



BUILDING BYLAW 3590-2003

This document is a consolidation of "District of Mission Building Bylaw 3590-2003" with the following amending bylaws:

Bylaw Number	Date Adopted	Section Amended
3873-2006-3590(1)	June 5, 2006	Schedule A
3954-2006 (general fees and charges amending)	December 18, 2006	Schedule A
3963-2007-3590(2)	March 19, 2007	Sections 2, 3, 5, 6, 7, 8, 10 Schedule A
4030-2007 (general fees and charges amending)	December 17, 2007	Schedule A
5070-2009 (general fees and charges amending)	December 14, 2009	Schedule A
5188-2010 (general fees and charges amending)	December 20, 2010	Schedule A
5257-2011 (general fees and charges amending)	December 12, 2011	Schedule A
5400-2013-3590(3)	December 16, 2013	Schedule A Sections 1, 2, 8 Schedule C
5487-2015-4029(11)	March 16, 2015	Schedule A
5531-2015 (general fees and charges amending)	December 7, 2015	Schedule A
5683-2017 (general fees and charges amending)	December 20, 2017	Schedule A
5837-2019-3590(4)	September 16, 2019	Sections 2, 3, 4, 5, 6, 7, 8, 11, Schedule A, Schedule B
5880-2019	December 19, 2019	Schedule A, Section 1(e)
5957-2020	September 8, 2020	Schedule B, map

Individual copies of any of the above bylaws are available from the Corporate Administration department of the District of Mission. For legal purposes, copies of the original bylaws should be obtained.

DISTRICT OF MISSION

BUILDING BYLAW 3590-2003

A Bylaw to provide for the administration
of the *Building Code* in the District of Mission.

The Council of the District of Mission, in open meeting assembled, ENACTS AS FOLLOWS:

1. **Title**

This Bylaw may be cited as "District of Mission Building Bylaw 3590-2003".

5837-2019-3590(4)

2. **Definitions**

In this bylaw, unless context otherwise requires:

"*Agent*" means a person authorized in writing in a form acceptable to the Building Official to represent the *Owner* and may include a hired tradesman or contractor;

"*Applicant*" means an applicant for a Building Permit, and the holder of the issued Building Permit.

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

"*Building Code*" means the *British Columbia Building Code* established pursuant to the British Columbia Building Code Regulation;

"*Building Official*" includes a person or persons designated by the District of Mission as a Building Inspector, Plumbing Inspector, or Plan Checker, and includes the supervisors for these positions;

"*Boulevard*" has the same meaning as defined in the District's Traffic Regulation Bylaw 1698-1987.

"*Construction*" means the erection, alteration, addition, demolition, *Repair* or reconstruction of a *Building*, *Plumbing System* or a *Retaining Structure*;

"*Cost of Construction*" means the hard costs and soft costs of all completed *Construction* or work related to a Building Permit, including, but not limited to, finishes, roofing, electrical, plumbing, drains, heating, air-conditioning, fire extinguishing systems, elevators, and any other equipment and materials, fees for design, testing, consulting, management, all contributed or assumed labour and materials, contractor's profit and overhead, insurance, and for site works and improvements, including all associated paving, landscaping and underground servicing, but excluding furniture, fixtures or equipment not included in a Building Permit, and it will be the greater of:

- a) the value declared by the *Applicant* on the Building Permit application; or
- b) the value of *Construction* that would be authorized by a Building Permit, estimated by a third party quantity surveyor or the *Building Official*, utilizing independent third party valuation sources of *Construction* costs; or a cumulative total of all contracts of *Construction* or the *Building* project.

- “*Damage*” in respect of *District Property*, includes, but is not limited to, damage to sidewalks, curbs and gutters, pavement, street lights and trees, fire hydrants and the placement, dropping, or deposit of any dirt, debris, materials, objects, or substances on *District Property*.
- “*District*” means the District of Mission.
- “*District Property*” means real property owned by the *District* and includes *District* parks, *Highways*, streets, lanes, *Boulevards*, easements, statutory rights of way and all works and appurtenances therein and thereon.
- “*Do Not Occupy*” means a notice issued by the *Building Official* where the *Building* or portion of a *Building* has not been given permission to be occupied.
- “*Field Review*” has the same meaning as set out in the *Building Code*;
- “*Health And Safety Aspects Of The Work*” means design and *Construction* regulated by Division B Part 3, Division B Part 7 and Sections 9.4, 9.6, 9.7, 9.8, 9.9, 9.10, 9.12, 9.13, 9.14, 9.15, 9.17, 9.18, 9.19, 9.21, 9.22, 9.23, 9.24, 9.25, 9.31, 9.32, 9.34, 9.35, and 9.36 and Articles 9.28.1.1, 9.28.1.2 and 9.28.6.3 of Division B Part 9 of the *Building Code*.
- “*Highway*” has the same meaning as defined in the *District’s* Traffic Regulation Bylaw 1698-1987.
- “*Occupancy*” means permission or authorization pursuant to an *Occupancy Permit* and any conditions therein contained issued by the *Building Official* to occupy a *Building* or part thereof upon acceptance of work, which is the subject of a *Permit* issued under this Bylaw;
- “*Occupancy Permit*” means an authorization by the *Building Official* for Permitting the *Occupancy* of a *Building* or Structure, or other work, specified in the *Permit* and includes a Provisional *Occupancy Permit*.
- “*Owner*” means an Owner of real property as the terms “Owner” and “real property” are defined in the Community Charter, as amended;
- “*Permit*” means permission or authorization in writing by the *Building Official* to perform *Construction* regulated by this Bylaw or other work specified in the *Permit*, or an *Occupancy Permit*;
- “*Plumbing System*” means a drainage system, venting system and water system or parts thereof, and which is regulated by the *Building Code*;
- “*Repair*” means the replacement of an existing element of a *Building*, other than a structural element, with a component of like characteristics.
- “*Registered Professional*,” means:
- a) a person who is registered or licensed to practise as an architect under the *Architects Act*, or
 - b) a person who is registered or licensed to practise as a professional engineer under the *Engineers and Geoscientists Act*.
- “*Retaining Structure*” means structures constructed for the retention of soils.
- “*Stop Work*” means a notice issued by the *Building Official* to immediately suspend *Construction*.
- “*Unsafe to Occupy*” means a notice issued by the *Building Official* that a *Building* has been deemed to be no longer safe.
- “*Work Without Permit*” means *Construction* that has been carried out without a valid *Permit* or *Permit* record to prove otherwise.

3. **Application, Scope, Exemptions, Purpose**

- 5837-2019-3590(4)
- 3.1 The provisions of the *Building Code* and this Bylaw shall apply to the *Construction* and *Occupancy* of a *Building* or *Construction* of a *Plumbing System* within the *District* of Mission.
- 3.2 The provisions of this Bylaw do not apply to Buildings exempted by Division A Part 1 of the *Building Code*, retaining structures less than 600 millimetres in height unless Section 8 of this Bylaw applies, or other structures that do not form part of a *Building*.
- 3.3 This Bylaw is enacted and retained for the purpose of regulating *Construction* within the District of Mission and in the general public interest. The activities undertaken by, or on behalf of, the District of Mission pursuant to this Bylaw are for the sole purpose of providing a limited spot check for health, safety and the protection of persons and property. It is not contemplated nor intended nor does the purpose of this Bylaw or the resources of the District of Mission extend to:
- (a) the protection of the *Owner*, owner/builder, their successors in title, or constructors for economic loss or property *Damage* or personal injury;
- (a) the assumption by the District of Mission of any responsibility for insuring the compliance by any *Owner*, his or her agents, representatives or any employees, constructors or designers retained by him or her, with the *Building Code*, the requirements of this Bylaw, or any other applicable codes or standard or any covenant, easement or right of way;
- 3963-2007-3590(2)
- (b) providing any person a warranty or assurance of design or workmanship with respect to any *Building* for which a *Permit* or final acceptance has been issued under this Bylaw;
- (c) providing a warranty or assurance that *Construction* undertaken pursuant to accepted plans or a *Permit* issued by the District of Mission is free from latent or any defects or complies with the *Building Code* or this Bylaw.
- (d) providing any person a warranty or assurance that a design or plan, if constructed in accordance with that design or plan pursuant to and in accordance with an issued *Permit*, does or will comply with the requirements of the *Building Code*.
- 3.4 Neither the issuance of a *Permit* under this Bylaw, the review and acceptance of the drawings, plans and documents, nor the inspections made by the *Building Official* shall constitute a representation or warranty that the *Building Code* or this Bylaw has been complied with, that the necessary information has been obtained or assessed, or that the *Building* meets any standard of material and workmanship.
- 3.5 No person shall rely on any action, *Permit* issuance, acceptance or inspection carried out by or on behalf of the *Building Official* as assurance in establishing compliance with the *Building Code*, this Bylaw, any standard or any covenant, easement or right-of-way.

4. **Administration**

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4.1 The *Building Official* may:

- (a) enter, at all reasonable times, on or into any real property to determine whether the requirements of the *Building Code* and this Bylaw are being complied with;
- (b) refuse to issue a *Permit* where in his or her opinion, following a limited review, the proposed *Construction* will not substantially comply in all material respects with the requirements of the *Building Code*, this Bylaw, or any other relevant bylaw;
- (c) revoke an issued *Permit* prior to issuance of the *Occupancy Permit* for any of the following reasons:
 - (i) for violation of any of the conditions under which the *Permit* was issued,
 - (ii) for violation of this or any other *District* bylaw,
 - (iii) for violation of the *Building Code*,
 - (iv) if an application is submitted that substantially alters the design and structure of the approved *Permit* plans;
 - (v) if any reason is found to exist which would have been cause for denial of such *Permit*, if known to exist at the time of issuance of the *Permit*, or
 - (vi) if the *Permit* was issued in error.
- (d) order the correction of any *Construction* which is in contravention of a *Permit*, the *Building Code* or this Bylaw;
- (e) post a *Stop Work* notice, or otherwise order the cessation of *Construction* that is proceeding in contravention of a *Permit*, the *Building Code* or this Bylaw;
- (f) post a *Work Without Permit* notice where the *Owner* is notified of *Construction* carried out without a valid *Permit* as required pursuant to Section 6;
- (g) declare a *Building* unsafe and post an *Unsafe to Occupy* or *Do Not Occupy* notice to the *Owner* and occupants that the *Building* is unsafe and continuing use of the *Building* may endanger the safety of the occupants in or around the *Building*;
- (h) remove an *Unsafe to Occupy* or *Do Not Occupy* notice once all deficiencies are resolved and/or certification is received from an appropriate *Registered Professional* that the space is safe to occupy for its intended use; and
- (i) waive the requirements for a site plan and/or title search, in whole or in part, where the *Permit* under Section 7 is sought for the alteration of an existing *Building*.

5. **Prohibitions**

- 5.1 No person shall commence or continue any work related to *Construction* unless that person has a valid *Permit* authorizing same.

- 5837-2019-3590(4) 5.2 No person shall occupy or *Permit* the *Occupancy* of any *Building* or part thereof:
- (a) unless the *Owner* of the *Building* has obtained an *Occupancy Permit* from the *Building Official*, or
 - (b) contrary to the terms of any *Permit*, notice or order issued by the *Building Official*.
- 3963-2007-3590(2) 5.3 No person shall occupy a *Building* or portion of a *Building* if a change in the *Occupancy* classification of the *Building* or part of it has occurred from that which the *building* was previously designed. Prior written approval is required from the *Building Official*.
- 5.4 No person shall commence or continue any *Construction* that does not substantially comply in all material respects with the requirements of the *Building Code*.
- 5.5 Unless authorized by the *Building Official*, no person shall reverse, alter, deface, cover, remove, or in any other way tamper with any notice, *Permit* or order posted upon, or affixed to, any job site or *Building* pursuant to any provision of this Bylaw.
- 5.6 No person shall commence or continue any *Construction*, which does not conform to the provisions of any *Permit*, notice or order issued by the *Building official*.
- 5.7 No person shall interfere with, or obstruct the entry of, the *Building Official* while acting in the conduct of the administration of this Bylaw or the *Building Code*.

6. **Responsibility of the Owner**

- 6.1 Every *Owner*, or his or her *Agent*, shall:
- (a) prior to commencing *Construction* on his or her real property, obtain any *Permit* required in connection with the proposed *Construction*;
 - (b) where it is proposed to connect to an existing or proposed public sanitary or storm sewer or water service connection provided or to be provided to his or her real property, ascertain prior to any *Construction* that such service connections are, or will be, of a sufficient depth and capacity to service the intended use of the real property;
 - (c) except as provided for under Section 7.12, give to the *Building Official* at least 24 hours advance notice, and obtain his or her inspection and acceptance of the following aspects of *Construction*:
 - (i) after completion of footing and foundation form work, but prior to placing concrete;
 - (ii) after installation of perimeter drains and damp proofing, but prior to backfilling;
 - (iii) after rough-in plumbing;
 - (iv) after completion of framing, sheathing and including installation of exterior doors and windows;
 - (v) after installation of insulation and vapour barriers, but prior to the application of any interior or exterior finish which conceals such work;
 - (vi) after the installation of any storm sewer, sanitary sewer and water service, but prior to any part of such systems being backfilled;
 - (vii) after the *Building* is substantially complete and ready for *Occupancy*, but prior to *Occupancy* of the whole *Building* or part of it.
- 3963-2007-3590(2)

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- 6.2 Prior to commencing any *Construction* authorized by a *Permit* issued pursuant to this Bylaw the *Owner*, or his or her *Agent*, shall give the *Building Official* written notice of the name, address and telephone number of:
- (a) the contractor or other person in charge of the *Construction*; and
 - (b) the *Registered Professional* reviewing the *Construction*; and during the course of the *Construction* shall give the *Building Official* written notice of any change in, or termination of, the services of such person immediately any such change or termination occurs.
- 6.3 The granting of a *Permit*, the receipt or acceptance of plans, certifications, or inspections made by the *Building Official*, shall not relieve the *Owner* from full and sole responsibility for carrying out the *Construction*, or having the *Construction* carried out, in accordance with the requirements of:
- (a) the *Building Code*,
 - (b) this and any other applicable Bylaw,
 - (c) any applicable Federal or Provincial Act or regulation, and
 - (d) any covenant, easement or right-of-way registered against the real property.
- 6.4 When required to do so by the *Building official*, every *Owner* shall uncover and replace at their own expense any *Construction* that has been covered contrary to this Bylaw or any notice or order issued by the *Building Official*.
- 6.5 The *Owner* to whom a *Permit* is issued shall, during *Construction*, keep the civic address posted in a conspicuous place on the real property so the *Building Official* can easily read it from a street.

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- 6.6 Every *Owner* using an *Agent* shall provide a letter, in a form acceptable to the *Building Official*, authorizing the *Agent* to act on behalf of the *Owner* with respect all matters pertaining to the *Construction*, *Permits* and undertakings that includes, but is not limited to, the following information:
- (i) the civic address and legal description of property where the *Construction* is to occur;
 - (ii) the name and company/business (if applicable) of the *Agent*;
 - (iii) the full address and contact information of the *Agent*;
 - (iv) confirmation that the *Agent* is authorized to act on the *Owner's* behalf with respect to all matters pertaining to the *Construction*, *Permits* and undertakings on the property where the *Construction* is to occur in the *District*;
 - (v) confirmation that the *District* is authorized to communicate with the *Agent* on all matters pertaining to the *Construction*, *Permits* and undertakings;
 - (vi) the name, address, and other contact information of the *Owner(s)* signing the letter;
 - (vii) the name and contact information of the Witness to the letter; and
 - (viii) the signatures of the *Owner* (signing officer if the *Owner* is a Corporation) and Witness.

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- 6.7 When required to do so by the *Building Official*, every *Owner* of a *Building* subject to an *Unsafe to Occupy* or *Do Not Occupy* notice shall provide the *Building Official* with certification from an appropriate *Registered Professional* detailing the condition of the *Building* to continue the *Occupancy* of the *Building* for its approved use.

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6.8 Every *Owner*, or his or her *Agent*, shall:

- (i) post the form, provided by the *Building Official* identifying the civic address and *Permit* number, on the property in conspicuous location that is visible from the street adjacent to the property;
- (ii) retain the approved *Permit* plans and all approved supporting documents on the property until issuance of the final *Occupancy Permit*.

7. Permits

7.1 Every application for a *Permit* shall:

- (a) be made by the *Owner* or his or her *Agent*;
- (b) state the names, addresses and telephone numbers of the *Owner*, *Agent*, contractor, and any *Registered Professional* engaged or to be engaged in the proposed *Construction*;
- (c) state the intended use or uses of the *Building* to be constructed;
- (d) state the *Construction* value of the proposed *Building* or work;
- 3963-2007-3590(2) (e) be accompanied by any documentation required in accordance with Division C Part 2 Section 2.2.7 of the *Building Code* or certification required by the *Building Official* under Section 7.7 or Section 7.10 of this bylaw, and at least 2 copies of the scaled plans which include sufficient information and detail to show proposed *Building* conformity to the requirements of the *Building Code*, this Bylaw, and any other applicable bylaw;
- 5837-2019-3590(4) (f) be accompanied by payment of the non-refundable *Permit* application fee as are prescribed in section 3 of Schedule "A", to this Bylaw;
- 5837-2019-3590(4) (g) be accompanied by a letter, in a form acceptable to the *Building Official*, from the *Owner* or *Agent* acknowledging the *Owner's* responsibility and undertaking with respect to the *Construction* that includes, but is not limited to, the following information:
 - (i) the civic address and legal description of property where the *Construction* is to occur;
 - (ii) a statement confirming the *Owner* is aware of the *Construction* is to occur;
 - (iii) a statement confirming that the *Owner* is ultimately responsible for compliance with the Building Bylaw, *Building Code* and any other regulation or bylaw;
 - (iv) an acknowledgement of the purpose, scope, warranty limitations and conditions contained in the District of Mission Building Bylaw;
 - (v) the name, address, and other contact information of the *Owner* or *Agent* signing the letter; and
 - (vi) the signature of the *Owner* (signing officer if the *Owner* is a Corporation) or *Agent*.
- (h) be accompanied by copies in scale, size, legibility and format, as specified by the *Building Official*, of the specifications and drawings of the *Building* or Structure showing all aspects of the proposed work;
- (i) be accompanied by zoning and *Building Code* analysis, which may be waived, in part or in whole, by the *Building Official* for agricultural and manufactured buildings;

- (j) be accompanied by a copy of a title search made within 30 days of the date of the application together with all supporting documents, including, without limitation, copies of all registered rights of way, easements and covenants;
- (k) be accompanied by a site plan showing:
 - (i) the bearing and dimensions of the parcel taken from the registered subdivision plan;
 - (ii) the legal description and civic address of the parcel;
 - (iii) the location and dimensions of all statutory rights of way, easements and the *District's* Zoning Bylaw setback requirements;
 - (iv) the location and dimensions of all existing and proposed Buildings or Structures on the parcel, including on-site sewage disposal systems, if applicable;
 - (v) setbacks to the natural boundary of any lake, swamp, pond or watercourse;
 - (vi) the existing and finished ground levels to an established datum at or adjacent to the site and the geodetic elevation of the underside of the floor system of a *Building* where the *District* has established floor elevation requirements;
 - (vii) the lot grading information required by the Development and Subdivision Control Bylaw;
 - (viii) the location, dimension and gradient of parking and driveway access, and
 - (ix) the information clearly identifying what is the *District's* right of way from the property line to centre line of a *Highway*, including but not limited to location and labelling of any street lighting, existing curb and paving, street trees, rockpits, and connections and locations of underground *District* infrastructure, such as water, sewer and storm mains & services, fire hydrants, and electrical conduit associated with street lighting. All over head and underground franchise utilities must also be identified, including power, telecommunication, cable, including associated pole locations, and gas;
- 5837-2019-3590(4) (l) be accompanied by floor plans showing the dimensions and uses of all areas; the dimensions and height of crawl and roof spaces; the location, size, swing and performance grade of doors; the location, size, opening and performance grade of windows; floor, wall, and ceiling finishes, including calculations to demonstrate compliance with the energy requirements of the *Building Code*; Plumbing fixtures; structural elements, including seismic requirements of the *Building Code*; and stair dimensions;
- 5837-2019-3590(4) (m) be accompanied by cross-sections through the *Building* or structure illustrating foundations, drainage, ceiling heights and *Construction* systems;
- 5837-2019-3590(4) (n) be accompanied by elevations of all sides of the *Building* or structure showing compliance with spatial separation, and finish details, including colours in cases where a Development Permit specifies the colour of exterior surfaces, roof slopes, windows, doors, roof height and finished grade;
- 5837-2019-3590(4) (o) be accompanied by cross-sectional details drawn at an appropriate scale and at sufficient locations to illustrate that the *Building* or structure substantially conforms to the *Building Code*;
- 5837-2019-3590(4) (p) be accompanied by current posting and topographic survey of the land prepared by a British Columbia Land Surveyor.

- 7.2 When an application for a *Permit* has been made, the *Building Official* may issue the *Permit* where:
- (a) the proposed *Construction* described in the application and any accompanying plans and other documents is, following a limited review, understood to conform to the requirements of this Bylaw, the *Building Code*, and any other applicable bylaw; and
 - (b) the *Applicant* for the *Permit* has paid the balance of fees and deposits prescribed in Schedule "A" to this Bylaw and any other applicable fees or charges required by bylaw.
- 5837-2019-3590(4)
- 5837-2019-3590(4)
- 7.3 An application for a *Permit* may be considered to have been abandoned and the *Building Official* may cancel the *Permit* application if:
- (a) an *Applicant* fails to obtain a *Permit* within 60 calendar days of being notified in writing that the same is ready for issuance, and any fee(s) paid in respect of such application shall be forfeited and any documentation submitted may be destroyed;
 - (b) an *Applicant* fails to provide revised plans, documentation or other information to complete the application within 90 calendar days of being notified in writing, and any fee(s) paid in respect of such application shall be forfeited and any documentation submitted may be destroyed or returned to the *Applicant*.
- 7.4 Every *Permit* is issued subject to the following conditions:
- (a) the *Construction* shall commence within 6 months from the date the *Permit* is issued;
 - (b) the *Construction* shall not be discontinued or suspended for a period in excess of 12 months;
 - (c) the *Construction* shall be completed within 24 months from the date the *Permit* is issued; and
 - (d) the *Permit* shall immediately lapse in the event that any condition in clauses (a), (b), or (c) above are not met.
- 5837-2019-3590(4)
- 7.5 Upon application by the *Owner* or his or her *Agent*, and upon payment of the fees set out in Schedule "A" to this Bylaw, a *Permit* which has lapsed may be renewed in the same terms, and under the same conditions, as were applicable to a *Permit* which had been issued under Section 7.2.
- 7.6 For the purpose of determining the *Permit* fee, the *Building Official* may establish the value of the work to be authorized by a *Permit*.
- 5837-2019-3590(4)
- 7.7 When a *Building Official* considers that the site conditions, size or complexity of a development or an aspect of it warrant an *Applicant* for a *Permit* shall provide a certification by a *Registered Professional* by means of letters of assurance in form of Schedules A, B, C-A and C-B referred to in subsection 2.2.7, Division C, of the *Building Code* that the plans submitted with the application for the *Permit*, or specified aspects of those plans, substantially comply in all material respects with the *Building Code* and other applicable enactments respecting safety.
- 7.8 When a certification has been provided under Section 7.7, the *Building Official* shall advise the *Applicant* in writing that the certification has been relied on in issuing the *Permit*.

- 5837-2019-3590(4) 7.9 *Permit* application plans or supporting documentation that must be revised and require new plans or supporting documentation to be submitted which, in the opinion of the *Building Official*, will result in a new plan check of some or all of the revised material shall be subject to the fees for each iteration of the revised plans or supporting documentation as set out in Schedule "A" to this Bylaw and any other applicable fees or charges required by bylaw.
- 5837-2019-3590(4) 7.10 As a condition of the issuance of a *Permit*, any inspection, or the acceptance of any *Construction* done under a *Permit*, the *Building Official* may require the *Owner* or his or her *Agent* to provide certification by a *Registered Professional* by means of letters of assurance in the form of Schedules A, B, C-A and C-B referred to in subsection 2.2.7, Division C, of the *Building Code* that the *Construction*, or an aspect of it, is in substantial compliance in all material respects with the *Building Code*.
- 5837-2019-3590(4) 7.11 When a *Registered Professional* provides certification in accordance with Section 7.7 or Section 7.10, or letters of assurance in form of Schedules A, B, C-A and C-B referred to in subsection 2.2.7, Division C, of the *Building Code*, the *Building Official* may require that person to provide proof of professional liability insurance to the satisfaction of the *Building Official*.
- 7.12 A *Building official* need not perform or consider any inspection relating to *Construction* of a *Building*, or to the aspect of it, where:
- 3963-2007-3590(2) (a) Division C Part 2 Section 2.2.7 of the *Building Code* is applicable, or
(b) a certification has been provided under Section 7.7 or Section 7.10; and
the District of Mission will rely solely on the *Field Reviews* of the *Registered Professional* that the *Construction*, or aspect of it for which the letters of assurance pertain, is in substantial compliance in all material aspects with the *Building Code*.
- 7.13 Notwithstanding Section 7.12, a *Building Official* may attend the site from time to time during the course of *Construction* to ascertain that the *Field Reviews* are taking place and to monitor the *Field Reviews* undertaken by the *Registered Professional*.
- 7.14 A *Building Official* may attend periodically at the site of *Construction* of a *Building* to ascertain whether the *Health and Safety Aspects of the Work* are being carried out in substantial conformance with the *Building Code* and this bylaw.
- 7.15 As a condition of the issuance of a *Permit*, or any inspection relating to a *Permit*, the *Building Official* may require the *Owner* to provide a certificate by a British Columbia Land Surveyor:
- (a) showing the siting of any *Building* or proposed *Building*, or any portion thereof, in relation to one or more boundaries of the parcel upon which the *Building* is, or will be, constructed, and
(b) such other information as may be required to verify that the *Construction* will be, or has been, carried out in accordance with the requirements of this and any other applicable bylaw.
- 5837-2019-3590(4) 7.16 Authorization to Occupy.
- (a) No person may occupy or use a *Building* or part of a *Building* until authorization to occupy has been given by a *Building Official*.
- (b) A certificate by a British Columbia Land Surveyor, when required in Section 7.15, must be submitted to the *Building Official* for acceptance prior requesting for an authorization to occupy a *Building*.
- (c) A *Building Official* may request the *Owner* to re-verify the *Cost of Construction* for the purposes of evaluating *Permit* fees prior to booking the final inspection, and the issuance of an *Occupancy Permit*.

- (d) The *Building Official* will authorize the *Occupancy* of a *Building* when:
- (i) Letters of Assurance as determined by the *Building Code* have been submitted when required, in accordance with this Bylaw;
 - (ii) all aspects of the *Construction* and acceptance of the *Construction* have been carried out pursuant to this Bylaw;
 - (iii) all fees related to the *Permit*, as set out in Schedule "A" to this Bylaw and any other applicable fees or charges required by bylaw are paid in full; and
 - (iv) in the case of a *Building* that is subject to any flood *Construction* level imposed by the *District* or the *Local Government Act*, the *Owner* has provided to the *Building Official* as-constructed drawings indicating the elevation of the lower surface of any floor system or pad that supports any space or room used for dwelling purposes, business or the storage of goods that susceptible to *Damage* by floodwaters;
- (e) The *Building Official* may provisionally authorize *Occupancy* for a part of a Building specified in the authorization, for the duration granted, upon the request of the holder of a *Permit* or the *Owner* of a *Building* or his or her *Agent* for which a *Permit* has been issued; when:
- (i) that part of the *Building* is self-contained, and the plumbing, electrical and heating work, for the portion that will be occupied, are completed and accepted by the *Building Official*;
 - (ii) all fire and life safety items, and *Building* envelope items, are completed and accepted by the *Building Official*; and
 - (iii) on payment of fees and security and compliance deposit, as set out in the Schedule "A" to this Bylaw and any other applicable fees or charges required by bylaw.
- (f) No such authorization will relieve the *Owner* from their duty to comply with the conditions to which the provisional *Occupancy* was issued, the *Building Code* or this Bylaw with respect to any aspect of *Construction* of that or any other portion of the *Building*.

5837-2019-3590(4)

7.17 Revision of Issued *Permit* plans and supporting documentation.

- (a) The plans and specifications for which a *Permit* has been issued shall not be altered unless such alteration is approved in writing by the *Building Official* and all fees related to the *Permit* revision, as set out in Schedule "A" to this Bylaw and any other applicable fees or charges required by bylaw are paid in full.
- (b) No person shall do any *Construction* that is at variance with the description, plans and specifications submitted with the application for a *Permit* which has been issued pursuant to this Bylaw, unless such change has been approved in writing by the *Building Official* and all fees related to the *Permit* revision, as set out in Schedule "A" to this Bylaw and any other applicable fees or charges required by bylaw are paid in full.

5837-2019-3590(4)

7.18 Fees, Charges and Securities.

- (a) When a certification has been provided under Section 7.7, and the *Building Official* has advised the *Applicant* in writing that the *Construction* covered by the certification was relied on in issuing the *Permit*, the fee otherwise payable for that *Permit* under Schedule "A" shall be reduced by 5%.
- (b) The fees and charges, based on the *Cost of Construction*, as prescribed in the Bylaw, are hereby imposed on every person who obtains from the *District* a *Permit*, or other service described in the Bylaw, prior to obtaining the *Permit* or service, and each such fee or charge is payable in accordance with the applicable regulations, requirements and conditions contained in this Bylaw.

- (c) An application fee will be charged for all *Permit* applications, as set out in the Schedule "A", to ascertain the completeness and initial processing of the application. Where a *Permit* is issued, the *Permit* fee will be reduced by the application fee amount paid.
- (d) The application fee, as set out in Schedule "A", must be paid upon application for a *Permit*.
- (e) The non-refundable application fee may only be refunded if the *Permit* application is withdrawn or cancelled by the *Applicant* before the plan review has begun, as determined by the *Building Official*.
- (f) Where an *Owner* or his or her *Agent* applies, in writing, for the cancellation of a *Permit* issued under this Bylaw, the *Permit* may be cancelled and 50% of the portion of the *Permit* fee which is in excess of the application fee, if any, may be refunded to the holder of the *Permit*, provided:
 - (i) the *Permit* had not lapsed at the time the application for cancellation was received;
 - (ii) no *Construction* was commenced under the *Permit* or an inspection was made.
- (g) A re-inspection fee, as set out in the Schedule "A", may be charged when:
 - (i) an inspection is called prematurely (work not complete or ready for inspection);
 - (ii) the pace of *Construction* is such that multiple inspections of the same inspection type are required pursuant to the *Construction* authorized by the *Permit*; or
 - (iii) more than two inspections are required because the *Construction* fails to comply with the *Building Code* or this Bylaw on the first inspection.
- (h) The re-inspection fee required pursuant to 7.18 (g) must be paid prior to any further inspections being performed.
- (i) The person requesting the inspection must pay an additional fee as set out in Schedule "A" when inspections are requested to be done after the hours during which the offices of the *District* are normally open.
- (j) A *Permit* that has not expired may be transferred to a new *Owner* of the property to which it pertains, on payment of the transfer fee, as set out in Schedule "A".
- (k) Every person obtaining a *Permit* must deposit with the *District* a security and compliance deposit in the form of an irrevocable Letter of Credit, or cash, as set out in Schedule "A".
- (l) The *District* may use the security and compliance deposit to *Repair* any *Damage* to *District Property* occurring as a result of the carrying out of the work authorized by the *Permit*, or to clear any debris, materials, chattels or equipment that has accumulated or been left on *District Property*, on the failure of the *Permit* holder to *Repair* the *Damage* or clear the debris, materials, chattels or equipment, or to perform any erosion and sediment clean-up, to pay for any outstanding fees or charges, as set out in the Schedule "A", against the property and to pay any unpaid, undisputed fine issued pursuant to the "District of Mission Bylaw Notice Enforcement Bylaw 5700-2018", including all amendments, for violations issued in relation to the *Permit*. The holder of the *Permit* is liable to the *District* for any costs in excess of the amount of the security and compliance deposit.

- (m) The security and compliance deposit deposited under Section 7.18 (k) will be returned to the person who provided it after the date of issuance of an *Occupancy Permit*, other than a provisional authorization issued under Section 7.16 (e), if the *Permit* holder is not in default of any obligations for which the security and compliance deposit was provided.
- (n) If the person who provided the security and compliance deposit under Section 7.18 (k) cannot be located, the security and compliance deposit will be administered in accordance with the *Unclaimed Property Act* SBC 1999, c. 48.
- (o) If a *Permit* is transferred, the person to whom it is transferred must deposit the security and compliance deposit required by Section 7.18 (k), unless the person who provided that security and compliance deposit authorize the *District*, in writing, to hold the security and compliance deposit on behalf of the new *Permit* holder and waives their interest in the security and compliance deposit.
- (p) If any work for which a *Permit* is required under this Bylaw is commenced before a *Permit* is issued, the *Permit* fees payable will be increased by 100% of those set out in the Schedule "A".
- (q) A *Building Official* may request an additional security and compliance deposit against the *Construction* authorized by the *Permit* equivalent in value to the security and compliance deposit currently being held pursuant to section 7 of Schedule "A" as security against an approved lot grading or drainage plan, or for any outstanding work that are identified for a provisional *Occupancy*, including unfinished asphalt paving.
- (r) An *Occupancy Permit* fee as provided in Schedule "A" shall be charged when:
 - (i) no *Construction* requiring a *Permit* is required to change or confirm a use in a *Building*; or,
 - (ii) more than 365 days have lapsed since a *Permit's* last failed final inspection and the passed final inspection.
- (s) An *Owner* requesting the *District* discharge a Land Title Notice from a property shall pay the fee as set out in the Schedule "A".

5837-2019-3590(4)

7.19 No *Permit* is required:

- (a) for the *Construction* of a storage shed or other similar *Building* that is an accessory *building* to single family or two-family dwelling units where such *buildings* do not exceed 10 square meters (107.6 square feet) in floor area.

3963-2007-3590(2)

7.20 No *Permit* shall be issued for the *Construction* of any *building*:

- (a) unless motor vehicle access is provided, by means of a developed and maintained *Highway*, to the parcel of land on which the *Construction* is to take place; and
- (b) where a sewage system is required and a public sanitary sewer is not available, unless an appropriate agency of the Province of British Columbia has authorized the use of a private sewage disposal system and the *Applicant* has provided the *Building Official* with a copy or other written proof of such authorization.

5837-2019-3590(4)

7.21 When the application is in respect of a *Building* that includes, or will include, a residential *Occupancy*, the *Permit* must not be issued, unless the *Applicant* provides evidence, pursuant to Section 22 of the *HomeOwner Protection Act* SBC 1998, c. 31, that:

- (i) the proposed *Building* is covered by home warranty insurance, and the constructor is a Licensed Residential Builder; or

- (ii) the *Owner* has provided an *Owner Builder Declaration and Disclosure Notice Authorization*, as required by Section 19 of the *HomeOwner Protection Act Regulation BC. Reg. 29/99*.

5837-2019-3590(4) 7.22 An *Owner* or *Agent* requesting the *District* inspect their property to determine the *Building Code* requirements to upgrade an existing unauthorized suite to become compliant with the *Building Code* shall first pay the fee as set out in the Schedule "A".

3963-2007-3590(2) 8. **Retaining Structures**

5837-2019-3590(4) 8.1 A *Registered Professional* shall undertake the design and conduct *Field Reviews* of the *Construction* of a *Retaining Structure* over 600 mm in height measured from the lowest adjacent grade, or stepped-type retaining structures having an overall slope greater than 2H:1V (2 horizontal to 1 vertical) with each step of the structure exceeding 600 mm in height.

5837-2019-3590(4) 8.2 Any *Retaining Structure* over 600 mm in height will require a *Permit* application unless the *Retaining Structure* has been shown on the initial *Building Permit* application. The *Permit* application must be accompanied by a site plan, design drawings for structural and drainage, signed and sealed by a *Registered Professional* and provide certification from a *Registered Professional* by means of the applicable letters of assurance in the form of Schedules A, B, C-A and C-B referred to in subsection 2.2.7, Division C, of the *Building Code*. Schedule C-B from the *Registered Professional* is required by the *Building Official* prior to obtaining final approval.

8.3 Drainage of the retained soil behind the *Retaining Structure* shall be contained on the property on which the *Retaining Structure* is constructed.

8.4 Where a walkway exists above and adjacent to a *Retaining Structure* exceeding 600mm in height a guard is required.

5837-2019-3590(4) 8.5 A *Permit* is required for a *Retaining Structure* erected on a property in a geohazard area or a property subject to a geotechnical study.

5837-2019-3590(4) 8.6 *Retaining Structures* that are 600 mm (2 foot) in height or greater, measured from the lowest adjacent grade, including stepped-type retaining walls having an overall slope greater than 2H:1V (2 horizontal to 1 vertical) despite the height of any individual wall not exceeding 1.0 meter shall be constructed of concrete (poured in place or precast), masonry or rock landscaping products.

9. **Temporary Buildings**

9.1 Notwithstanding any other provision of this Bylaw, but subject to other applicable bylaws, the *Building official* may issue a *Permit* to authorize the *Construction* and existence of a temporary *Building* or part thereof for an *Occupancy* that, because of its nature, will exist for a short time.

9.2 An application for a *Permit* for temporary *buildings* shall be in writing, shall be signed by the *Owner* or his or her *Agent* and, except as otherwise allowed by the *Building Official*, shall be accompanied by:

(a) plans showing the location of the proposed temporary *Building*, and its *Construction* details;

(b) details of the intended use of the temporary *Building*, and the period of time that it is expected to occupy the proposed site;

- (c) an agreement with the Municipality executed by the *Owner*, that the *Owner* will remove the temporary *Building* from the property and leave the site in a safe, tidy and sanitary condition upon expiration of the temporary *Building Permit*; and
 - (d) cash or other security in a form acceptable to the *Building Official*, and in an amount sufficient to guarantee the removal of the temporary *Building* under the agreement referred to in clause (c) above.
- 9.3 A *Permit* for a temporary *Building* shall be valid for a period not exceeding 24 months, and the term shall be stated on the face of the *Permit*.

3963-2007-3590(2)

10. Private Residential Swimming Pools

- 10.1 For the purposes of this section, "private residential swimming pool" means a structure used or intended to be used for swimming, bathing or wading, and having a surface area exceeding 14 square metres and a depth exceeding 600mm.
- 10.2 Private residential swimming pools shall be enclosed within a fence or other structure.
- 10.3 Except for the special provisions relating to wire mesh fences in 10.6, every fence or other structure enclosing a private residential swimming pool shall be:
- (a) Not less than 1.2m in height and which has no opening or gap with its largest dimension being greater than 50mm; and
 - (e) Shall be designed so that no horizontal member or attachment located between 100 mm and 900 mm above ground level on the outside of the fence will facilitate climbing.
- 10.4 Access to the area enclosed by the required pool fence, other than through a dwelling unit, shall be by means of a self-closing and self-latching door or gate designed to return to the secured latched position when not in use.
- 10.5 Latches securing access doors and gates shall not be accessible from the outside of the fence, and shall be located a minimum of 200 mm from the top of the door or gate; and a minimum of 450 mm from any opening in the door, gate, or fence.
- 10.6 Notwithstanding the provisions of 10.3, wire mesh fencing and gates will only be accepted where:
- (a) The mesh is diagonal;
 - (f) The mesh strands are no more than 50 mm apart in both directions;
 - (g) The mesh strands have been woven, welded, or otherwise constructed in such a manner as to be dimensionally stable;
 - (h) The fence and gate are securely braced top and bottom to prevent sagging, bulging, or lifting; and
 - (i) The fence and gate are a minimum of 1.2m in height."

11. Penalty

5837-2019-3590(4)

- 11.1 Subject to the offence and penalties as provided under the *Community Charter* or *Local Government Act*, the following will apply:
- (a) a violation of any of the provisions identified in this Bylaw will be subject to the procedures, restrictions, limits, obligations and rights established in the Bylaw Notice Enforcement Bylaw 5700-2018, in accordance with the *Local Government Bylaw Notice Enforcement Act*, SBC 2003, c. 60;

- (b) a person who:
 - (i) contravenes, violates or fails to comply with any provision of this Bylaw;
 - (ii) permits or allows any act or thing to be done in contravention or violation of this Bylaw; or
 - (iii) fails or neglects to do anything required to be done under this Bylaw, has committed an infraction of, or an offence against, this Bylaw; and is liable on summary conviction to a fine of not more than Ten Thousand Dollars (\$10,000.00); and
- (c) each day such infraction is caused, or allowed to continue, constitutes a separate offence.

- 5837-2019-3590(4) 11.2 No person shall conduct *Construction* work on a property on which a *Stop Work* notice has been posted, as authorized under Section 4.1 (e) until all applicable provisions of this Bylaw have been substantially complied with, and the *Stop Work* notice has been rescinded, in writing, by a *Building Official*.
- 5837-2019-3590(4) 11.3 No person shall occupy or use a *Building* in respect of which a *Do Not Occupy* or an *Unsafe to Occupy* notice, as authorized under Section 4.1 (g), has been posted until all applicable provisions of the *Building Code* and this Bylaw have been substantially complied with, and the *Do Not Occupy* notice or *Unsafe to Occupy* notice has been rescinded, in writing, by a *Building Official*.
- 5837-2019-3590(4) 11.4 The *Owner* of property on which a *Work Without Permit* notice has been posted, as authorized under Section 4.1 (f), must make a *Permit* application forthwith upon receiving the notice, or forthwith upon receiving the notice remove the unpermitted work.
- 5837-2019-3590(4) 11.5 Where the provisional *Occupancy*, issued under Section 7.16 (e), expires and the outstanding work is not completed, the *Building Official* may initiate the process for registering a notice in the land title office under Section 57 of the Community Charter on the basis that the inspection of the *Permit* was not satisfactorily completed.

12. **Severability**

- 12.1 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.

13. **In Force**

- 13.1 "Building Bylaw No. 2281-1991" including amendments thereto is repealed.
- 13.2 This Bylaw shall come into full force and effect on December 31, 2003.

READ A FIRST TIME this 1st day of December, 2003.

READ A SECOND TIME this 1st day of December, 2003.

READ A THIRD TIME this 1st day of December, 2003.

RECONSIDERED AND FINALLY ADOPTED this 15th day of December, 2003.

(original signed by Mayor Abe Neufeld)

(original signed by R. Wilson
Acting Deputy Director of Corporate Administration)

MAYOR

DIRECTOR OF CORPORATE
ADMINISTRATION

Amended by: 3873-2006-3590(1), 3954-2006, 3963-2007-3590(2), 4030-2007, 5070-2009, 5188-2010, 5257-2011, 5487-2015-4029(11), 5531-2015, 5683-2017, 5837,2019-3950(4)

**SCHEDULE “A”
SCHEDULE OF FEES AND CHARGES**

1. Building Permit Fees

- (a) The fee payable for a Permit for the Construction of a Building of part thereof where the value of Construction does not exceed \$5,000 shall be: \$150.00
- plus,
- | | |
|----------|---|
| \$ 11.50 | for each \$1,000 of Construction value or portion thereof, over \$5,000.00 and up to \$50,000.00, plus |
| \$ 10.00 | for each \$1,000 of Construction value or portion thereof, over \$50,000.00 and up to \$150,000.00, plus |
| \$ 8.50 | for each \$1,000 of Construction value or portion thereof, over \$150,000.00 and up to \$500,000.00, plus |
| \$ 7.50 | for each \$1,000 of Construction value or portion thereof, over \$500,000.00. |

Notwithstanding the fee stated above, the Building Permit fee for the following applications shall be:

- (b) \$510.00 for the removal, repair or alteration of a building envelope and the repair of damage to structures caused by building envelope failure for any residential building completed between 1985 and 1998.
- i. A Building Permit issued pursuant to this section remains subject to all other applicable Schedule “A” Permit fees.
- (c) A minimum of \$500.00 for the alteration of, or minor addition (less than 25% of the existing floor area) to any building that is not:
- a single family dwelling, duplex, multi-family dwelling building;
 - an accessory building to a single family dwelling, duplex, multi-family dwelling building; or
 - an agricultural building.
- (d) A minimum of \$2500.00 for any new building or major building addition that is not:
- a single family dwelling, duplex, multi-family dwelling building;
 - an accessory building to a single family dwelling, duplex, multi-family dwelling building; or
 - an agricultural building.
- (e) 50% of the prescribed fees listed in 1 (a), (c) or (d) for Building Permit on a property located within the MissionCity Downtown Action Plan Area (as shown on Schedule “B”) for any Permit application received on or before December 31, 2022.

2. Work Without Permit Fees

This section applies to any construction that requires a Permit pursuant to this bylaw.

- (j) The Permit fees specified in Section 1 or 9 of Schedule A shall be increased by 100 % of the Permit fee or \$250.00, whichever is greater, where Construction of work requiring a Permit begins before a Permit is issued.

3. Non-refundable Building Permit Application Fees

Each Building Permit application shall include the payment of a non-refundable portion of the Building Permit application fee as follows:

- (a) \$150.00 per Permit for:
 - i. the alteration or minor addition (less than 25% of the existing floor area) to a single family dwelling or duplex building;
 - ii. an accessory building to a single family dwelling or duplex use; or
 - iii. an agricultural buildings;
- (b) \$1,000.00 per Permit for:
 - i. a new single family or duplex dwelling; or
 - ii. a major addition to a single family or duplex dwelling;
- (c) \$500.00 per Permit for the alteration of or minor addition (less than 25% of the existing floor area) to any other building not included in clause (a) above; and
- (d) \$2,500.00 per Permit for any other new building or major addition not included in clause (b) above.

4. Building Permit Application Plan and Document Revision Fees

- (k) An additional fee of 25% of the Building Permit fee pursuant to Section 1 of this Schedule will be charged where following the plan review the Building Official requires a second iteration of the drawings or supporting documents to be resubmitted.
- (l) An additional fee of 50% of the Building Permit fee pursuant to Section 1 of this Schedule will be charged where following the plan review the Building Official requires a third iteration of the drawings or supporting documents to be resubmitted; and an additional fee of 50% of the Building Permit fee pursuant to Section 1 of this Schedule will be charged for each subsequent iteration where following the plan review the Building Official requires revised drawings or supporting documents to be resubmitted.

5. Building Permit Refunds

- (a) Building Permit fee refunds processed pursuant to Section 7.18 shall not include the non-refundable building Permit application fee paid pursuant to section 3 of this Schedule and shall be limited to 50% of the remaining Building Permit fees paid

6. Covenant Preparation, Processing, Registration and Removal Fees:

- (a) The fee to remove Land Title Notice from a property's Title \$650.00

7. Security and Compliance Deposit

The following security and compliance deposits shall be included at the time of a Permit application:

(a) New Single Family Dwelling or Duplex	\$3,000.00
(b) Major Additions to a Single Family Dwelling or Duplex (more than 25% of the existing floor area)	\$1,000.00
(c) New Multi-Family Residential, Mixed Use, Commercial, Industrial or Institutional Building (per building)	\$5,000.00
(d) Significant alteration of or major addition (more than 25 % of the existing floor area) to a Multi-Family Residential, Mixed Use, Commercial, Industrial or Institutional Building (per building)	\$5,000.00
(e) Minor alteration of or small addition (less than 25 % of the existing floor area) to a Multi-Family Residential, Mixed Use, Commercial, Industrial or Institutional Building (per building)	\$2,000.00
(f) Removal of a Temporary Building pursuant to Section 9 of this Bylaw	\$10,000.00
(g) An additional deposit for the removal or conversion of an existing residential building due to the construction of a new residential building on the property	\$ 5,000.00
(h) New Free Standing Signs	\$1,000.00

8. Occupancy Permit and Provisional Occupancy Permit fees

(a) Fee for an Occupancy Permit issued pursuant to Section 7.18 (r) of the Building Bylaw	\$75.00
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Provisional Occupancy Permit Fees:

- (b) Single Family Dwelling or Duplex:
 - i. \$250.00 (90 day maximum period)
 - ii. \$125.00 renewal (90 day maximum period)
- (c) Multi Family Dwelling
 - i. \$120.00 per unit (120 day maximum period)
 - ii. \$60.00 renewal per unit (60 day maximum)
- (d) Other Than Residential
 - i. \$500.00 per unit (60 day maximum period)
 - ii. \$250.00 renewal per unit (60 day maximum)

9. Plumbing Permit Fees

Plumbing Permit fees:

- | | |
|---|----------|
| (a) Plumbing, involving the installation of fixtures, for each fixture | \$15.00 |
| (b) Notwithstanding subsection (a), the minimum fee payable for a plumbing Permit shall be | \$90.00 |
| (c) Plumbing work involving the installation of storm sewers, sanitary sewers, water service lines and related appurtenances: | |
| i. sanitary sewer | \$ 90.00 |
| ii. storm sewer | \$ 90.00 |
| iii. water service | \$ 90.00 |
| iv. for each sump, oil or grease interceptor, catch basin, manhole, cleanout, inspection chamber, fire hydrant, water meter or reducing station | \$ 50.00 |

Fire Sprinkler System fees:

- | | |
|--|----------|
| (a) for the first 15 sprinkler heads | \$120.00 |
| (b) for each additional sprinkler head | \$2.00 |
| (c) for each siamese connection | \$70.00 |

10. Equivalency Proposal Fees

- | | |
|--|----------|
| (a) The fee to be paid at the time of submission of required information and documentation for an equivalency proposal | \$500.00 |
| (b) The fee for each additional revision of the documentation for an equivalency proposal | \$200.00 |

11. Revision to Issued Permit Drawings

- | | |
|---|--------------|
| (a) The fee to review and revise issued Permit plans or supporting documents for the first two hours or part thereof shall be | \$200.00 |
| (b) Each additional hour or part thereof to review revised plans or documents shall be | \$90.00/hour |

12. Temporary Building Permit Fees

- | | |
|--|----------|
| (a) Temporary building – Building Permit fee | \$200.00 |
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13. Demolition Permit Fees

- | | |
|--|----------|
| (a) Building demolition Building Permit fee | \$200.00 |
| (b) Building demolition Building Permit fee for properties located within the MissionCity Downtown Action Plan Area (as shown on Schedule “B”) received on or before December 31, 2019 | \$100.00 |

14. Re-inspection Fees

- (a) Re-inspection fee \$90.00

15. Special Inspection Fees

- (a) Inspection Fee for inspections during regular office operating hours that require special arrangements because of the location or nature of the construction, shall be billed per hour, plus travel expenses where such inspection is not within the District (for each hour or part thereof including travel time to and from the office). \$90.00/hour
- (b) Inspection Fee for inspections conducted after Standard Office Hours on a Standard Office Work Day (for each hour or part thereof including travel time back to the office) \$130.00/hour
- (c) Inspection Fee for inspections conducted on a Non-Standard Office Work Day (for each hour or part thereof including travel time back to the office; minimum 3 hour charge); or, before Standard Office Hours on a Standard Office Work Day (for each hour or part thereof) \$200.00/hour
- (d) Geotech Report Review Fee \$150.00
- (e) Secondary Suite Inspection to determine building upgrade requirements to add Secondary Suite to a dwelling unit \$250.00

16. Woodstove Permit Fee

- (a) Woodstove Permit fee \$150.00

17. Administrative Processing Fees

- (a) Building Permit Renewal fee \$150.00
- (b) Change of Property Owner fee \$100.00
- (c) Transfer of Building Permit fee \$150.00
- (d) File research fees:
- i. First 30 minutes of part thereof \$30.00
 - ii. Each additional 30 minutes or part thereof \$30.00
- (e) Preparing permanent construction records:
- i. For a new single family dwelling or duplex: 0.02% of the construction value, subject to a minimum of \$35.00 and a maximum of \$100.00

- ii. For new and/or additions of, commercial, industrial, institutional and multi-family projects: 0.02% of the construction value, subject to a minimum of \$100.00 and a maximum of \$175.00
- iii. For all other Permits (such as single family/duplex additions, accessory buildings, farm buildings, sign, plumbing, fire sprinkler, irrigation, tenant improvement Permits, etc.): 0.01% of the construction value, subject to a minimum of \$35.00 and a maximum of \$100.00

SCHEDULE "B"

MissionCity Downtown Action Plan Area

