



LAKE COUNTRY
Life. The Okanagan Way.

Building Bylaw Forms Policy 169, 2019

District of Lake Country
10150 Bottom Wood Lake Road
Lake Country, BC V4V 2M1
t: 250-766-5650 f: 250-766-0116
lakecountry.bc.ca

Date

The following was adopted as Policy by **Resolution No. 19.03.051** at the **Regular Council Meeting** held on **March 19, 2019**.

Purpose

The objective of the Building Bylaw Forms Policy is to establish and govern the standard forms that can be updated or customized for specific circumstances without having to amend the Building Regulation Bylaw as amended or replaced from time to time.

Policy

1. The following forms, attached to and forming part of this policy, are to be used in conjunction with the Building Bylaw, as amended from time to time:
 - Form A - Occupancy Permit
 - Form B - Owner's Acknowledgment of Responsibility and Undertakings
 - Form C - Certificate of Registration
 - Form D - Confirmation of Professional Liability Insurance
2. All forms will be dated to ensure that the most current form is being used and/or distributed to the public for use.
3. Changes to the forms must be authorized by the Chief Building Inspector or designate.

Original signed by James Baker

Mayor

Original signed by Reyna Seabrook

Corporate Officer



Occupancy Permit

District of Lake Country
 10150 Bottom Wood Lake Road
 Lake Country, BC V4V 2M1
 t: 250-766-6675 f: 250-766-0200
 Inspection Request Line: 250-766-6676
 lakecountry.bc.ca

OCCUPANCY PERMIT

PERMIT #

OWNER:

CIVIC ADDRESS:

LEGAL DESCRIPTION: Lot:

Plan:

Any change of use or any additions or alternation of the building other than that covered by the above quoted by Building Permit must be reported to the Development Services Department and necessary permits may be granted subject to the conditions of the District of Lake Country Bylaws.

This Occupancy Permit confirms that inspections pursuant to the District of Lake Country Building Bylaw have been completed and no substantive violation of health and safety requirements has been observed.

This permit is not a warranty that the subject building complies with all Municipal and Provincial regulations governing building construction nor that it is without defect.

Conditions and deficiencies are noted on the Building Inspection Report.

INSPECTOR:

DATE:

A completed final inspection is required to obtain the refund of the building permit surcharge.

Emailed

Hand Delivered

Faxed

Mailed



Owner's Acknowledgment of Responsibility and Undertakings

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BUILDING PERMIT #: BP

I acknowledge that if I am granted a building permit pursuant to this application that I am responsible for compliance with the current edition of the Code, Building Bylaw Regulation Bylaw 1070, 2018 and any other applicable enactment, code, regulation or standard relating to the work in respect of which the permit is issued, whether or not the said work is undertaken by me or by those whom I may retain or employ to provide design and/or construction services.

I acknowledge that neither the issuance or a permit under Bylaw 1070, 2018, nor the acceptance of review of plans, specifications, drawing or supporting documents, nor inspections made by or on behalf of the District constitute a representation, warranty, assurance or statement that the current edition of the British Columbia building Code, the Bylaws of the District of Lake Country or any other applicable enactment, code, regulation or standard has been complied with.

Where the District requires that Letters of Assurance provided by a registered professional pursuant to Sections 10 & 11 of this bylaw and Section 55 & 56 of the Community Charter, I confirm that I have been advised in writing by the District that it relied exclusively on the Letter of Assurance of "Professional Design and Commitment for Field Review" prepared by in reviewing the plans, drawings, specifications and supporting documents submitted with this application for a building permit."

GEOTECHNICAL:

STRUCTURAL:

FIRE SUPPRESSION:

I confirm that I have relied only on the said *registered professional* for the adequacy of plans, drawings, specifications and supporting documents submitted with the application.

OWNER SIGNATURE: _____

DATE: _____

All field reviews completed by Professionals must be submitted to the District of Lake Country Building Department.

Certificate of Registration

District of Lake Country
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CERTIFICATE OF REGISTRATION #

OWNER: _____

CIVIC ADDRESS: _____

LEGAL DESCRIPTION:

LOT: _____

PLAN: _____

ROLL: _____

UB: _____

APPLICATION TYPE: Secondary Suite Accessory Suite**SCOPE OF APPROVAL**

This Certificate recognizes the registration of a secondary or accessory suite within the District of Lake Country. This Certificate indicates fulfillment of the requirements for secondary and accessory suites in District of Lake Country bylaws and policies.

This Certificate of Registration confirms that inspections pursuant to the District of Lake Country Building Bylaw have been completed and no substantive violation of health and safety requirements has been observed. Still, this permit is not a warranty that the subject building complies with all Municipal and Provincial regulations governing building construction nor that it is without defect.

This suite was constructed and inspected under Building Permit No.

This suite was not constructed with a Building Permit. It complies with Building Regulation Bylaw 435, section 30(2)(a) and is approved as pre-existing construction.

This permit is not to be taken as a representation that the suite to which the permit pertains has been inspected for compliance with the BC Building Code.

INSPECTOR NAME: _____

INSPECTOR SIGNATURE: _____

DATE: _____

 Emailed Hand Delivered Faxed Mailed

Confirmation of Professional Liability Insurance



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PROPERTY INFORMATION

Building Permit No: _____ Owner's Name: _____

Legal Description: _____

Civic Address: _____

CONFIRMATION OF INSURANCE

The undersigned hereby gives assurance that:

- a) I have fulfilled my obligation for insurance coverage as outlined in the District's Building Regulation Bylaw 1070, 2018;
- b) I am insured by a policy of insurance for the duration of the project covering liability to third parties for errors and omissions in respect to the above project, in the amount of at least five million dollars (\$5,000,000.00);
- c) I have enclosed a copy of my certificate of insurance coverage indicating the particulars of such coverage;
- d) I am a registered professional; and

I will notify the building official in writing immediately if the undersigned's insurance coverage is reduced or terminated at any time during construction.

REGISTERED PROFESSIONAL INFORMATION

Name (print)	Signature	Date
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Address (print)	Email	Phone
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Affix Professional Seal Here:

If the registered professional is a member of a firm, complete the following

Name of Firm (print)	Address (print)
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I sign this letter on behalf of myself and the firm

Authorized Signatory	Name (print)
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1. This Confirmation letter must be submitted along with each BC Building Code Schedule A and Schedule B before issuance of a building permit. A separate Confirmation Letter must be submitted for each registered professional.
2. This Confirmation Letter must be submitted with each BC Building Code Schedule C after completion of the building but before a final inspection is made by the building official. A separate Confirmation Letter must be submitted for each registered professional.
3. Only an original Confirmation Letter, printed by the District or an unaltered photocopy of this document is to be completed and submitted.
4. This Confirmation letter must be signed by a registered professional. The BC Building Code defines a registered professional as a person who is registered or licensed to practice:
 - a. as an architect under the Architects Act, or
 - b. as a professional engineer under the Engineers and Geoscientists Act.