development Servicing Bylaw or this Bylaw or has posted security for such servicing as permitted by the applicable bylaw; and
- (e) any and all development cost charges levied in accordance with the bylaws of the City have been paid as required by such bylaws;

- the General Manager Planning and Development may issue the building permit for which the application was made.
- 24.2 The General Manager Planning and Development may, but is not obligated to, cancel an application if the permit has not been issued after 30 days of the date of written notification of intent to cancel, has been given to the Owner if:
- (a) the Applicant has not provided the City with requested information additional to that submitted with the application after 90 days of the date of written notification of the requirement for additional information;
  - (b) the Applicant has not picked up a building permit after 30 days of the date of written notification of the availability of the permit for pick-up.
- 24.3 When an application is cancelled under paragraph 24.2 of this Bylaw:
- (a) the application fee is forfeited to the City; and
  - (b) the plans and related documents submitted with the application may be destroyed.

**Article 25. Servicing Bylaw Requirements**

- 25.1 Subject to the exceptions in paragraphs 25.2 and 25.3 of this Bylaw, no building permit will be issued for work on any parcel until the General Manager Planning and Development is satisfied that the parcel is serviced in accordance with the Subdivision and Development Servicing Bylaw, including, without limitation, utility service connections, highway access and perimeter servicing.
- 25.2 Notwithstanding paragraph 25.1 of this Bylaw, where the application for a building permit relates solely to work on a building located on a parcel zoned for a single or two family dwelling, perimeter servicing shall not be a condition of building permit application. However, no building permit will be issued for work on the parcel until the General Manager Planning and Development is satisfied that the Owner of the parcel has or has caused to be constructed the utility service connections and the highway access required by the Subdivision and Development Servicing Bylaw.
- 25.3 Paragraphs 25.1 and 25.2 of this Bylaw do not apply to any building permit where the estimated construction value of the work provided pursuant to paragraph 23.1(l) is less than \$50,000.

**Article 26. Survey Certificate**

26.1 In respect of any building permit, a Building Inspector may, but is not obliged to, require that a survey certificate, prepared by a Surveyor, be provided showing the geodetic elevations of the forms and the location of the forms in relation to the property lines of the parcel on which the building is being constructed. Such survey certificate, where required, must be submitted to and approved by the Building Inspector before the Applicant can obtain a forms inspection pursuant to paragraph 27.2(a) of this Bylaw.

**Article 27. Inspections**

27.1 Except as permitted under paragraph 6.7 of this Bylaw, the Owner, his representative or any other person performing the work on any building must request inspections and giving the City not less than 24 hours notice when requesting such inspections.

27.2 An inspection must be requested at each of the following stages of construction:

- (a) after the forms for footings and foundations are complete, but before placing any concrete therein;
- (b) after the installation of damp-proofing foundation drains, roof drains, completed sump (including tee) and drain rock, but before backfilling of foundations;
- (c) after preparation of the ground, including placement of ground cover but before placing any concrete slabs-on-grade;
- (d) after forms for concrete super-structure, including elevated floor and roof slabs, are complete, but before placing concrete;
- (e) after framing and rough plumbing and gas of the building are complete, including, fire-stopping, bracing, duct work passing through framing, plumbing, gas, venting and wiring, but before the installation of any insulation, lath or other interior or exterior finish that would conceal such work;
- (f) after chimneys, fireplaces or solid fuel burning appliances are installed but before the covering of the adjacent framing,
- (g) after insulation, air barriers and vapour barriers are installed but before the concealment of the same;
- (h) after the building or any portion thereof is complete and ready for occupancy but before the occupancy of any portion thereof; and



- (i) such other stages as a Building Inspector may reasonably require.
- 27.3 Upon receipt of an inspection request required in paragraph 27.2 of this Bylaw, the Building Inspector will determine if an inspection is required and will:
- (a) in the event that he determines that an inspection is not necessary, notify the Owner in writing that the work may proceed to the next stage of construction, or
  - (b) proceed with the inspection, and provide the Owner or his representative with an inspection report.
- 27.4 No aspect of the work referred to in paragraph 27.2 of this Bylaw shall be concealed until a Building Inspector has authorized the work to continue.
- 27.5 If a Building Inspector does not authorize the work to continue at any inspection stage, a re-inspection of such stage will be made without cost, however, any third or subsequent re-inspection that is necessary will be subject to a re-inspection fee as prescribed in Schedule "D" of the Fees and Charges Bylaw.
- 27.6 Where an Applicant requests any building inspection not specifically provided for in this Bylaw, a Building Inspector may, but is not obligated to, make such inspection subject to a special inspection fee as prescribed in Schedule "D" of the Fees and Charges Bylaw.

**Article 28. Occupancy Permit**

- 28.1 No person will occupy or use any building or portion of a building until an occupancy permit for such building or part thereof has been issued by a Building Inspector in the form prescribed by the General Manager Planning and Development from time to time.
- 28.2 Subject to paragraph 28.3 of this Bylaw, a Building Inspector will issue an occupancy permit when:
- (a) Letters of Assurance required under Section 2.6 of the Provincial Code, or as otherwise required by the Building Inspector where the complexity of the proposed work or siting circumstances warrant, have been submitted;
  - (b) all aspects of the work requiring inspection and acceptance pursuant to paragraph 27.2 have been inspected and accepted.

- 28.3 A Building Inspector may issue a partial occupancy permit for a building other than a single family dwelling or duplex where he is satisfied that to do so will not jeopardize the health or safety of any person occupying the building pursuant to such partial occupancy permit. Before issuing a partial occupancy permit the Building Inspector may request from the Applicant any or all of the following:
- (a) a written report, in form and content acceptable to the Building Inspector, detailing all outstanding work under the building permit and any health and safety issues arising out of such outstanding work and providing a proposal for resolving any such issues and a schedule for completion of the work;
  - (b) a written report from the Fire Chief for the City confirming that the requested partial occupancy of the building will not, from a fire risk perspective, jeopardize the health, safety or protection of persons occupying the building;
  - (c) security in a form and amount satisfactory to the Building Inspector (provided such amount does not exceed 125 percent of the estimated construction value of the remaining work under the building permit), to be held by the City until such time as the outstanding work under the building permit is completed.

**Article 29. Posting Occupancy Permits**

- 29.1 Occupancy permits for buildings other than single-family dwellings and duplexes must be permanently posted in a conspicuous place within each building to which the occupancy permit relates.

**Article 30. Design Data**

- 30.1 The minimum climatic values specified in Schedule “B” of this Bylaw will be applied to the design of buildings in the City.
- 30.2 The General Manager Planning and Development may impose more restrictive requirements for permits that relate to parcels located at higher elevations. Such additional requirements will be identified after receipt of an application for a building permit.

**Article 31. Minimum Floor Elevation**

- 31.1 The minimum elevation of any building used wholly or in part for human habitation must comply with the requirements of the Zoning Bylaw.
- 31.2 Where the Zoning Bylaw permits additions or renovations to existing buildings that do not meet such minimum elevation requirements, the General Manager Planning and Development will require the Owner of the parcel on which the building is situated to grant to the City a Section 219 covenant under the *Land Title Act*, in which covenant the Owner must acknowledge the potential risk of flooding to the building and agree to indemnify and save harmless the City and its officers, employees, agents and contractors from any damage or loss caused directly or indirectly by the lower elevation of the addition to the building and resulting from the issuance of the building permit.

**Article 32. Drains**

- 32.1 Catch basins and sumps must be installed in accordance with Drawing 92.P.1 annexed to this Bylaw as Schedule “C” and connected to the City’s storm drainage system, or, with the General Manager Planning and Development’s approval, to a private drainage system, on all building sites where such basins are necessary for adequate site drainage. The determination of the need for catch basins will be made by the General Manager Planning and Development.
- 32.2 Roof drains on any building must not be connected to perimeter foundation drains.
- 32.3 All storm water drains for any building must be connected to the City’s storm drainage system or, with the General Manager Planning and Development’s approval, to a private drainage system or other suitable disposal system.

**Article 33. Driveway Slopes and Retaining Walls**

- 33.1 No driveway or other private access to any parcel or building will exceed:
- (a) an average slope grade of 15 percent; and
  - (b) a maximum slope grade of 20 percent at any point.

33.2 A building that is a retaining wall must:

- (a) where any re-grading or re-contouring of the parcel on which the same is to be situated is required, not result in slopes exceeding
  - (i) 2 horizontal to 1 vertical in cuts in native materials, or
  - (ii) 3 horizontal to 1 vertical in man-made fills,

unless a report certified by an Engineer is submitted to the Building Inspector verifying that the parcel is stable and suitable for the work for which the building permit is sought;

- (b) not be constructed of un-cemented rock or boulder piles; and
- (c) not be constructed of creosoted timbers.

**Article 34. Temporary Buildings**

34.1 In addition to the requirements of this Part with respect to building permit applications, no building permit for a temporary building will be issued until:

- (a) the Owner has entered into a Section 219 covenant under the *Land Title Act* with the City, in which covenant the Owner must:
  - (i) identify the specific location on the parcel where the temporary building will be located,
  - (ii) agree to remove the temporary building not more than one year after the date of issuance or renewal of the building permit for such temporary building with a failure to so remove entitling but not obligating the City to do so at the Owner's expense, and
  - (iii) agree to indemnify and save harmless the City and its officers, employees, agents and contractors from any damage or loss caused directly or indirectly by the Owner's failure to observe or perform any obligation contained in the covenant and resulting from the issuance of the building permit;
- (b) the Applicant has paid the prescribed fee as set out in Schedule "D" of the Fees and Charges Bylaw; and

- (c) the Applicant has provided security in a form and for an amount acceptable to the General Manager Planning and Development, which sum will be a reasonable estimate of the cost of removing the temporary building from the parcel in accordance with the covenant referred to in paragraph (a).
- 34.2 Council for the City may grant one-year extensions to the building permit for temporary buildings to a maximum of four such extensions provided that, where such temporary building is for public or civic use, the maximum number of extensions may exceed four at the discretion of Council for the City.
- 34.3 Notwithstanding paragraph 34.2 of this Bylaw, where any temporary buildings are for public school use, as determined by the General Manager Planning and Development and where the school authority has entered into a comprehensive program with the City to designate pre-approved siting of all of its temporary buildings throughout the City, paragraphs 34.1(a), 34.1(c) and 34.2 of this Bylaw will not be applicable provided that:
  - (a) a blanket agreement is in place to satisfy paragraph 34.1(a)(iii) of this Bylaw in a form satisfactory to the City Solicitor;
  - (b) the Secretary Treasurer of the school authority supplies a letter of undertaking to
    - (i) provide adequate notification to the City as to movement of temporary buildings,
    - (ii) secure necessary approvals from the City,
    - (iii) pay all required inspection fees,
    - (iv) request and secure all required inspections, and
    - (v) remove said temporary buildings once they are no longer required.

### **PART III - MOVING A BUILDING OR TEMPORARY BUILDING**

#### **Article 35. Prohibition**

35.1 No person will move any building or temporary building onto any parcel within the City or from one parcel to another parcel within the City without first obtaining a moving permit therefore.

#### **Article 36. Application for Moving Permit**

36.1 The application for a moving permit as required by Article 35 of this Bylaw will be made in the form prescribed by the General Manager Planning and Development from time to time and must include the following:

- (a) a description of the parcel from which the building or temporary building will be moved and the parcel to which it will be re-located;
- (b) an approved route permit for the move issued by the General Manager Operations and containing the written consent of each of the following entities,
  - (i) the RCMP (Coquitlam Detachment),
  - (ii) BC Hydro and Power Authority,
  - (iii) TELUS Communications Inc.,
  - (iv) the applicable cable service provider, and
  - (v) the Traffic Division of the Operations Department of the City; and
- (c) the application fee prescribed in Schedule "D" of the Fees and Charges Bylaw;

except that the General Manager Planning and Development may waive some or all of the submission requirements if he determines that the nature and complexity of the proposed work is adequately described without reference to them.

36.2 The General Manager Planning and Development will not issue a moving permit unless:

- (a) the application conditions set out in paragraph 36.1 of this Bylaw have been met;

- (b) the building or temporary building has an assessed value of at least \$30,000 as shown on the last assessment roll upon which such building or temporary building was assessed, or where the building or temporary building has not been previously located on a parcel for which an assessment roll existed, the assessed value will be taken from the bill of sale or other commercial documentation acceptable to the General Manager Planning and Development;
- (c) the building or temporary building has an assessed value, calculated in accordance with paragraph (b) above, that is at least 90 percent of the average assessed value of all buildings within 45 metres of the parcel to which the building or temporary building is to be moved, such assessed value of proximate buildings to be derived from the last assessment rolls for the same, and otherwise conforms to or is altered to conform to the established architectural standards of the aforesaid proximate buildings;
- (d) the building or temporary building has been built or constructed in accordance with the Provincial Code, this Bylaw and all other applicable City bylaws or the Owner of the parcel to which the building or temporary building is to be moved has entered into a Section 219 covenant under the *Land Title Act* with the City, in which covenant the Owner
  - (i) agrees to carry out such work as is necessary to bring the building or temporary building into full compliance with this Bylaw, the Provincial Code and any other applicable City bylaws not more than one year after the date of issuance of the moving permit with a failure to do so entitling but not obligating the City to carry out such works at the Owner's expense, and
  - (ii) agrees to indemnify and save harmless the City and its officers, employees, agents and contractors from any damage or loss caused directly or indirectly by the Owner's failure to observe or perform any obligation contained in the covenant and resulting from the issuance of the moving permit; and
- (e) deposit security with the City, in a form and for an amount acceptable to the General Manager Planning and Development, which sum will be a reasonable estimate of the cost of bringing the building or temporary building into compliance as required by the covenant referred to in paragraph (d) above.

except that the General Manager Planning and Development may, but is not obligated to, waive some or all of the submission requirements if he determines that the nature and complexity of the proposed work is adequately described without reference to them.

**Article 37. Issuance of Moving Permit**

37.1 When the General Manager Planning and Development is satisfied that all conditions specified in this Bylaw have been met and the applicable permit fee prescribed in Schedule "D" of the Fees and Charges Bylaw has been paid in full, he may issue a moving permit.

**PART IV - DEMOLITION OF A BUILDING OR TEMPORARY BUILDING**

**Article 38. Prohibition**

38.1 Except as specifically permitted by this Bylaw, no building or temporary building in the City will be demolished without first obtaining a demolition permit in accordance with this Part.

**Article 39. Application for Demolition Permit**

39.1 The application for a demolition permit as required by Article 38 of this Bylaw will be made in the form prescribed by the General Manager Planning and Development from time to time and must include the following:

- (a) a description of the parcel on which the building or temporary building to be demolished is located;
- (b) a detailed description of the method of demolition to be used, the dates and times scheduled for demolition, the method of disposing of the demolition debris, the restoration measures for the parcel following demolition and the safety precautions to be taken on the parcel and adjacent areas during the course of demolition;
- (c) such technical and expert reports as the General Manager Planning and Development may deem necessary to provide assurances that the demolition will not pose a safety or health hazard to the public, a risk of damage to any public works, the environment or to proximate parcels, the environment, buildings or temporary buildings;
- (d) evidence that existing services have been capped by the City's Operations Department and utilities providers; and
- (e) the application fee prescribed in Schedule "D" of the Fees and Charges Bylaw;



except that the General Manager Planning and Development may, but is not obligated to, waive some or all of the submission requirements if he determines that the nature and complexity of the proposed work is adequately described without reference to them.

**Article 40. Issuance of Demolition Permit**

40.1 Where the General Manager Planning and Development is satisfied that:

- (a) the application conditions set out in Article 39 of this Bylaw have been met and the application otherwise complies with this Bylaw;
- (b) the demolition will not pose any risks identified in paragraph 39.1(c) of this Bylaw;
- (c) the Applicant has paid the prescribed fee as set out in Schedule "D" of the Fees and Charges Bylaw; and
- (d) the Applicant has provided security in a form satisfactory to the City as prescribed in Schedule "A" of this Bylaw;

he may issue a demolition permit.

**PART V - POOLS**

**Article 41. Prohibition**

41.1 Except as specifically permitted by this Bylaw, no person will construct or install a pool on any parcel within the City without first obtaining a pool permit in accordance with this Bylaw.

**Article 42. Application for Pool Permit**

42.1 Every application for a pool permit will:

- (a) be made in the form prescribed by the General Manager Planning and Development from time to time;
- (b) include a plot plan showing the location of the proposed or existing pool in relation to all existing buildings on the parcel;

- (c) specify whether the Owner intends to use the services of a registered professional for purposes of providing inspections that would otherwise be done by a Building Inspector pursuant to Article 47 of this Bylaw;
- (d) identify and describe in detail the method of construction of the proposed or existing pool;
- (e) describe the water supply and proposed or existing method of drainage of the same;
- (f) describe, in sufficient detail to show compliance with the provisions of Article 44 of this Bylaw, the proposed or existing fencing around the pool; and
- (g) include the application fee prescribed by Schedule "D" of the Fees and Charges Bylaw;

except that the General Manager Planning and Development may, but is not obligated to, waive some or all of the submission requirements if he determines that the nature and complexity of the proposed work is adequately described without reference to them.

**Article 43. Issuance of Pool Permit**

43.1 Where the General Manager Planning and Development is satisfied that:

- (a) the application conditions set out in Article 42 of this Bylaw have been met and the application otherwise complies with this Bylaw;
- (b) the Applicant has paid the prescribed fee as set out in Schedule "D" of the Fees and Charges Bylaw; and
- (c) the Applicant has provided security in a form satisfactory to the City as prescribed in Schedule "A" of this Bylaw;

he may issue a pool permit.

**Article 44. Pool Fencing Requirements**

44.1 Every pool must be completely enclosed within a fence or building, or combination of both, which is not less than 1.2 metres in height. The fence, building, or both must form a continuous enclosure around the pool except for points of access which meet the requirements of paragraph 44.2 of this Bylaw.

44.2 Access to the pool will be from either:

- (a) gates within a fence that complies with paragraph 44.1 of this Bylaw, provided such gates are
  - (i) of the same or greater height than the fence of which they form a part,
  - (ii) designed so that they will return to a latched or locked position when not in use, and
  - (iii) secured by a latch or lock located not less than 150 mm from the top of the gate and 1 metre above grade on the pool side of the gate; or
- (b) a door from the building which encloses some or all of the pool, provided such door meets the requirements of this Bylaw and the Provincial Code as the same relate to an exterior door and, in addition to any other locking mechanisms, has a lock or latch that meets the requirements set out in paragraph (a)(iii) above.

44.3 The Owner and the occupier of the parcel on which the pool is located are jointly and severally responsible for ensuring that the fence or building, or both, that encloses the pool is maintained in good order and repair so that, at all times, such fence, building, or both, complies fully with this Article.

44.4 Every gate or door that provides access to a pool in accordance with paragraph 44.2 of this Bylaw must be kept locked or latched at all times and will be unlocked or unlatched solely for the purpose of entering or exiting the pool area.

**Article 45. Pool Requirements**

45.1 Every pool must:

- (a) be constructed of or painted with material light in colour and be surrounded by a continuous non-slip surface apron with a minimum width of 4 feet;
- (b) be designed such that there is a complete view of the pool from any point on the apron required by paragraph (a) above;
- (c) have a filtering system that ensures absolute visual clarity of the pool water at all times;
- (d) have a treatment system that will eliminate all bacterial growth in the pool water; and

- (e) otherwise meet all requirements determined by the Medical Health Officer, or his lawful designate or successor in title appointed by the Province of British Columbia pursuant to its health legislation then in effect, to be necessary for the preservation of the health and safety of any persons using the pool.

**Article 46. Pool Drainage Requirements**

46.1 Pool drainage and backwash discharge lines are to be connected to the City's sanitary sewer system or other private sanitary sewer system approved in writing by the Building Inspector by means of one of the following methods:

- (a) a regulation size sump pump with a backwater valve; or
- (b) indirectly connected to a 3-inch or larger soil or waste pipe other than a wet vent, by means of a 3 inch P-trap and standpipe.

**Article 47. Inspections**

47.1 Except as permitted under paragraph 6.7 of this Bylaw, the Owner, his representative or any other person performing the work on any building must request inspections and giving the City not less than 24 hours notice when requesting such inspections.

47.2 An inspection must be requested at each of the following stages of construction:

- (a) a siting and foundation inspection for any above-ground pools before the same is concealed in any manner;
- (b) after excavation for in-ground pools;
- (c) after installation of reinforcing steel but before the concrete is poured for any concrete or gunnited pool;
- (d) when pool drainage and backwash discharge lines have been installed and connected but before the same are covered for any pool;
- (e) when pool fencing requirements have been completed in accordance with Article 44 of this Bylaw;
- (f) final plumbing inspection where a plumbing system permit has been issued with respect to a pool; and
- (g) final gas inspection where a gas permit has been issued with respect to a pool.

- 47.3 Upon receipt of an inspection request required in paragraph 47.2 of this Bylaw, the Building Inspector will determine if an inspection is required and will:
- (a) in the event that he determines that an inspection is not necessary, notify the Owner in writing that the work may proceed to the next stage of construction, or
  - (b) proceed with the inspection, and provide the Owner or his representative with an inspection report.
- 47.4 No aspect of the work referred to in paragraph 47.2 of this Bylaw shall be concealed until a Building Inspector has authorized the work to continue.
- 47.5 If a Building Inspector does not authorize the work to continue at any inspection stage, a re-inspection of such stage will be made without cost, however, any third or subsequent re-inspection that is necessary will be subject to a re-inspection fee as prescribed in Schedule "D" of the Fees and Charges Bylaw.
- 47.6 Where an Applicant requests any building inspection not specifically provided for in this Bylaw, a Building Inspector may, but is not obligated to, make such inspection subject to a special inspection fee as prescribed in Schedule "D" of the Fees and Charges Bylaw.

## **PART VI - PLUMBING SYSTEMS**

### **Article 48. Prohibition**

- 48.1 Except as specifically permitted by this Bylaw, no person will carry out any work on a plumbing system on any parcel, pool, building or temporary building within the City without first obtaining a plumbing system permit in accordance with this Bylaw.
- 48.2 A plumbing system permit is not required for:
- (a) the repair of leaks in water pipes;
  - (b) the replacement of plumbing fixtures, provided that such replacement fixtures and the installation thereof conform with all other requirements of this Bylaw and the Provincial Code; or
  - (c) the removal of stoppages in sewer or water pipes, provided that clean-outs are utilized for such purpose and the removal does not necessitate the cutting of any sewer or drain pipe.

**Article 49. Application for Plumbing System Permit**

49.1 Every application for a plumbing system permit will:

- (a) be made in the form prescribed by the General Manager Planning and Development from time to time;
- (b) be accompanied by plans sufficient to describe the proposed work and establish compliance with this Bylaw, the Subdivision and Development Servicing Bylaw's Stormwater Management Policy and Design Manual, the Provincial Code and other applicable City bylaws;
- (c) specify whether the Owner intends to use the services of a registered professional for purposes of providing inspections that would otherwise be done by a Building Inspector pursuant to Article 51 of this Bylaw;
- (d) be made by a plumbing contractor as agent of the Owner or, be made by the Owner where the Owner meets the following criteria,
  - (i) the building on which the work is to be done is a single family dwelling and the Owner lives in or intends to live in the dwelling,
  - (ii) there is no other dwelling unit or premise that is directly attached to the single family dwelling,
  - (iii) no person is being paid to do or assist the Owner in doing the work,
  - (iv) no part of the single family dwelling is rented or intended to be rented to any person,
  - (v) he can satisfy the Building Inspector, through one or both of the following methods
    - (A) isometric drawings by the Owner that display the knowledge necessary to install the plumbing system, and
    - (B) adequate responses to questions on plumbing system principles posed by the Building Inspector,of his ability to adequately perform the work, and
  - (vi) execution of a homeowner's declaration in the form prescribed by the General Manager Planning and Development from time to time; and
- (e) include the application fee prescribed in Schedule "D" of the Fees and Charges Bylaw;

except that the General Manager Planning and Development may, but is not obligated to, waive some or all of the submission requirements if he determines that the nature and complexity of the proposed work is adequately described without reference to them.

49.2 Any application for a plumbing system permit for a work that is not specifically referenced in this Bylaw or in the Provincial Code, must comply with good engineering practices for such plumbing systems and with the City's then applicable standard drawings for sanitary, storm and water systems.

49.3 Cross connection prevention shall be provided as follows:

- (a) All cross connections, whether directly or indirectly connected to the water system shall be protected with an appropriate, approved backflow prevention device; and
- (b) Backflow prevention devices shall conform to both the American Waterworks Association Cross Connection Control manual (sixth edition) and the current edition of the Canadian Standards Association Standard B64.10 M94. Devices shall be CAN/CSA certified.

#### **Article 50. Issuance of Plumbing System Permit**

50.1 Where an application for a plumbing system permit has been made in accordance with Article 49 of this Bylaw and otherwise complies with this Bylaw and all fees prescribed in Schedule "D" of the Fees and Charges Bylaw have been paid in full, the General Manager Planning and Development may issue a plumbing system permit.

#### **Article 51. Inspections**

51.1 Except as permitted under paragraph 6.7 of this Bylaw, the Owner, his representative or any other person performing the work on any building must request inspections and giving the City not less than 24 hours notice when requesting such inspections.

51.2 An inspection must be requested at each of the following stages of construction:

- (a) after any below ground component of the plumbing system including those portions of the plumbing system outside of the building, is complete, including, without limitation, sanitary and storm sewers, water service (including connections made for the addition of an underground irrigation system), and underground rainwater leaders and sump, but before placing any backfill or other construction that would conceal such work;

- (b) after the rough plumbing system is complete but before the installation of any fixtures or the covering thereof by backfill, insulation, lath or other exterior or interior finish that would conceal such work;
  - (c) after the installation of bathtubs, shower stalls, shower bases or liners and associated traps, but before the concealment of any portion of the same;
  - (d) when the plumbing system is complete and ready for use, but before the plumbing system is put into use by the Owner or occupier of the building;
  - (e) when the sprinkler system has been roughed in, including a 200 psi test;
  - (f) when the sprinkler system has been completed to the stage of conducting a trip test, provided this inspection is limited to dry systems only;
  - (g) when the sprinkler system is complete and ready for use, but before the building in which the same is installed is occupied; and
  - (h) such other inspections as the Building Inspector may reasonable require.
- 51.3 Upon receipt of an inspection request required in paragraph 51.2 of this Bylaw, the Building Inspector will determine if an inspection is required and will:
- (a) in the event that he determines that an inspection is not necessary, notify the Owner in writing that the work may proceed to the next stage of construction, or
  - (b) proceed with the inspection, and provide the Owner or his representative with an inspection report.
- 51.4 No aspect of the work referred to in paragraph 51.2 of this Bylaw shall be concealed until a Building Inspector has authorized the work to continue.
- 51.5 If a Building Inspector does not authorize the work to continue at any inspection stage, a re-inspection of such stage will be made without cost, however, any third or subsequent re-inspection that is necessary will be subject to a re-inspection fee as prescribed in Schedule "D" of the Fees and Charges Bylaw.
- 51.6 Where an Applicant requests any building inspection not specifically provided for in this Bylaw, a Building Inspector may, but is not obligated to, make such inspection subject to a special inspection fee as prescribed in Schedule "D" of the Fees and Charges Bylaw.



## **PART VII - HEATING SYSTEMS**

### **Article 52. Prohibition**

- 52.1 Except as specifically permitted by this Bylaw, no person will carry out any work on a heating system on any parcel or building or temporary building within the City without first obtaining a building permit in accordance with this Bylaw.
- 52.2 A building permit is not required for:
- (a) routine maintenance of a heating system;
  - (b) repair work that does not necessitate the replacement of any material components of the heating system; or
  - (c) the installation of a stand-alone, window-mounted air conditioner.

### **Article 53. Application for a Building Permit Incorporating a Heating System**

- 53.1 Every application for a building permit incorporating a heating system will:
- (a) be in the form required pursuant to Article 23 of this Bylaw;
  - (b) be accompanied by the heating system appliance selection worksheet and such other plans sufficient to describe the proposed work and establish compliance with this Bylaw, the Provincial Code and other applicable City bylaws, as well as the following documentation:
    - (i) heat loss calculations for each heating system, with the heating appliance selection to be based on the heat loss calculation, which is the calculated "output of the heating appliance", such calculations to be made in accordance with good engineering practices with acceptable methods to include, without limitation, Quality First HRAI American Society of Heating, Refrigerating and Air-Conditioning Engineers SMACNA CDAF280,
    - (ii) a report or worksheet from a designer certified by HRAI or HVCI or other recognized standard approved by the General Manager Planning and Development establishing that the heating system has been sized in accordance with good engineering practices and the supply air duct system designed to maintain a positive static pressure in the heating system,

- (iii) a report or worksheet from a designer certified by HRAI or HVCI or other recognized standard approved by the General Manager Planning and Development establishing that, if the heating system is hydronic, it has been designed to either the Guidelines for the Design and Installation of Hydronic (Hot Water) Heating Systems prepared by the Hydronics Institute as identified in the Provincial Code or the American Society of Heating, Refrigerating and Air-Conditioning Engineers as identified in the Provincial Code, or otherwise approved by the Building Inspector, and
  - (iv) a report or worksheet from a designer certified by HRAI or HVCI or other recognized standard approved by the General Manager Planning and Development establishing that, if it is a combination system, it has been designed to the guidelines for Combination Forced Air Space and Domestic Hot Water Heating Systems; and
- (c) specify whether the Owner intends to use the services of an Engineer for purposes of providing inspections that would otherwise be done by a Building Inspector pursuant to Article 54 of this Bylaw;

except that the General Manager Planning and Development may, but is not obligated to, waive some or all of the submission requirements if he determines that the nature and complexity of the proposed work is adequately described without reference to them.

#### **Article 54. Inspections**

- 54.1 Except as permitted under paragraph 6.7 of this Bylaw, the Owner, his representative or any other person performing the work on any building must request inspections and giving the City not less than 24 hours notice when requesting such inspections.
- 54.2 An inspection must be requested at each of the following stages of construction:
- (a) after the installation of any piping used in the heating system but before the same is concealed; and
  - (b) when the heating system is complete but before the same is concealed in any manner and before the same is put into use by the Owner or occupier of the building.
- 54.3 Upon receipt of an inspection request required in paragraph 54.2 of this Bylaw, the Building Inspector will determine if an inspection is required and will:

- (a) in the event that he determines that an inspection is not necessary, notify the Owner in writing that the work may proceed to the next stage of construction, or
  - (b) proceed with the inspection, and provide the Owner or his representative with an inspection report.
- 54.4 No aspect of the work referred to in paragraph 54.2 of this Bylaw shall be concealed until a Building Inspector has authorized the work to continue.
- 54.5 If a Building Inspector does not authorize the work to continue at any inspection stage, a re-inspection of such stage will be made without cost, however, any third or subsequent re-inspection that is necessary will be subject to a re-inspection fee as prescribed in Schedule "D" of the Fees and Charges Bylaw.
- 54.6 Where an Applicant requests any building inspection not specifically provided for in this Bylaw, a Building Inspector may, but is not obligated to, make such inspection subject to a special inspection fee as prescribed in Schedule "D" of the Fees and Charges Bylaw.

## **PART VIII - GAS SYSTEMS**

### **Article 55. Prohibition**

- 55.1 Except as specifically permitted by this Bylaw, no person will carry out any work on a gas system on any parcel, pool, building or temporary building within the City without first obtaining a gas system permit in accordance with this Bylaw.
- 55.2 A gas system permit is not required for:
- (a) routine maintenance of a gas system;
  - (b) repair work that does not necessitate the replacement of any material components of the gas system; or
  - (c) gas systems requiring the issuance of a Provincial gas permit as required by the Gas Code.

**Article 56. Application for Gas System Permit**

56.1 Every application for a gas system permit will:

- (a) be in the form prescribed by the General Manager Planning and Development from time to time;
  - (b) be accompanied by such plans sufficient to describe the proposed work and establish compliance with this Bylaw, the Provincial Code and other applicable City bylaws, and include the following information
    - (i) a description of where the work is to be done,
    - (ii) the number of appliances being installed and their inputs, and
    - (iii) an isometric drawing of the building piping including sizes and lengths;
  - (c) specify whether the Owner intends to use the services of an Engineer for purposes of providing inspections that would otherwise be done by a Building Inspector pursuant to Article 56 of this Bylaw;
  - (d) be made by a gas contractor as agent of the Owner or, be made by the Owner where the Owner meets the following criteria
    - (i) the building on which the work is to be done is a single family dwelling and the Owner lives in or intends to live in the dwelling,
    - (ii) there is no other dwelling unit or premise that is directly attached to the single family dwelling,
    - (iii) no person is being paid to do or assist the Owner in doing the work,
    - (iv) no part of the single family dwelling is rented or intended to be rented to any person,
    - (v) he can satisfy the Building Inspector, through one or both of the following methods
      - (A) isometric drawings by the Owner that display the knowledge necessary to install the gas system, and
      - (B) adequate responses to questions on gas system principles posed by the Building Inspector,
- of his ability to adequately perform the work, and

- (vi) execution of a homeowner's declaration in the form prescribed by the General Manager Planning and Development from time to time; and
- (e) include the application fee prescribed in Schedule "D" of the Fees and Charges Bylaw;

except that the General Manager Planning and Development may, but is not obligated to, waive some or all of the submission requirements if he determines that the nature and complexity of the proposed work is adequately described without reference to them.

### **Article 57. Issuance of Gas System Permit**

57.1 Where an application for a gas system permit has been made in accordance with Article 56 of this Bylaw and otherwise complies with this Bylaw and all fees prescribed in Schedule "D" of the Fees and Charges Bylaw have been paid in full, the General Manager Planning and Development may issue a gas system permit.

### **Article 58. Inspections**

58.1 Except as permitted under paragraph 6.7 of this Bylaw, the Owner, his representative or any other person performing the work on any building must request inspections and giving the City not less than 24 hours notice when requesting such inspections.

58.2 An inspection must be requested at each of the following stages of construction:

- (a) after the installation of any piping used in the gas system but before the same is concealed (which inspection may include a visual air test);
- (b) after the installation of any B-vents (including fireplaces or direct vents) but before the same is concealed in any manner; and
- (c) after the gas system is complete but before the same is put into use by the Owner or occupier of the building in which it is installed or which it serves.

58.3 Upon receipt of an inspection request required in paragraph 58.2 of this Bylaw, the Building Inspector will determine if an inspection is required and will:

- (a) in the event that he determines that an inspection is not necessary, notify the Owner in writing that the work may proceed to the next stage of construction, or
  - (b) proceed with the inspection, and provide the Owner or his representative with an inspection report.
- 58.4 No aspect of the work referred to in paragraph 58.2 of this Bylaw shall be concealed until a Building Inspector has authorized the work to continue.
- 58.5 If a Building Inspector does not authorize the work to continue at any inspection stage, a re-inspection of such stage will be made without cost, however, any third or subsequent re-inspection that is necessary will be subject to a re-inspection fee as prescribed in Schedule "D" of the Fees and Charges Bylaw.
- 58.6 Where an Applicant requests any building inspection not specifically provided for in this Bylaw, a Building Inspector may, but is not obligated to, make such inspection subject to a special inspection fee as prescribed in Schedule "D" of the Fees and Charges Bylaw.

## **PART IX - CERTIFIED PROFESSIONAL SYSTEM**

### **Article 59. Application for Certified Professional Status**

- 59.1 An Architect or Engineer may qualify as a Certified Professional by applying to the General Manager Planning and Development for certification on completion of the following:
- (a) attending a course or courses approved by the General Manager Planning and Development concerning this Bylaw, the Provincial Code and other laws applicable to the design, construction and inspection of buildings; and
  - (b) exhibiting, by examination or otherwise as required by the General Manager Planning and Development, a high level of competency in respect of the matters referred to in paragraph (a) above.
- 59.2 The General Manager Planning and Development may qualify as a Certified Professional an Architect or Engineer who meets the requirements of paragraph 59.1 of this Bylaw.

**Article 60. Disqualification of Certified Professional**

- 60.1 The General Manager Planning and Development must disqualify a Certified Professional if he is no longer an Architect or Engineer.
- 60.2 The General Manager Planning and Development may disqualify a Certified Professional if he:
- (a) fails, when required by the General Manager Planning and Development, to demonstrate that he continues to have the high level of competency required by paragraph 59.1(b) of this Bylaw;
  - (b) submits to the City a document which, in any material way, is inaccurate or misleading;
  - (c) fails to disclose any deviation, change or violation of requirements of design, construction or inspection in respect of a building for which he is the Certified Professional; or
  - (d) fails to perform any duties or obligations required by this Bylaw.

**Article 61. Application for Certified Professional Permit**

- 61.1 The General Manager Planning and Development may accept an application for a Certified Professional permit from a Certified Professional provided that the application is accompanied by the following:
- (a) a duly executed confirmation of commitment from the Owner, which commitment recognizes that the Certified Professional is the Applicant for purposes of the Certified Professional permit;
  - (b) certification that the design and plans comply in all respects with this Bylaw and the Provincial Code;
  - (c) evidence that the following pre-application requirements have been met
    - (i) the General Manager Planning and Development has provided confirmation that
      - (A) the parcel to which the application relates is properly zoned for the intended work,
      - (B) the building to which the application relates complies with
        - (I) the Zoning Bylaw,
        - (II) the applicable Official Community Plan, if any, and

- (III) the requirements of all applicable Development Permits and covenants,
- (ii) the General Manager Planning and Development has provided confirmation that the Subdivision and Development Servicing Bylaw has been complied with,
- (iii) the Approving Officer for the City has provided confirmation that the *Land Title Act* as the same may relate to the subdivision or consolidation of the parcel for which the certified professional permit is sought has been complied with,
- (iv) the Fire Department of the City has reviewed and approved applicable plans for the work,
- (v) the General Manager Leisure and Parks Services for the City has reviewed and approved applicable plans for the work where a parcel abuts public park land, and
- (vi) the approval of any external authority having jurisdiction over the parcel and any works thereon, or either; and
- (d) the application fee prescribed in Schedule "D" of the Fees and Charges Bylaw.

61.2 In addition to the requirements of paragraph 61.1 of this Bylaw, the General Manager Planning and Development may also require the following in connection with an application for a Certified Professional permit:

- (a) a design checklist, as that term is normally understood in the construction industry;
- (b) identification of a project director; and
- (c) such other documentation as he deems necessary, acting reasonably and having due regard to the nature of the building for which the Certified Professional permit is sought;

with all documentation requested pursuant to this Article to be in a form satisfactory to the General Manager Planning and Development as determined from time to time.



**Article 62. Issuance of Certified Professional Permit**

62.1 Where an application has been made for a Certified Professional permit under Article 61 of this Bylaw, and

- (a) the application complies in all respects with this Bylaw and with all other applicable City bylaws, including, without limitation,
  - (i) the Zoning Bylaw, which compliance must be evidenced in writing by the General Manager Planning and Development,
  - (ii) any environmental protection bylaws, and
  - (iii) traffic, water, sewer and drainage bylaws, or any of them, with particular reference to having obtained all necessary permits under such bylaws;
- (b) the Applicant has paid the prescribed fee as set out in Schedule "D" of the Fees and Charges Bylaw;
- (c) the Applicant has provided security in a form satisfactory to the City as prescribed in Schedule "A" of this Bylaw;
- (d) the Applicant has completed any servicing required by the Subdivision and Development Servicing Bylaw or this Bylaw or has posted security for such servicing as permitted by the applicable bylaw; and
- (e) any and all development cost charges levied in accordance with the bylaws of the City have been paid as required by such bylaws;

the General Manager Planning and Development may issue the Certified Professional permit for which the application was made.

**Article 63. Servicing Requirements**

63.1 The servicing requirements contained in Article 25 of this Bylaw apply to any application for a Certified Professional permit, as if every reference to a building permit were to a Certified Professional permit.

**Article 64. Obligations of Certified Professional**

64.1 The Certified Professional will, in respect of each building for which he has made application for and received a Certified Professional permit or for each Certified Professional permit for which he has assumed responsibility pursuant to the transfer provisions in this Part:

- (a) undertake, co-ordinate and review any design criteria and field reviews required for the building;
- (b) certify that the design for the building complies with and construction of the building will conform in all material respects to this Bylaw and the Provincial Code;
- (c) ensure that only qualified persons are retained to conduct tests, inspections and design, detailing work and field reviews;
- (d) review for adequacy and acceptability any report, written or oral, concerning testing, inspection and field review requirements, maintain a detailed record of such reports or comments and make such reports and comments available to the General Manager Planning and Development at any time and from time to time if required to do so by the General Manager Planning and Development;
- (e) advise the General Manager Planning and Development in writing if any matter of design, construction or inspection does not meet lawful requirements;
- (f) at least once every thirty days from the date of issuance of a Certified Professional permit, submit a written progress report to the General Manager Planning and Development;
- (g) forthwith advise the General Manager Planning and Development if he has ceased to be retained, or of the date upon which he will cease to be retained as the Certified Professional for the building by the Owner;
- (h) pre-clear any tenant improvement work construction prior to occupancy of the building; and
- (i) provide to the General Manager Planning and Development, before occupancy of the building, a set of "as-built" final design drawings for the

building, sealed by the Architect and the Engineer, where both are involved in the building, or one of them where only one is involved in the building, together with the written assurance of the Certified Professional that no material changes in the building's design or construction have occurred and that the drawings show all changes from the original drawings upon which the Certified Professional permit was issued.

**Article 65. Suspension of Certified Professional Permit**

65.1 In addition to the suspension provisions of Article 12 of this Bylaw, the General Manager Planning and Development may suspend a Certified Professional permit issued pursuant to this Part where:

- (a) the Certified Professional is no longer retained and the Owner has failed to appoint a new Certified Professional within 30 days of the removal of the previous Certified Professional; or
- (b) the Certified Professional designated in the Certified Professional permit has been disqualified in accordance with this Bylaw and the Owner has failed to appoint a new Certified Professional within 30 days of the disqualification of the previous Certified Professional;

provided that, in the case of suspension for reasons set out in this Article, notice will be given by delivering to the Owner, or posting on the parcel to which the Certified Professional permit relates, a written notice of suspension.

65.2 Where the General Manager Planning and Development issues a suspension notice pursuant to paragraph 65.1 of this Bylaw, he will refer such suspension to Council for the City for consideration as to whether the permit should be revoked in accordance with Article 66 of this Bylaw.

**Article 66. Revocation of Certified Professional Permit by Council**

66.1 In addition to the revocation provisions of Article 13 of this Bylaw, Council for the City may revoke in writing any Certified Professional permit issued pursuant to this Bylaw where:

- (a) the Certified Professional is no longer retained and the Owner has failed to appoint a new Certified Professional within 30 days of the removal of the previous Certified Professional; or
- (b) the Certified Professional designated in the Certified Professional permit has been disqualified in accordance with this Bylaw and the Owner has

failed to appoint a new Certified Professional within 30 days of the disqualification of the previous Certified Professional;

provided that, in the case of a revocation for reasons set out in this Article, notice will be given by delivering to the Owner, or posting on the parcel to which the Certified Professional permit relates, a written notice of revocation.

## **PART X - SCHEDULES**

### **Article 67. Schedules**

67.1 The Schedules annexed hereto and marked Schedules "A", "B" and "C" are hereby incorporated by reference into and form an integral part of this Bylaw.

## **PART XI - OFFENCES**

### **Article 68. Offences**

68.1 Every person who violates any of the provisions of this Bylaw or any term or condition of a permit issued pursuant to this Bylaw, or who suffers or permits any act or thing to be done in contravention or in violation of any provisions of this Bylaw, any such permit or the Provincial Code, or who neglects to do or refrains from doing anything required to be done by any of the provisions of this Bylaw, a permit or the Provincial Code, commits an offence and will be liable to the penalties provided for in the *Offence Act*. Where an offence is of a continuing nature, each day that the offence is continued will constitute a separate offence.

## **PART XII - SEVERABILITY**

### **Article 69. Severability**

69.1 The provisions of this Bylaw are severable and the invalidity of any part of this Bylaw shall not affect the validity of the remainder of this Bylaw.

This Bylaw may be cited for all purposes as the "City of Coquitlam Building Bylaw No. 3598, 2003".

READ A FIRST TIME this 3<sup>rd</sup> day of November , 2003.

READ A SECOND TIME this 3<sup>rd</sup> day of November , 2003.

READ A THIRD TIME this 3<sup>rd</sup> day of November , 2003.

GIVEN FOURTH AND FINAL READING and the SEAL OF THE CITY OF COQUITLAM affixed this 17<sup>th</sup> day of November 2003.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CITY CLERK

**SCHEDULES**

**SCHEDULE "A" Security**

**1. Condition of Issuance**

As a condition of issuance of a building permit, a pool permit, a demolition permit or a Certified Professional permit, the following security deposit will be required:

Permit	Security Deposit
Building permit or Certified Professional permit where the construction value is:	
(a) less than \$50,000	Nil
(b) \$50,000 or more	\$300.00 plus \$17 per metre of property line of the parcel to which the permit relates that borders a dedicated road or statutory right of way used for road or other public access
Pool permit, where the permit is for construction of an in-ground and/or concrete based pool	\$300.00 plus \$17 per metre of property line of the parcel to which the permit relates that borders a dedicated road or statutory right of way used for road or other public access
Demolition permit, where, in the General Manager Planning and Development's opinion, the demolition method may result in damage to civic works	\$300.00 plus \$17 per metre of property line of the parcel to which the permit relates that borders a dedicated road or statutory right of way used for road or other public access

Where the permit is applied for after the work has been completed, the General Manager Planning and Development may waive the security deposit otherwise required by this Schedule.

**2. Form of Security**

Where the security required pursuant to this Schedule is less than \$10,000, payment must be in the form of cash or a certified cheque made payable to the City. Security in excess of \$10,000 may be paid by means of an irrevocable letter of credit drawn on a Coquitlam branch of a Schedule 1 or 2 Canadian Chartered Bank in a form acceptable to the General Manager Corporate Services for the City.

**3. Application of Security**

The security will be applied to repair or replace any civic property, which includes, without limitation, roads, sidewalks, street lighting, traffic signs and signalization, curbs, gutters, utilities (both at, above and below ground level) and boulevard landscaping, which, in the opinion of a Building Inspector, acting reasonably, has been damaged as a direct or indirect result of the work authorized by or incidental to a permit issued pursuant to this Bylaw.

**4. Return of Security**

To the extent that the security remains unexpended after all damaged civic works have been repaired or replaced pursuant to Section 3 of this Schedule, the security will be returned to the Applicant for the permit or, if the Applicant cannot be located after reasonable enquiry by the City, or any refund cheque is returned to the City and not requested by the Applicant within three (3) months of such return date, the security will be paid to the then Owner of the parcel to which the permit related.

**SCHEDULE "B" Climatic Values**

<b>January Design Temperature</b>		<b>Imperial</b>	<b>Metric</b>
	1.0%	15 °F.	-10 °C.
	2.5%	18 °F.	-8 °C.

<b>July 2.5% Design Temperature</b>		<b>Imperial</b>	<b>Metric</b>
	Drybulb	84 °F.	29 °C.
	Wetbulb	66 °F.	19 °C.

<b>Degree Days Below 18 °C</b>			
			3200

<b>Maximum One Day Rainfall</b>		<b>Imperial</b>	<b>Metric</b>
		5 in	127 mm

<b>Ground Snow Load:</b>	<b>Elevation</b>	<b>S<sub>s</sub></b>	<b>S<sub>r</sub></b>
	0-275m	2.4 kPa	0.4 kPa
	275-325 m	3.1 kPa	0.4 kPa
	325 m plus	4.9 kPa	0.4 kPa

<b>Hourly Wind Pressures:</b>		<b>Imperial</b>	<b>Metric</b>
	1/10	9.2 psf	0.44 kPa
	1/30	11.5 psf	0.55 kPa
	1/10	14.2 psf	0.68 kPa

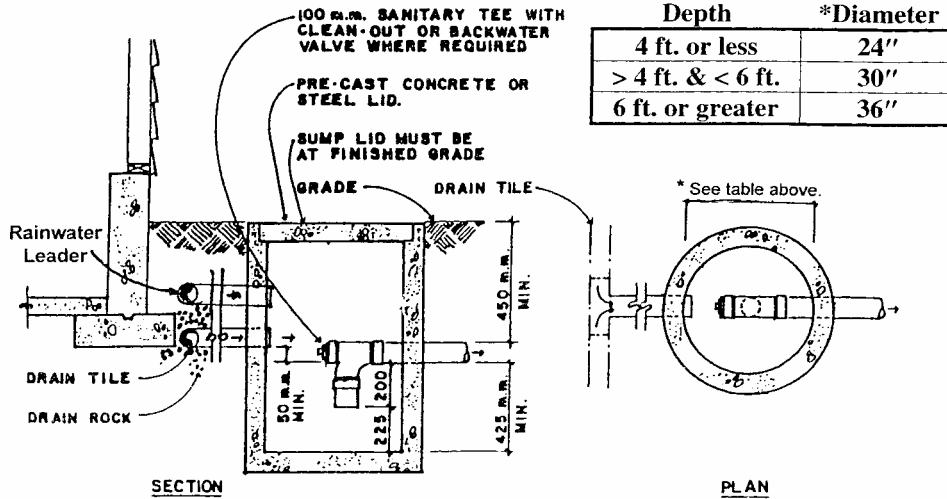
<b>Frost Protection:</b>		<b>Imperial</b>	<b>Metric</b>
		18 in	45 cm

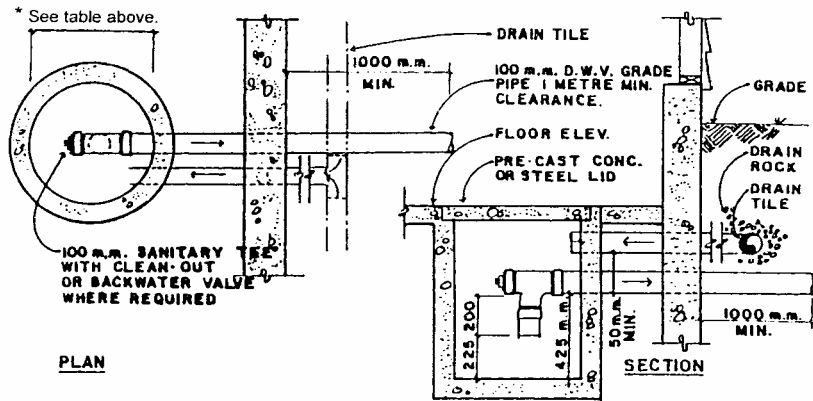
<b>Seismic Data:</b>			
	Z <sub>a</sub>		4
	Z <sub>v</sub>		4
	Zonal Velocity Ratio		0.2



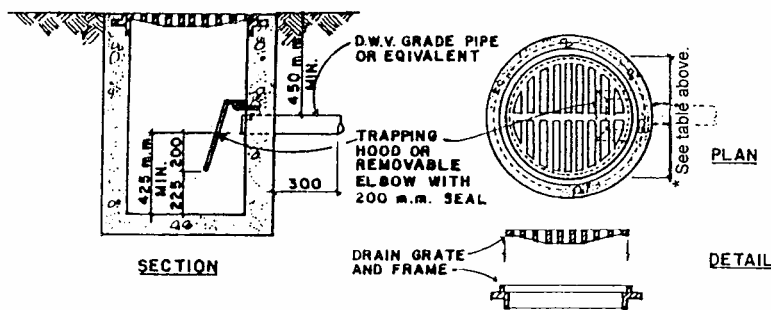
**SCHEDULE "C" Drawing 92.P.1**



**EXTERIOR TRAPPED SUMP**



**INTERIOR TRAPPED SUMP**



**AREA CATCH BASIN**

- Notes: 1. Ladder rungs are required in all Sumps or Catch Basins 6 ft. or greater in depth.  
 2. A Sump or Catch Basin including the cover shall be designed to support all loads imposed on it.