

CITY OF MERRITT

BYLAW 2359

A BYLAW TO AMEND THE BUILDING BYLAW

The Council for the Corporation of the City of Merritt in open meeting assembled, enacts as follows:

Citation

1. This Bylaw shall be cited as the “**City of Merritt Building Bylaw Amendment Bylaw No. 2359, 2024**”.

Details

2. “City of Merritt Building Bylaw No. 1865, 2023” is amended as follows:
 - a. In Section 3. Insert the following definition in alphabetical order:
“**Special Inspection** means any additional inspections related to specialized installations or re-designs”
 - b. In section 11. (b) replace the words “Schedule “A” attached hereto and forming part of this bylaw;” with the words “Schedule “E” of the City of Merritt Fees and Charges Bylaw 2358, 2024;”.
 - c. In section 14. (a) replace the words “Schedule “C”” with the words “Schedule “B””.
 - d. In section 35. replace the words "Schedule "D"" with the words "Schedule "C"".
 - e. In section 45. (a) replace the words "Schedule "D" with the words "Schedule “C””.
 - f. Delete Schedule A in its entirety and renumber remaining Schedules accordingly.

READ A FIRST TIME this 23rd day of January, 2024

READ A SECOND TIME this 23rd day of January, 2024

READ A THIRD TIME this 23rd day of January, 2024

ADOPTED this ____ day of _____, 202X

Michael Goetz
Mayor

Linda Brick
Corporate Officer

CITY OF MERRITT
BYLAW NO. 1865, 2003

CONSOLIDATED FOR CONVENIENCE ONLY TO INCLUDE AMENDMENT BYLAW NO.
1899, 2005 and 2078, 2009

A BYLAW FOR THE ADMINISTRATION OF THE BUILDING CODE.

WHEREAS Section 694 of the *Local Government Act* authorizes the Council of a municipality, for the health, safety and protection of persons and property, by bylaw, to regulate construction and related matters, and to provide for the administration of and ensure that all construction conforms to the Building Code of British Columbia;

NOW THEREFORE the Council of the City of Merritt, in open meeting assembled, enacts as follows:

CITATION

1. This bylaw shall be cited as the "**CITY OF MERRITT BUILDING BYLAW NO. 1865, 2003**".
2. That "**CITY OF MERRITT BUILDING BYLAW NO. 1750, 2001**" and all amendments thereto are hereby **REPEALED**.

DEFINITIONS

3. In this bylaw:

Accessory Building means a subordinate non-residential building which is customarily accessory to the principal building situated on the same parcel or site.

Authorized Agent means a person representing the owner by designation or contract.

Building Code means the latest edition of the BC Building Code established pursuant to Section 692 of the *Local Government Act*.

Building Inspector means the Manager of Building Safety and Inspection Services for the City of Merritt or duly authorized representative.

City Property means all road allowances, land and easements, with all works, utilities, structures and appurtenances therein or thereon. Amending Bylaw No. 1899, 2005

Damage includes but is not limited to the placement, dropping or deposit of earth, debris, materials, objects or substances upon City Property, or surface scarring, cracking or breaking of pavement, curbing or sidewalks, or damage to utility systems within City Property. Amending Bylaw No. 1899, 2005

Double Blocking means a system of blocking in which blocks of alternate courses are placed at 90 degrees. Amending Bylaw No. 2078, 2009

Multiple Family Row Housing means single family dwellings joined by a common wall, up to two (2) stories in height, occupied by a common wall, up to two (2) stories in height, occupied by one family, with each house having an individual ground floor entrance/exit directly to the exterior of the building and having three (3) or more units.

Owner means, in respect to real property, the owner as defined in the *Local Government Act*.

Premises means any parcel of land together with all buildings or structures located thereon.

Qualified Fire Sprinkler Installer means any person who has passed and possesses the qualification certificate to install sprinkler systems as recognized by the American Society of Plumbing Engineers.

Registered Professional shall have the same meaning as that term as defined in the Building Code.

Structure means any appurtenance or improvement which is affixed to, supported by or sunk into land or water and, without limiting the generality of the foregoing, includes any pad or base of concrete, asphalt or other material designed to support or actually supporting a mobile home.

Temporary Buildings, Structures and Shelters means buildings to be utilized only while a permanent building is being constructed or renovated on the same site.

Temporary Mobile Industrial Building means a factory built building not connected to water or sewer services, ancillary to an existing industrial use and situated on a parcel for a maximum period of six (6) months.

Utilities means any community water system, community sewer system, drainage collection or disposal system.

APPLICATIONS

4. The Building Inspector is hereby assigned the responsibility for administering this Bylaw.
5. This bylaw applies:
 - (a) to the design and construction of the building when a new building is constructed;
 - (b) to the part moved and to any remaining part affected by the change when the whole or part of a building is moved;
 - (c) to the demolition and to any remaining part affected by the change when the whole or part of a building is demolished;
 - (d) to the alterations and to all parts of the building affected by the change when a building is altered;
 - (e) when structural repairs are made to a building;
 - (f) to all parts of the building affected by the change when the class of use or occupancy of a building or part thereof is changed;
 - (g) to the repair or demolition of all parts of the building or structure whether damaged or not when a building or structure is damaged by fire, flood, earthquake or other causes;
 - (h) when a plumbing system is constructed, extended, altered, renewed or a connection made to a sewer or sewage disposal;
 - (i) when a heating system is connected to a chimney or flue;
 - (j) when a structural retaining wall over 1 meter is constructed.

PROHIBITIONS

6. No person shall commence or continue any work provided for in Section 5 unless he has a valid and subsisting permit issued by the Building Inspector.
7. No person shall alter, deface, cover, remove or tamper with any notice or certificate posted upon or affixed to any building pursuant to any provision of this bylaw.
8. No person shall do any work that is at variance with the description, plans and specifications for the building, structure, work or thing for which a permit has been issued and approval obtained.
9. No person shall interfere with or obstruct the entry to lands and premises by the Building Inspector acting in the conduct of administration of this bylaw.

ADMINISTRATION

10. The Building Inspector will:
 - (a) keep records of any application received, permits and orders issued, inspections and tests made, and retain copies of all papers and documents connected with the enforcement of this bylaw;
 - (b) establish whether any method or type of construction or material used in the construction of any building conforms with the requirements and provisions of the Building Code and the Plumbing Code;
 - (c) enter any lands and premises at any reasonable time for the purpose of determining compliance with this bylaw;
 - (d) direct that tests for conditions of materials, devices, construction methods, structural assemblies or foundations be made, or sufficient evidence or proof be submitted, at the expense of the owner, to determine whether the materials, devices, construction methods or foundations meet the requirements of this bylaw. The owner shall keep records of such tests, which shall be made available for inspection during the construction of the buildings;
 - (e) direct by written notice, or by attaching a placard to the premises, the correction of any condition where, in the opinion of the Building Inspector, such condition violates the provisions of this bylaw;

- (f) order the cessation of work that is proceeding in contravention of this bylaw;
- (g) refuse to issue a building permit for the connection of a fireplace insert to an existing fireplace when the existing fireplace has had no previous inspections; and
- (h) refuse to issue a building permit for the connection of a wood heater or furnace to an existing chimney if the existing chimney has had no previous inspections.

PERMITS

- 11. The Building Inspector may issue a permit for which the application is made where:
 - (a) the proposed work set out in the application conforms to this bylaw and all other applicable bylaws of the authority having jurisdiction;
 - (b) the applicant for a permit has paid the fee prescribed as set out in Schedule "A" attached hereto and forming part of this bylaw;
 - (c) the applicant for a permit has paid all other applicable municipal fees including those required for utility connection; and,
 - (d) the applicant for a permit is in compliance with the City's Bylaws as to the location of any commercial/ industrial solid waste receptacle.
- 12. Each permit shall expire and the permit shall terminate:
 - (a) if the work is not commenced within six (6) months from the date of issuance of such permit;
 - (b) if the work is discontinued or suspended for a period of more than twelve (12) months;
 - (c) if the work is not completed within twenty-four (24) months from the date of issuance of such permit; whichever first occurs.

13. The Building Inspector may, upon termination or expiration of a permit, grant a renewal permit for a further twelve (12) month period if he is satisfied that the construction is progressing at a reasonable rate of progress, providing that the renewal fee in the amount of the minimum permit fee is paid.
14. The permit shall:
 - (a) be completed as per Schedule "C" of this bylaw;
 - (b) be signed by the owner or authorized agent in writing;
 - (c) state the intended use of the building; and
 - (d) include as exhibits, copies in duplicate, of the specifications and scale drawings of the building with respect to which work is to be carried out, showing:
 - i) the dimensions of the building;
 - ii) the proposed use of each room or floor area;
 - iii) the dimensions and legal description of the land on which the building is or is to be situated;
 - iv) the grades and elevations of the streets and sewers abutting the land referred to in sub-clause iii) above, when required by the Building Inspector;
 - v) the position, height and horizontal dimensions of all buildings on the land referred to in sub-clause iii) above;
 - vi) a survey of the building site by a British Columbia Land Surveyor when required by the Building Inspector;
 - vii) the technical information specified in other parts of this bylaw required to be included on the drawings relating to those parts;
 - viii) such other information as is necessary to illustrate all essential features of the design of the building.

15. When required by the Building Inspector, the permit application for buildings, other than single family dwellings and duplexes, shall also be accompanied by the following:
 - (a) the plans that show the location and size of every building drain and every trap or inspection piece that is on a building drain, and of every soil or waste pipe, trap and vent pipe; and
 - (b) the plans and specifications, submitted in the form and quantities required by the Building Inspector, bearing the name and address of the designer and containing any and all other information necessary to establish compliance with this bylaw.
16. Every application submitted for a permit to erect a building subject to the provisions of Part 3 of the Building Code shall conform to the following before a permit is issued:
 - (a) whenever the Building Inspector considers that the site conditions or the size or complexity of the building or structure or an aspect of it warrants, the Building Inspector may require an applicant for a permit to provide plans, drawings and specifications and plot plans submitted with the application certified by a registered professional that the construction complies with the current Building Code and this Bylaw. Matters that are beyond the prescriptive requirements and scope of the B.C. Building Code and within the expertise and certification of the registered professional involved, that where a registered professional registered to practice in British Columbia is engaged by the owner for the inspection of the construction of the building and where the prior written approval of the Building Inspector has been obtained, sealed certificates of compliance with the approved plans and the provincial regulations, submitted by the registered professional, may be accepted in lieu of inspections made by the Building Inspector;
 - (b) the registered professional involved must provide written proof to the Building Inspector that adequate liability insurance is provided for that project and is of an amount to adequately cover the value of said project. In addition, the above mentioned insurance is required to be provided by all registered professionals that are engaged with the building and have provided schedules "B1", "B2", and "C" of the B.C. Building Code or any other certification; and

- (c) that the professional plans submitted with the application for the building permit, or specified aspects of those plans, comply with the building code and other applicable enactment's respecting safety when the Building Inspector considers that the site conditions or the size or complexity of the development, or an aspect of it, warrants the certification. Where such certification has been provided the Building Inspector shall advise the applicant in writing that the certification of compliance has been relied on in issuing the permit.
- 17. The Building Inspector may require on any plans submitted, the seal and signature of a member of the Architectural Institute of British Columbia or the Association of Professional Engineers and Geoscientists of British Columbia before they are accepted for a building permit if:
 - (a) the site conditions require special foundation design, drainage design or other engineering considerations;
 - (b) the proposed building is not of standard wood frame construction; or,
 - (c) the proposed building or structure is of a category requiring professional design.
- 18. The Building Inspector may revoke a permit and issue a stop work order where he becomes aware that there has been a violation:
 - (a) any condition under which the permit was issued;
 - (b) any provision of the Building Code; or,
 - (c) any breach of this bylaw or other applicable bylaws of the authority having jurisdiction; and,
 - (d) the revocation and stop work order shall be posted on the building or structure and a copy shall be transmitted to the holder of the permit by registered mail and shall be deemed to have been received by the permit holder seven (7) calendar days after posting.
- 19. The Building Inspector may issue a permit for the construction of a phase of a building before the plans and specifications for the whole building have been submitted or approved, if adequate information has been provided, complying with all requirements of this bylaw.

20. No permit holder under this bylaw shall depart from the plans and specifications without the approval of the Building Inspector, who may require the submission of amended plans and specifications showing such departure.
21. The Building Inspector may issue a permit for the erection or placement of a temporary building, structure or shelter. Temporary buildings, structures or shelters are to be removed once the permanent building is ready for occupancy. The application for such permit shall contain the information and time limits required by this bylaw.
22. The Building Inspector may issue a permit for the placement of a temporary mobile industrial building. Temporary mobile industrial buildings shall be permitted to occupy a parcel for a maximum of six (6) months. There shall be a minimum of six (6) months between the date temporary mobile industrial buildings are removed from a parcel and the date additional temporary mobile industrial buildings can be placed on the parcel.
23. No permit shall be issued for an accessory building unless the principal building is under construction.

REMOVAL, RELOCATION OR DEMOLITION OF A BUILDING

24. No person shall demolish, relocate or remove a building or structure without a permit.
25. Before a permit to remove, relocate or demolish a building or structure is issued the authority having jurisdiction may require that the application for permit shall contain one or more of the following:
 - (a) a description of the building or structure giving the existing location, construction materials, dimensions, number of rooms and condition of exterior and interior;
 - (b) a legal description of the existing site;
 - (c) a legal description of the site to which it is proposed that the building or structure is to be moved if located within the City of Merritt;
 - (d) a plot plan of the site to be occupied by the building or structure if relocated within the City of Merritt; and

- (e) a statement that the taxes upon the land and building or buildings or structures have been paid in full and that the same have not been sold for taxes or if sold for taxes have been redeemed.
26. The owner, or his agent, of a site from which a building or structure is to be removed or demolished shall:
- (a) notify the gas, electric, telephone and water service companies or utilities to shut off and/or remove their service;
 - (b) terminate the sewer and water service lines at least eight feet outside the property line or at or near the sewer and water mains in a manner and at a location approved by the City; and
 - (c) upon completion of the removal or demolition, put the site in a safe and sanitary condition to the satisfaction of the authority having jurisdiction.

FIRE LIMIT AREAS

27. For the purposes of regulating the construction of certain buildings for precautions against fire, all areas are established as fire limit areas, except:
- (a) single family dwellings and accessory buildings;
 - (b) two-family dwellings and accessory buildings;
 - (c) multiple family row housing and accessory buildings;
 - (d) temporary buildings;
 - (e) free standing structures classified as F-3 in the BC Building Code and that they meet all the following conditions:
 - 1) are not enclosed with walls and consist of a roof supported by posts and beams; and,
 - 2) are not greater than 150 sq. M; and,
 - 3) are not used for storage of flammable, combustible or hazardous goods; and,
 - 4) are not within 15 M of any other structure
 - (f) temporary mobile (manufactured) homes;

- (g) covered greenhouses not more than 150 sq. M. and comply with NFPA 701 and /or CAN/ULC S-109 M and are supported by a non-combustible frame and /or support; and
- (h) buildings classified as A-4 in the BC Bldg Code and that meets all of the following conditions:
 - 1) not greater than 150 sq. M.; and
 - 2) not greater than one (1) storey in building height;
 - 3) constructed of a minimum of fifty percent (50%) non-combustible material;
 - 4) located not less than 15 M. from any property line or structure on the same property. If an additional building is constructed on the same property within the 15 M. exclusion area, both buildings would require automatic sprinkler systems, in compliance with the appropriate standards.

Note: A-4 occupancy includes but is not limited to public use functions such as:

- Amusement park structures
- Bleachers
- Grandstands
- Reviewing stands
- Stadia

- 28. Notwithstanding Section 24, all group homes for the physically or mentally challenged are established as being within a fire limit area.
- 29. In fire limit areas fire sprinklers are required to be installed in all buildings constructed, placed, structurally renovated or structurally altered where the total Building permit value, determined by the Building Inspector pursuant to this bylaw, of all additions and alterations made within any consecutive thirty-six (36) month period, EXCEEDS forty percent (40%) of the assessed value of the existing building as determined by the most recent assessment of the B.C. Assessment Authority.
- 30. A building permit will not be issued for construction, placement, structural renovation or structural alteration of a building in a fire limit area, unless the applicant for the building permit submits a design drawing showing the location where fire sprinklers will be installed.

31. If an addition requires sprinkling there shall be a minimum one (1) hour fire separation between the sprinkled areas of the building and the non-sprinkled areas of the building.
32. Where a building complies with article 3.2.5.13 (4) of the B.C. Building Code, that article shall apply and compliance with that article shall be deemed in compliance with the "Fire Limit Areas" requirements of this bylaw.
33. All sprinklers shall be installed by qualified fire sprinkler installers in accordance with National Fire Protection Association Standards for the installation of fire sprinklers.

RESPONSIBILITY OF OWNER

34. The granting of a permit and/or inspections made by the Building Inspector shall not relieve the owner from full responsibility for carrying out the work in accordance with good and proper building practice and with the requirements of this bylaw, the application for permit, the plans, specifications and materials filed and accepted.
35. The issuance of a building permit does not relieve the owner from the responsibility of determining that the building site is safe and will not be affected by flooding or water caused by surface run-off, groundwater or otherwise.
36. The owner shall determine before construction commences, and incorporate within the building plans submitted, the proper climatic information for building design as included in "Climatic Information for Building Design in Canada", Supplement 1 to the British Columbia Building Code.
37.
 - (a) Any owner of property for which a permit is issued shall be responsible for the cost of repair of any damage to utilities.
 - (b) The Owner shall ensure that all work is confined within the boundaries of the property on which the work is, or is to be located and does not adversely affect adjacent properties. Amending Bylaw No. 1899, 2005
 - (c) The Owner is responsible for the cost to repair any damage to City property that may occur as a result of undertaking work for which a permit was required under this bylaw. Amending Bylaw No. 1899, 2005
38. The owner must display the building permit placard, as per Schedule "D", on a permanent location on the property.

DUTIES OF THE OWNER

39. Every owner shall:

- (a) permit the Building Inspector to enter any buildings or premises at any reasonable time for the purpose of determining compliance with this bylaw;
- (b) obtain, where applicable, permits or approvals relating to demolition, excavation, building, repair of buildings, zoning, change in classification of occupancy, sewers, water, plumbing, signs, canopies, awnings, marquees, blasting, street occupancy, electricity, buildings to be moved, and all other permits required in connection with the proposed work prior to the commencement of such work;
- (c) in all cases where it is proposed to connect the waste from plumbing fixtures, trade waste or surface or roof water to a public sewer, ascertain such public sewer is at a sufficient depth and of a capacity to receive such discharge and also to arrange the plumbing to suit the location of the connection provided for the lot by the appropriate regulatory authority;
- (d) where it is desired to connect a building or storm sewer with any building or storm sewer extension, furnish such information as the Building Inspector may require to show that the proposed sewers will be laid at such depth and in such a position as to connect the property with the building or storm sewer extension;
- (e) obtain, where applicable, highway or street access permits to the property;
- (f) determine Agricultural Land Reserve limitations, Provincial Flood Plain restrictions, and any other restrictions that may apply; and,
- (g) give at least twenty-four (24) hours notice to the Building Inspector prior to requesting inspections.

STAGES OF INSPECTIONS

40. Only those inspections outlined in this section will be undertaken by the Building Inspectors during the following stages of construction. It is the responsibility of the owner or his agent to carry out all work, in substantial accordance with the provisions of this bylaw and the Building Code. Owners may not continue with or cover construction until receiving acceptance of the previous stage.

i) Footing Construction Stage

Upon request of an owner or agent, the following inspections may be completed at this stage of construction:

- a) Substantial conformance to building plans submitted;
- b) Substantial conformance of footing forms per plans submitted;
- c) Review siting in relation to known land hazards;
- d) Frost protection of footings;
- e) Confirm registered professional requirements;
- f) Siting of the building or structure in relation to property lines;
- g) Spatial separations;
- h) Removal of all organic and topsoil materials;
- i) Registered professionals' letters of assurance.

ii) Framing Construction Stage

Upon request of an owner or agent, the following inspections may be completed at this stage:

- a) Substantial conformance to building plans as submitted;
- b) Verification of compliance to the Zoning Bylaw;
- c) Security requirements;
- d) Roof/attic space provisions;
- e) Verification of engineered components;
- f) Verification of emergency exits;
- g) Confirm foundations per building plans submitted;
- h) Verification of framing to Building Code standards;
- i) Verification of room and space dimensions;
- j) Verification of room and space dimensions;
- k) Review and confirm registered professionals letters of assurance;
- l) Spatial separations;

- m) Emergency window egress;
- n) Crawlspace provisions;
- o) Fire separation systems/fire stopping;
- p) Fire suppression systems;
- q) Stairs.

iii) Fireplace, Woodstove, Chimney Installation Stage

Upon request of an owner or agent, the following inspections may be completed at this stage:

- a) Installation of solid fuel burning fireplaces and appliances;
- b) Exhaust chimneys;
- c) Confirm adequate fireplace, appliance and chimney certification;
- d) Adequate combustion air;
- e) Fire stopping of all chimney chases;
- f) Installation completion review

iv) Insulation Stage

Upon request of an owner or agent, the following inspection may be completed at this stage:

When insulation and vapour barrier are completed, but before any drywall or other finish is applied which would conceal such work.

v) Completion of Construction Stage

Upon request of an owner or agent, the following inspections may be completed at this stage:

Exterior:

- a) Stairs; handrails; deck covering; security provisions;
- b) Fencing/barriers around pools;
- c) Superficial inspection of exterior wall finish;
- d) If installed, confirm roof drains down spouts are adequately terminated;
- e) Guards; landings; vents & exhaust coverings; exterior lighting.

Interior:

- a) Smoke alarms operational;
- b) Bathroom complete and operational;
- c) Interior wall finishes complete;
- d) Installation of doors;
- e) Crawlspace access;
- f) Adequate stairs, handrails; fire separations;
- g) Emergency lighting;
- h) Gas seal between house and garage;
- i) Testing of installed fire alarm and detection systems;
- j) Kitchen sink operational;
- k) Ceiling finishes;
- l) Attic access complete;
- m) Required egresses;
- n) Guards and landings;
- o) Confirm registered professional letters of assurance;
- p) Exit signage installed where required;

Final inspection to be called by the owner or authorized agent only.

OCCUPANCY

- 41. The Building Inspector may permit temporary occupancy of a single or two family dwelling, but only if minor building requirement issues remain outstanding. Temporary occupancy may be permitted, subsequent to an initial inspection and prior to a final inspection, provided that the minor issues are resolved, re-inspected and finally approved within thirty (30) days of permission being granted for temporary occupancy.
- 42. The Building Inspector may permit temporary occupancy of a building, other than a single or two family dwelling provided:
 - i) In the opinion of the Building Inspector the outstanding building requirements are only minor and are not related to health or safety;
 - ii) the owner provides the City security, in a form satisfactory to the City Treasurer, in the amount of one hundred and twenty (120%) percent of the value of the outstanding construction as determined by the Building Inspector, but in no case shall the security be less than five thousand (\$5,000.00) dollars;
 - iii) the outstanding work is completed within ninety (90) days from the date of authorization of temporary occupancy; and,
 - iv) the temporary occupancy is first approved in writing.

43. If the outstanding work is not completed to the satisfaction of the Building Inspector within the permitted ninety (90) days, the Building Inspector may draw upon the security on deposit and take whatever action is necessary to effect completion of the building and site.

PLUMBING PERMITS

44. A plumbing system shall not be constructed, extended, altered, renewed or repaired or a connection made to a sewer unless a permit to do so has been obtained.
45. A permit is not required when a valve, faucet, fixture or service water heater is repaired or replaced, a stoppage cleared or a leak repaired if no change to the piping is required.
46. A plumbing permit shall only be issued to a plumber holding a valid British Columbia Journeyman Plumber qualification or, where the installation, alteration or repair of plumbing is to be carried out within a single family dwelling and entirely by the owner and occupier or intended occupier of the premises for which the permit is sought.
47. The holder of a plumbing permit shall when required by the Building Inspector, submit a letter certifying compliance with the provisions of this Bylaw and the Plumbing Code and Regulations.

DOCUMENTS

48. The owner to whom a permit is issued shall, during construction, keep:
- (a) posted in a prominent and visible place on the property in respect of which the permit is issued, the building permit as set out in Schedule "D"; and,
 - (b) a copy of the drawings and specifications on the property in respect of which the permit is issued.

EQUIVALENTS

49. The provisions of this bylaw are not intended to limit the appropriate use of materials, appliances, systems, equipment, methods of design or construction procedures not specifically described herein.
50. Any person desirous of providing any equivalent to satisfy one or more of the requirements of this bylaw shall submit sufficient evidence by a registered professional to demonstrate that the proposed equivalent will provide the level of performance required by this bylaw.
51. Materials, appliances, systems, equipment, methods of design and construction procedures not specifically described herein, or which vary from the specific requirements in this bylaw, may be used if these alternatives are suitable.
52. The acceptance of any equivalents shall be at the discretion of the Building Inspector.

MOVING BUILDINGS

53. Every owner of a property shall obtain a permit for moving a building.
54. Upon receipt of an application to move a building, the Building Inspector may inspect the building.

MOBILE/MANUFACTURED HOME PARKS Amending Bylaw No. 2078, 2009

- 55
 - (a) Layout and construction of all mobile/manufactured home parks shall comply with City of Merritt Subdivision and Development Bylaw as amended from time to time.
 - (b) Any mobile home located on a space shall be supported by double blocking.
 - (c) Skirting shall be installed having two screen openings, each with a minimum area of 1600 sq. cm. for the purpose of providing cross ventilation beneath the mobile home.
 - (d) Skirting shall have two (2) easily removable access panels of a minimum width of 1.2m.
 - (e) All running gear, including hitches and tailgates, shall be removed within sixty (60) days of the installation of a mobile home in a mobile home space.

RETAINING WALLS

56. For retaining walls over one (1) meter in height, the Building Inspector will require:
- (a) the design of any retaining wall to be prepared, sealed and signed by a registered British Columbia Professional Engineer, and the drawings submitted for permit; and
 - (b) supervision of the permitted work to be carried out by the person(s) responsible for the design.

SEVERABILITY

57. If any Part, Section, Sub-section, clause, phrase or sentence of this bylaw is for any reason held to be invalid by any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this bylaw.

PENALTY

58. Every person who contravenes a provision of this bylaw to which the Offence Act applies commits an offence and shall be liable on summary conviction to a fine not exceeding two thousand (\$2,000.00) dollars and the costs of prosecution. Every person who contravenes a provision of this bylaw to which the City of Merritt Municipal Ticket Information Bylaw applies commits an offence and shall be liable on summary conviction to a fine in accordance with the City of Merritt Municipal Ticket Information Bylaw.

READ A FIRST TIME this 9th Day of December, 2003.

READ A SECOND TIME this 9th Day of December, 2003.

READ A THIRD TIME this 9th Day of December, 2003.

ADOPTED this 16th Day of December, 2003

Original signed by
D. LAIRD, MAYOR

Original signed by
R. TOLERTON, CORPORATE
SERVICES MANAGER

SCHEDULE "A"

PERMIT AND CERTIFICATE FEES

BUILDING PERMIT FEES:

1. Fee for construction value (declared or assessed) as determined by the City of Merritt for all new construction, reconstruction, additions, extensions, alterations or repairs of any building and the placement of single or double-wide mobile homes.

<u>Construction Value</u>	<u>Fee</u>
(a) \$1.00 to \$1,000.00	\$60.00
(b) \$60.00 for each \$1,000 or part thereof by which the value exceeds the sum of \$1,000 up to a maximum value of \$100,000 as additional fees.	\$6.00
(c) \$654.00 plus for each additional \$1,000 or part thereof by which the value exceeds the sum of \$100,000 as additional fees.	\$5.00

2. COMMERCIAL CONSTRUCTION

Basic building – Contractor tendered cost	\$50.00 per sq. ft.
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3. INDUSTRIAL / INSTITUTIONAL CONSTRUCTION

- (a) Contract or tendered cost
- (b) All Commercial, Industrial or Institutional Industrial renovations will have to be calculated as to the amount of construction taking place or contract price.

4. MINIMUM VALUES FOR RESIDENTIAL CONSTRUCTION

1 floor finished – full basement unfinished	\$80.00 per sq. ft.
Finished basement	\$30.00 per sq. ft.
Finished 2 nd and 3 rd storeys	\$35.00 per sq. ft.

	<u>Minimum Value</u>
In addition to the above, add the following if attached to dwelling	
Sundeck	\$3,000.00
Sundeck with Roof	\$4,000.00
Single Carport	\$5,000.00
Double Carport	\$6,000.00
Single Garage	\$6,000.00
Double Garage	\$8,000.00
 5. FEES FOR DETACHED RESIDENTIAL ACCESSORY BUILDINGS	
(a) Detached Accessory building up to 250 sq. ft.	\$85.00
(b) Accessory building over 250 sq. ft. and 700 sq. ft.	\$100.00
(c) Detached accessory building over 700 sq. ft. and up to 1000 sq. ft.	\$160.00
(d) Over 1000 sq. ft. and under 1500 sq. ft.	\$200.00
 6. FEES FOR SOLID FUEL BURNING APPLIANCES	
(a) Chimney Only	\$ 75.00
(b) Single Fireplace	\$ 80.00
(c) Double Fireplace	\$125.00
(d) Other Appliances	\$125.00
 7. FEES FOR MOBILE HOMES	
(a) 5 years or newer minimum value of	\$40 per sq. ft.
(b) Older than 5 years	\$35 per sq. ft.
(c) Additions to Mobile Homes	\$35 per sq. ft.
 8. DEMOLITION OR REMOVAL OF ANY BUILDING OR STRUCTURE OR PART THEREOF	
(a) for a main building or structure up to two (2) stories in height	\$100.00
(b) for each additional storey	\$ 50.00

9. PLUMBING FEES

- | | |
|--|---|
| (a) For each new or used fixture roughed in and installed | \$ 60.00 for the first fixture and \$9.00 for each additional fixture |
| (b) For the roughing in of each fixture outlet for future use | \$ 5.00 per fixture |
| (c) For installation of floor drains | |
| First drain | \$ 10.00 |
| Each additional drain | \$8.00 |
| (d) For installation of each grease or oil interceptor | \$ 10.00 |
| (e) For installation of each acid diluting tank or pit | \$ 10.00 |
| (f) For installation of commercial cooking fire suppression system | \$25.00 |
| (g) For plumbing construction which involves the installation of fire sprinkler systems: | |
| (i) up to 6 sprinkler heads | \$60.00 |
| (ii) each additional sprinkler head | \$0.50 |
| (h) For plumbing construction which involves the installation of standpipes, Siamese connections and fire hydrants | \$20.00 for each hydrant and hose connection |

10. OCCUPANCY PERMITS

- | | |
|--|----------|
| Where no building permit is required | \$ 75.00 |
| When a building permit is required the fee is included in the price of the building permit | |

11. PERMIT FEE REFUNDS:

Building permit fees may be refunded only upon written request from the applicant, up to six (6) months from the date of issue of the building permit, subject to the following conditions:

- (a) No permit related work on the site has commenced; and
- (b) A reduction of \$50.00 or 30% of the permit fee, whichever is more, once a building permit has been issued.

12. TEMPORARY BUILDINGS

\$50.00 for each building, or the fee determined by construction value of new work on site, whichever is more.

13. PLAN PROCESSING FEE

- (a) An application for a building Permit shall be accompanied by a Plan Processing Fee at the following rate:

Construction value under \$200,000	\$50.00
Construction value over \$200,000	\$100.00
- (b) A plan processing Fee shall be a credit towards the Building Permit Fee levied at the time of Permit issuance.
- (c) A plan processing Fee is non-refundable and shall be forfeited in the following circumstances:
 - i) if the Building Permit has not been secured and paid for within sixty days of notification that the Permit is ready for issuance;
 - ii) if plans submitted for processing are inadequate or do not conform to the current codes and/or the bylaws of the Municipality and must be resubmitted;
 - iii) if there are revisions to plans after the commencement of plan checking;
 - iv) if plans submitted are withdrawn after commencement of plan checking.

14. CONSTRUCTION BEFORE PERMIT ISSUANCE FEE

A 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 thirty (30) days, shall pay an additional charge equal to twenty-five (25%) per cent of the Building Permit Fee prior to obtaining the required Building Permit.

City of Merritt Bylaw No. 1865

Schedule "B"

City of Merritt

P. O. Box 189
2185 Voght Street
Merritt, B.C. V0K 2B0



Phone: 378-4224

Fax: 378-2600

**CITY OF MERRITT
BUILDING INSPECTION SERVICES**

OCCUPANCY PERMIT

Pursuant to the requirements of the building bylaws of the City of Merritt, permission is hereby granted to occupy the described building subject to the following limitations:

Street Address: _____

Legal Description: _____

Class of Occupancy: _____

Building Permit No. _____

IMPORTANT NOTICE

The occupancy approved under this permit refers only to structural and plumbing components of the above building permit(s), and such occupancy is permitted as of the date shown. This permit is not a warranty that the subject building or any part of the building complies with all Regional and Provincial regulations covering zoning and building construction or that the building or any part of the building is without defect. Conformity to all regulations is the responsibility of the owner. Owners are reminded that a new **OCCUPANCY PERMIT** is required prior to change in **CLASS OF OCCUPANCY**.

Date

Building Inspector

Business License Required

Yes

☐

No

☐

This CERTIFICATE must be affixed to a conspicuous and permanent place in the said building and shall not be removed.

City of Merritt Bylaw No.1865

Schedule "C"

City of Merritt
2185 Voght St.
Box 189
Merritt, BC V1K 1B8
Phone: (250) 378-4224
FAX: (250) 378-2600



Roll # _____

Permit # _____

PID # _____

APPLICATION TO BUILD - CONSTRUCT

COMPLETE SHADED SECTION ONLY AND AFFIX SIGNATURE ON THE REVERSE OF THIS FORM

I, _____ on (D/M/Y) _____, hereby make application for permission to proceed with a development in accordance with the plans and other information submitted herewith to:

ALTER ☐ CONSTRUCT ☐ DEMOLISH ☐ EXTEND ☐ INSTALL ☐
LOCATE ☐ OCCUPY ☐ REMOVE ☐ RENOVATE ☐ REPAIR ☐

Description of work: _____ Total Construction Value (Excluding Land): \$ _____

LOCATION: Civic Address: _____

Legal Description: Plan: _____ Lot: _____ Block: _____ District Lot: _____

Applicant _____ Address: _____ Phone: _____

Owner: Same as Above: ☐ or _____ Address: _____ Phone: _____

Contractor: _____ Address: _____ Phone: _____

Engineer or Architect: _____ Address: _____ Phone: _____

Plumbing Contractor: _____

T.Q. Number: _____ Address: _____ Phone: _____

The following documents are attached:

Document Plans (duplicate) ☐ Posting or Site Plan ☐ Surveyor's Certificate ☐ Certificate of Title ☐ Others: _____

Covenants ☐ - A charge will be applied if not supplied

ZONING BY-LAW

Development Cost Charges Applicable: Yes ☐ No ☐ Development Permit Required: Yes ☐ No ☐ Within Flood Plain: Yes ☐ No ☐

Property Zoned: _____ Lot Dimensions: _____ Area of Lot: _____

Proposed Use/Structures on Site: _____

Size of Building: (Square Meters) _____ Number of Storeys _____ Number of Dwelling Units: _____

Number of Parking Spaces Available _____ Are These to City Standards: Yes ☐ No ☐

REMARKS/CONDITIONS: _____

BUILDING INSPECTION AND PLAN EXAMINATION

Type of Construction: _____ Group or Division of Building ☐ Part of Code ☐

REMARKS/CONDITIONS: _____

PLUMBING - FIXTURES TO BE INSTALLED (OR REPAIRED)

	Basement	1"	2"	3"	Other
Water Closets					
Bath &/or Shower					
Wash Basins					
Sinks					
Wash Tubs					
Floor Drains					
Urinals					
Auto Washers					
Hot Water Tanks					
Extra Fixtures					

FEES:

Building Permit Fee: \$ _____

D.C.C. Fee: \$ _____

Plumbing Fee: \$ _____

Public Works Fee: \$ _____
See attached ☐

☐ \$ _____

☐ \$ _____

☐ \$ _____

Total: \$ _____

Cash ☐ Cheque ☐

Receipt Number: _____

Water Meter Number: _____

BUILDING INSPECTOR

City of Merritt Bylaw No.1865

Schedule "C" Page 2

WHEN MAKING APPLICATION FOR A BUILDING PERMIT THE OWNER ACKNOWLEDGES THE FOLLOWING:

- _____ 1. That the construction shall be carried out in accordance with all provisions of the B.C. Building Code, and all provisions as described on the building permit and plans submitted.
- _____ 2. That all municipal bylaws and provincial regulations shall be complied with;
- _____ 3. That this department shall get copies of all changes ordered which may alter any condition or requirements of the B.C. Building Code, and a set of the revised plans showing these changes:
- _____ 4. It is unlawful to commence work without a permit.
- _____ 5. This permit becomes null and void if work or construction authorized is not commenced within six (6) months.
- _____ 6. All building permits expire two (2) years from the date of issuance of this permit.
- _____ 7. This permit does not confer upon the permittee or owner or authorized agent the right to establish an approach from the public street to serve the premises nor does it confer the right to use the street for any building operation.
- _____ 8. Every owner shall allow the authority having jurisdiction to enter any building or premises at any reasonable time for the purpose of administering and enforcing these requirements.
- _____ 9. The building owner, designer, constructor, or other agent authorized by the owner shall perform sufficient field reviews to certify that all aspects of the project substantially conform in all material aspects with the plans and supporting documents, including all amendments thereto, prepared by the designer.
- _____ 10. Every owner shall ensure that the plans, specifications and related documents on which the issue of the building permit was based are available at the site of the work for audit or inspection during working hours, and that the permit, or true copy thereof, is posted conspicuously on the site during the entire execution of the work.
- _____ 11. Every owner shall give notice to the authority having jurisdiction upon completion of any work prior to any occupancy of a building or part thereof after construction, partial demolition or alteration of that building or change in the occupancy of any building or part thereof
- _____ 12. No person in control of, supervising or participating in the removal, relocation or occupancy of a building shall cause, allow or maintain any unsafe condition.
- _____ 13. Connection to the City's water and sewer system is mandatory.
- _____ 14. Any new construction requires a water meter.

I hereby recognize that there are areas of "problem soils" within the City of Merritt which are widely distributed as to location. I hereby affirm that it is my responsibility as owner, or agent of the owner, to identify site conditions generally and "problem soils" in particular on which the construction cited in this application is to be placed and I will take all action required to ensure adequacy of foundation.

In consideration of the granting of this permit, I, on my own behalf and on the behalf of the owner, contractor, employees or agents, covenant and agree to indemnify and save harmless and release the City of Merritt, all employees, servants or agents, against all claims, demands, liabilities, judgment costs and expenses of any kind whatsoever, which may be made against the said City of Merritt, all employees, servants or agents as a result of the granting of this permit and to be responsible for the costs of repairing any damage to public works by reason of the building operations in respect of which this permit is granted. This information may be deemed a public record under the Freedom of Information Legislation and Protection Act.

SIGNATURE OF OWNER OR AUTHORIZED AGENT _____ DATE: _____

City of Merritt

Department of Building Safety and Inspection Services

BUILDING PERMIT

Permit Number _____

Civic Address _____

Name of Owner _____



THIS NOTICE TO BE POSTED IN A CONSPICUOUS LOCATION AND MUST NOT BE REMOVED WITHOUT AUTHORIZATION