

## Regional District Of Central Okanagan

### Policy And Procedures Manual

---

<b>Chapter:</b>	<b>6.</b>	<b>INSPECTION SERVICES</b>	<b>Policy Resolution No: 132/96</b>
<b>Section:</b>	<b>6.22</b>	<b>Building Bylaw Enforcement &amp; Permit File Closing Policy</b>	<b>Page: 622</b>
			<b>Resolution Date: March 4/96</b>

---

#### 6.22 Building Bylaw Enforcement & Permit File Closing Policy

#132/96

THAT the Building Bylaw Enforcement & Permit File Closing Policy dated February 8, 1996 as submitted to the Board be adopted by the Regional Board.

- 1.) Permits for projects which have had a final inspection with no apparent deficiencies will be closed.
- 2.) Where a final inspection has been done and the inspection results show minor deficiencies or omissions such as missing security screws, handrails, weatherstrip or other minor items which can be readily corrected, the Region District of Central Okanagan's inspection report will show that the permit has been completed, that it is the owner/builder's responsibility to ensure that the outstanding items are completed and that a reinspection is not required.
- 3.) Projects which have been occupied or placed in use prior to the issuance of a completion certificate shall be dealt with as specified in 3.A and 3.B as follows:
  - a) Mail a certified letter requesting correction and/or completion within 30 days.
  - b) If completion or correction is not achieved within the 30 day time limit, the Inspection Department will:
    - 1) Issue an M.T.I. for illegal occupancy.
    - 2) Give advice of title notice with a 30 day time limit.
    - 3) Request Board approval for title notice after expiry of the 30 day limit in Sentence (2).
    - 4) After title notice is registered – close the file.

3.B Where unsuccessful attempts have been made to carry out an inspection, the inspection Department will:

- a) Mail a certified letter requesting that arrangements be made to have the project inspected within 30 days.
- b) Where inspection is made – to follow procedure listed in 1, 2, and 3.A of this policy.
- c) Where an inspection is not arrange:
  - 1) Issue an M.T.I. for illegal occupancy.
  - 2) Give advice of title notice with a 30 day time limit.
  - 3) Request Board approval for a title notice after expiry of the 30 day limit in sentence (2).
  - 4) After the title notice is registered, close file.

## Regional District Of Central Okanagan

### Policy And Procedures Manual

---

<b>Chapter:</b>	<b>6.</b>	<b>INSPECTION SERVICES</b>	<b>Policy Resolution No: 132/96</b>
<b>Section:</b>	<b>6.22</b>	<b>Building Bylaw Enforcement &amp; Permit File Closing Policy - CONTINUED -</b>	<b>Page: 622</b>  <b>Resolution Date: March 4/96</b>

---

#### **6.23 Building Bylaw Enforcement & Permit File Closing Policy**

- 4.) Projects which have been started prior to the issuance of a building permit will be ordered to stop work until a building permit has been issued for same. A violation ticket will be issued to the owner and/or contractor except where available evidence does not support such an action.
- 5.) Failure to obey a stop work order will result in the issuance of a violation ticket to the owner and/or contractor. Continuation of construction after the issuance of a ticket for failure to obey a stop work order will cause the Inspection Department to request an approval for a title notice regarding the bylaw violation.
- 6.) Due to the costs of seeking injunctions, the Board will consider approval for staff to obtain a Court Order to force corrections of building bylaw violations where threats to the health and safety of the public exist in construction regulated by the building bylaw which are serious and urgent such as, imminent structural failure, unsafe occupancy related to fire safety issues, structural deficiency where continuation of construction could prevent correction of deficiency or result in litigation (i.e. continuation of framing where a foundation deficiency exists, unsafe plumbing and other serious and urgent deficiencies) and for continuing construction without a permit.
- 7.) In addition to the procedure specified in 1 to 5, the Inspection Department may use tickets issued under the M.T.I. bylaw as tools to encourage violations to conform with the requirements of the bylaws and penalties for those that offend the bylaw.