

**DISTRICT OF LANTZVILLE  
BYLAW NO. 381, 2024**

**A BYLAW TO AMEND DISTRICT OF LANTZVILLE BUILDING BYLAW NO. 182, 2020**

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The Council of the District of Lantzville in open meeting assembled, enacts as follows:

1. This Bylaw may be cited for all purposes as "District of Lantzville Building Bylaw No. 182, 2020, Amendment (Miscellaneous) Bylaw No. 381, 2024".
2. "District of Lantzville Building Bylaw No. 182, 2020," is hereby amended as follows:
  - 2.1 In Section 4 of the Table of Contents by removing "Requirement for Registered Professionals (Standard Buildings)" and inserting "Requirement for Registered Professionals (Simple Buildings)".
  - 2.2 In Section 4 of the Table of Contents by removing "*Architects Act*" and inserting "*Professional Governance Act*".
  - 2.3 In Section 5 of the Table of Contents by removing the repeated "Inspections" title.
  - 2.4 In Section 5 of the Table of Contents by removing "Final Inspection".
  - 2.5 In Section 12 of the Table of Contents by replacing "34" with "35" following "SCHEDULE 5 – Definitions".
  - 2.6 In Section 2, Clause 2.1 by inserting "demolition," following "relocation or occupancy,".
  - 2.7 In Section 2, Clause 2.2 (b) by removing "or".
  - 2.8 In Section 2, Clause 2.2 (c) by inserting "; or" following "building".
  - 2.9 In Section 2, Clause 2.2 by inserting "(d) Demolishing any building, including a mobile, manufactured, or modular home" following Clause (c).
  - 2.10 In Section 2, Clause 2.3 (a) by inserting "demolition," following "commence or continue any construction, alteration, excavation, reconstruction, removal,".
  - 2.11 In Section 2, Clause 2.4 (a) by removing the word "decks," from the list of exemptions.

- 2.12** In Section 2, Clause 2.4 by inserting “(b) decks that are less than 2 ft above the average grade of the ground, measured from the top of the deck, and are not structurally attached to a building;” and renumbering accordingly.
- 2.13** In Section 2.4 (c) by removing “100 m<sup>2</sup>” and inserting “55 m<sup>2</sup>”.
- 2.14** In Section 2, Clause 2.4 (d) by removing:
- “a mobile home or modular home, except as regulated by the Building Code.,”
- and inserting:
- “construction of a mobile, manufactured, or modular home, except as regulated by the Building Code. A building permit is **required** for siting a new mobile, manufactured or modular home in the District;”
- 2.15** In Section 2, Clause 2.4 (e) by removing “farm buildings and structures on properties within the Agricultural Land Reserve, provided that the property is classified as “farm” under the Assessment Act, subject to the provision of a declaration signed by the owner in accordance with SCHEDULE 3;” and inserting
- “farm buildings and structures on properties within the Agricultural Land Reserve that will not be used for dwelling purposes, provided that the property is classified as “farm” under the Assessment Act and a declaration has been signed by the owner in accordance with **SCHEDULE 3**;”
- (a) In Section 2, Clause 2.4 (f) by removing “demolition of a building, provided that all Municipal service connections are capped and terminated at the property line to the satisfaction of the Director of Public Works, including any applicable termination fees, and provided that all debris and fill are cleared and the site is levelled or graded, or made safe if levelling and grading are not possible;”
- and inserting “demolition of decks, non-structural components of a building, sheds or secondary buildings that do not require a building permit, per 2.4 (c).”
- 2.16** In Section 3 Clause 3.5 by replacing “the works and services bylaw” with ““District of Lantzville Subdivision and Development Works and Services Bylaw No. 175, 2020,””.
- 2.17** In Section 4, in the title of Clause 4.9 by replacing “Standard” with “Simple”.
- 2.18** In Section 4 Clause 4.9 by removing:

"A building permit application for a standard building that contains a dwelling unit or sleeping unit, including an addition or structural alteration to a building that contains a dwelling unit or sleeping unit, must be accompanied by letters of assurance by a registered professional for the geotechnical and structural requirements of the Building Code, including review of the foundation and excavation."

and inserting:

"A building permit application must be accompanied by letters of assurance completed by a registered professional for the geotechnical and structural requirements of the Building Code, including review of the foundation and excavation, in the following circumstances:

- (a) A building permit application for a building that contains a dwelling unit or sleeping unit, including an addition to a building which contains a dwelling unit or sleeping unit.
- (b) A building permit for a building greater than 55 m<sup>2</sup> in gross floor area that contains habitable space."

**2.19** In Section 4, in the title of Clause 4.10 by removing the heading "*Architects Act*" and inserting "*Professional Governance Act*".

**2.20** In Section 4, Clause 4.10 by removing "Where Sections 27 and 60 of the "*Architects Act*" require the planning, design, and supervision of the erection, alteration or repair of a building to be undertaken by an architect, the coordinating registered professional must be an architect."

and inserting:

"Section 51 (1) (b) of the *Professional Governance Act* gives registrants of a regulating body the right of practice of a reserved practice. Where works require the experience or technical knowledge of an architect, the coordinating registered professional must be a registered Architect."

**2.21** In Section 5 Clause 5.2 by removing:

"The owner must submit a written request to the Municipality and building official for an inspection, obtain an inspection, and receive a building official's written acceptance of the following aspects of the work prior to concealing them:

- (a) Excavation: within 24 hours of the start of excavation.
- (b) Framing: framing, sheathing, fire stopping (including drywall in fire separations), bracing, chimney and ductwork, rough wiring, rough plumbing,

rough heating, gas venting, exterior doors and windows, but prior to the installation of insulation, interior finishes, sheathing paper or exterior finishes which would conceal such work;

- (c) **Health and Safety:** the health, safety and accessibility aspects of the work when the building or structure is complete.”

and inserting:

“The owner must contact the District of Lantzville to request an inspection and receive the building official’s written acceptance of the following aspects of the work prior to concealing them:

- (a) **Forms & Radon Rough-In:** Inspection to be completed after forms are placed, but prior to concrete for footings or foundation being poured. Soil Gas Control System (radon rough in) must be installed for all conditioned spaces in buildings that have a wall, roof or floor assembly in contact with the ground.
- (b) **Framing:** Framing, sheathing, fire stopping (including drywall in fire separations), bracing, chimney and ductwork, rough wiring, rough plumbing, rough heating, gas venting, exterior doors and windows. Inspection to be conducted prior to the installation of insulation, interior finishes, sheathing paper or exterior finishes which would conceal such work.
- (c) **Final:** Inspection of the health, safety and accessibility aspects of the work to be conducted when the building or structure is complete.

A final inspection notice will not be issued unless all of the following are completed:

- i. all letters of assurance have been submitted when required in accordance with this bylaw;
- ii. all aspects of the work requiring inspection and acceptance pursuant to this bylaw have both been inspected and accepted;
- iii. the owner has delivered to the Municipality as-built plans of works and services, including two (2) paper copies and a digital copy, as required by the Municipality’s Director of Public Works;
- iv. the owner has provided to the building official a building survey prepared by a surveyor showing the building height, size, location and elevation determined in accordance with the Zoning Bylaw; and
- v. all other documentation required under applicable enactments has been delivered to the Municipality.”

- 2.22** In Section 5 by removing Clause 5.3 and by removing the heading “Final Inspection” following Clause 5.3.
- 2.23** In Section 5 by removing Clause 5.4.
- 2.24** In Section 8 by inserting the following Clause after Clause 8.3:
- 8.4 Builders and Tradespeople are required to obtain a valid business licence from the District of Lantzville prior to receiving a building permit.
- 2.25** In Schedule 3 by removing “Description of Building Subject to Undertaken:” and inserting “Description of Building Subject to Undertaking:”.
- 2.26** In Schedule 3 by inserting “4. I confirm that a site plan including setback distances from the property line has been included with this application.” following Clause 3.
- 2.27** In Schedule 4 by deleting Schedule 4 in its entirety and substituting the amended Schedule 4 as attached hereto labelled “Schedule ‘A’ to Bylaw No. 381, 2023” and forming part of this Bylaw.
- 2.28** In Schedule 5 – Definitions under the heading “registered professional” by removing “means a person who is registered or licensed to practise as an architect under the *Architects Act*” and inserting “means a person who is registered or licensed to practice a reserved practice under the *Professional Governance Act*”.

**READ A FIRST TIME** this 26th day of February, 2025.

**READ A SECOND TIME** this 26th day of February, 2025.

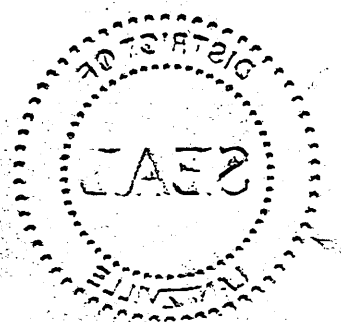
**READ A THIRD TIME** this 26th day of February, 2025.

**ADOPTED** this 12th day of March, 2025.



  
Mark Swain, Mayor

  
Delcy Wells, Director of Corporate Administration



*[Handwritten signature]*

## **Schedule 'A' to Bylaw No. 381, 2024**

### **Building Bylaw No. 182, 2020 SCHEDULE 4 – Building Permit Application Requirements**

Building permit application requirements vary based on the type of building or works proposed and other factors including water and sewer connections, land use and land hazards, etc. The following may be required as part of the building permit application:

1. Building Permit application checklist provided by the District.
2. Payment of applicable fees and charges pursuant to the *Miscellaneous Fees and Charges Bylaw No. 26, 2004* and any other Municipal bylaw and any other Municipal bylaw, as outlined in a building permit checklist provided by the District.
3. Confirmation that the Builder and Tradespeople working on the project have a valid business license issued by the District of Lantzville.
4. Driveway Access & Alteration Form - required if a new driveway will be built or an existing driveway will be altered.
5. Water and Sewer Connection Permit Forms - required if a new or existing building will be connected to the municipal water or sewer system.
6. A Plumbing Declaration (required at final stage) - required if building has plumbing.
7. Homeowner Protection Warranty (BC Housing New Home Registration Form) - required for all new dwelling units. Does not apply for manufactured homes or attached secondary suites added to an existing home.
8. Letters of assurance, as required under the building bylaw and the Building Code.
9. Two sets of drawings at a suitable scale of design, together with PDF copies of all drawings.
10. A site plan that includes a zoning compliance summary.

11. Building Code compliance summary including the applicable edition of the Building Code.

12. Construction and Site Drawings, including:

a) Building Plans, including:

- i. Floor plans showing the dimensions and uses of all areas, including the dimensions and height of crawl and roof spaces, the location, size and swing of doors, the location, size and opening of windows, floor, wall, and ceiling finishes, plumbing fixtures, structural elements, and stair dimensions.
- ii. A cross-section through the building illustrating foundations, drainage, ceiling heights and construction systems.
- iii. Elevations of all sides of the building or structure showing finish details, roof slopes, windows, doors, the grade, the maximum building height line, ridge height, spatial separations and natural and finished grade to comply with the Building Code and to illustrate that the building or structure conforms with the Municipality's zoning and development permit requirements.
- iv. Cross-sectional details drawn at an appropriate scale and at sufficient locations to illustrate that the building or structure substantially conforms to the Building Code.
- v. For habitable structures larger than 55 m<sup>2</sup> and any structure that contains a dwelling unit, include a foundation and excavation design prepared by a registered professional in accordance with the Building Code.

b) Truss & Floor Layout Drawings.

c) Structural Design Drawings.

d) Unless exempted by the building official, a survey plan prepared by a British Columbia land surveyor that includes the following information:

- i. the bearing and dimensions of the parcel taken from the registered subdivision plan;
- ii. the legal description and civic address of the parcel;
- iii. the location and dimensions of existing and proposed statutory rights of way, easements and setback requirements, adjacent street and lane names;
- iv. the location and dimensions of existing and proposed buildings or structures on the parcel;
- v. setbacks to the natural boundary of any lake, swamp, pond or watercourse;
- vi. north arrow;
- vii. building height calculation in accordance with the zoning bylaw;
- viii. if applicable, location of an approved existing or proposed private or other alternative sewage disposal system, water supply system or storm water drainage system;
- ix. the location, dimensions and gradient of parking and parking access;
- x. proposed and existing setbacks to property lines;



- xi. natural and finished grade at building corners and significant breaks in the building plan and proposed grade around the building faces in order to ascertain foundation height;
  - xii. first storey floor elevation;
  - xiii. location, setbacks and elevations of all retaining walls, steps, stairs and decks;
  - xiv. line of upper floors;
  - xv. location and elevation of curbs, sidewalks, manholes, and service poles;
  - xvi. location of existing and proposed service connections;
  - xvii. location and species of all trees greater than 10 centimetres in diameter;
  - xviii. location of top bank and water courses;
  - xix. access routes for firefighting;
  - xx. accessible paths of travel from the street to the building;
  - xxi. geodetic elevation of the underside of a wood floor system or the top of a finished concrete slab of a building or structure where the Municipality's land use regulations or provincial flood mapping regulations establish siting requirements related to minimum floor elevation,
  - xxii. except that the building official may waive, in whole or in part, the requirements for a site plan, if the permit is sought for the repair or alteration of an existing building or structure.
- 13. BC Energy Step Code Pre-Construction Compliance Report – required for new buildings and additions.
- 14. Energuide Homeowner Information Sheet Model Summary – required for new buildings and additions.
- 15. Copies of approvals required under any enactment relating to health or safety.
- 16. Geotechnical or environmental report, if the building official determines that the site conditions so warrant.
- 17. Servicing information, including how the building will be connected to the Municipal water, sewer and storm systems.
- 18. If the proposed building will not be connected to the Municipal sanitary sewer system, the applicant must provide an approved Notice of Filing from Island Health for a private onsite sewage disposal system with the building permit application.
- 19. If the proposed building will not be connected to the Municipal water system, the applicant must provide written confirmation from qualified professionals that the onsite well meets the minimum water quality and water quantity standards in "District of Lantzville Subdivision and Development Works and Services Bylaw No. 175, 2020".

20. A rainwater management plan in accordance with "District of Lantzville Subdivision and Development Works and Services Bylaw No. 175, 2020".
21. A development permit application, if the property and proposed development is located within a development permit area. Development permit applications and fees must be submitted before a building permit application can be made.
22. Any other information required by the building official or the Building Code to establish substantial compliance with this bylaw, the Building Code and other bylaws and enactments relating to the building or structure.
23. The building official may, in writing, require an applicant to submit an up-to-date survey prepared by a surveyor at any point in the application and inspection process in order to determine the following:
  - (a) Establish, before construction begins, that the work will comply with all the provisions of this bylaw in relation to this information;
  - (b) Verify, on completion of the construction, that the work complies with all provisions of this and other applicable bylaw;
  - (c) In relation to an existing building, substantiate its location and size, including appurtenances whether above, at or below ground level, relative to the site or its relationship to neighbouring grades; and
  - (d) In relation to construction of a new building, or addition to an existing building, prior to and after the placement of concrete for foundations and footings, show the elevation at proposed top of concrete on all building elevations and at all significant changes of elevation to substantiate its size, location and elevation.