

# CITY OF PITT MEADOWS BUILDING BYLAW NO. 2131, 2003

## Bylaw No. 2131, 2003 and amendments thereto CONSOLIDATED FOR CONVENIENCE ONLY

This is a consolidation of the bylaws listed below. The amending bylaws have been consolidated with the original bylaws for convenience only.

Certified copies of the original bylaws should be consulted for all interpretations and applications of the bylaws on this subject.

---

### AMENDMENTS

<u>Bylaw No.</u>	<u>Date of Adoption</u>	<u>Amended Section(s)</u>
2131, 2003	June 3, 2003	Original
2348, 2007	October 2, 2007	Sections 2, 15 and 25
2384, 2008	August 12, 2008	Sections 2 and 25, schedules A and B
2407, 2009	June 16, 2009	Table of Contents, sections 1, 7, 8, 13, 16, 19, 20, 24, 25, Schedule A, and all references of "District" changed to "City"
2521, 2011	November 1, 2011	Sections 2, 7, 17, 18, 20, 21, Schedule 1, and updates to Building Code references.
2536, 2012	March 20, 2012	All references of Land Use Bylaw No. 1250 changed to Zoning Bylaw No. 2505, 2011
2702, 2015	November 3, 2015	Updated references to building code legislature, Sections 2, 22, 23, 24, 25 and Schedules D, G, H, I, 2
2778, 2017	December 5, 2017	Sections 19, 20, 29, and Schedule 2
2859, 2020	July 7, 2020	Sections 2, 13, 23, and Schedules D, E and 1
2970, 2024	January 23, 2024	Sections 2, 12, 16, 29, and Schedule 1

---

The bylaw numbers in **bold** at the end of the clause refer to the bylaws that amended the principal bylaw.

**CITY OF PITT MEADOWS  
BUILDING BYLAW NO. 2131, 2003**

**TABLE OF CONTENTS**

*(Bylaw No. 2407, 2009)*

<u>Section No.</u>	<u>Title of Section</u>	<u>Page No.</u>
1.	Citation/Title .....	1
2.	Definitions.....	1
3.	Purpose of Bylaw.....	3
4.	Permit Considerations.....	3
5.	Scope and Exemptions .....	4
6.	Prohibitions .....	4
7.	Building Officials .....	5
8.	Applications .....	6
9.	Applications for Complex Buildings.....	6
10.	Applications for Standard Buildings.....	8
11.	Professional Plan Certification.....	11
12.	Fees and Charges .....	12
13.	Building Permits.....	13
14.	Disclaimer of Warranty or Representation.....	15
15.	Professional Design & Field Review .....	15
16.	Responsibilities of the Owner .....	16
17.	Existing Secondary Suites .....	16
18.	Temporary Building.....	17
19.	Water Meters .....	18
20.	Fire Sprinkler Requirements.....	18
21.	Solar Hot Water Ready Regulation.....	20
22.	Swimming Pools.....	20
23.	Energy Step Code.....	22
24.	Inspections.....	22
25.	Occupancy Permits .....	23
26.	Building Permits.....	24
27.	Design Data .....	24
28.	Flood Control Requirements.....	24
29.	Retaining Walls.....	24
30.	Penalties and Enforcement .....	25
31.	Forms & Schedules .....	25
32.	Severability.....	25
33.	Repeal.....	26

<u>Schedule No.</u>	<u>Title of Schedule</u>	<u>Page No.</u>
A.	Application for a Building Permit, Deleted ( <i>Bylaw No. 2407, 2009</i> ) .....	27
B.	Owner’s Acknowledgement of Responsibility.....	28

C.	Owner’s Acknowledgement of Professional Design & Review.....	29
D.	Building Permit requiring Registered Professional.....	30
E.	Building Permit not requiring Registered Professional.....	31
F.	Proof of Liability Insurance .....	32
G.	Occupancy Permit.....	33
H.	Stop Work Notice .....	34
I.	Do Not Occupy.....	35
1.	Building Permit Fees .....	36
2.	Established Urban Area <b>Deleted</b> ( <i>Bylaw No. 2778, 2017</i> ).....	38

For the purposes of this bylaw, the page numbers shown in this document do not form part of this bylaw and may be altered as necessary.

**CITY OF PITT MEADOWS  
BUILDING BYLAW NO. 2131, 2003**

A Bylaw for the Administration of the Building Code

---

WHEREAS section 694(1) of the *Local Government Act* authorizes the City of Pitt Meadows for the health, safety and protection of persons and property to regulate the construction, alteration, repair, or demolition of buildings and structures by bylaw;

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

AND WHEREAS it is deemed necessary to provide for the administration of the building code;

NOW THEREFORE THE COUNCIL OF the Corporation of the City of Pitt Meadows in open meeting assembled, enacts as follows:

**1. Title**

- 1.1 This bylaw may be cited for all purposes as the City of Pitt Meadows Building Bylaw No, 2131, 2003. (*Bylaw No. 2407, 2009*)

**2. Definitions**

- 2.1 In this bylaw:

The following words and terms have the meanings set out in the current edition of the British Columbia *Building Code*: **assembly occupancy, building, building area, building height, business and personal services occupancy, care, care occupancy, constructor, coordinating registered professional, designer, detention occupancy, field review, high-hazard industrial occupancy, industrial occupancy, low-hazard industrial occupancy, major occupancy, mercantile occupancy, medium-hazard industrial occupancy, occupancy, registered professional, residential occupancy, treatment and treatment occupancy.**

*Building Code* means the current edition of the British Columbia *Building Code* (*Bylaw No. 2521, 2011*) as adopted by the Minister pursuant to section 692(1) of the *Local Government Act*, as amended or re-enacted from time to time.

*Building Official* includes Building Inspectors and Plan Checkers designated by the City of Pitt Meadows and any other person appointed to administer this Bylaw.

*Complex building* means:

- a) Any *building* used for a *major occupancy* classified as:  
(i) *Assembly occupancy*,

**CITY OF PITT MEADOWS  
BUILDING BYLAW NO. 2131, 2003**

- (ii) *Care, treatment or detention occupancy, (Bylaw No. 2702, 2015)*
- (iii) *High hazard industrial occupancy, and*
- b) Any *building* exceeding 600 square meters in *building area* or exceeding three storeys in *building height* used for a *major occupancy* classified as:
  - (i) *Residential occupancy,*
  - (ii) *Business and personal services occupancy,*
  - (iii) *Mercantile occupancy, and*
  - (iv) *Medium and low hazard industrial occupancy.*

*Energy Advisor* means a registered energy advisor in good standing with Natural Resources Canada, who conducts EnerGuide home evaluations on behalf of service organizations licensed by Natural Resources Canada; *(Bylaw No. 2859, 2020)*

*Energy Step Code* means the Province of British Columbia's performance based standard for energy efficiency in new construction requiring energy modelling and on-site testing to demonstrate minimum performance against metrics for Building envelope, equipment and systems, and airtightness requirements, and includes Step 1, Step 2, Step 3, Step 4 and Step 5, as defined in the *Building Code*, all as amended or re-enacted from time to time. *(Bylaw No. 2859, 2020)*

*Health, Safety and Energy Efficiency Aspects of the Work* means design and construction regulated by Part 3, Part 4, Part 5, Part 6, Part 7, Part 8, Part 9, and Part 10 of the BC Building Code; *(Bylaw No. 2859, 2020)*

*Owner* means any person, firm or corporation controlling the property under consideration during that period where the *building code* applies as indicated in the *building code*. *(Bylaw No. 2702, 2015)*

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

- (a) *Residential occupancy,*
- (b) *Business and personal service occupancy,*
- (c) *Mercantile occupancy, or*
- (d) *Medium and low hazard industrial occupancy.*

*"Structure"* means a construction or portion thereof of any kind, whether fixed to, supported by or sunk into land or water, but specifically excludes landscaping, fences, paving, and retaining structures less than 1.2m in height. *(Bylaw No. 2970, 2024)*

*Swimming Pool* means any permanently or seasonally constructed or prefabricated pool used or intended to be used for swimming, bathing or

**CITY OF PITT MEADOWS  
BUILDING BYLAW NO. 2131, 2003**

washing, having a surface area exceeding 14m<sup>2</sup> or a depth exceeding 450mm.  
(*Bylaw No. 2702, 2015*)

**Temporary Building** means a structure such as a Fabric Covered Structure, Transport Container, Modular or Prefabricated Building intended for occupancy for a limited time but does not include a manufactured home intended for single family residential occupancy. (*Bylaw No. 2521, 2011*)

**3. Purpose of Bylaw**

3.1 This 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 City of Pitt Meadows in the general public interest. The activities undertaken by or on behalf of the City of Pitt Meadows pursuant to this bylaw are for the sole purpose of providing a limited and interim spot checking function for reason of health, safety and the protection of persons and property. It is not contemplated nor intended, nor does the purpose of the bylaw extend:

3.2.1 to the protection of *owners*, owner/builders or *constructors* from economic loss;

3.2.2 to the assumption by the City of Pitt Meadows or any *Building Official* of any responsibility for ensuring compliance by any *owner*, his or her representatives or any employees, or *constructors* or *designers* retained by him or her, with the *Building Code*, the requirements of this bylaw or any other applicable enactments respecting safety;

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;

3.2.4 to providing a warranty or assurance that construction undertaken pursuant to building permits issued by the City of Pitt Meadows is free from latent or any defects.

**4. Permit Conditions**

4.1 A permit is required whenever work regulated under this bylaw is to be undertaken.

4.2 Neither the issuance of a permit under this bylaw nor the acceptance or review of plans, drawings or supporting documents, nor any inspections made by or on behalf of the City of Pitt Meadows shall in any way relieve the *owner* or their representatives from full and sole responsibility to

**CITY OF PITT MEADOWS  
BUILDING BYLAW NO. 2131, 2003**

perform the work in strict accordance with this bylaw, the *Building Code* and any other applicable enactments respecting safety.

- 4.3 It shall be the full and sole responsibility of the *owner* (and where the *owner* is acting through a representative, the representative) to carry out the work in respect of which the permit was issued in compliance with the *Building Code*, this bylaw or any other applicable enactments respecting safety.
- 4.4 Neither the issuance of a permit under this bylaw nor the acceptance or review of plans, drawings or specifications or supporting documents, nor any inspections made by or on behalf of the City of Pitt Meadows constitute in any way a representation, warranty, assurance or statement that the *Building Code*, this bylaw or any 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 a determination.

**5. Scope and Exemptions**

- 5.1 This bylaw applies to the design, construction and *occupancy* of new *buildings* and *structures*, and the alteration, reconstruction, demolition, removal, relocation and *occupancy* of existing *buildings* and *structures*.
- 5.2 This bylaw does not apply to *buildings* or *structures* exempted by Part 1 of the *Building Code* except as expressly provided herein.
- 5.3 This bylaw does not apply to *building* maintenance work that does not affect *health and safety aspects of the work*.

**6. Prohibitions**

- 6.1 Unless otherwise exempted from this bylaw, no person shall commence or continue any construction, alteration, reconstruction, demolition, removal, relocation or change the *occupancy* of any *building* or *structure*, including excavation or other work related to construction, unless a *Building Official* has issued a valid and subsisting permit for the work.
- 6.2 No person shall occupy or use any *building* or *structure* unless a valid and subsisting *occupancy* permit has been issued by a *Building Official* for the *building* or *structure*, or contrary to the terms of any permit issued or any notice given by a *Building Official*.
- 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, permit

**CITY OF PITT MEADOWS  
BUILDING BYLAW NO. 2131, 2003**

or certificate 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 accepted 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*.
- 6.6 No person shall obstruct the entry of a *Building Official* or other authorized official of the City of Pitt Meadows on property in the administration of this bylaw.

**7. Building Officials**

7.1 Each *Building Official* may:

- 7.1.1 Administer this bylaw;
- 7.1.2 keep records of permit applications, permits, notices and orders issued, inspections and tests made, and shall retain copies of all documents related to the administration of this bylaw, or microfiche copies of such documents;
- 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 conforms to the requirements of the *Building Code*.
- 7.1.4 In the case of proposed Alternative Solutions, direct that tests of materials, devises, construction methods, structural assemblies or foundation conditions be made, or sufficient evidence or proof be submitted at the expense of the owner, where such evidence of proof is necessary to determine whether they meet the requirements of the Bylaw and *Building Code*. (*Bylaw No. 2407, 2009*)
- 7.1.5 Determine that the building site conditions do not permit effective use of solar hot water heating, for the purposes of s. 3(2) of Ministerial Order No. M 145, Solar Hot Water Ready Regulation. (*Bylaw No. 2521, 2011*)

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;



**CITY OF PITT MEADOWS  
BUILDING BYLAW NO. 2131, 2003**

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.

**8. Applications**

8.1 Every person shall, unless exempted by section 5, apply for and obtain a building permit:

8.1.1 Before constructing, demolishing, moving, repairing or altering a *building* or *structure*;

8.1.2 Before installing any new plumbing fixtures or devices unless the works are encompassed by a valid building permit;

8.1.3 Before installing or repairing any masonry or factory built chimney, fireplace or solid fuel burning appliance unless the works are encompassed by a valid building permit;

8.1.4 Prior to changing the *occupancy* classification of a *building* or *structure*.

8.2 An application for a building permit shall be made in a form as specified by the City. (*Bylaw No. 2407, 2009*)

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

8.4 Each *building* or *structure* to be constructed on a site requires a separate building permit and shall be assessed a separate building permit fee based on the value of that *building* or *structure* in accordance with Schedule "1" to this bylaw.

**9. Applications for *Complex Buildings***

9.1 An application for a building permit with respect to a *complex building* shall be:

9.1.1 Signed by the *owner*, or a signing officer if the *owner* is a corporation;

9.1.2 Accompanied by the *owner's* acknowledgement of responsibility made in the form attached as Form "B" to this bylaw, signed by the *owner*, or a signing officer if the *owner* is a corporation;

9.1.3 Accompanied by the *owner's* acknowledgement of professional design and review made in the form attached as Form "C" to this

**CITY OF PITT MEADOWS**  
**BUILDING BYLAW NO. 2131, 2003**

bylaw, signed by the *owner*, or a signing officer if the *owner* is a corporation.

- 9.2 An application for a building permit with respect to a *complex building* shall include:
- 9.2.1 A copy of a title search made within 30 days of the date of application;
  - 9.2.2 A site plan showing;
    - 9.2.2.1 The bearing and dimensions of the parcel taken from the registered subdivision plan;
    - 9.2.2.2 The legal description and civic address of the parcel;
    - 9.2.2.3 The location and dimensions of all statutory rights of way, easements and setback requirements;
    - 9.2.2.4 The location and dimensions of all existing and proposed *buildings* and *structures* on the parcel;
    - 9.2.2.5 Setbacks to the natural boundary of any lake, swamp, pond or watercourse where the City of Pitt Meadows' land use regulations establish setback requirements related to flooding;
    - 9.2.2.6 The existing and finished ground levels to an established datum at or adjacent to the site and the geodetic elevation of the floor system of a *building* or *structure* where the City of Pitt Meadows' land use regulations, or this bylaw, establish height requirements relating to minimum floor elevations; and
    - 9.2.2.7 The location, dimension and gradient of parking and driveway access.
    - 9.2.2.8 The *Building Official* may waive the requirements for a site plan, in whole or in part, where the permit is sought for the repair or alteration of an existing *building* or *structure*.
  - 9.2.3 Floor plans and specifications showing the dimensions and uses of all areas; the dimensions and heights 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;
  - 9.2.4 Cross sections through the *building* or *structure* illustrating construction dimensions and systems;
  - 9.2.5 Elevations of all sides of the *building* or *structure* showing finish details, roof slopes, windows, doors, existing and finished grade;

**CITY OF PITT MEADOWS  
BUILDING BYLAW NO. 2131, 2003**

- 9.2.6 Cross-sections and details drawn at an appropriate scale and at sufficient locations to illustrate that the *building* or *structure* substantially conforms to the *Building Code*;
  - 9.2.7 Copies of approvals required under any enactments relating to health or safety including, without limitation, sewage disposal permits, highway access permits and Ministry of Health approval;
  - 9.2.8 A letter of assurance in the form of Schedule A as referred to in section 2.2.7 Div C (*Bylaw No. 2702, 2015*) Part 2 of the *Building Code* signed by the *owner*, or a signing officer if the *owner* is a corporation, and the *coordinating registered professional*;
  - 9.2.9 Letters of assurance in the form of Schedules B-1 and B-2 as referred to in section 2.2.7 Div C (*Bylaw No. 2702, 2015*) Part 2 of the *Building Code*, each signed by such *registered professionals* as the *Building Code* or the *Building Official* may require to prepare the design for and conduct *field reviews* of the construction of the *building* or *structure*;
  - 9.2.10 Two sets of drawings at a suitable scale of the design prepared by each *registered professional* and including the information set out in sections 9.2.3 – 9.2.6 of this bylaw.
- 9.3 In addition to the requirements of sections 9.1 and 9.2, 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:
- 9.3.1 Site servicing drawings, including sufficient detail of off-site services to indicate locations at the property line, prepared and sealed by a *registered professional*, in accordance with the City of Pitt Meadows' subdivision bylaw;
  - 9.3.2 A section through the site showing grades, *buildings*, *structures*, parking areas and driveways;
  - 9.3.3 Any other information required by the *Building Official* or the *Building Code* to establish substantial compliance with this bylaw, the *Building Code* and any other bylaws or enactments relating to the *building* or *structure*.

**10. Applications for *Standard Buildings***

- 10.1 An application for a building permit with respect to a *standard building* shall be:
  - 10.1.1 Signed by the *owner*, or a signing officer if the *owner* is a corporation;

**CITY OF PITT MEADOWS  
BUILDING BYLAW NO. 2131, 2003**

- 10.1.2 Accompanied by the **owner's** acknowledgement of responsibility made in the form attached as Form "B" to this bylaw, signed by the **owner**, or a signing officer if the **owner** is a corporation; and
  - 10.1.3 Accompanied by the **owner's** acknowledgement of professional design and review made in the form attached to this bylaw as Form "C" to this bylaw, signed by the **owner**, or a signing officer if the **owner** is a corporation, when professional design is required by this section.
- 10.2 An application for a building permit with respect to a **standard building** shall include:
- 10.2.1 A copy of a title search made within 30 days of the date of application;
  - 10.2.2 A site plan showing, as required by the **Building Official**;
    - 10.2.2.1 The bearing and dimensions of the parcel taken from the registered subdivision plan,
    - 10.2.2.2 The legal description and civic address of the parcel,
    - 10.2.2.3 The location and dimensions of all statutory rights of way, easements and setback requirements,
    - 10.2.2.4 The location and dimensions of all existing and proposed **buildings** and **structures** on the parcel,
    - 10.2.2.5 Setbacks to the natural boundary of any lake, swamp, pond or watercourse where the City of Pitt Meadows' land use regulations establish setback requirements related to flooding;
    - 10.2.2.6 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 City of Pitt Meadows' land use regulations, or this bylaw, establish height requirements relating to minimum floor elevations, and
    - 10.2.2.7 The location, dimension and gradient of parking and driveway access.
    - 10.2.2.8 The **Building Official** may waive the requirements for a site plan, in whole or in part, where the permit is sought for the repair or alteration of an existing **building** or **structure**.

**CITY OF PITT MEADOWS  
BUILDING BYLAW NO. 2131, 2003**

- 10.2.3 Floor plans showing the dimensions and uses of all areas; the dimensions and heights 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;
- 10.2.4 Cross-sections through the *building* or *structure* illustrating construction dimensions and systems;
- 10.2.5 Elevations of all sides of the *building* or *structure* showing finish details, roof slopes, windows, doors, existing and finished grade;
- 10.2.6 Cross-sections and details drawn at an appropriate scale and at sufficient locations to illustrate that the *building* or *structure* substantially conforms to the *Building Code*;
- 10.2.7 Copies of approvals required under any enactments relating to health or safety, including, without limitation, sewage disposal permits, highway access permits and Ministry of Health approval;
- 10.2.8 A foundation design prepared by a *registered professional* in accordance with section 4.2 of Part 4 of the *Building Code*, accompanied by letters of assurance in the form of Schedules B-1 and B-2 as referred to in section 2.2.7 Div C (*Bylaw No. 2702, 2015*) Part 2 of the *Building Code*, signed by the *registered professional*;
- 10.2.9 Two sets of drawings at a suitable scale of the design including the information set out in sections 10.2.3 – 10.2.6 and 10.2.8 of this bylaw.
- 10.2.10 the requirements of section 10.2.8 may be waived by a *Building Official* in circumstances where the *Building Official* has required a professional engineer's report pursuant to section 699(2) of the *Local Government Act* and the building permit is issued in accordance with sections 699(5) and (6) of the *Local Government Act*.
- 10.2.11 The requirements of section 10.2.8 may be waived by a *Building Official* if documentation, prepared and sealed by a *registered professional*, is provided assuring that the foundation design substantially complies with section 9.4.4 of Part 9 of the *Building Code* and the foundation excavation substantially complies with section 9.12 of Part 9 of the *Building Code*.
- 10.2.12 The requirements of section 10.2.8 may be waived for *buildings* conforming to section 9.35.3.3 of the *Building Code* and for

**CITY OF PITT MEADOWS  
BUILDING BYLAW NO. 2131, 2003**

single-wide mobile homes where the foundation preparation conforms to Canadian Standards Association Standard Z-240, latest edition.

- 10.2.13 The requirements of section 10.2.8 may be waived for new construction not exceeding \$10,000.00 in estimated construction value.
- 10.3 In addition to the requirements of section 10.1 and 10.2, the following may be required by a *Building Official* to be submitted with a building permit application for the construction of a *standard building* where the complexity of the proposed *building* or *structure* or siting circumstances warrant:
- 10.3.1 Site servicing drawings, including sufficient detail of off-site services to indicate locations at the property line, prepared and sealed by a *registered professional*, in accordance with the City of Pitt Meadows' subdivision bylaw;
- 10.3.2 A section through the site showing grades, *buildings*, *structures*, parking areas and driveways;
- 10.3.3 A roof plan and roof height calculations;
- 10.3.4 Structural, electrical, mechanical or fire suppression drawings prepared and sealed by a *registered professional*;
- 10.3.5 Letters of assurance in the form of Schedules B-1 and B-2 as referred to in section 2.2.7 Div C (*Bylaw No. 2702, 2015*) Part 2 of the *Building Code*, signed by a *registered professional*;
- 10.3.6 Any other information required by the *Building Official* or the *Building Code* to establish substantial compliance with this bylaw, the *Building Code* and any other bylaws or enactments relating to the *building* or *structure*.

**11. Professional Plan Certification**

- 11.1 The letters of assurance in the form of Schedules B-1 and B-2 referenced in section 2.2.7 Div C (*Bylaw No. 2702, 2015*) Part 2 of the *Building Code* and provided pursuant to sections 9.2.9, 10.2.8, 10.3.5, 15.1 and 20.1.7 (*Bylaw No. 2702, 2015*) of this bylaw are relied upon by the City of Pitt Meadows and its *Building Officials* as certification that the design and plans to which the letters of assurance relate comply with the *Building Code* and other applicable enactments relating to safety.
- 11.2 A building permit issued for the construction of a *complex building*, or for a *standard building* for which a *Building Official* required professional design and letters of assurance pursuant to section 10.2.8, 10.3.5, 15.1 and 20.1.7 (*Bylaw No. 2702, 2015*) of this bylaw shall be in the form of Form "D" to this bylaw.

**CITY OF PITT MEADOWS  
BUILDING BYLAW NO. 2131, 2003**

- 11.3 A building permit issued pursuant to section 11.2 of this bylaw shall include a notice to the *owner* that the building permit is issued in reliance upon the certification of the *registered professionals* that the design and plans submitted in support of the application for the building permit comply with the *Building Code* and other applicable enactments relating to safety.
- 11.4 When a building permit is issued in accordance with section 11.2 of this bylaw the permit fee shall be reduced by 10% of the fees payable for *complex buildings*, and 5% of the fees payable for *standard buildings* pursuant to Schedule "1" to this bylaw.

**12. Fees and Charges**

- 12.1 In addition to applicable fees and charges required under other bylaws, a permit fee, calculated in accordance with Schedule "1" to this bylaw, shall be paid in full prior to issuance of any permit under this bylaw.
- 12.2 Where a building permit is obtained and the *owner* returns the permit for cancellation within six months without having commenced construction, the *Building Official* shall refund 75% of the permit fee.
- 12.3 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 re-inspection charge shall be paid as set out in Schedule "1" to this bylaw.
- 12.4 For a required permit inspection requested to be done after the hours during which the offices of the City of Pitt Meadows are normally open, an inspection charge shall be paid as set out in Schedule "1" to this bylaw.
- 12.5 An inspection charge, as set out in Schedule "1" to this bylaw, shall be payable in advance for a voluntary inspection to establish compliance of or to obtain a report on the status of an existing *building* or *structure* for which a building permit is sought under this bylaw.
- 12.6 Prior to Staff issuing a building permit, a security deposit must be paid to the City by the Applicant as set out in Schedule 1. The security deposit may be held to:
- 12.6.1 cover any costs borne by the City to make the site safe if the Applicant abandons or fails to complete the work as authorized on the permit;
- 12.6.2 cover any costs borne by the City to repair any damage to, or clear any debris, material or equipment from city property occurring as a result of the construction authorized by the permit;

**CITY OF PITT MEADOWS  
BUILDING BYLAW NO. 2131, 2003**

- 12.6.3 serve as the security deposit for the requirement of occupancy; or
- 12.6.4 serve as a security deposit to effect compliance with any condition or address deficiencies under which the permit was issued.

*(Bylaw No. 2970, 2024)*

12.7 The security deposit or applicable portion must be returned to the Applicant:

- 12.7.1 when the Building Official is satisfied that no further damage to city infrastructure or property may occur;
- 12.7.2 when the inspections required by this bylaw are complete and acceptable to the Building Official; and
- 12.7.3 when the conditions or provision of a provisional occupancy are completed to the satisfaction of the Building Official.

*(Bylaw No. 2970, 2024)*

12.8 The security deposit, less any amount used by the City of Pitt Meadows for the purposes described in Section 12.6, will be returned to the Applicant unless otherwise directed by the Applicant. Any amount in excess of the security deposit required by the City of Pitt Meadows to complete corrective work to city infrastructure or property, or the site, is recoverable by the City of Pitt Meadows from the owner. *(Bylaw No. 2970, 2024)*

**13. Building Permits**

13.1 When:

- 13.1.1 a completed application including all required supporting documentation has been submitted;
- 13.1.2 the proposed work set out in the application substantially conforms with the *Building Code*, this bylaw and all other applicable bylaws and enactments;
- 13.1.3 the *owner* or his or her representative has paid all applicable fees set out in 12.1 of this bylaw;
- 13.1.4 the *owner* or his or her representative has paid all charges and met all requirements imposed by any other bylaw or enactment;
- 13.1.5 no enactment, covenant, agreement, or regulation in favour of, or regulation of, the City of Pitt Meadows authorizes the permit to be withheld;



**CITY OF PITT MEADOWS  
BUILDING BYLAW NO. 2131, 2003**

- 13.1.6 the *owner* has retained a professional engineer or geoscientist if required by the provisions of the *Engineers and Geoscientists Act*;
- 13.1.7 the *owner* has retained an architect if required by the provisions of the *Architects Act*;
- a *Building Official* shall issue the permit for which the application is made.
- 13.2 When the application is in respect to a *building* that includes, or will include, a new *residential occupancy*, the building permit must not be issued unless the *owner* provides evidence pursuant to section 30(1) of the *Homeowner Protection Act* that the proposed *building*:
- 13.2.1 is covered by home warranty insurance, and
- 13.2.2 the *constructor* is a licensed residential builder.
- 13.3 Section 13.2 of this bylaw does not apply if the *owner* is not required to be licensed or to obtain home warranty insurance in accordance with sections 20(1) or 30(1) of the *Homeowner Protection Act*.
- 13.4 An application will expire if there is no activity on the part of the applicant or their appointed agent to address information requested upon review of the application, after six months of being notified by the City; (*Bylaw No. 2859, 2020*)
- 13.5 Every permit is issued upon the condition that the permit shall expire and the rights of the *owner* under the permit shall terminate if:
- 13.5.1 the work authorized by the permit is not commenced within 6 months from the date of issuance of the permit, or
- 13.5.2 the work is discontinued for a period of 12 months.
- 13.6 A *Building Official* may extend the period of time set out under sections 13.5.1 and 13.5.2 where construction has not yet commenced or where construction has been discontinued due to adverse weather, strikes, material or labour shortages, or similar hardship beyond the *owner's* control.
- 13.7 A *Building Official* may issue a building permit for a portion of a *building* or *structure* before the design, plans or specifications for the entire *building* or *structure* have been accepted, provided sufficient information has been provided that demonstrates 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

**CITY OF PITT MEADOWS  
BUILDING BYLAW NO. 2131, 2003**

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.

- 13.8 When a site has been prepared in anticipation of construction and a building permit is not subsequently issued, or a subsisting building permit has expired in accordance with the requirements of section 13.5 but without the construction of the building or structure for which the building permit was issued having commenced, the *owner* shall fill in the excavation to restore the original gradient of the site within 60 days of being served a notice by the City of Pitt Meadows to do so. (*Bylaw No. 2407, 2009*)
- 13.9 A *Building Official* may revoke any permit issued pursuant to this Bylaw if:
- 13.9.1 There is a contravention of any terms of any permit or notice given by a *Building Official*;
  - 13.9.2 A permit was issued in error;
  - 13.9.3 A permit was issued in reliance on incorrect information provided by the applicant;
  - 13.9.4 There has been a contravention of the *Building Code* or this bylaw.

**14. Disclaimer of Warranty or Representation**

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

**15. Professional Design and Field Review**

- 15.1 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* to provide design and plan certification and *field review* by means of letters of assurance in the form of Schedules B-1, B-2, and C-B referred to in section 2.2.7 Div C (*Bylaw No. 2702, 2015*) Part 2 of the *Building Code*.
- 15.2 Prior to the issuance of an occupancy permit for a *complex building*, or *standard building* in circumstances where letters of assurance have been required in accordance with section 10.2.8, 10.3.5, 15.1 or 20.1.7 (*Bylaw No. 2702, 2015*) of this bylaw, the *owner* shall provide the City of Pitt Meadows with letters of assurance in the form of Schedules C-A or C-B, as

**CITY OF PITT MEADOWS  
BUILDING BYLAW NO. 2131, 2003**

is appropriate, referred to in section 2.2.7 Div C (*Bylaw No. 2702, 2015*) Part 2 of the *Building Code*.

- 15.3 When a *registered professional* provides letters of assurance in accordance with section 9.2.9, 10.2.8, 10.3.5, 15.1, 15.2 or 20.1.7 (*Bylaw No. 2702, 2015*) of this bylaw, he or she shall also provide proof of liability insurance to the *Building Official* in the form of Form " F " to this bylaw.
- 15.4 A site survey plan prepared by a *registered professional* may be required by the **Building Official**, to confirm location and elevation in accordance with City bylaws, prior to acceptance of the foundation. (*Bylaw 2348, 2007*)

**16. Responsibilities of the Owner**

- 16.1 Every *owner* shall ensure that all construction complies with the *Building Code*, this bylaw and any other applicable enactments respecting safety.

*Former Section 16.2 deleted and replaced (Bylaw No. 2970, 2024)*

- 16.2 Every owner who is issued a permit will be responsible for the cost of repair for any damage to city infrastructure or property that occurs in the course of the work authorized by the permit. (*Bylaw No. 2970, 2024*)
- 16.3 Every *owner* to whom a permit is issued shall, unless otherwise authorized by the *Building Official*, during construction:
  - 16.3.1 post and maintain the permit in a conspicuous place on the property in respect of which the permit was issued;
  - 16.3.2 keep a copy of the accepted design on the property;
  - 16.3.3 post the civic address on the property in a location visible from any adjoining streets.

**17. Existing Secondary Suites (*Bylaw No. 2521, 2011*)**

- 17.1 All secondary suites constructed after the date of the adoption of the City of Pitt Meadows Zoning Bylaw 2505 must comply with the current edition of the British's Columbia *Building Code*.
- 17.2 All secondary suites in existence prior to the adoption of the City of Pitt Meadows Zoning Bylaw 2505 may apply to be registered and receive a 'Certificate of Inspection', providing the following can be demonstrated:
  - 17.2.1 A fire separation consisting of at least ½" drywall is in place between the principle dwelling and the suite.
  - 17.2.2 An exit door leading directly to the outdoors is provided.
  - 17.2.3 If a suite entry door exists in the required fire separation from the dwelling, that it be a solid core door with self-closing devises.

**CITY OF PITT MEADOWS  
BUILDING BYLAW NO. 2131, 2003**

- 17.2.4 Common furnace/mechanical rooms are not required to be fire rated, but proper combustion air and required clearances from all equipment must be in place.
  - 17.2.5 Smoke alarms interconnected throughout the principle dwelling and the suite shall be provided in, or within 15', of every bedroom, and at least one smoke alarm shall be provided on every storey. Smoke alarms shall be installed by permanent connections to an electrical circuit.
  - 17.2.6 Bedrooms in suites not within buildings protected with fire sprinkler systems must have at least one window which can be opened, without special tools or knowledge, to provide emergency egress. The unobstructed area of the opening must not be less than 3.75 square feet and no dimension of the opening can be less than 15".
  - 17.2.7 Suite stairs in a means of egress shall be modified or reconstructed if they are considered to present an unsafe condition as determined by the Building Official.
  - 17.2.8 Guardrail protection must be provided in accordance with the *building code*. Existing guards may remain if they are structurally sound and a minimum of 36" high.
  - 17.2.9 Headroom within suites may be reduced to 6'-6" over 80% of the suite area and in all egress routes.
  - 17.2.10 Any condition that could cause undue hazard or risk to life, limb or health of any person authorized, expected or anticipated to be on or about the premises shall be corrected as required by the *Building Official*.
- 17.3 Providing the suite is in compliance with Section 17.2 above, a 'Certificate of Inspection' will be issued by the *Building Official* that must be posted in a conspicuous location within the suite. This certificate will bear a clear statement that the City has conducted only a limited inspection of the premise.

**18. Temporary Building (*Bylaw No. 2521, 2011*)**

- 18.1 Building Permit Application:  
The application for a building permit to erect or place a temporary building must be:
- a) made in form prescribed by the building inspector, and
  - b) signed by the *owner* and accompanied by:

**CITY OF PITT MEADOWS  
BUILDING BYLAW NO. 2131, 2003**

- i. plans and supporting documents showing the location of the building on the site: and construction details of the building, and
- ii. a written statement by the *owner* indication the intended use and duration of the use.

18.2 Issuance of a Building Permit:

The building inspector may issue a building permit for a period of up to 6 months to erect or place a temporary building if:

- a) The building is:
  - i. located in compliance with the Zoning Bylaw
  - ii. constructed, where applicable, in compliance with the *Building Code*, this and any other applicable bylaw of the City; and
  - iii. connected to City utility services as required by any applicable Provincial statues; and
- b) The *owner* pays the applicable building permit fee in the amount set out in Schedule "1" to this bylaw
- c) A security in the form of cash or a letter of credit for 10% (or more) of the value of the temporary building, which security;
  - i. may be used by the City to remove the building within 30 days after the expiration of the building permit, or
  - ii. must be returned to the *owner* if the *owner* removes the temporary building within 30 days after the expiration of the building permit

*former Section 19 Sumps and Interceptors deleted (Bylaw No. 2778, 2017)*

*former Section 20 Crawl Spaces Within Residential Dwelling Units deleted (Bylaw No. 2778, 2017)*

**19. Water Meters**

- 19.1 A water meter assembly, or provisions for a future water meter assembly, must be installed in accordance with the specifications and regulations contained in the City of Pitt Meadows water works bylaw, and any amendments thereto. *(Bylaw No. 2407, 2009)*

**20. Fire Sprinkler Requirements**

- 20.1 For the purposes of regulating the construction of certain *buildings* or *structures* for precautions against fire:

**CITY OF PITT MEADOWS  
BUILDING BYLAW NO. 2131, 2003**

- 20.1.1 All commercial, industrial, institutional and multiple family residential zones established by the City of Pitt Meadows' Zoning Bylaw No. 2505, 2011 are established as fire sprinkler areas. *(Bylaw No. 2536, 2012)*
  - 20.1.2 All agricultural zones established by the City of Pitt Meadows' Zoning Bylaw No. 2505, 2011 that are permitted by the Agricultural Land Commission to have non-farm uses are established as fire sprinkler areas. *(Bylaw No. 2536, 2012)*
  - 20.1.3 All new residential buildings and structures, including farm residential, garden suites, modular and mobile homes, established by the City of Pitt Meadows Zoning Bylaw No. 2505, 2011, and amendments thereto, and registered after the date of adoption of this bylaw, with the exception of buildings and structures covered by Section 20.1.5, are established as fire sprinkler areas. *(Bylaw No. 2778, 2017)*
  - 20.1.4 Unless exempted by section 20.2 *(Bylaw No. 2702, 2015)*, all new **buildings** or **structures** in fire sprinkler areas require the installation of fire sprinklers.
  - 20.1.5 Unless exempted by section 20.2 *(Bylaw No. 2702, 2015)*, in fire sprinkler areas, if it is proposed to construct an addition to an existing non-sprinklered **building** or **structure** which would exceed 25% of the current floor area, or if the cost of any proposed renovations exceeds 25% of the current assessed value of the existing **building** or **structure**, a sprinkler system shall be installed throughout the entire **building** or **structure**.
  - 20.1.6 All fire sprinkler systems shall be designed and installed in accordance with the National Fire Protection Association Standards.
  - 20.1.7 Except as noted in section 13.6 of this bylaw, a building permit shall not be issued for any **building** or **structure** requiring fire sprinklers unless a sprinkler design prepared by a **registered professional** is submitted to the **Building Official**, accompanied by letters of assurance in the form of Schedules B-1 and B-2 as referred to in section 2.2.7 Div C *(Bylaw No. 2702, 2015)* Part 2 of the **Building Code**, signed by the **registered professional**.
  - 20.1.8 The **owners** of sprinklered **buildings** or **structures** shall be entirely responsible for the maintenance of the fire sprinklers in accordance with the latest edition of the National Fire Protection Association Standards. *(Bylaw No. 2407, 2009)*
- 20.2 Except as required by the **Building Code**, **buildings** and **structures** exempt from sections 20.1.4 and 20.1.5 *(Bylaw No. 2702, 2015)* of this bylaw include:

**CITY OF PITT MEADOWS  
BUILDING BYLAW NO. 2131, 2003**

20.2.1 farm buildings conforming to the *National Farm Building Code of Canada* on agricultural zones established within the City of Pitt Meadows Zoning Bylaw No. 2505, 2011; (*Bylaw No. 2536, 2012*)

former 20.2.2 deleted (*Bylaw No. 2778, 2017*)

20.2.2 entirely non-combustible *buildings* or *structures* conforming to the construction requirements specified in subsection 3.1.5 of the *Building Code*;

20.2.3 Any accessory building to a principle permitted use building not exceeding 100 square meters in floor area, excluding garden suites and mobile homes; (*Bylaw No. 2778, 2017*);

20.2.4 Temporary Buildings. (*Bylaw No. 2521, 2011*)

**21. Solar Hot Water Ready Regulation (*Bylaw No. 2521, 2011*)**

21.1 All single family homes shall comply with the Ministerial Order No. M 145, Solar Hot Water Ready Regulation. (*Bylaw No. 2702, 2015*)

**22. Swimming Pools (*Bylaw No. 2702, 2015*)**

22.1 A building permit is required for a swimming pool prior to its installation or construction. Every application for a building permit for a pool shall be accompanied with a plan showing the location, dimensions and details of the proposed pool.

22.2 Swimming pools must be enclosed by a fence or structure and, except for the special provisions relating to chain link fences in section 22.5, shall conform to the following specifications:

a) have a height not less than 1.4m in with no openings greater than 100mm in their least dimension; and

b) be designed so that no horizontal member or attachment located between 100mm and 900mm above ground level on the outside of the fence will facilitate climbing.

22.3 Access to the area enclosed by the required pool fence or structure, other than through a dwelling unit, must be by means of a self-closing and self-latching door or gate designed to return to the secured latched position when not in use.

22.4 Latches securing access doors and gates must not be accessible from the outside of the fence, and must be located a minimum of 220mm from the top of the door or gate; and a minimum of 450mm from any opening in the door, gate, or fence.

22.5 Notwithstanding the provisions of Section 22.2, chain link fencing and gates shall conform to the following specifications;

a) the mesh is diagonal;

**CITY OF PITT MEADOWS  
BUILDING BYLAW NO. 2131, 2003**

- b) the mesh strands are no more than 32mm apart in both directions;
  - c) the mesh strands have been woven, welded, or otherwise constructed in such a manner as to be dimensionally stable;
  - d) the fence and gate are securely braded top and bottom to prevent sagging, bulging, or lifting.
- 22.6 It is the responsibility of each *owner* or occupier of a property on or in which a pool is located, to maintain every fence required under section 22.2 in good order. All sagging gates, loose parts, torn mesh, missing materials, worn latches, locks or broken or binding members shall be promptly replaced or repaired.
- 22.7 Unless sufficiently neutralized and tested, every pool and hot tub shall be drained into a sanitary sewer system or, where a sanitary sewer system of adequate capacity is not available, into a dedicated septic dry well or rock pit approved by the Health Authority.
- 22.8 Setbacks shall be in accordance with the Zoning Bylaw of the City as amended from time to time.

**23 Energy Step Code (Bylaw No. 2859, 2020)**

**23.1 Energy Step Code Requirements**

- 23.1.1 Part 3 and Part 9 buildings and structures must be designed and constructed in compliance with the applicable step of the *Energy Step Code*, as outlined below:

**Part 9 Buildings:**

August 1 <sup>st</sup> , 2020	-	Step 1
February 1 <sup>st</sup> , 2021	-	Step 2
January 1 <sup>st</sup> , 2022	-	Step 3

**Part 3 Buildings:**

August 1 <sup>st</sup> , 2020	-	Step 1
February 1 <sup>st</sup> , 2021	-	Step 2
January 1 <sup>st</sup> , 2022	-	Step 2

- 23.1.2 For a Part 9 building or structure that is designed in compliance with the applicable step of the *Energy Step Code*, but where the constructed building or structure does not meet the performance requirements of the applicable step of the *Energy Step Code*, after all reasonable



**CITY OF PITT MEADOWS  
BUILDING BYLAW NO. 2131, 2003**

mitigation measures are implemented to the satisfaction of the *Building Official*, the *Building Official* may issue an inspection notice for final occupancy of the building or structure if it is constructed in compliance with alternative energy efficiency performance or prescriptive requirements set out in the *Building Code* for Part 9 construction, as applicable.

- 23.1.3 For single family dwelling, duplex, or semi-detached residential building permits, the owner must, to the satisfaction of the *Building Official*, provide all documentation required by the City's *Energy Step Code* administrative requirements or as required by the *Building Official*, prepared by an *energy advisor* or a registered professional.
- 23.1.4 Building permits for buildings other than a single family dwelling, duplex, or semidetached residential building, require the owner, to the satisfaction of the *Building Official*, to provide all documentation required by the City's *Energy Step Code* administrative requirements or as required by the *Building Official*, prepared by a registered professional.
- 23.1.5 Any *energy advisor* providing the required documentation set out in the *Energy Step Code* must provide evidence to the *Building Official* that they are an *energy advisor* registered and in good standing with Natural Resources Canada.
- 23.1.6 Where an *energy advisor* provides the required documentation set out in the *Energy Step Code*, the owner must provide proof of insurance coverage in an amount and form satisfactory to the *Building Official* prior to issuance of a building permit.

**24. Inspections**

- 24.1 When a *registered professional* provides letters of assurance in accordance with sections 9.2.9, 10.2.8, 10.3.5, 15.1 or **20.1.7 (Bylaw No. 2702, 2015)** of this bylaw, the City of Pitt Meadows will rely solely on *field reviews* undertaken by the *registered professional* and the letters of assurance submitted pursuant to section 15.2 of this bylaw as assurance that the construction substantially conforms to the design and that the construction substantially conforms to the *Building Code*, this bylaw and other applicable enactments respecting safety.
- 24.2 Notwithstanding section 22.1 (**Bylaw No. 2702, 2015**) of this bylaw, a *Building Official* may attend the site from time to time during the course

**CITY OF PITT MEADOWS  
BUILDING BYLAW NO. 2131, 2003**

of construction to ascertain that *field reviews* are taking place and to monitor the *field reviews* undertaken by the *registered professionals*.

- 24.3 A *Building Official* may attend periodically at the site of the construction of *standard 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 enactments respecting safety.
- 24.4 The *owner* or his or her representative shall give at least 24-hour's notice to the City of Pitt Meadows when requesting an inspection and shall obtain an inspection and receive a *Building Official's* acceptance of the following aspects of work prior to concealing:
- 24.4.1 The installation of perimeter foundation drain piping and foundation damp proofing, prior to backfilling;
- 24.4.2 The installation of masonry or factory built chimneys and fireplaces; (*Bylaw No. 2407, 2009*)
- 24.4.3 The framing and sheathing;
- 24.4.4 The insulation and vapour barrier;
- 24.4.5 The storm sewer, sanitary sewer and water service connections.
- 24.5 No aspect of the work referred to in section 24.4 (*Bylaw No. 2702, 2015*) of this bylaw shall be concealed until the *Building Official* has accepted it in writing.
- 24.6 The *owner* or his or her representative shall give at least 24-hour's notice to the City of Pitt Meadows to obtain an *occupancy* inspection, 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*.
- 24.7 The requirements of section 24.4 (*Bylaw No. 2702, 2015*) of this bylaw do not apply to any aspect of the work that is subject of a *registered professional's* letter of assurance provided in accordance with sections 9.2.9, 10.2.8, 10.3.5, 15.1, 15.2 or 20.1.7 (*Bylaw No. 2702, 2015*) of this bylaw.

**25. Occupancy Permits**

- 25.1 No person shall occupy a *building* or *structure* or part of a *building* or *structure* until an occupancy permit has been issued in the form of Form "G" to this bylaw.
- 25.2 An occupancy permit shall not be issued unless:

**CITY OF PITT MEADOWS  
BUILDING BYLAW NO. 2131, 2003**

- 25.2.1 All letters of assurance have been submitted when required in accordance with sections 9.2.9, 10.2.8, 10.3.5, 15.1, 15.2, and 20.1.7 of this bylaw;
- 25.2.2 All aspects of the work requiring inspection and acceptance pursuant to section 24.4 (*Bylaw No. 2702, 2015*) of this bylaw have either been inspected and accepted or the inspections and acceptance are not required In accordance with section 24.7 (*Bylaw No. 2702, 2015*) of this bylaw;
- 25.2.3 All appropriate aspects of the B.C. Fire Code and the City of Pitt Meadows Fire Protection bylaw have been addressed;
- 25.2.4 All other fees owed to the City of Pitt Meadows for permits or licenses issued under any other bylaw have been received.

25.3 A *Building Official* may issue an occupancy permit for part of a *building* or *structure* when the part of the *building* or *structure* is self-contained, provided with essential services and the requirements set out in section 24.2 (*Bylaw No. 2702, 2015*) of this bylaw have been met with respect to it.

**26. Building Permits**

26.1 A building permit shall be in the form of Form "E" to this bylaw, unless it is required to be in Form "D" in accordance with section 11.2 of this bylaw.

**27. Design Data**

27.1 Buildings or structures within the City of Pitt Meadows shall be designed using the criteria established for "Haney" in the British Columbia *Building Code*.

**28. Flood Control Requirements**

28.1 Flood Control Requirements shall comply with the requirements in the Floodplain Designation and Construction Control Bylaw No. 2384, 2008. (*Bylaws Nos. 2384, 2008 & 2407, 2009*)

**29. Retaining Walls (*Bylaw No. 2970, 2024*)**

29.1 A registered professional will undertake the design and conduct field reviews of the construction or structural repair of any retaining structure which is 1.2m in height or greater, measured from the lowest grade, including stepped-type retaining structures having an overall slope greater than 2H:1V (2 horizontal to 1 vertical) despite the height of any individual wall not exceeding 1.2m.

29.2 The registered professional will ensure that any drainage changes resulting from the construction or structural repair will not adversely impact adjacent and downstream properties or city infrastructure or right of ways.

**CITY OF PITT MEADOWS  
BUILDING BYLAW NO. 2131, 2003**

**30. Penalties and Enforcement**

- 30.1 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 (Ten Thousand Dollars) or to imprisonment for not more than six months.
- 30.2 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.
- 30.3 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 in the form of Form "H" to this bylaw.
- 30.4 The *owner* of property on which a Stop Work notice has been posted, and every other person, shall cease 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*.
- 30.5 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 in the form of Form "I" to this bylaw on the affected part of the *building* or *structure*.
- 30.6 The *owner* of a 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*.
- 30.7 Every person who commences work requiring a building permit without first obtaining such a permit shall, if a Stop Work notice is issued and remains outstanding for 30 days pay an addition charge equal to 100% of the building permit fee prior to obtaining the required permit.

**31. Forms and Schedules**

- 31.1 Forms "B" through "I" and Schedules "1" (*Schedule 2 deleted Bylaw 2778, 2017*) attached to this bylaw form a part of this bylaw.

**32. Severability**

- 32.1 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 the bylaw.

**CITY OF PITT MEADOWS  
BUILDING BYLAW NO. 2131, 2003**

**33. Repeal**

33.1 "The City of Pitt Meadows Building Bylaw No. 1061, 1986" and amendments thereto are hereby repealed.

**READ** and **FIRST**, **SECOND** and **THIRD** time on May 20, 2003.

**ADOPTED** on June 3, 2003.

---

Mayor

---

Corporate Officer

**CITY OF PITT MEADOWS  
BUILDING BYLAW NO. 2131, 2003**

**APPLICATION FOR A BUILDING PERMIT**

Schedule "A"  
DELETED (*Bylaw No. 2407, 2009*)

**CITY OF PITT MEADOWS  
BUILDING BYLAW NO. 2131, 2003**

**OWNER'S ACKNOWLEDGEMENT OF RESPONSIBILITY**

Section 3 of the City of Pitt Meadows Building Bylaw No. 2131, 2003 states the following, and is to be acknowledged by the *owner* of the property for which the building permit is sought. This is not intended to be a substitute for the full text of the bylaw, a copy of which is available upon request.

3. Purpose of Bylaw

3.1 This 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 City of Pitt Meadows in the general public interest. The activities undertaken by or on behalf of the City of Pitt Meadows pursuant to this bylaw are for the sole purpose of providing a limited and interim spot checking function for reason of health, safety and the protection of persons and property. It is not contemplated nor intended, nor does the purpose of the bylaw extend:

3.2.1 to the protection of *owners, owner/builders* or *constructors* from economic loss;

3.2.2 to the assumption by the City of Pitt Meadows or any *Building Official* of any responsibility for ensuring compliance by any *owner*, his/her representatives or any employees, or *constructors or designers* retained by him/her, with the *Building Code*, the requirements of this bylaw or any other applicable enactments respecting safety;

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;

3.2.4 to providing a warranty or assurance that construction undertaken pursuant to building permits issued by the City of Pitt Meadows is free from latent or any defects.

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

If the building bylaw requires professional design and review, this form must be accompanied by the completed Owners' Acknowledge of Professional Design and Review, Schedule "C".

Schedule "B"  
Bylaw No. 2131, 2003

**CITY OF PITT MEADOWS  
BUILDING BYLAW NO. 2131, 2003**

**OWNER'S ACKNOWLEDGEMENT OF  
PROFESSIONAL DESIGN AND REVIEW**

This form must be submitted along with Schedule A (if applicable) and each Schedule B from the BC *Building Code*, from all other design professionals, prior to issuance of a building permit. A separate form must be submitted for each *registered professional*.

- (1) I acknowledge that if I am granted a building permit pursuant to this application, I am responsible for compliance with the current edition of the BC *Building Code*, this bylaw 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 work is undertaken by me or by those whom I may retain or employ to provide design and/or construction services.
- (2) I acknowledge that neither the issuance of a permit under this bylaw, the acceptance or review of plans, specifications, drawings or supporting documents, nor inspections made by or on behalf of the City of Pitt Meadows constitute a representation, warranty, assurance or statement that the current edition of the BC *Building Code*, the building bylaw of the City of Pitt Meadows or any other applicable enactment, code, regulation or standard has been complied with.
- (3) Where the City requires that Letters of Assurance be provided by a *registered professional* I confirm that I have been advised in writing by the City that it relied exclusively on the Letter of Assurance of the "Professional Design and Commitment for Field Review" prepared by  

---

(insert name of design professional) in reviewing the plans, drawings, specifications and supporting documents submitted for a building permit.
- (4) I confirm that I have relied only on the said *registered professional* for the adequacy of plans, drawings, specifications and supporting documents submitted with this application.
- (5) I understand that I should seek independent legal advice in respect of the responsibilities I am assuming upon the granting of a building permit by the City pursuant to this application and in respect of the execution of this acknowledgement.

\_\_\_\_\_  
Owners' Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

Schedule "C"  
Bylaw No. 2131, 2003



**CITY OF PITT MEADOWS  
BUILDING BYLAW NO. 2131, 2003**

**BUILDING PERMIT  
REQUIRING REGISTERED PROFESSIONALS**

Schedule "D"  
DELETED (*Bylaw No. 2859, 2020*)

**CITY OF PITT MEADOWS  
BUILDING BYLAW NO. 2131, 2003**

**BUILDING PERMIT  
NOT REQUIRING A REGISTERED PROFESSIONAL**

Schedule "E"  
DELETED (*Bylaw No. 2859, 2020*)

**CITY OF PITT MEADOWS  
BUILDING BYLAW NO. 2131, 2003**

**PROOF OF LIABILITY INSURANCE**

This form must be submitted along with Schedule A (if applicable) and each Schedule B from the BC *Building Code* from all other Design Professionals, prior to issuance of a building permit. A separate form must be submitted by each *registered professional*.

Attention: Building Official

Re: \_\_\_\_\_  
Address of Project (Print)

\_\_\_\_\_  
Legal Description of Project (Print)

The undersigned hereby gives assurance that:

1. I have fulfilled my obligation for insurance coverage as outlined in the City of Pitt Meadows Building Bylaw No. 2131, 2003.
2. I have enclosed a copy of my certificate of insurance coverage indicating particulars of such coverage.
3. I am a *registered professional* as defined in the City of Pitt Meadows Building Bylaw No. 2131, 2003.
4. I will notify the building official in writing immediately if the undersigned's insurance coverage is reduced or terminated at any time during construction.

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature (of *Registered Professional*)

\_\_\_\_\_  
Address (Print)

(Affix Professional Seal Here)

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

I am a member of the firm of \_\_\_\_\_ and  
(print name of firm)

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

Schedule "F"  
Bylaw No. 2131, 2003

CITY OF PITT MEADOWS  
BUILDING BYLAW NO. 2131, 2003

# OCCUPANCY PERMIT

Building Permit #: \_\_\_\_\_

Address: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Occupancy Classification: \_\_\_\_\_

Special Conditions: \_\_\_\_\_

This permit is issued in accordance with the conditions set out in Section 25. *(Bylaw No. 2702, 2015)* of the City of Pitt Meadows Building Bylaw No. 2131, 2003. The City of Pitt Meadows reminds the building *owner(s)* and occupant(s) of Section 4.5 of the Building Bylaw, which states: *"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/her representatives are responsible for making such a determination."*

\_\_\_\_\_  
Building Official  
City of Pitt Meadows

\_\_\_\_\_  
Date

Schedule "G"  
Bylaw No. 2131, 2003

# STOP WORK NOTICE

As authorized by Section 29.3 (*Bylaw No. 2702, 2015*) of the City of Pitt Meadows Building Bylaw No. 2131, 2003, the *owner* of this property, and every other person, shall cease construction work immediately and shall not do any work until all applicable provisions of the bylaw have been substantially complied with and the Stop Work Notice has been rescinded in writing by the Building Official.

Particulars of the Bylaw infraction may be obtained at the Municipal Hall, the address of which is noted above.

Any person who fails to comply with this notice commits an offence punishable on summary conviction and shall be liable to a fine of not more than \$10,000.00 (Ten Thousand Dollars) or to imprisonment for not more than six months.

No person shall reverse, alter, deface, cover, remove or in any way tamper with this Notice.

Reason for Notice: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Building Official  
City of Pitt Meadows

\_\_\_\_\_  
Date

Schedule "H"  
Bylaw No. 2131, 2003

CITY OF PITT MEADOWS  
BUILDING BYLAW NO. 2131, 2003

**DO NOT OCCUPY**

As authorized by Section 6.2 (*Bylaw No. 2702, 2015*) of the City of Pitt Meadows Building Bylaw No. 2131, 2003, all persons shall cease occupancy of this 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 this Notice has been rescinded in writing by the *Building Official* for the City of Pitt Meadows.

Particulars for the posting of this notice may be obtained at the Municipal Hall, the address of which is noted above.

Any person who fails to comply with this notice commits an offence punishable on summary conviction and shall be liable to a fine of not more than \$10,000.00 (Ten Thousand Dollars) or to imprisonment for not more than six months.

No person shall reverse, alter, deface, cover, remove or in any way tamper with this Notice.

---

Building Official  
City of Pitt Meadows

---

Date

Schedule "I"  
Bylaw No. 2131, 2003

**CITY OF PITT MEADOWS  
BUILDING BYLAW NO. 2131, 2003**

**Schedule "1"  
Building Permit Fees**

The following fees shall be paid by applicants to the City of Pitt Meadows for a Building Permit under this Bylaw.

<u>Proposed Project</u>	<u>Fee Calculation</u>
(a) Commercial, Industrial & Institutional	1.0% of construction value (\$10.00 per \$1,000)
(b) Residential, including garages, carports & patios	1.0% of construction value (\$10.00 per \$1,000)
(c) Farm Buildings defined by the National Farm <i>Building Code</i> of Canada as having a <i>Low Human Occupancy</i>	0.7% of construction value (\$7.00 per \$1,000)
(d) Single-wide mobile or modular homes (site preparation)	\$100.00
(e) Double-wide mobile or modular homes (site preparation)	\$200.00
(f) Temporary Buildings	\$100.00
(g) New Wood Burning Appliances or New Chimney Installations	\$100.00
(h) Move a Building	\$100.00
(i) Voluntary or other single inspections, including minor alterations and repairs	1.0% of construction (\$10.00 per \$1,000) \$10.00 minimum plus applicable taxes
(j) Change of Occupancy	\$100.00 plus 0.7% of construction value (\$7.00 per \$1,000)
(k) Multiple inspections or off-hour inspections, as per Section 12 of this Bylaw	\$100.00

**CITY OF PITT MEADOWS  
BUILDING BYLAW NO. 2131, 2003**

(l)	Building Permit Application Fee	\$100.00
(m)	Minimum Building Permit Fee	\$100.00
(n)	Processing Fee for provisional Occupancy <i>(Bylaw No. 2970, 2024)</i>	
	Standard Building	\$250.00
	Complex Building	\$350.00
(o)	<i>Where a permit is not obtained before commencement of work pursuant to the Bylaw, the permit fee will be doubled up to a maximum of \$2,500.00. (Bylaw No. 2970, 2024)</i>	
(p)	<i>Additional plan to review due to change in design (Bylaw No. 2970, 2024)</i>	
	Standard Building	\$150.00
	Complex Building	\$300.00
(q)	<i>Security Deposit (Bylaw No. 2970, 2024)</i>	
	Standard Building	\$1,500.00
	Complex Building	\$3,000.00



**CITY OF PITT MEADOWS  
BUILDING BYLAW NO. 2131, 2003**

Schedule "2"

*Schedule 2  
DELETED (Bylaw No. 2778, 2017)*