

Regional District of
Okanagan-Similkameen

This Bylaw has been consolidated for convenience only and includes amendments to the text up to April 6, 2017.

BUILDING BYLAW
NO. 2333, 2005
Adopted January 20, 2005

Regional District Okanagan-Similkameen

Building Bylaw No. 2333, 2005

TABLE OF CONTENTS

Section

1.0	Title	3
2.0	Definition	3
3.0	Purpose of Bylaw	5
4.0	Permit Conditions	6
5.0	Scope and Exemptions.....	6
6.0	Prohibitions.....	8
7.0	Building Officials	9
8.0	Application for <i>Permit</i>	9
9.0	Applications for Demolition.....	10
10.0	Applications for building relocation and placement permits	10
11.0	Applications for <i>Complex Buildings</i>	10
12.0	Applications for <i>Non Complex Buildings</i>	13
13.0	Professional Plan Assurance	15
14.0	Fees and Charges	15
15.0	<i>Permits</i>	16
16.0	Disclaimer of Warranty or Representation.....	18
17.0	Professional Design and Field Review.....	18
18.0	Responsibilities of the Owner.....	18
19.0	Inspections.....	19
20.0	Final Inspections and Occupancy.....	20
21.0	Climatic Data.....	21

22.0	Pools.....	21
23.0	Building Relocations.....	22
24.0	Demolition	23
25.0	Retaining Structures.....	23
26.0	Penalties and Enforcement	23
27.0	Severability.....	24
28.0	Forms and Schedules	25
29.0	Repeal	25

REGIONAL DISTRICT OKANAGAN-SIMILKAMEEN

Bylaw No. 2333, 2005

A bylaw to regulate building construction and provide for the administration of the B.C. Building Code

WHEREAS the *Local Government Act* authorizes the Regional District, for the health, safety and protection of persons and property, to regulate the construction, alteration, repair, or demolition of building 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, and the Regional Board considers the provisions for administration contained in this bylaw represent the appropriate degree of involvement of the Regional District in the design and construction of buildings and structures, commensurate with the Regional District's resources;

NOW THEREFORE THE Regional Board of the Regional District of Okanagan-Similkameen, in open meeting assembled, enacts as follows:

1.0 Title

- 1.1 This bylaw may be cited for all purposes as the "Regional District of Okanagan-Similkameen Building Bylaw No. 2333, 2005".

2.0 Definitions

- 2.1 In this bylaw:
- 2.1.1 The boldfaced words and terms have the meanings set out in Section 1.4.1.2 of the **Building Code**.¹
- 2.1.2 The italicized boldfaced words and terms have the meanings set out in Section 2.0 of this bylaw.
- 2.1.3 ***Building Code*** means the current edition of the British Columbia Building Code adopted by the Minister pursuant to Section 692 (1) of the Local Government Act, as amended or re-enacted from time to time².
- 2.1.4 ***Building official*** means the official designated by the Regional District of Okanagan-Similkameen to administer this bylaw.

¹ Amendment Bylaw 2333.06 – adopted May 6, 2016

² Amendment Bylaw 2333.05 – adopted July 19, 2007

2.1.5 Complex building means:

2.1.5.1 all **buildings** used for **major occupancies** classified as

2.1.5.1.1 **assembly occupancies,**

2.1.5.1.2 **care or detention occupancies,**

2.1.5.1.3 **high hazard industrial occupancies, and**

2.1.5.2 all **buildings** exceeding 600 square meters in building area or exceeding **three storeys** in **building height** used for **major occupancies** classified as:

2.1.5.2.1 **residential occupancies,**

2.1.5.2.2 **business and personal services occupancies,**

2.1.5.2.3 **mercantile occupancies,**

2.1.5.2.4 **medium and low hazard industrial occupancies.**

2.1.6 **Farm building** means a **building** or part thereof which does not contain a **residential occupancy** and which is associated with and located on land devoted to the practice of farming, and used essentially for the housing of equipment or livestock, or the production, storage or processing of agricultural and horticultural produce or feeds.³

2.1.7 **Health and safety aspects of the work** means design and **construction** regulated by Parts 5, 6, 7, 8, 9 and 10 of the **Building Code**.⁴

2.1.8 **Low human occupancy** (as applying to **farm buildings**) means an **occupancy** having an **occupant load** of not more than one person per 40 m² (430 square feet) of **floor area** during normal use.⁵

2.1.9 **Non-complex 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:

2.1.9.1 residential occupancies,

2.1.9.2 business and personal services occupancies,

2.1.9.3 mercantile occupancies,

2.1.9.4 medium to low hazard industrial occupancies.

³ Amendment Bylaw 2333.08 – adopted June 2, 2016

⁴ Amendment Bylaw 2333.06 – adopted May 6, 2010

⁵ Amendment Bylaw 2333.08 – adopted June 2, 2016

- 2.1.10 **Plumbing System** means a drainage system, water distribution system and venting system or parts thereof.⁶
- 2.1.11 **Retaining structure** means any **structure** other than a building wall which exceeds 1.2 metres in height from the ground level on one side to the ground level on the opposite side of the **retaining structure** and which is intended to hold the ground in place against the forces of gravity. Multiple terraced retaining structures at a ratio of less than 2 horizontal to 1 vertical shall be considered a single structure for calculating wall height.⁷
- 2.1.12 **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** except those described in Section 25.
- 2.1.13 **Owner** means the registered **owner** of land, a lessee with authority to build on land, and an agent of the **owner** authorized by the registered **owner** in Form 3.
- 2.1.14 **Construction** means to put together, build, frame, erect or form by joining parts or to remove or demolish, including without limitation, any **building, structure, plumbing, heating, ventilation, air conditioning, improvement, or excavations**.
- 2.1.15 **Dwelling unit** means one or more habitable rooms containing therein only one facility for cooking and eating, as well as facilities for living and sleeping, a bathroom or bathrooms, and which is designed to be occupied by one or more persons as a single unit.

3.0 Purpose of Bylaw

- 3.1 The bylaw, shall, notwithstanding any other provision herein, be interpreted in accordance with this section.
- 3.2 This bylaw has been enacted for the purpose of regulating **construction** within the Regional District of Okanagan-Similkameen in the general public interest. The activities undertaken by or on behalf of the Regional District pursuant to this bylaw are for the sole purpose of providing a limited spot-checking function for reasons of health, safety and the protection of persons and property. The purpose of this bylaw does not extend:
- 3.2.1 to the protection of **owners, owner/builders, or constructors** from economic loss;
- 3.2.2 to the assumption by the Regional District or any **building official** of any responsibility for ensuring the compliance by any employees, **constructors** or **designers** retained by the **owner**, with the **Building Code**, the requirements of this bylaw or other applicable enactments respecting safety;

⁶ Amendment Bylaw 2333.07 – adopted March 17, 2011

⁷ Amendment Bylaw 2333.08 – adopted June 2, 2016

⁸ Amendment Bylaw 2333.06 – adopted May 6, 2010

- 3.2.3 to providing any person a warranty of design or workmanship with respect to any **building** or **structure** for which a **building** permit or **occupancy** permit is issued under this bylaw; or
- 3.2.4 to providing a warranty or assurance that **construction** undertaken pursuant to **building** permits issued by the Regional District is free from latent, or any, defects.

4.0 Permit Conditions

- 4.1 A permit is required whenever work regulated under this bylaw is to be undertaken.
- 4.2 The issuance of a permit under this bylaw shall not 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 enactments respecting safety.
- 4.3 It shall be the full and sole responsibility of the **owner** 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 enactments respecting safety.
- 4.4 The issuance of a permit under this bylaw does not constitute in any way a representation, warranty, assurance or statement that the **Building Code**, this bylaw or other applicable enactments respecting safety have been complied with.
- 4.5 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 permit is issued and his or her representatives are responsible for making such determination.

5.0 Scope and Exemptions

- 5.1 This bylaw applies to the design, **construction**, and **occupancy** of new **buildings** and **structures** including on site preparations, interconnection of modules, connection to services and installation of appliances for mobile homes and factory built houses, and to work related to the alteration, reconstruction, demolition, removal, relocation and **occupancy** of existing **buildings** and **structures** including on site preparations interconnection of modules, connection to services and installation of appliances for mobile homes and factory built houses, in Electoral Areas A, C, D, E, F and H of the Regional District.
- 5.2 Building permits, inspections, building permit fees and application fees of this Bylaw do not apply to work carried out on the following:
 - 5.2.1. **farm buildings** located on land classed as “farm” under the Assessment Act that are designed for “**low human occupancy**” as defined in the National Farm Building Code of Canada;⁹
- 5.3 This bylaw does not apply to:

⁹ Amendment Bylaw 2333.06 and 2333.08 – adopted May 6, 2010 and June 2, 2016

5.3.1. the matters exempted by Section 1.1 of Division A – Part 1 of the **Building Code**, specifically:

- (a) sewage, water, electrical, telephone, rail or similar public infrastructure systems located in a street or a public transit right of way,
- (b) utility towers and poles, and television, radio and other communication aerials and towers, except for loads resulting from their being located on or attached to buildings,
- (c) mechanical or other equipment and appliances not specifically regulated in these regulations,
- (d) flood control and hydro electric dams and structures,
- (e) accessory **buildings** less than 10 m² in **building area** that do not create a hazard,
- (f) temporary buildings including, construction site offices, seasonal storage buildings, special events facilities, emergency facilities, and similar structures with the permission of the authority having jurisdiction,
- (g) factory built housing and components complying with CAN/CSA Z240 MH Series standard, but this exemption does not extend to on site preparations (foundations, mountings), connection to services and installation of appliances, and
- (h) areas that are specifically exempted from provincial building regulations by provincial or federal enactments,

except as expressly provided in the bylaw;¹⁰

5.3.2. non-structural alterations and repairs to single and two-family residential dwellings which alterations do not affect the building envelope, including:

- (a) re-covering existing roofs;
- (b) re-siding existing exterior walls;
- (c) repainting
- (d) the repair or replacement of a valve, faucet, fixture or sprinkler head in a **plumbing system** if no change in piping is required;
- (e) re-covering existing floors;
- (f) replacing windows and doors in existing openings (as long as size does not change)

¹⁰ Amendment Bylaw 2333.08 – adopted June 2, 2016

- (g) installation or replacement of gas or electric powered space or water heating fixtures or appliances;¹¹
 - 5.3.3. **buildings** or **structures** on a mine site, other than **buildings** used or intended to be used for **residential occupancy** and **buildings** accommodating cooking or sleeping facilities;
 - 5.3.4. retaining walls except those described in Section 25;
 - 5.3.5. game fences of any height on land classed as farm under the Assessment Act or fences 1.83 metres or less in height except as provided in Section 22;
 - 5.3.6. signs with less than 4 square metres of total sign area;
 - 5.3.7. Unroofed decks attached to or adjacent to single and two-family dwellings if the deck surface is 600 mm (24 inches) or less above the adjacent ground level, or the adjacent surface within 1.2 m of the walking surface of the deck has a slope of more than 1 in 2;
 - 5.3.8. Public utility water reservoirs, valve chambers, piping and pump-houses and underground tanks.
- 5.4 **Farm buildings** to which this bylaw applies shall be classified as **complex buildings** or **non-complex buildings**, solely on the basis of their **building area** and height.

6.0 Prohibitions

- 6.1 No person shall commence or continue any **construction**, alteration, reconstruction, demolition, removal, relocation or change of **occupancy** of any **building** or **structure**, including excavation or other work related to **construction**, unless a **building official** has issued a permit authorizing the work.
- 6.2 No person shall occupy or use of any **building** or **structure** unless an **occupancy** permit has been issued by a **building official** for the **building** or **structure**, nor in a manner contrary to the terms of any such permit.
- 6.3 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.
- 6.4 No person shall, unless authorized in writing by a **building official**, reverse, alter, deface, cover, remove or in any way tamper with any notice or permit posted upon or affixed to a **building** or **structure** pursuant to this bylaw.
- 6.5 No person shall do any work that is substantially at variance with the design or plans of a **building**, **structure** or other works for which a permit has been issued, unless that variance has been accepted in writing by a **building official**.

¹¹ Amendment Bylaw 2333.08 – adopted June 2, 2016

- 6.6 No person shall obstruct the entry of a **building official** or other authorized official of the Regional District on property in the administration of this bylaw.

7.0 Building Officials

- 7.1 Each **building official** may:
- 7.1.1 administer this bylaw and prescribe the form of permits and permit applications;
 - 7.1.2 keep records of permit applications and permits, and shall retain copies of all documents related to the administration of this bylaw or microfilm or digital copies of such documents; and
 - 7.1.3 establish, if requested to do so, whether the methods or types of **construction** and types of materials used in the **construction** of a **building** or **structure** for which a permit is sought under this bylaw substantially conform to the requirements of the **Building Code**.
- 7.2 A building official:
- 7.2.1 may enter any land, **building**, **structure**, or premises at any reasonable time for the purpose of ascertaining that the terms of this bylaw are being observed;
 - 7.2.2 where any residence is occupied, shall obtain the consent of the occupant or provide written notice to the occupant 24 hours in advance of entry; and
 - 7.2.3 shall carry proper credentials confirming his or her status as a **building official**.
- 7.3 A **building official** may order the correction of any work that is being or has been done in contravention of this bylaw.
- 7.4 A **building official** may order all work that is being done or is about to be done in contravention of the **Building Code**, this bylaw or a Regional District zoning bylaw be stopped.

8.0 Application for Permit

- 8.1 Every person shall apply for and obtain a permit before:
- 8.1.1 commencing **construction**, repairs or alterations of a **building** or **structure**;
 - 8.1.2 placing a **building** or **structure** including a mobile home or factory built house;
 - 8.1.3 demolishing a **building** or **structure**; and
 - 8.1.4 **constructing** a masonry fireplace or installing a solid fuel fired appliance or chimney, unless the works are encompassed by a permit for the **building** in which the works are located.¹²

¹² Amendment Bylaw 2333.08 – adopted June 2, 2016

- 8.2 All plans submitted with permit applications shall comply with Section 2.2 of Division C – Part 2 of the **Building Code**.¹³
- 8.3 An application shall be cancelled if the permit fee has not been paid and the permit issued within 180 days of the date of written notification to the **owner** that the permit is ready to be issued.
- 8.4 When an application is cancelled the plans and related documents submitted with the application may be destroyed.
- 8.5 Each **building** or **structure** to be constructed on a site requires a separate permit and shall be assessed a separate fee based on the value of that **building** or **structure** as determined in accordance with the RDOS Fees and Charges Bylaw.¹⁴
- 8.6 Each application must be submitted with a non-refundable application fee as prescribed in the RDOS Fees and Charges Bylaw. ¹⁵

9.0 Applications for Demolition

- 9.1 Applications for permits to authorize demolition must include a Waste Disposal Plan or a Waste Disposal Application for Demolition and Renovation Waste¹⁶ in a form prescribed by the Regional District.
- 9.2 Applications for demolition permits will not be processed until the disposal plan or application¹⁷ is approved by the Regional District.

10.0 Applications for building relocation permits

- 10.1 Applications for permits to authorize relocation of existing **buildings** must be accompanied by an approved demolition permit for the location from which the **building** is being relocated, if that location is subject to this bylaw.
- 10.2 Applications must include sufficient details to show that the **building** will meet the requirements of Section 23.

11.0 Applications for **Complex Buildings**

- 11.1 An application for a permit with respect to a **complex building** shall:
 - 11.1.1 be signed by the **owner**, or a signing officer if the **owner** is a corporation, and a **coordinating registered professional**, and in the case of property held by tenants in common the signature of each **owner** is required;

¹³ Amendment Bylaw 2333.08 – adopted June 2, 2016

¹⁴ Amendment Bylaw 2333.08 – adopted June 2, 2016

¹⁵ Amendment Bylaw 2333.08 – adopted June 2, 2016

¹⁶ Amendment Bylaw 2333.09 – adopted April 6, 2017

¹⁷ Amendment Bylaw 2333.09 – adopted April 6, 2017

- 11.1.2 be accompanied by the **owner's** acknowledgement of responsibility and undertakings made in Form 1, signed by the **owner**, or a signing officer if the **owner** is a corporation;
- 11.1.3 be accompanied by a copy of a title search of the parcel on which **construction** is proposed, made within 30 days of the date of the application;
- 11.1.4 include two copies of a site plan showing:
 - 11.1.4.1 the bearing and dimensions of the parcel taken from the registered subdivision plan;
 - 11.1.4.2 the legal description and civic address of the parcel
 - 11.1.4.3 the location and dimensions of all statutory rights of way, easements and setback requirements;
 - 11.1.4.4 the location and dimensions of all existing and proposed buildings or structures on the parcel;
 - 11.1.4.5 setbacks to the natural boundary of any lake, swamp, pond or watercourse where the Regional District's land use regulations establish siting requirements related to flooding;
 - 11.1.4.6 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 Regional District's land use regulations establish siting requirements related to minimum floor elevation; and
 - 11.1.4.7 the location, dimension and gradient of parking and driveway access;
- 11.1.5 be accompanied by two sets of **building** plans at a suitable scale prepared by each **registered professional of record**¹⁸ showing that the development will comply with the **Building Code**, Regional District bylaws and any covenants and statutory rights of way in favour of the Regional District, and that:
 - 11.1.5.1 include floor plans showing the dimensions and uses of all areas; the dimensions and height of crawl and roof spaces; the location, size and swing of doors; the location, size and opening of windows; floor, wall, and ceiling finishes; plumbing fixtures; structural elements; and stair dimensions;
 - 11.1.5.2 include a cross section through the building or structure illustrating foundations, drainage, ceiling heights and construction systems;
 - 11.1.5.3 include elevations of all sides of the building or structure showing finish details, roof slopes, windows, doors, and finished grade;

¹⁸ Amendment Bylaw 2333.07 – adopted March 17, 2011

- 11.1.5.4 include cross-sectional details drawn at an appropriate scale and at sufficient locations to illustrate that the building or structure substantially conforms to the requirements of the Building Code;
- 11.1.6 include copies of approvals required under any enactment relating to health or safety, including, without limitation, sewage disposal permits, highway access permits and Ministry of Health approval, or, if such approvals have been applied for and not obtained, copies of the application;
- 11.1.7 include a letter of assurance in the form of Schedule A as referred to in Section 2.2.7. of Division C – Part 2¹⁹ of the **Building Code**, signed by the **owner**, or a signing officer of the **owner** if the **owner** is a corporation, and the coordinating **registered professional**;
- 11.1.8 include a completed, signed and sealed **Building Code** analysis in a form prescribed by a **building official**; and
- 11.1.9 include letters of assurance in the form of Schedule B²⁰ as referred to in Section 2.2.7. of Division C – Part 2²¹ of the **Building Code**, each signed by such **registered professional of records** as the **building official**, coordinating **registered professional** or **Building Code** may require to prepare the design for and conduct **field reviews** of the **construction** of the **building** or **structure** in order that Schedules C-A and C-B as referred to in section 2.6 of Part 2 of the **Building Code** may after completion of the work be provided in respect of the **building** or **structure** as required by this bylaw.
- 11.2 The **building official** may waive requirements of this section in whole or in part, where the permit is sought for a project of limited scope.
- 11.3 In addition to the requirements of section 11.1, the following may be required by a **building official** to be submitted with a **building permit** application for the **construction** of a **complex building** where the complexity of the proposed **building** or **structure** or siting circumstances warrant:
- 11.3.1 site service drawings, including sufficient detail of off-site services to indicate locations at the property line, prepared and sealed by a **registered professional of record**, in accordance with the Regional District’s subdivision servicing bylaw.
- 11.3.2 a section through the site showing grades, **buildings**, **structures**, parking areas and driveways;
- 11.3.3 any other information required by the **building official** or the **Building Code** to establish substantial compliance with this bylaw, the **Building Code** and other bylaws and enactments relating to the **building** or **structure**.

¹⁹ Amendment Bylaw 2333.05 – adopted July 19, 2007

²⁰ Amendment Bylaw 2333.08 – adopted June 2, 2016

²¹ Amendment Bylaw 2333.05 – adopted July 19, 2007

12.0 Applications for *Non-Complex Buildings*

- 12.1 An **owner** may make application for a permit for a **non-complex building** in the manner set out in Section 11 and in that event the provisions of this bylaw respecting **complex buildings** shall apply to the application and the **building** as if it were a **complex building**.
- 12.2 Other than applications made under Section 12.1, an application for a permit with respect to a **non-complex building** shall;
 - 12.2.1 be signed by the **owner**, or a signing officer if the **owner** is a corporation;
 - 12.2.2 be accompanied by the **owner's** acknowledgement of responsibility and undertakings made in Form 1, signed by the **owner**, or a signing officer if the **owner** is a corporation, and in the case of property held by tenants in common the signature of each **owner** is required;
 - 12.2.3 be accompanied by a copy of a title search of the parcel on which **construction** is proposed, made within 30 days of the date of the application;
 - 12.2.4 include two copies of a site plan drawn at a scale reasonably sufficient to establish compliance with applicable enactments, showing:
 - 12.2.4.1 the bearing and dimension of the parcel taken from the registered subdivision plan;
 - 12.2.4.2 the legal description and civic address of the parcel;
 - 12.2.4.3 the location and dimensions of all statutory rights of way, easements and setback requirements;
 - 12.2.4.4 the location and dimensions of all existing and proposed buildings or structures on the parcel;
 - 12.2.4.5 setbacks to the natural boundary of any lake, swamp, pond or watercourse where the Regional District's land use regulations establish siting requirements related to flooding;
 - 12.2.4.6 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 Regional District's land use regulations establish siting requirements related to minimum floor elevation;
 - 12.2.4.7 the location, dimension and gradient of parking and driveway access; and
 - 12.2.4.8 any other information required to show the proposed development will comply with the Building Code, Regional District bylaws and contracts;
 - 12.2.5 be accompanied by two sets of **building** plans drawn to a scale of $\frac{1}{4}$ " per foot or 1:50 mm or such other scale as may be acceptable to the **building official** showing that the development will comply with the **Building Code**, Regional District

bylaws and any covenants and statutory rights of way in favour of the Regional District, that;

- 12.2.5.1 include floor plans showing the dimensions and uses of all areas: the dimensions and height of crawls and roof spaces; the location, size and swing of doors; the location, size and opening of windows; floor, wall and ceiling finishes; plumbing fixtures; structural elements; and stair dimensions.
 - 12.2.5.2 include a cross section through the building or structure illustrating foundations, drainage, ceiling heights and construction systems;
 - 12.2.5.3 include elevations of all sides of the building or structure showing finish details, roof slopes, windows, doors, finished grade and conformance with the Building Code, Regional District bylaws, covenants and contracts related to building height requirements;
 - 12.2.5.4 include cross-sectional details at sufficient locations to illustrate that the building or structure conforms to the Building Code ;
 - 12.2.5.5 include a foundation design; and
 - 12.2.6 include copies of approvals required under any enactment relating to health or safety, including, without limitation, sewage disposal permits, highway access permits and Ministry of Health approval or, if such approvals have been applied for and not obtained, copies of the application.
- 12.3 The **building official** may waive requirements of this section, in whole or in part, where the **permit** is sought for a project of limited scope.
- 12.4 In addition to the requirements of section 12.1 and 12.2, the following may be required by a **building official** to be submitted with a **building** permit application for the **construction** of a **non-complex building** where the project involves two or more **buildings**, which in the aggregate total more than 1000 square meters, or two or more **buildings** that will contain four or more **dwelling units**, or otherwise where the complexity of the proposed **building** or **structure** or siting circumstances warrant:
- 12.4.1 site servicing drawings, including sufficient detail of off-site services to indicate locations at the property line, prepared and sealed by a **registered professional of record**, in accordance with the Regional District's subdivision servicing bylaw.
 - 12.4.2 a section through the site showing grades, **building, structures**, parking areas and driveways;
 - 12.4.3 a roof plan and roof height calculations;
 - 12.4.4 architectural, structural, electrical, mechanical, geotechnical or fire suppression drawings prepared and sealed by a **registered professional of record**;

- 12.4.5 letters of assurance in the form of Schedule B²² as referred to in Section 2.2.7. of Division C – Part 2²³ of the **Building Code**, signed by the **registered professional of record**; and
- 12.4.6 any other information required by the **building official** or the **Building Code** to establish substantial compliance with this bylaw, the **Building Code** and other bylaws and enactments relating to the **building** or **structure**.

13.0 Professional Plan Assurance

- 13.1 The letters of assurance in the form of Schedules A and B referred to in Section 2.2.7. of Division C – Part 2 of the **Building Code** and provided pursuant to this bylaw are relied upon by the Regional District and its **building officials** as assurance that the design and plans to which the letters of assurance relate comply with the **Building Code** and other applicable enactments relating to safety.^{24,25}
- 13.2 A **building** permit shall include a notice to the **owner** that the permit is issued in reliance upon the assurance of the **registered professional of records** that the design and plans submitted in support of the application for the permit comply with the **Building Code** and other applicable enactments relating to safety.
- 13.3 When a **building** permit is issued for a complex building in accordance with this bylaw the permit fee shall be reduced by 25% of the fees payable pursuant to Section 14 of this bylaw. If a **building official** monitoring the work of the **registered professional of record** identifies deficiencies in the design requiring it to be returned to the **registered professional of record** for corrections, the amount by which the fee was reduced shall be payable by the **owner** as a permit fee surcharge.²⁶
- 13.4 When a **building** permit for a non-complex building is issued in accordance with Section 17.1 of this bylaw the permit fee shall be reduced by 10% of the fees payable pursuant to Section 14 (Fees) to this bylaw. If a **building official** monitoring the work of the **registered professional of record** identifies deficiencies in the design requiring it to be returned to the **registered professional of record** for corrections, the amount by which the fee was reduced shall be payable by the **owner** as a permit fee surcharge.²⁷

14.0 Fees and Charges

- 14.1 Every permit application shall include a non-refundable plan processing fee in accordance with the RDOS Fees and Charges Bylaw. If a permit is issued the plan processing fee shall be credited to the permit fee calculated in accordance with the RDOS Fees and Charges Bylaw.²⁸

²² Amendment Bylaw 2333.08 – adopted June 2, 2016

²³ Amendment Bylaw 2333.05 – adopted July 19, 2007

²⁴ Amendment Bylaw 2333.05 – adopted July 19, 2007

²⁵ Amendment Bylaw 2333.08 – adopted June 2, 2016

²⁶ Amendment Bylaw 2333.07 – adopted March 17, 2011

²⁷ Amendment Bylaw 2333.07 – adopted March 17, 2011

²⁸ Amendment Bylaw 2333.08 – adopted June 2, 2016

- 14.2 In addition to applicable fees and charges required under other bylaws and subject to Section 13 of this bylaw, a permit fee, calculated in accordance with the RDOS Fees and Charges Bylaw, shall be paid prior to issuance of any permit under this bylaw.²⁹
- 14.3 The **owner** may obtain a refund of the fee for a permit that has not expired as set out in section 15.4 of this bylaw, when the permit is surrendered and cancelled before any **construction** begins.
- 14.4 Where, due to non-compliance with this bylaw, more than two inspections are necessary when one inspection is normally required, for each inspection after the second inspection, a **building official** may require that a re-inspection charge as set out in the RDOS Fees and Charges Bylaw be paid prior to additional inspections being performed.³⁰
- 14.5 Where inspections require transportation other than by Regional District vehicles or other than during regular working hours, the **owner** shall make arrangements in advance for such inspections and shall pay the Regional District's actual additional costs.

15.0 Permits

- 15.1 When:
- 15.1.1 a completed application including all required supporting documentation has been submitted;
- 15.1.2 in the case of a **complex building**, the required **building** plans and letters of assurance have been provided to a **building official**;
- 15.1.3 in the case of a **non-complex building**, the proposed work set out in the application has been reviewed by a **building official** and apparently conforms with the **Building Code**, this bylaw and any applicable zoning bylaw; and no covenant or agreement in favour of the Regional District authorizes the permit to be withheld; and
- 15.1.4 the **owner** has paid all applicable fees and charges;
- a **building official** shall issue the permit for which the application is made.
- 15.2 When the application is in respect of a **building** that includes, or will include, a **residential occupancy**, the **building** permit must not be issued unless the **owner** provides evidence pursuant to the *Homeowner Protection Act* that:
- 15.2.1 the proposed **building** is covered by home warranty insurance, and
- 15.2.2 the **constructor** is a licensed residential builder.

²⁹ Amendment Bylaw 2333.08 – adopted June 2, 2016

³⁰ Amendment Bylaw 2333.08 – adopted June 2, 2016

- 15.3 Section 15.2 of this bylaw does not apply if the **owner** is not required to be licensed and to obtain home warranty insurance in accordance with the *Homeowner Protection Act*.
- 15.4 Every permit is issued upon the condition that the permit shall expire and the rights of the **owner** under the permit shall terminate if:
- 15.4.1 the work authorized by the permit is not commenced within 6 months from the date of issuance of the permit;
- 15.4.2 work is discontinued for a period of 6 months;
- 15.4.3 the **building official** determines that an applicant has provided false or misleading information on the application or otherwise obtained the permit fraudulently;
- 15.4.4 a required sewage disposal permit is refused or revoked; or
- the title of parcel on which the permit authorizes work to be done is transferred to a different **owner** and the permit has not been transferred in accordance with this bylaw; and in any event the permit shall expire a maximum of two years after its date of issuance.
- 31
- 15.5 A permit that has not expired may be transferred to a new **owner** of the parcel in respect of which it was issued if the new **owner** pays the transfer fee set out in the RDOS Fees and Charges Bylaw³² and executes and delivers to the Regional District the Acknowledgements of **Owner** in Form 1 and the Authorization of Agent in Form 3.
- 15.6 Where the work subject to a permit has not been completed within the two year term and the **owner** has not called for any required completion stage inspection or a **building official** noted deficiencies that were not corrected prior to the lapsing of the permit the **owner** may apply for an extension to the term of the permit.³³
- 15.7 An extension to the term of a permit may be issued only once and the work subject to the extension must be completed within a maximum of one year of the expiry date of the original permit.³⁴
- 15.8 The fee for an extension to the term of a permit shall be in accordance with the RDOS Fees and Charges Bylaw.³⁵
- 15.9 When a permit has expired, no **construction** or other work may continue or commence until a valid permit authorizes the work.
- 15.10 A **building official** may issue a 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 Regional District to

³¹ Amendment Bylaw 2333.06 – adopted May 6, 2010

³² Amendment Bylaw 2333.08 – adopted June 2, 2016

³³ Amendment Bylaw 2333.06 – adopted May 6, 2010

³⁴ Amendment Bylaw 2333.01 and 2333.06 – adopted March 31, 2005 and May 6, 2010

³⁵ Amendment Bylaw 2333.06 and 2333.08 – adopted May 6, 2010 and June 2, 2016

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.

16.0 Disclaimer of Warranty or Representation

16.1 The issuance of a permit under this bylaw shall not constitute a representation or warranty that the **Building Code** or this 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**.

17.0 Professional Design and Field Review

17.1 When a **building official** considers that the site conditions, size or complexity of a development or an aspect of a development warrant, he or she may require a **registered professional of record**³⁶ to provide design and plan assurance and **field review** by means of letters of assurance in the form of Schedule B and C-B referred to in Section 2.2.7. of Division C – Part 2 of the **Building Code**.³⁷

17.2 Prior to the issuance of an **occupancy** permit for a **complex building** or **structure**, or **non complex building** in circumstances where letters of assurance have been required in accordance with this bylaw, the **owner** shall provide the Regional District with letters of assurance in the form of Schedules C-A or C-B referred to in Section 2.2.7. of Division C – Part 2 of the **Building Code**, indicating that the **registered professional of records**³⁸ and the **coordinating registered professional** have fulfilled their obligations for conduct and coordination of **field reviews** of the work.

17.3 When a **registered professional of record** provides letters of assurance for a **complex building** in accordance with this bylaw, he or she shall also provide proof of professional liability insurance to the **building official** in Form 2³⁹.

18.0 Responsibilities of the Owner

18.1 Every **owner** shall ensure that all **construction** complies with the **Building Code**, this bylaw and other applicable enactments respecting safety and shall call for inspections or engage such **coordinating registered professionals** and **registered professional of records** as may be required to provide the letters of assurance required by this bylaw in respect of **building** and **occupancy** permits.

18.2 Every **owner** to whom a permit is issued shall during **construction**:

³⁶ Amendment Bylaw 2333.05 – adopted July 19, 2007

³⁷ Amendment Bylaw 2333.08 – adopted June 2, 2016

³⁸ Amendment Bylaw 2333.05 – adopted July 19, 2007

³⁹ Amendment Bylaw 2333.01 – adopted March 31, 2005

- 18.2.1 post and maintain the permit in a conspicuous place on the property in respect of which the permit was issued;
- 18.2.2 keep on the property a copy of the designs, plans and specifications submitted in support of a permit application and returned with the permit; and
- 18.2.3 post the civic address of the property in a location visible from any adjoining streets.

19.0 Inspections

- 19.1 When a **registered professional of record** provides letters of assurance in accordance with this bylaw, the Regional District will rely solely on **field reviews** undertaken by the **registered professional of record** and the letters of assurance that **construction** substantially conforms to the design and that the **construction** substantially complies with the **Building Code**, this bylaw and other applicable enactments respecting safety, and 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 of records**.
- 19.2 A **building official** may attend periodically at the site of the **construction** of **non complex buildings** or **structures** to ascertain whether the **health and safety aspects of the work** are being carried out in substantial conformance with those portions of the **Building Code**, this bylaw and any other applicable enactment concerning safety.
- 19.3 The **owner** shall give at least 48 hours notice to the Regional District when requesting an inspection of the **construction** of a **non complex building** and shall obtain an inspection and receive an **building official's** acceptance of the following aspects of the work prior to concealing it:⁴⁰
 - 19.3.1 after the forms for footings and foundations are complete, prior to the placing of concrete;
 - 19.3.2. installation of perimeter drain tiles and dampproofing, prior to backfilling
 - 19.3.3. in new **structures**: rough in of factory built chimneys, fireplaces and solid fuel burning appliances, and prior to use; in the case of masonry fireplaces prior to completion of the smoke chamber and again prior to cover up of the masonry flue(s)

in existing **structures**: after receipt of verification of installation and/or inspection by a WETT certified holder, but prior to use. Where a qualified WETT certified holder provides written assurance that the installation is in accordance with the requirements of the BC Building Code, the Building Official is authorized to accept such assurance in lieu of an inspection.

⁴⁰ Amendment Bylaw 2333.07 – adopted March 17, 2011

The manufacturer's written instructions and specifications must be made available to the Building Official at the time of the inspection(s), including the make, model and specified clearance requirements.

- 19.3.4. after the installation and testing of underground and/or above ground plumbing including when the interior water supply and drain waste and vent piping are complete, but before any such plumbing is covered.
 - 19.3.5. when the framing and sheathing are complete, including any fire-stopping, bracing, chimney and duct work, plumbing, gas venting, and wiring, but before the installation of any insulation, lath, or other interior or exterior finish;
 - 19.3.6. when the insulation, vapour barrier and air barrier are complete;⁴¹ and
 - 19.3.7. when the **building** or **structure** is substantially complete and ready for **occupancy**, but before **occupancy** takes place of the whole or part of the **building** or **structure**.
- 19.4 If any aspect of the work referred in section 19.3 of this bylaw is concealed prior to a **building official** accepting it in writing, the **building official** may order that it be uncovered at the **owner's** expense to permit an inspection.
- 19.5 The requirements of section 19.3 and 19.4 of this bylaw do not apply to any aspect of the work that is the subject of a **registered professional of record's** letter of assurance provided in accordance with this bylaw.

20.0 Final Inspections and Occupancy

- 20.1 No person shall occupy a **non complex building** in respect of which a **building** permit has been issued until the final inspection referred to in section 19.3.7 has been performed and an **occupancy** permit has been issued.⁴²
- 20.2 A final inspection shall not be performed unless:
- 20.2.1 all letters of assurance have been submitted when required in accordance with this bylaw; and
 - 20.2.2 all aspects of the work requiring inspection and acceptance pursuant to section 19.3 of this bylaw have both been inspected and accepted or the inspections and acceptance are not required in accordance with section 19.5 of this bylaw.
- 20.3 A **building official** may perform a final inspection of part of a **building** or **structure** when the part of the **building** or **structure** is self-contained, provided with essential services and the requirements set out in section 20.2 of this bylaw have been met with respect to the portion of the **building** being inspected.

⁴¹ Amendment Bylaw 2333.08 – adopted June 2, 2016

⁴² Amendment Bylaw 2333.08 – adopted June 2, 2016

- 20.4 No person shall occupy a **complex building** in respect of which a **building** permit has been issued, unless all letters of assurance required by this bylaw have been submitted and a **building official** has issued an **occupancy** permit.
- 20.5 A **building official** may require an **owner** to provide, at any time following the issuance of a **building** permit, a certificate of **building** location prepared by a B.C. Land Surveyor or a site improvement survey prepared by an Applied Science Technologist or Technician.
- 20.6 Where **design, construction** and **field reviews** have been assured by a **coordinating registered professional** and **registered professional of records** in letters of assurance in the form of Schedule A and Schedule B and an **Occupancy** permit is issued in accordance with Section 20.7 of this bylaw an amount equal to 25% of the permit fee required for this permit shall be refunded to the **owner** unless a **building official** monitoring the work of the **registered professional of record** identifies deficiencies in the **construction** requiring modifications to the work.⁴³
- 20.7 A **building official** shall issue an **occupancy** permit when:
- 20.7.1 All letters of assurance have been provided in respect of a **complex building** as required by this bylaw;
- 20.7.2 All final inspections of **construction** of a **non complex building** required by this bylaw have been satisfactorily completed; and
- 20.7.3 The property is in compliance with all Regional District bylaws and other enactments respecting health and safety.
- 20.8 Notwithstanding section 20.7.1 and 20.7.2 a **building official** may issue an **occupancy** permit for a portion of a **building** subject to requirements of section 20.3 having been satisfied.

21.0 Climatic Data

- 21.1 Climatic data for the design of **buildings** and **structures** are set out in the attached Schedule A. The **building official** shall determine the applicable zone in respect of any particular **building** location.⁴⁴

22.0 Pools

- 22.1 This section applies to any artificial body of water intended for recreational use and having a surface area exceeding 12 square metres in which the depth of water could attain at least 60 centimetres.
- 22.2 A permit application for a pool must be accompanied by a plan showing:

⁴³ Amendment Bylaw 2333.08 – adopted June 2, 2016

⁴⁴ Amendment Bylaw 2333.08 – adopted June 2, 2016

- 22.2.1 the location of the proposed pool and any accessory **buildings** in relation to all existing **buildings** on the parcel and the parcel boundaries;
- 22.2.2 the type of **construction** and the proposed method of enclosure.
- 22.3 Pools must be enclosed by fencing or an equivalent method of enclosure not less than 1.2 metres in height with no opening through or under which a spherical object with a diameter of 10 centimetres may pass.
- 22.4 Access to a pool, other than through a dwelling, must be equipped with a self-closing gate or door designed to return to a closed position when not in use, and secured by a spring lock on the pool side of the enclosure at least 90 centimetres above grade.
- 22.5 Access to pools located above ground and having vertical sides at least 1.2 metres in height may be restricted by removal of the access ladder or stair when the pool is not in use, or by enclosing the ladder or stair in the manner described in sections 22.3 and 22.4.
- 22.6 **Construction** of a pool must be authorized by a **building** permit.

23.0 Building Relocations

- 23.1 A permit is required authorizing the demolition of any portions of a **building** or **structure** which are not relocated within the Regional District.
- 23.2 A permit is required authorizing the placement of a **building** or **structure** intended to be moved and any **construction** required to support the intended use of the **building** or **structure** at its new location.
- 23.3 A permit may only be issued authorizing the relocation of a **dwelling unit** within the Regional District when;
 - 23.3.1 where this bylaw also requires a demolition permit, a permit authorizing demolition has been issued pursuant to Section 24;
 - 23.3.2 the **dwelling unit** has been built to Canadian Standards Association standards A277, Z240, or⁴⁵ substantially complies with the **Building Code** and has been determined to be structurally sound in a submission as required by Section 17, or sufficient work is included in the scope of the permit to indicate that the **dwelling unit** will, when the work is complete, substantially comply with the **Building Code**; and
 - 23.3.3 the **owner** or his or her representative has paid all applicable charges.
- 23.4 A permit may only be issued authorizing the placement of a **building** or **structure**, other than a **dwelling unit**, when the application indicates that the **building** or **structure** when the authorized work is complete will conform in all aspects with the **Building Code** and this bylaw.

⁴⁵ Amendment Bylaw 2333.08 – adopted June 2, 2016

24.0 Demolition

- 24.1 Permits for the demolition of a **building** or **structure** may be issued when
- 24.1.1 a Demolition Waste Disposal Plan or a Waste Disposal Application for Demolition and Renovation Waste⁴⁶ acceptable to the Regional District has been submitted; and
 - 24.1.2 the **owner** has paid all applicable charges.
- 24.2 The **owner** must maintain any demolition site in a safe and clean condition throughout the work involved in demolition.
- 24.3 No **owner** shall permit noxious or deleterious materials to escape from any demolition site by any means.
- 24.4 Final inspection is subject to:
- 24.4.1 the site being made permanently into a safe and clean condition, and
 - 24.4.2 acceptance of the final report for the disposal plan.

25.0 Retaining Structures

The design and **construction** of a retaining **structure** or series of structurally interdependent **structures**, greater than 1.2 metres in height, measured between the elevation of the ground at the lowest and highest points adjacent to the **structure** or any portion of the **structure**, and any retaining **structure** used to support or protect a **building** or **structure**, requires a **building** permit and field reviews conducted by a **Registered professional of record**. Sealed copies of the design plan and accompanying Letters of Assurance as referred to in Section 2.2.7. of Division C – Part 2⁴⁷ of the BC **Building Code** shall be prepared by the **Registered professional of record** and delivered to a **building official** by the **owner**. Schedule C-B forming part of the **Building Code** shall be submitted by the **Registered professional of record** not later than 21 days after completion of the **structure**.

26.0 Penalties and Enforcement

- 26.1 Every person who contravenes any provision of this bylaw commits an offense punishable on summary conviction and shall be liable to a fine of not more than \$10,000.00 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.

⁴⁶ Amendment Bylaw 2333.09 – adopted April 6, 2017

⁴⁷ Amendment Bylaw 2333.05 – adopted July 19, 2007

- 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 6.2 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 If any **construction** for which a permit is required by this by-law has commenced before a permit is issued by the **Building Official**, the **owner** of the real property on which the **construction** is being done shall pay to the Regional District as follows:
- 26.7.1. an additional charge equal to 25% of the building permit fee as prescribed in the Fees and Charges Bylaw prior to obtaining the required building permit;
- 26.7.2. If a Stop Work Notice or Do Not Occupy Notice is issued and remains outstanding for 14 days, double the fee prescribed in the Fees and Charges Bylaw with no limit.⁴⁸
- 26.8 Where the Regional District has caused a notice to be filed on the title of a property in accordance with Section 57 of the Community Charter, the notice may be removed provided:
- 26.8.1. The owner has obtained a new permit for the correction of the construction
- 26.8.2. The deficient construction has been corrected and completed so that the conditions which gave rise to the filing of the notice have been rectified;⁴⁹ and
- 26.8.3. The owner has paid the applicable fee set out in Schedule 2 of the Regional District Okanagan-Similkameen Fees and Charges Bylaw.⁵⁰

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.

⁴⁸ Amendment Bylaw 2333.03 and 2333.06 – adopted July 20, 2006 and May 6, 2010

⁴⁹ Amendment Bylaw 2333.07 – adopted March 17, 2011

⁵⁰ Amendment Bylaw 2333.08 – adopted June 2, 2016

28.0 Forms and Schedules

28.1 Forms 1, 2 and 3 and Schedules A and B to this bylaw form a part of this bylaw.

29.0 Repeal

29.1 Regional District of Okanagan-Similkameen Building Bylaw No. 1922, 1999 is repealed.

29.2 Despite Section 29.1, with respect to a **building permit** issued before January 20, 2005 provisions of Bylaw No. 1922, 1999 shall apply as if the bylaw remained in force.⁵¹

READ A FIRST, SECOND AND THIRD TIME this 20th day of January, 2005.

ADOPTED BY AT LEAST 2/3 OF THE VOTES this 20th day of January, 2005.

Chair

Chief Administrative Officer

⁵¹ Amendment Bylaw 2333.01 – adopted March 31, 2015

FORM 1

Acknowledgements of Owner

I acknowledge that the **owner** of the land in respect of which this permit is issued is solely responsible for carrying out the work authorized by this permit in accordance with the **Building Code** and other applicable laws respecting safety, including the requirements of the **Building Code** in relation to soil conditions for **building** foundations.

I acknowledge that the **owner** of the land is also solely responsible for determining whether the work authorized by this permit contravenes any covenant, easement, right of way, **building** scheme or other restriction affecting the **building** site, and whether the work requires the involvement of an architect under the **Architects Act** or an engineer or geoscientist under the **Engineers and Geoscientists Act**.

I acknowledge that the Regional District of Okanagan-Similkameen provides a limited service in relation to **building construction** and does not, by issuing **building** or **occupancy** permits, make any representation or give any assurance that the **construction** authorized by this permit complies in every or any respect with the **Building Code** or any other applicable laws respecting safety.

If the Regional District of Okanagan-Similkameen has so indicated on this permit, I acknowledge that the Regional District has issued the permit in reliance on the certification of a **registered professional of record**, engaged by me to provide such a certification, that the plans for the work authorized by the permit comply with the **Building Code** and other applicable enactments, and that the fee for the permit has been accordingly set. I acknowledge that the Regional District of Okanagan-Similkameen, by issuing this permit or any **occupancy** permit, makes no representations to me or any other person as to any such compliance.

Name of Registered **Owner** (print)

Signature of Registered **Owner** (or Authorized Signatory of Corporation)

Date of Acknowledgement

FORM 2

Registered professional of record's Proof of Insurance

Regional District Okanagan-Similkameen
101 Martin Street
Penticton, B.C
V2A 5J9
Attention: Building Official

Re: _____ [address or location of project]

This is to confirm that the undersigned **registered professional of record** is insured by a policy of insurance covering liability to third parties for errors and omissions in the provision of professional services in respect of the captioned project, a certificate of which insurance is attached.

The undersigned will notify both the Building Official and the **owner** who has engaged the undersigned to provide professional services in respect of the captioned project, in writing, of any termination of or change in the terms of the coverage provided by the policy, immediately upon being informed of or becoming aware of such termination or change.

Signature of **Registered professional of record**

[affix seal]

Name of Firm

FORM 3

Owner's Authorization of Agent

The undersigned registered ***owner*** of land in the Regional District Okanagan-Similkameen legally described as _____

and having a civic address of _____

hereby authorizes _____ to:

1. apply for and obtain as my agent a building permit in respect of the land from the Regional District Okanagan-Similkameen under the provisions of Building Bylaw No. 2333, 2005;
2. provide to the Regional District as my agent all information and documents required by the bylaw for such an application;
3. execute and deliver to the Regional District, as my agent, a document in the form set out on the attached page when obtaining the permit.

Name of Registered ***Owner*** (please print)

Signature of Registered ***Owner*** or
Authorized Signatory of Corporate ***Owner***

Date of Authorization

FORM 3

Owner's Authorization of Agent

Acknowledgements of ***Owner's*** Agent

I acknowledge that the ***owner*** of the land in respect of which this permit is issued is solely responsible for carrying out the work authorized by this permit in accordance with the ***Building Code*** and other applicable laws respecting safety, including the requirements of the ***Building Code*** in relation to soil conditions for ***building*** foundations.

I acknowledge that the ***owner*** of the land is also solely responsible for determining whether the work authorized by this permit contravenes any covenant, easement, right of way, ***building*** scheme or other restriction affecting the ***building*** site, and whether the work requires the involvement of an architect under the ***Architects Act*** or an engineer or geoscientist under the ***Engineers and Geoscientists Act***.

I acknowledge that the Regional District Okanagan-Similkameen provides a limited service in relation to ***building construction*** and does not, by issuing ***building*** or ***occupancy*** permits, make any representation or give any assurance that the ***construction*** authorized by this permit complies in every or any respect with the ***Building Code*** or any other applicable laws respecting safety.

If the Regional District Okanagan-Similkameen has so indicated on this permit, I acknowledge that the Regional District has issued the permit in reliance on the certification of a ***registered professional of record***, engaged by me to provide such a certification, that the plans for the work authorized by the permit comply with the ***Building Code*** and other applicable enactments, and that the fee for the permit has been accordingly set. I acknowledge that the Regional District Okanagan-Similkameen, by issuing this permit or any ***occupancy*** permit, makes no representations to me or any other person as to any such compliance.

In executing this acknowledgement as the agent of the ***owner***, I represent to the Regional District that I am authorized by the ***owner*** to receive this permit and make these acknowledgements on the ***owner's*** behalf, and the ***owner*** is aware that the ***owner*** is solely responsible for carrying out the work authorized by this permit in accordance with the ***Building Code*** and other applicable laws respecting safety.

Name of Authorized Agent (please print)

Signature of Authorized Agent

Date of Application

Climatic Data for RDOS

SCHEDULE A

Location	Elevation	Design Temperature				Degree Days Below 18°C	15 min rain, mm	One day rain, 1/50, mm	Annual Rain, mm	Moist. Index	Annual Total Prec.	Driving Rain Wind Pressure, Pa, 1/5	Ground Snow Load, kPa, 1/50		Hourly wind pressure		Frost Depth
		January		July 2.5%									Ss	Sr	1/10	1/50	
		2.5%	1%	Dry	Wet												
Town of Osoyoos	285 m	-14	-17	35	21	3100	10	48	275	0.28	310	60	1.1	0.1	0.31	0.4	600 mm
Vaseux, Oliver , Osoyoos, Anarchist, Richter Pass	Up to 500 m	-16	-18	33	20	3250	10	48	275	0.28	310	60	1.1	0.1	0.31	0.5	600 mm
Vaseux, Oliver, Osoyoos, Anarchist, Richter Pass	500-750 m	-16	-18	33	20	3900	10	48	275	0.28	310	60	2.0	0.1	0.3	0.5	600 mm
Vaseux, Oliver, Osoyoos, Anarchist, Richter Pass	750-1000 m	-19	-22	30	20	4400	10	50	320	0.36	500	70	2.9	0.3	0.31	0.4	600 mm
Vaseux, Oliver, Osoyoos, Anarchist, Richter Pass	Over 1000 m	-20	-22	29	18	4900	10	50	320	0.36	510	70	4.1	0.3	0.31	0.4	600 mm*
City of Penticton	350	-15	-17	33	20	3350	10	48	275	0.28	300	60	1.3	0.1	0.35	0.45	600 mm
OK Falls, Kaleden & Skaha Lake	Up to 600 m	-16	-18	33	20	3500	10	48	275	0.28	300	60	1.3	0.1	0.4	0.59	600 mm
OK Falls, Kaleden & Skaha Lake	Over 600 m	-16	-18	33	20	3800	10	48	275	0.28	300	60	2.0	0.1	0.4	0.59	600 mm
West Bench / Sage Mesa / Husula	Up to 600 m	-16	-18	33	20	3500	10	48	275	0.28	300	60	1.3	0.1	0.4	0.59	600 mm
Carmi, Falconridge & Twin Lakes	Up to 800 m	-20	-22	31	19	4000	10	50	280	.28	390	60	2.4	0.2	0.35	0.45	600 mm
Carmi, Falconridge & Twin Lakes	Over 800 m	-24	-26	30	19	4350	10	50	280	0.28	430	60	3.1	0.2	0.35	0.45	600 mm
Apex	1840 m	-25	-28	25	19	5850	10	49	200	0.24	580	60	5.5	0.3	0.31	0.40	1200 mm

Location	Elevation	Design Temperature				Degree Days Below 18°C	15 min rain, mm	One day rain, 1/50, mm	Annual Rain, mm	Moist. Index	Annual Total Prec.	Driving Rain Wind Pressure, Pa, 1/5	Ground Snow Load, kPa, 1/50		Hourly wind pressure		Frost Depth
		January		July 2.5%									Ss	Sr	1/10	1/50	
		2.5%	1%	Dry	Wet												
Naramata, Summerland North & Faulder	Up to 600 m	-18	-20	31	19	3700	10	48	275	0.28	300	60	2.0	0.2	0.34	0.45	600 mm
Naramata, Summerland North & Faulder	600-800 m	-20	-22	31	19	3800	10	50	280	0.28	360	60	2.2	0.2	0.35	0.45	600 mm
Naramata, Summerland North & Faulder	Over 800 m	-24	-26	30	19	4200	10	50	280	0.28	410	60	2.8	0.2	0.35	0.45	600 mm
Town of Princeton	655	-24	-29	33	19	4250	10	43	235	0.35	350	80	2.9	0.6	0.28	0.36	600 mm
Princeton area	Up to 850 m	-24	-29	33	19	4250	10	43	235	0.35	350	80	2.9	0.6	0.28	0.36	600 mm
Allison Lake, Tulameen, Coalmont, Chain Lakes, Osprey Lake, Missezula	850-950 m	-24	-29	29	19	4500	10	43	235	0.35	350	80	3.6	0.6	0.28	0.36	600 mm
Allison Lake, Tulameen, Coalmont, Chain Lakes, Osprey Lake, Missezula	950-1100 m	-24	-29	29	19	4700	10	45	260	0.37	500	80	4.4	0.6	0.29	0.37	600 mm
Eastgate, Pasayten Valley, Kennedy Lake	1100 m	-24	-29	29	19	4600	10	45	290	0.39	500	80	4.4	0.6	0.29	0.37	600 mm*
Headwaters/ Elkhart	1300 m	-24	-29	28	19	5000	10	45	220	0.25	490	60	4.2	0.3	0.31	0.41	1200 mm
Manning Park*	Up to 1200 m	-23	-26	29	19	5000	9	90	500	0.63	1200	120	6.8	0.7	0.39	0.50	1200 mm

A. *1200mm (48") over 1060m in geodetic elevation or in locations of clay or non-coarse grained /silt soils. No limit for bedrock.

NOTE: For areas and/or elevations not specifically mentioned in Schedule A, the Ground Snow load shall be determined by the **Building Official**.

Climate zones:

Zone 5 – 3000 to 3999 HDD

Zone 6 - 4000 to 4999 HDD

Zone 7A – 5000 to 5999 HDD