

THE CORPORATION OF THE CITY OF Quesnel

BYLAW NUMBER 1550, 2003

CONSOLIDATED VERSION FOR CONVENIENCE ONLY

AMENDING BYLAWS:

BYLAW NO. 1683, 2010 (FEES BYLAW)

BYLAW NO. 1698 September 19<sup>th</sup>, 2011

BYLAW NO. 1699, 2011 (FEES BYLAW)

A BYLAW for the Administration of Building Regulations

WHEREAS the *Local Government Act* authorizes the Corporation of the City of Quesnel, for the health, safety and protection of persons and property, to regulate the construction, alteration, repair or demolition of buildings and structures by bylaw;

AND WHEREAS the Province of British Columbia has adopted a Building Code to govern standards in respect of the construction, alteration, repair and demolition of buildings in municipalities and regional Districts in the province;

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

NOW, THEREFORE, the Council of the Corporation of the City of Quesnel, in Open Meeting assembled, ENACTS AS FOLLOWS:

1.0 DEFINITIONS

1.1 In this bylaw

The following words and terms have the meanings set out in Section 1.1.3.2 of the British Columbia Building Code 2006: **assembly occupancy, building, building area, building height, business and personal services occupancy, care or detention occupancy, co-ordinating registered professional, designer, field review, high hazard industrial occupancy, industrial occupancy, low hazard industrial occupancy, major occupancy, mercantile occupancy, medium hazard industrial occupancy, occupancy, owner, registered professional, and residential occupancy.**

“Building Code” means the British Columbia Building Code 2006 as adopted by the Minister pursuant to section 692 (1) of the Local Government Act, as amended or re-enacted from time to time.

“Building Official” includes building inspectors designated by the City of Quesnel.

“Complex Building” means:

- (a) all buildings used for major occupancies classified as
  - i) assembly occupancies
  - ii) care or detention occupancies
  - iii) high hazard industrial occupancies.

- (b) all buildings exceeding 600 square meters in building area or exceeding three storeys in building height used for major occupancies classified as

- i) residential occupancies
- ii) business and personal services occupancies
- iii) mercantile occupancies
- iv) medium and low hazard industrial occupancies.

“Plumbing Building Code” shall mean the regulations adopted by the Province of British Columbia as Part 7 of the B.C. Building code.

“Commence construction” shall mean to proceed with construction, including excavation, of a project and shall include projects to which the Subdivision and Development Servicing Bylaw No. 1230 applies.

“Completion Certificate” means an occupancy permit.

“Constructor” means a person who contracts with an owner or his authorized agent to undertake a project, and includes an owner who contracts with more than one person for the work on a project or undertakes the work on a project or any part thereof.

“Construction” means the process of putting together a building or structure.

“City” shall mean the City of Quesnel.

“Health and Safety aspects of the work” means design and construction regulated by Part 3, Part 4, and Section (9.4, 9.8, 9.9, 9.10, 9.12, 9.14, 9.15, 9.17, 9.18, 9.20, 9.21, 9.22, 9. 23, 9.24, 9.31, 9.32 and 9.34 of Part 9 of the Building Code.

“Not started” shall mean that no part of the project has proceeded, including the excavation stage.

“Occupancy” means that use or intended use of a building or part thereof for the shelter or support of persons, animals or property.

“Occupancy Permit” shall mean an inspection form, corresponding with the occupancy inspection, which shows that the Building Official considered that no further inspections were necessary and

that the project authorized by the permit was considered to be complete and ready for use at the time of the occupancy inspection.

“Occupier” means a person: (a) who is qualified to maintain an action for trespass; (b) who is in possession of Crown Land under a homestead entry or pre-emption record, who is in possession of Crown Land or land owned by a municipality under a lease, license, agreement for sale, accepted application to purchase, easement or other record from the Crown or municipality, or who simply occupies the land; (c) includes the occupier’s agent.

“Owner” means in respect of real property, the registered owner of an estate in fee simple and includes: (a) the tenant for life under a registered life estate; (b) the registered holder of the last registered agreement for sale; (c) the holder or occupier of land held in the manner mentioned in Section 356 and 357 of the *Local Government Act*; (d) an Indian who is an owner under the Letters Patent of a municipality, incorporated under Section 12 of the *Local Government Act*; (e) any person, firm or corporation controlling the property under consideration; (f) the owner’s agent.

“Permit” shall mean the document issued under the authority of this bylaw which authorizes an owner to proceed with the project as described on the permit form and related documents.

“Project” shall mean construction, erection, repair, alteration, enlargement, addition, installation, demolition, removal or change of class of occupancy.

“Qualified Tradesperson” shall mean a person who holds current certification as a journeyman in the trade for which a statement of compliance is being provided pursuant to Section 24.11 of this bylaw.

“Retaining Wall” shall mean any structure other than a building wall which exceeds 1.2 meters in height from the ground level on one side to the ground level on the opposite side of the structure and which is intended to hold the ground in place against the forces of gravity.

“Site Services” shall mean those utilities and features, which provide for servicing a project within the property on which it is located and include water supply and distribution systems, sanitary sewer collection and access roads.

“Standard building” means a building of three storeys or less in building height, having a building area not exceeding 600 square meters and used for major occupancies classified as:

- a) residential occupancies
- b) business and personal services occupancies
- c) mercantile occupancies or

- d) medium and low hazard industrial occupancies

“Structure” means a construction or portion thereof of any kind, whether fixed to, supported by or sunk into land or water, but specifically excludes landscaping, fences, paving and retaining structures less than 1.2 meters in height.

“Swimming Pool” shall mean a structure capable of being filled with water, used or intended to be used for swimming, bathing or wading and having a surface area exceeding fourteen (14) square meters or a depth of more than 0.6 meters, but does not include a hot tub which is equipped with a rigid removable cover.

“Temporary Building” shall mean a building which is to be used for a short specific duration as authorized by this bylaw.

“This Bylaw” means the Building Bylaw of the City of Quesnel.

## 2.0 TITLE

- 2.1 This Bylaw may be cited for all purposes as the City of Quesnel “Building Bylaw Number 1550, 2003.”

## 3.0 PURPOSE OF BYLAW

- 3.1 This bylaw shall, notwithstanding any other provisions herein, be interpreted in accordance with this section.
- 3.2 This bylaw is enacted and retained for the purpose of regulating construction within the City in the interest of the general public. The activities undertaken by, or on behalf of the City, pursuant to this bylaw are for the sole purpose of providing a limited and interim spot checking function for reasons of health, safety and the protection of persons and property. It is not contemplated nor intended, nor does the purpose of this bylaw extend:
  - 1) to the protection of owners, owner/builders or constructors from economic loss;
  - 2) to the assumption by the City of any responsibility for ensuring the compliance by any owner, his representatives or any employees, constructors or designers retained by him or her, with the current edition of the British Columbia Building Code, the requirements of this bylaw or any other applicable enactment respecting safety;
  - 3) to providing to any person a warranty of design or workmanship or materials with respect to any building or structure for which a building permit or occupancy permit is issued under this bylaw;

- 4) to providing a warranty or assurance that construction undertaken pursuant to building permits issued by the City is free from latent, or any defects.

#### 4.0 CLIMATIC DATA

- 4.1 The climatic data for the design of buildings in the City shall be the data listed in the Building Code– Appendix “C”.
- 4.2 The depth of ground cover for frost protection referred to in the Building Code shall be a minimum of 1050mm.

#### 5.0 SCOPE AND EXEMPTIONS

- 5.1 This Bylaw applies to the design, construction and occupancy of new buildings and structures, and the alteration, reconstruction, demolition, removal, relocation and occupancy of existing buildings and structures.
- 5.2 In addition to the exemptions specified in Part 1 of the Building Code, this bylaw does not apply to:
  - 1) Landscaping or other surfacing of land, except retaining walls greater than 1.2 meters in height;
  - 2) Bridges other than pedestrian and vehicular bridges attached to buildings;
  - 3) Docks or wharves, except where a building is constructed on a dock or wharf, then this bylaw applies to the dock and the building;
  - 4) Decks or patios which are less than 600mm from the ground;
  - 5) Site services within a bare land strata under the *Condominium Act*;
  - 6) Accessory buildings less than 15 m<sup>2</sup> in building area.

#### 6.0 APPLICATION OF BYLAW

- 6.1 This bylaw applies to the buildings and matters specified in the Building Code and to the following:
  - 1) Design and construction of swimming pool fences;
  - 2) Design and construction of retaining walls;
  - 3) Design and construction of site services for mobile home parks;

- 4) Design and construction of site services for campgrounds or recreation vehicle parks;
- 5) Design and construction of site services for commercial, industrial and residential developments;
- 6) Moving of buildings into or within the City;
- 7) Temporary buildings.

## 7.0 PROHIBITIONS

- 7.1 No person shall commence or continue any construction, alteration, reconstruction, demolition, removal, relocation, or change the occupancy of any building or structure, including excavation or other work related to construction unless a building official has issued a valid and subsisting permit for the work.
- 7.2 No person shall occupy or use any building or structure unless a valid and subsisting occupancy permit has been issued by the building official for the building or structure, or contrary to the terms of any permit issued or any notice given by a building official.
- 7.3 No person shall knowingly submit false or misleading information to a building official in relation to any permit application or construction undertaken pursuant to this bylaw.
- 7.4 No person shall continue to construct a project where the Building Official has ordered construction to stop.
- 7.5 No person shall continue to construct a portion of a project where the Building Official has ordered construction to stop on that portion of the project.
- 7.5 No person shall, unless authorized in writing by a building official, reverse, alter, deface, cover, remove or in any way tamper with any notice, permit or certificate posted upon or affixed to a building or structure pursuant to this bylaw.
- 7.6 No person shall obstruct the entry of a building official or other authorized official of the City onto property in the administration of this bylaw.
- 7.7 No person shall do any construction which varies substantially from the description, plans or supporting documentation for the project for which a permit has been issued, without first obtaining an amendment to the permit.

- 7.8 No person shall change the occupancy of a building or part of a building without first obtaining a permit from the Building Official which authorizes the change.
- 7.9 No owner, agent or tenant shall allow use of a project or portion of a project for which a permit is required under this bylaw, without first obtaining an occupancy permit.
- 7.10 Except as required by Section 24.11 and 24.12 of this bylaw, no person shall cover any construction required to be inspected under this bylaw, without first obtaining authorization from the Building Official to cover the construction.

## 8.0 THE BUILDING OFFICIAL

8.1 The Building Official may:

- a) administer this bylaw;
- b) keep paper, microfilm, and electronic records of permits;
- c) require an applicant for a permit, or a person with a valid permit, to show proof that any method, type of construction, or material used in a project conforms with the requirements and provisions of this bylaw;
- d) issue a stop work order where a project or a portion of a project is proceeding in contravention of this bylaw or the Zoning Bylaw;
- e) enter any building or premises at any reasonable time concerning any matter under this bylaw;
- f) refuse to issue a permit where the information submitted is inadequate;
- g) refuse to issue a permit that would authorize a project or use that would not conform with this bylaw, the Zoning Bylaw, the Subdivision and Development Servicing Bylaw, or the Sanitary Sewer Regulation Bylaw;
- h) revoke a permit where:
  - i) there is a contravention of a condition under which the permit was issued; or
  - ii) the permit was issued in error; or
  - iii) the permit was issued on the basis of incorrect information.

- i) determine the valuation of a project in accordance with the City of Quesnel Master Fees Bylaw;
- j) require correction of construction which does not conform with this bylaw on a project for which an active permit is in effect;
- k) accept the recommendations of the Canadian Construction Materials Centre's "Evaluation Reports and Listing" as certification that the product or method of construction is in conformance with the Building Code;
- l) accept Building Standards Branch opinions and appeal decisions for Building Code interpretation purposes;
- m) accept the testing results and recommendations of recognized testing agencies; and
- n) require an applicant for a permit to provide a title search and copies of any covenants and statutory right-of-ways listed on a title search.

8.2 The Building Official is authorized to issue a permit for the construction of a phase of a project before the entire plans and specifications for the project are ready.

8.3 The Building Official is authorized to require an applicant for a permit or a person who has a valid permit to obtain a statement from a Registered Professional certifying that a portion or all of a project conforms with the requirements of this bylaw and good engineering practice.

8.4 The Building Official may rely on the written, signed statement of compliance of a Registered Professional or a qualified trades person for all or any portion of a project as assurance that the project or portion of the project conforms to this bylaw.

#### 9.0 DISCLAIMER OF WARRANTY OR REPRESENTATION:

9.1 Neither the issuance of a permit under this bylaw, the review and acceptance of the design, drawings, plans or specifications, nor inspections made by a building official, shall constitute a representation or warranty that the Building Code or the bylaw have been complied with or the building or structure meets any standard of materials or workmanship, and no person shall rely on any of those acts as establishing compliance with the Building Code or this bylaw or any standard of construction.

#### 10.0 RESPONSIBILITIES OF THE OWNER



- 10.1 Every owner shall ensure that all construction complies with the Building Code, the City of Quesnel Zoning Bylaw, this bylaw and other applicable enactment respecting safety;
- 10.2 Every owner to whom a permit is issued shall be responsible for the cost of repair of any damage to municipal works that occurs in the course of the work authorized by the permit;
- 10.3 Every owner to whom a permit is issued shall, during construction:
  - 10.3.1 post and maintain the permit in a conspicuous place on the property in respect of which the permit was issued;
  - 10.3.2 keep a copy of the accepted designs, plans and specifications on the property; and
  - 10.3.3 post the civic address on the property in a location visible from any adjoining streets.

## 11.0 PERMIT CONDITIONS

- 11.1 A permit is required whenever a project regulated by this bylaw is to be undertaken. Projects, regulated by this bylaw, include but are not limited to:
  - a) Construction of new buildings;
  - b) Additions to buildings;
  - c) Interior and exterior alteration of buildings and structures, which involve materials or systems, controlled by the Building Code;
  - d) Foundations for, and set up of, modular and mobile homes;
  - e) Installation of plumbing systems;
  - f) Alterations and additions to plumbing systems;
  - g) Installation and alteration of fire protection sprinkler systems;
  - h) Installation or alteration of mechanical exhaust and fire protection systems for commercial cooking equipment;
  - i) Construction, installation or alteration of chimneys or fireplaces;
  - j) Installation of solid fuel burning appliances;

- k) Construction, additions or alteration of site services for mobile home parks;
- l) Construction, additions or alteration of site services for campgrounds or recreation vehicle parks;
- m) Construction of retaining walls greater than 1.2 meters in height;
- n) Construction of foundations and set up of moved buildings;
- o) Construction of swimming pool fences;
- p) Change of class of occupancy for a building or part of a building;
- q) Construction of site services for commercial, industrial and residential developments;
- r) Placing or construction of temporary buildings;
- s) Demolition of buildings or structures.

11.2 Neither the issuance of a permit under this bylaw nor the acceptance or review of plans, drawings or supporting documents, nor any inspections made by or on behalf of the City shall in any way relieve the owner or his or her representatives from full and sole responsibility to perform the work in strict accordance with this bylaw, the Building Code and or other applicable enactment respecting safety.

11.3 It shall be the full and sole responsibility of the owner (and where the owner is acting through a representative, the representative) to carry out the work in respect of which the permit was issued in compliance with the Building Code and this bylaw or other applicable enactment respecting safety.

11.4 Neither the issuance of a permit under this bylaw nor the acceptance or review of plans, drawings or specifications or supporting documents, nor any inspections made by or on behalf of the City constitute in any way a representation, warranty, assurance or statement that the Building Code, this bylaw or other applicable enactment respecting safety have been complied with.

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

## 12.0 APPLICATIONS

12.1 Every person shall apply for and obtain:

- 12.1.1.1 a building permit before constructing, repairing or altering a building or structure;
- 12.1.1.2 a moving permit before moving a building or structure;
- 12.1.1.3 a demolition permit before demolishing a building or structure;
- 12.1.1.4 a fireplace and chimney permit prior to the construction of a masonry fireplace or the installation of a wood burning appliance or chimney unless the works are encompassed by a valid building permit;
- 12.1.1.5 a building permit for the set up of a manufactured home.

12.2 All plans submitted with permit applications shall bear the name and address of the designer of the building or structure.

12.3 Each building or structure to be constructed on a site requires a separate building permit and shall be assessed a separate building permit fee based on the value of that building or structure as determined in accordance with the City of Quesnel Master Fees Bylaw.

## 13.0 APPLICATIONS FOR COMPLEX AND STANDARD BUILDINGS

13.1 A person seeking to obtain a permit shall make application in writing to the Building Official, and such application shall:

- a) be in a form prescribed by the City;
- b) be signed by the owner; for complex buildings the application must be signed by the owner or a signing officer if the owner is a corporation and the co-ordinating registered professional;
- c) be accompanied by the owner's acknowledgement of responsibility and undertakings as required in Section 13.10 of this bylaw, signed by the owner or a signing office if the owner is a corporation;
- d) except for permit applications for alterations, be accompanied by a current title search for the property, plus

any referenced covenants, easements and statutory right-of-ways.

13.2 A permit application shall expire six (6) months after the application date if the permit has not been issued. The materials in support of such application may be destroyed by the City where the applicant has failed to retrieve them within two (2) years of the date of applications.

13.3 Where the application is for a permit for a building, an addition, an alteration, or the moving of a building, the application shall state the intended use or uses of the building and include, where necessary, in support of the application, two (2) copies of the specifications and scale drawings of the project and site with respect to which the work is to be carried out. Such specifications and scale drawings shall show, in addition to the requirements of Section 2.3 of the Building Code:

- a) a site plan prepared by a British Columbia Land Surveyor showing:
  - i) the legal description and civic address of the site on which the building is to be located;
  - ii) the dimensions of the site on which the building is to be located;
  - iii) the location of the proposed building by dimensions from the property lines;
  - iv) the location of every other existing building on the site by dimensions from the property lines.
- b) the building official may waive the requirement for a site plan, in whole or in part;
- c) the location, dimensions and gradient of off-street parking and loading spaces, where required;
- d) 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;
- e) 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 or structure where the City's land use regulations establish siting requirements related to minimum floor elevation;

- f) the building elevations for each face of the proposed building and, when required, of all existing buildings on the site;
- g) the north bearing on the site plan;
- h) floor plans showing the dimensions and intended use of all rooms and spaces;
- i) the details and description of the wall, roof, ceiling and floor systems, including insulation and exterior and interior finishes;
- j) descriptions of the windows and doors, including type and size;
- k) the location of all plumbing fixtures;
- l) the type and location of all heating and ventilation appliances;
- m) the technical details, cross sections and other information necessary to illustrate the features of the project;
- n) any other information necessary to establish compliance with this bylaw and other applicable bylaws of the City; and
- o) where necessary, schematic drawings that show the size and location of every pipe and trap in the drainage system of the project.

13.4 Applications for a standard building located within the City of Quesnel Steep slope/hazardous area as noted on the map attached to this bylaw as Schedule "5", are required to have a;

- a) foundation design prepared by a registered professional in accordance with Section 4.2 of Part 4 of the Building Code, accompanied by letters of assurance in the form of Schedules B-1 and B-2 as referred to in section 2.6 of Part 2 of the Building Code, signed by the registered professional; or
- b) a professional engineer's report pursuant to section 699(2) of the Local Government Act, where the permit is to be issued in accordance with sections 699 (5) and (6) of the Local Government Act.

13.5 Where the application is for a permit for the construction of site services for a mobile home park, campground, recreation vehicle park, or addition thereto, the application must be accompanied by two (2) copies of the specifications and scale drawings of the project. Such specifications and drawings shall include:

- a) site plans;
- b) internal street and lane details, including sections, grades and vertical and horizontal curve details;
- c) pad or slab design for each proposed mobile home space or camp space;
- d) mobile home or camp space sizes;
- e) method of marking out each mobile home or camp space;
- f) location and size of common storage areas;
- g) location and size of all buffer and amenity open space areas;
- h) size and details of lighting, water mains, services and hydrants;
- i) size and design details of sewer mains, manholes and services and/or septic tank and field locations;
- k) size and design details of all fences;
- l) size and location of parking spaces;
- m) storm water drainage provisions and details;
- n) a letter of assurance in the form of Schedules B-1 and B-2 as referred to in Section 2.6 of Part 2 of the Building Code signed and sealed by a Registered Professional.

13.6 Where the application is for a permit for the construction of a retaining wall, the application must be accompanied by two (2) copies of the specifications and scale drawings of the wall. Such specifications and drawings shall include:

- a) a site plan showing the size and location of the wall;
- b) a plan view of the wall and footing;
- c) typical cross sections of the wall;
- d) the stamp and signature of a Registered Professional; and
- e) a letter of assurance in the form of Schedules B-1 and B-2 as referred to in Section 2.6 of Part 2 of the Building Code signed and sealed by a Registered Professional.

13.7 Where the application is for a permit for the construction of site services, the application must be accompanied by two (2) copies of

the specifications and scale drawings of the project. Except for project a of one residential building containing less than four dwelling units, such specifications and scale drawings shall include:

- a) site plans;
- b) internal street and lane details, including sections, grades and vertical and horizontal curve details, grade, subgrade and surfacing details;
- c) driveway and parking areas;
- d) size and location of parking and loading spaces;
- e) size and design details of water mains, services and hydrants;
- f) size and design details of sewer mains, manholes and services;
- g) location of all electrical services, transformer pads and kiosks, including street lighting;
- h) storm water drainage provisions and details.

13.8 Notwithstanding any other provisions of this bylaw, where the Building Code and this bylaw require that Registered Professionals be involved, or where project or portion of a project requires specialized technical advice, planning and supervision, all drawings, specifications and designs, or any part thereof, shall be certified by Registered Professionals as complying with the Building Code and this bylaw and the construction shall be done under the supervision of the Registered Professionals.

13.9 A letter of assurance in the form of Schedule "A" as referred to in section 2.6 of Part 2 of the Building Code, signed by the owner, or a signing officer of the owner if the owner is a corporation, and the co-ordinating registered professional.

13.10 Letters of assurance in the form of Schedules B-1 and B-2 as referred to in section 2.6 of Part 2 of the Building Code, each signed by such registered professional as the building official or Building Code may require to prepare the design for and conduct field reviews of the construction of the building or structure.

13.11 Where a project or a portion of a project has been certified under subsection 13.8 and the permit documents show that the permit was issued based on that certification, the fee for the permit shall

be reduced by ten percent (10%) or \$1000.00 whichever is less, for the value of that portion of the project covered by the certification.

13.12 Every application for a permit shall include the following acknowledgements by the permit applicant:

- 1) I acknowledge that if I am granted a building permit pursuant to this application that I am responsible for compliance with the current edition of the Building Code, this bylaw and any other applicable enactment, Building Code, regulation or standard relating to the work in respect of which the permit is issued, whether or not the said work is undertaken by me or by those whom I may retain or employ to provide design and/or construction services.
- 2) I acknowledge that neither the issuance of a permit under this bylaw, nor the acceptance or review of plans, specifications, drawings or supporting documents, nor inspections made by or on behalf of the City constitute a representation, warranty, assurance or statement that the current edition of the British Columbia Building Code, the Building Bylaws of the City of Quesnel or any other applicable enactment, Building Code, regulation or standard has been complied with.
- 3) Where the City requires that Letters of Assurance be provided by a Registered Professional pursuant to Section 290 of the *Local Government Act*, I confirm that I have been advised in writing by the City that it relied exclusively on the Letter of Assurance of "Professional Design and Commitment for Field Review" prepared by (insert name of Registered Professional) \_\_\_\_\_ in reviewing the plans, drawings, specifications and supporting documents submitted with this application for a building permit.
- 4) I confirm that I have relied only on the said Registered Professional for the adequacy of plans, drawings, specifications and supporting documents submitted with this application.
- 5) I understand that I should seek independent legal advice in respect of the responsibilities I am assuming upon the granting of a permit by the City pursuant to this application and in respect of the execution of this acknowledgement.



#### 14.0 FEES AND CHARGES

- 14.1 In addition to applicable fees and charges required under other bylaws, a permit fee, calculated in accordance with the City of Quesnel Master Fees Bylaw, shall be paid in full prior to issuance of any permit under this bylaw.
- 14.2 Where a project authorized by a permit is not started and the permit is cancelled or expired, the City will refund fees as follows:
- a) Permits having a total permit fee of \$100.00 or less – no refund shall be allowed;
  - b) Permits having a total permit fee of more than \$100.00 – 75 percent of the permit fee in excess of \$100.00 shall be refunded.

#### 15.0 BUILDING PERMITS

- 15.1 The permit shall be issued by the Building Official when the owner or his or her representative has:
- a) completed an application including all required supporting documentation which can be shown or certified to conform to the requirements of the Building Code and bylaws of the City; and
  - b) provided sufficient documents, plans and specifications to show that the proposed work set out in the application will substantially conform with the Building Code, this bylaw and all other applicable bylaws and enactment;
  - c) Filed a Schedule “3”, Owners undertaking,
  - d) paid the fees prescribed in City of Quesnel Master Fees Bylaw; and
  - e) obtained a development permit from the City, as required; and
  - f) obtained approval for all service connections from the City of Quesnel Engineering Department, as required, where the project is affected by bylaws such as the Subdivision and Development Servicing Bylaw or water and sewer regulatory bylaws or other enactment and has paid all charges; and
  - g) retained a professional engineer or geo-scientist if required by the provisions of the Engineers and Geo-scientists Act;

- h) retained an architect if required by provisions of the Architects Act;
- i) filed an Owner/Builder Declaration and Disclosure Notice where required by the *Homeowner Protection Act*; and
- j) filed proof of being a licensed residential builder with coverage by home warranty where required by the *Homeowner Protection Act*.

15.2 A permit shall be considered expired if:

- a) the project authorized by the permit is not started with six (6) months from the date of issuance of the permit;
- b) the work, once started, is suspended or discontinued for a period of one year; or
- c) the project authorized by the permit is not completed within 24 months from the date of issuance of the permit;
- d) the permit is issued for the set up of a manufactured home and not complete within 6 months from the date of issuance from the permit.

15.3 A building official may extend the period of time set out under section 15.2 a) and b) where construction has not been commenced or where construction has been discontinued due to adverse weather, strikes, material or labour shortages, or similar hardship beyond the owner's control.

15.4 A building official may issue an excavation permit prior to issuance of a building permit.

15.5 A building official may issue a building permit for a portion of a building or structure before the design, plans and specifications for the entire building or structure have been accepted, provided sufficient information has been provided to the City to demonstrate to the building official that the portion authorized to be constructed substantially complies with this and other applicable bylaws and the permit fee applicable to that portion of the building or structure has been paid. The issuance of the permit notwithstanding, the requirements of this bylaw apply to the remainder of the building or structure as if the permit for the portion of the building or structure had not been issued.

15.6 When a site has been excavated under an excavation permit issued pursuant to Section 15.4 of this bylaw and the building permit is not subsequently issued or a subsisting building permit has expired in accordance with the requirements of section 15.2 but without the construction of the building or structure for which the building

permit was issued having commenced, the owner shall fill in the excavation to restore the original gradients of the site within 60 days of being served notice by the City to do so.

- 15.7 A permit is not required for a temporary construction site office or temporary materials storage facility at a site for a project for which a permit has been issued.
- 15.8 Prior to the expiry of a permit in accordance with article 15.2 of this Bylaw and where the work on the project is not complete, the owner shall obtain a renewal permit. Renewal permits are valid for a period of one (1) year except for mobile home setups which will be six (6) months.
- 15.9 Repealed.
- 15.10 A permit for a temporary building shall be valid for the length of time specified on the permit, but not more than one (1) year. Such permit is renewable for further one (1) year periods, subject to payment of permit renewal fees as specified in the City of Quesnel Master Fees Bylaw. In no case shall a permit for a temporary building authorize such a building to be located on the same property for more than four (4) years as a temporary building.
- 15.11 A recreational vehicle may be used as a temporary building at a site for a single-family dwelling project where a permit has been issued and construction is occurring for the dwelling on the same site. Such recreational vehicle may be used as a temporary building during the construction period of the dwelling, but no longer than one (1) year from the date of issuance of the permit for the dwelling.

## 16.0 PROFESSIONAL PLAN CERTIFICATION

- 16.1 The letters of assurance in the form of Schedules B-1 and B-2 referred in section 2.6 of Part 2 of the Building Code and provided pursuant to section 13.8 of this bylaw are relied upon by the City and its building officials as certification that the design and plans to which the letters of assurance relate comply with the Building Code and other enactment relating to safety.
- 16.2 A building permit issued for the construction of a complex building, or for a standard building for which a building official required professional design pursuant to section 13.8 of this bylaw shall be in the form as provided for by the City.
- 16.3 A building permit issued for the construction of a complex building, or for a standard building for which a building official required professional design pursuant to section 13.8 of this bylaw, shall provide confirmation of insurance coverage in the form of schedule "4" to this bylaw.

- 16.4 A building permit issued pursuant to section 13.8 of this Bylaw shall include a notice to the owner that the building permit is issued in reliance upon the certification of the registered professionals that the design and plans submitted in support of the application for the building permit comply with the Building Code and other applicable enactment relating to safety.

## 17.0 GENERAL PROVISIONS

- 17.1 The owner shall post the permit card on the project site so that it is visible from the frontage street.
- 17.2 The owner shall have available on the project site at all times, when construction is taking place, a copy of the permit and related documents.
- 17.3 A permit or an application for a permit may be transferred to another person when the owner has requested the transfer in writing and the fee required by the City of Quesnel Master Fees Bylaw has been paid.
- 17.4 An owner shall allow the Building Official at all reasonable times, to enter on the project site for any purpose pursuant to this bylaw.
- 17.5 Where a building is to be constructed within two (2) meters of a setback requirement in the Zoning Bylaw, a survey certificate shall be provided to the Building Official and the certificate shall show the location of all exterior foundation walls and columns with reference to the nearest property lines. The subsection shall not apply to single storey, easily relocated, detached accessory buildings with a building area of less than fifty (50) square meters.
- 17.6 A building shall not proceed beyond the foundation stage until a survey certificate required pursuant to this bylaw has been filed with the Building Official. Such survey certificate shall show that the siting of the building could, when finished, conform to the requirements of the City's Zoning Bylaw, applicable easements, right-of-ways and restrictive covenant lines. Such survey certificate shall be prepared by a B.C. Land Surveyor or other person as permitted by the *Land Surveyors Act*.
- 17.7 When a permit application is received it shall be referred to the City's Engineering Department to determine the requirements of the City's Subdivision and Development Servicing Bylaw as it may apply to the proposed project.

- 17.8 Where the City has caused a notice to be filed on the title of a property in accordance with Section 700(3) of the *Local Government Act*, R.S.B.C., the notice may be removed, provided:
- a) the owner has obtained a new permit for the correction of the construction;
  - b) the deficient construction has been corrected and completed so that the conditions which gave rise to the filing of the notice have been rectified; and
  - c) the owner has submitted the fee for the removal of the notice as outlined in the City of Quesnel Master Fees Bylaw.
- 17.9 Except where prior arrangements have been made by the owner due to the size of the project, the exterior finish of a project shall be completed within twenty-four (24) months from the date of issuance of the permit for the project.
- 17.10 Where written information regarding the building and land use status of a property is requested by a person other than the owner of that property, a fee as set out in the City of Quesnel Master Fees Bylaw for such information shall be paid to the City of Quesnel.

## 18.0 MOVING OF BUILDINGS

- 18.1 No person shall relocate a building or part thereof into the City or from one property to another within the City unless the owner or his agent has first obtained a permit for that purpose as provided for in this bylaw.
- 18.2 Except as provided in Section 18.6 of this bylaw, a person applying to relocate a building or mobile home shall have the building evaluated by the Building Official. For such evaluation the applicant shall pay the fee specified in the City of Quesnel Master Fees Bylaw.
- 18.3 The evaluation referred to in Section 18.2 of this bylaw, shall include:
- a) the style and character of the building in relation to the location to which it is to be moved, where there is a residence on an adjacent lot within one hundred (100) meters of the relocated building location;
  - b) those portions of the building which are visible without removing finishes;
  - c) those items listed in Section 18.4 and 18.5 of this bylaw.

- 18.4 The owner shall upgrade the following items to meet current Building Code requirements when a building is relocated:
- a) chimneys and fireplaces;
  - b) any portions of the building in which failure is visibly evident without removing finishes;
  - c) smoke and carbon monoxide alarms;
  - d) fire exit windows;
  - e) plumbing.
- 18.5 The owner shall replace the following systems when a building is relocated if they are decayed or worn out:
- a) roofing;
  - b) exterior finish or portions of the exterior finish.
- 18.6 Where a dwelling or mobile home is less than ten (10) years old, the building evaluation referred to in Section 18.2 is not required.

#### 19.0 SWIMMING POOL FENCES

- 19.1 A fence or an equivalent barrier of not less than one point two (1.2) meters in height shall be provided to prevent access to a swimming pool. All openings through the fence shall be equipped with self-closing and self-latching gates. Where the access to the swimming pool is from a dwelling located on the same property as the swimming pool, the access may be directly from the dwelling.
- 19.2 The fence or equivalent barrier referred to in Section 19.1 of this bylaw shall be of chain link type material, solid material with a flat vertical surface, or vertically oriented material, all intended to discourage climbing. All openings through such a fence or barrier shall have a size so as to prevent the passage of a spherical object having a diameter of ten (10) centimetres or greater. Vehicle or service gates through the fence or barrier shall be locked closed at all times when not in use.
- 19.3 A swimming pool which is located above ground and has vertical sides of at least one point two (1.2) meters may be protected from access by fencing the access ladder to limit access, with a self-closing and self-latching gate through the fence.
- 19.4 A swimming pool fence or equivalent temporary barrier shall be in place prior to placing the water in a pool.

## 20.0 RETAINING WALLS

- 20.1 Plans and specifications for retaining walls shall be prepared and the construction supervised by a Registered Professional.
- 20.2 Retaining walls shall be designed in accordance with good engineering practice.
- 20.3 Registered Professionals doing design and construction supervision of retaining walls shall submit letters of design, review and completion as required by the Building Code.

## 21.0 MOBILE HOME PARKS, CAMPGROUNDS AND RV PARKS

- 21.1 Mobile home parks, campgrounds and recreation vehicle parks shall be designed and constructed in accordance with the requirements of the City's Zoning Bylaw, the Subdivision and Development Servicing Bylaw, the Mobile Home Park Bylaw, this bylaw and good engineering practice.
- 21.2 Mobile home parks, campgrounds and recreation vehicle parks shall be designed by, and their construction carried out under the supervision of a Registered Professional.
- 21.3 Registered Professionals doing design and supervision for a mobile home park, campground or recreation vehicle park, shall submit letters of design, review and completion as required by the Building code.

## 22.0 SITE SERVICES

- 22.1 Site services shall be designed and their construction carried out under the supervision of a Registered Professional.
- 22.2 Site services shall be designed in accordance with good engineering practice or the Building Code.
- 22.3 Registered Professionals doing a site services project shall submit letters of design, review and completion as required by the Building Code.

## 23.0 REPLACEMENT DWELLINGS

- 23.1 Where the Zoning Bylaw allows only one dwelling unit on a lot, the owner may obtain a permit to construct a replacement dwelling on the same lot where the owner agrees to demolish the first dwelling or convert it to a permitted accessory building with sixty (60) days of occupancy of the replacement dwelling.

## 24.0 INSPECTIONS

- 24.1 a) Except as noted in Section 24.11 and 24.12 of this bylaw every owner or agent carrying out construction pursuant to this bylaw shall obtain the required inspections from the Building Official and where the inspection reveals deficiencies, shall obtain re-inspections;
- b) It is the obligation of the owner or the owner's agent to obtain inspections. No duty to inspect is cast upon the Building Official or the City due to the overriding obligation of the owner to ensure compliance with this bylaw;
- c) It is not expected that a Building Official will review each example of the same item in a building, where an inspection involves multiple examples of the same item;
- d) where Registered Professionals provides letters of assurance in accordance with Sections 19, 20, 21 and 22 of this bylaw, the City will rely solely on field reviews undertaken by the registered professional and the letters of assurance submitted pursuant to Section 19, 20, 21 and 22 of this bylaw as assurance that the construction substantially conforms to the design and that the construction substantially complies with the Building Code, this bylaw and other applicable enactment respecting safety;
- e) Notwithstanding Section 24.1.1 d) of this bylaw, 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.

24.1.1 For accessory building the required inspections are:

- a) Footing/Foundation Inspection – after preparation for footings and/or foundation walls are complete, but prior to the placement of any concrete;
- b) Plumbing inspection – after any part of the plumbing systems is in place, including water and sewer services, prior to covering;
- c) Framing inspection – after framing and sheathing of the project is complete, including fire stopping, bracing, chimneys, roofing, duct work, plumbing, gas venting, wiring and continuity of fire separations through concealed spaces,



before any insulation, lath or other interior or exterior finish is applied which could conceal the work;

- d) Occupancy inspection – after the project or a portion thereof is complete and ready for use, prior to any occupation of the whole or any portion of the project.

24.1.2 For swimming pool fences the required inspections are:

- a) Occupancy inspection – after the work is complete.

24.1.3 For mobile home (additions for other than stairs and landings are inspected as per Section 24.1.4 of this bylaw) the required inspections are:

- a) Plumbing inspection – after any part of the plumbing system is in place, including water and sewer services, prior to covering;
- b) Occupancy inspection – after the set up of the mobile home is complete and ready for use, prior to any occupation of the mobile home.

24.1.4 For all other projects and additions and alterations thereto the required inspections are:

- a) Footing/Foundation Inspection – after preparation for footings and/or foundation walls are complete, but prior to placement of any concrete;
- b) Dampproofing/Drain tile inspection – after damp proofing and foundation drains are in place, prior to backfilling;
- c) In-slab heating inspection – inspection of only the pipe layout after the in-slab heating system piping has been installed and tested, but prior to the covering of the system;
- d) Plumbing inspection – after any part of a plumbing system is in place, including water and sewer services prior to backfilling. Separate inspections will be done for water service, sewer service, rough in drain waste and vent piping, above ground rough in drain waste and vent piping and water distribution system;
- e) Framing inspection – after framing and sheathing of the project is complete, including fire stopping, bracing, chimneys, roofing, duct work, plumbing, gas venting, electrical wiring, and continuity of fire separations through concealed spaces, before any insulation, lath or other interior or exterior finish is applied which could conceal the work;

- f) Insulation inspection – after the wall insulation and any rigid or friction fit ceiling insulation and air/vapour barrier is in place, prior to covering with any finish material;
- g) Occupancy inspection – after the project or a portion thereof is complete and ready for use, prior to any occupation of the whole or any portion of the project.

24.2 When doing a footing inspection, the Building Official is authorized to review the following items:

- a) the general aspects of the site for a safe building area (i.e. rock fall hazard, slope stability, terrain);
- b) soil conditions as they appear at the footing level;
- c) where Registered Professionals are involved, their inspection reports;
- d) air temperature vis-à-vis the ability to cure concrete;
- e) footing depths for frost protection;
- e) footing sizes and locations in relation to the plans.

24.2.1 When doing a foundation inspection, the Building Official is authorized to review the following items:

- a) the general aspects of the site for a safe building area (i.e. rock fall hazard, slope stability, terrain etc.);
- b) where Registered Professionals are involved, their inspection reports;
- c) thickness of concrete forms;
- d) type and size of reinforcing materials and tie straps;
- e) forms in relation to height of foundation walls, sizes and locations in relation to the plans; and
- f) air temperature vis-à-vis the ability to cure concrete.

24.3 When doing a drain/drain tile inspection, the Building Official is authorized to review only the following items:

- a) the survey certificate (where required);
- b) damp proofing completeness;

- c) the hole sealing;
- d) type and size of drain pipe and drain rock;
- e) dry well or other termination location;
- f) where Registered Professionals are involved, their inspection report;
- g) height of foundation walls above grade.

24.4 When doing a water service inspection, the Building Official is authorized to review only the following items:

- a) depth of pipe for frost protection;
- b) piping material;
- c) service termination inside the building;
- d) check valve requirements;
- e) working pressure test;
- f) size of pipe as specified on the permit documents.

24.5 When doing a sewer service inspection, the Building Official is authorized to review only the following items:

- a) piping grades (slope) and size as specified on permit documents;
- b) piping material and bedding;
- c) test;
- d) cleanout placement;
- e) inspection chamber plug retrieval;
- f) depth of pipe for frost protection.

24.6 When doing a rough-in drain, waste and vent inspection, the Building Official is authorized to review only the following items:

- a) piping grades (slope);
- b) piping materials;
- c) piping layout, sizing and arrangement;

- d) support of piping;
- e) testing for leaks;
- f) backwater valve requirements, sumps.

24.7 When doing an inspection for the water distribution system, the Building Official is authorized to review only the following items:

- a) pressure test for leaks;
- b) piping material;
- c) pipe sizing and support;
- d) location of piping (protection from freezing).

24.8 When doing a framing inspection, the Building Official is authorized to review only the following items:

- a) where Registered Professionals provides letters of assurance in accordance with Sections 13.8 of this bylaw, the City will rely solely on field reviews undertaken by the registered professional and the letters of assurance submitted pursuant to Section 13.8 of this bylaw as assurance that the construction substantially conforms to the design and that the construction substantially complies with the Building Code, this bylaw and other applicable enactment respecting safety;
- b) equivalency to plans in appearance and size;
- c) roof truss/rafter/joist installation;
- d) roof beam construction;
- e) type and thickness of roof sheathing;
- f) roof loads carried down to foundation;
- g) roof ventilation;
- h) exhaust fan ducts installed, insulated and terminated;
- i) attic accesses;
- j) wall framing materials type and quality/size and spacing;
- k) continuity of air/vapour barriers;

- l) floor joist materials, spans, end bearings, bridging, nailing;
- m) floor sheathing size, type;
- n) posts, beams and columns sized and attached;
- o) openings through floors sized and supported;
- p) loads carried down to foundations;
- q) crawl space accesses and ground cover;
- r) sill plates separated from concrete and anchored;
- s) cut, notched or drilled framing members;
- t) door/window rough in sizes;
- u) stair construction, rise/run/uniformity/headroom;
- v) smoke alarm locations – rough in locations marked;
- w) fireplace/chimney – framing clearances/height/combustion air;
- x) masonry chimney – liners/cleanouts;
- y) roofing materials vis-à-vis slope of roof;
- z) fire stopping;
- aa) fire separation systems where required;
- bb) solid fuel furnaces – clearances, combustion air, connection to chimney, installation instructions;
- cc) confirm that fire dampers are located in ducts at fire separations;
- dd) ramp slopes;
- ee) safety glass;
- ff) height of foundation walls above grade.

24.9 When doing an insulation inspection, the Building Official is authorized to review only the following items:

- a) RSI value, type and installation of insulation from the top of the crawl space floor or lowest floor, up through the exterior walls including joist spaces to the top plates of the highest

storey and the RSI value, type and installation of friction fit rigid insulation in floors and ceilings;

- b) where flexible sheet air barrier/vapour barrier is used, the type and installation of the air/vapour barrier from the top of the lowest floor up through all insulated spaces, including joist spaces and across ceilings and, where applicable, floors.

24.10 When doing an occupancy inspection, the Building Official is authorized to review only the following items:

- a) where Registered Professionals are involved with the project, their Schedule "C"s;
- b) completeness of exterior finish including height above grade;
- c) installation of required wall flashings and masonry supports;
- d) driveway designed to keep runoff out of garage/carport;
- e) down spout termination;
- f) deadbolt latches, security screws, door viewers, NRP hinges;
- g) interior and exterior handrails;
- h) correct size and location of interior and exterior guardrails;
- i) completeness of interior floor, wall and ceiling finishes;
- j) smoke alarms in place and functioning;
- k) doors and closures in place and functioning;
- l) fire exit windows in place and accessible;
- m) stops and traps on plumbing – materials and placement;
- n) required waterproof wall finishes in place and functioning;
- o) plumbing fixtures – approved materials and connected;
- p) heating system in place and operational;
- q) hot water supply system in place and operational;
- r) mechanical ventilation of building interior;
- s) contractor's certificate for loose fill and spray applied thermal insulation;

- t) weather-stripping;
- u) required egresses, as per plan;
- v) required fire alarm systems – tested and verified;
- w) required emergency lighting and exit sign in place and operating;
- x) closures in fire separations – in place, type and rating;
- y) exhaust systems for commercial kitchens, spray booths, etc. – installed, tested and signed off by a Registered Professional;
- z) required fire sprinkler systems installed, tested and signed off by a Registered Professional;
- aa) fire hydrant placement, as per plan;
- bb) fire department accesses, as per plan;
- cc) fire extinguisher placement, as per plan;
- dd) ramp slopes;
- ee) disabled requirements – lever handles, handrail terminations, highlighted risers, clear and level areas, tactile warning systems, directional signs, door lettering, paths of travel, automatic doors, washroom requirements, areas of refuge, floor level changes, exit door colours, handrail colours.

24.11 Where a Qualified Tradesperson provides written assurance that the items covered by a specific inspection have been constructed in accordance with the requirements of the Building Code, the Building Official may accept such assurance in lieu of an inspection.

24.12 Where a Registered Professional provides assurance in the form of a Building Code Schedule “A” and /or “B” and “CB”, the Building Official is authorized to accept such assurance in lieu of and Inspection on those portions of the project which are subject of the noted Schedules, however, the owner shall notify the Building Official when the work has progressed to each inspection stage.

24.13 Where a second re-inspection for any listed inspection is required because of a provision of the Building Code or this bylaw has not been complied with, the fee prescribed in City of Quesnel Master Fee Bylaw shall be paid, prior to the second re-inspection.

## 25.0 OCCUPANCY PERMITS

- 25.1 No person shall occupy a building or structure or part of a building or structure until an occupancy permit has been issued.
- 25.2 An occupancy permit shall not be issued unless:
- 25.2.1 all letters of assurance have been submitted when required in accordance with section 13.8 of this bylaw.
- 25.2.2 all aspects of the work requiring inspection and acceptance pursuant to section 24 of this bylaw have both been inspected and accepted or the inspections and acceptance are not required in accordance with section 5.0 of this bylaw.
- 25.3 A building official may issue an occupancy permit for part of a building or structure when the part of the building or structure is self-contained, provided with essential services and the requirement set out in section 13.8 of this bylaw have been met with respect to it.

## 26.0 PENALTIES

- 26.1 Any person who breaches any provision of this bylaw commits an offence punishable on summary conviction and shall be liable to a fine of not more than \$10,000 (Ten Thousand Dollars) or to imprisonment for not more than six months.
- 26.2 Every person who fails to comply with any order or notice issued by a building official, or who allows a violation of this bylaw to continue, contravenes this bylaw.
- 26.3 A building official may order the cessation of any work that is proceeding in contravention of the Building Code, or this bylaw by posting a Stop Work notice at the project.
- 26.4 The owner of property on which a Stop Work notice has been posted, and every other person, shall cease all construction work immediately and shall not do any work until all applicable provisions of this bylaw have been substantially complied with and the Stop Work notice has been rescinded in writing by a building official.
- 26.5 Where a person occupies a building or structure or part of a building or structure in contravention of section 7.2 of this bylaw a building official may post a Do Not Occupy notice on the affected part of the building or structure.
- 26.6 The owner of property on which a Do Not Occupy notice has been posted, and every person, shall cease occupancy of the building or



structure immediately and shall refrain from further occupancy until all applicable provisions of the Building Code and this bylaw have been substantially complied with and the Do Not Occupy notice has been rescinded in writing by a building official.

26.7 Every person who commences work requiring a building permit without first obtaining such a permit shall, if a Stop Work notice is issued and remains outstanding for 30 days, pay an additional charge equal to 25% of the building permit fee prior to obtaining the required building permit.

27.0 SEVERABILITY

27.1 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.

28.0 REPEAL

28.1 "City of Quesnel Building Bylaw Number 1381, 1997 and all amendments thereto are hereby repealed.

READ A FIRST TIME This 23 Day of, June, 2003

READ A SECOND TIME This 23 Day of June, 2003

READ A THIRD TIME This 29 Day of September, 2003

ADOPTED This 20<sup>th</sup> Day of October, 2003

---

MAYOR

---

CORPORATE ADMINISTRATOR

CERTIFIED A TRUE COPY  
OF BYLAW NO.1550

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Corporate Administrator

**Schedule “1” Bylaw No. 1550**

**SCHEDULE OF FEES**

Repealed – see City of Quesnel Master Fees Bylaw

## **Schedule “2” Bylaw No. 1550**

### **VALUATION SCHEDULE**

Repealed – See City of Quesnel Master Fees Bylaw



CITY OF  
**QUESNEL**

410 KINCHANT ST.  
QUESNEL BC V2J  
7J5  
PHONE 250-992-2111  
FAX 250-992-1512

**Confirmation of Insurance Coverage by  
Registered Professional  
Building Approvals Department**

**Schedule "4" of Bylaw No. 1550**

*Note:*

1. *This letter must be submitted along with each Provincial Schedule A and B-1 before issuance of a **building permit**. A separate letter must be submitted for each **registered professional**.*
2. *Only an original Schedule printed by the **City of Quesnel** or an unaltered photocopy of this Schedule is to be completed and submitted.*

City of Quesnel  
410 Kinchant Street  
Quesnel, BC V2J 7J5

**ATTENTION: Buildings Approvals Department**

Dear Sir:

**Re: Address of Project (print):**\_\_\_\_\_

**Legal Description of Project (print):**\_\_\_\_\_

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

The undersigned hereby gives assurance that:

- (a) I have fulfilled my obligation for insurance coverage as outlined in the **City of Quesnel** Building Regulation Bylaw 1550,

- (b) I have enclosed a copy of my certificate of insurance coverage indicating the particulars of such coverage,
- (c) I am a **registered professional** as defined in the **B.C. Building Code**, and
- (d) I will notify the **building inspector** in writing immediately if the undersigned's insurance coverage is reduced or terminated at any time during construction.

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address (print)

(Affix professional seal here)

\_\_\_\_\_  
Phone

(If the **registered professional** is a member of a firm, complete the following:)

I am a member of this firm:

\_\_\_\_\_  
Name of Firm (print)

\_\_\_\_\_  
Address (print)

\_\_\_\_\_  
City/Prov/Postal Code

I sign this letter on behalf of myself and the firm.

*Note: The above letter must be signed by a **registered professional**. The **B.C. Building Code** defines a **registered professional** to mean a **person** who is registered or licensed to practise:*

- (a) *as an architect under the Architects Acts, or*
- (b) *as a professional engineer under the Engineers and Geoscientists Act.*