

**KA:'YU:'K'T'H'/CHE:K'TLES7ET'H'
FIRST NATIONS GOVERNMENT**


Enacted under the Building and Development Authorization Act section 6.1

BUILDING FORMS REGULATION

KCFNR 11/2015



This regulation enacted on **March 24, 2015**

Signed 
Therese Smith, Legislative Chief,
Ka:'yu:'k't'h'/Che:k'tles7et'h' First Nations

DEPOSITED IN THE
REGISTRY OF LAWS

ON 25/03/15


Signature of Clerk

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PART 1 - INTRODUCTORY PROVISIONS

Short Title

1.1 This regulation may be cited as the Building Forms Regulation.

Application

1.2 This regulation establishes the

- (a) form of building forms required under the Act,
- (b) manner in which a building form must be completed,
- (c) fees, deposits and interest required under the Act,
- (d) form and manner of signage required under section 4.1(c) of the Act, and
- (e) offences and penalties under section 6.1 of the Act.

Definitions

1.3 In this regulation:

“Act” means the Building and Development Authorization Act;

“building form” means a form established under this regulation and includes any attachments to the building form;

“construction value” means the estimated value of all work that is the subject of an authorization, as calculated by the Ka:'yu:'k't'h'/Che:k'tles7et'h' First Nations using the information submitted in the application and the values of construction as identified in the most current version of the Marshall Swift construction cost manual.

PART 2 - PRESCRIBED MATTERS

Forms

- 2.1** (a) The building forms numbered BR-1 to BR-7 in Schedule 1 are established for the purposes of the Act.
- (b) A building form that is
- (i) an application under section 2.1 of the Act must be in Form BR-1,
 - (ii) an authorization under section 2.6, 3.2 or 3.3 of the Act must be in Form BR-2,
 - (iii) an application for renewal of authorization under section 3.7 of the Act must be in Form BR-3,
 - (iv) a notice of suspension or revocation of authorization under 3.8 of the Act must be in Form BR-4,
 - (v) an occupancy certificate under section 5.1 of the Act and a final report authorizing occupancy under section 5.6 of the Act must be in Form BR-5,
 - (vi) a do not occupy notice under section 5.3 of the Act must be in Form BR-6, and
 - (vii) a stop work notice under section 5.4 of the Act must be in Form BR-7.
- (c) Every building form must be executed and completed in compliance with
- (i) the Act,
 - (ii) this regulation, and
 - (iii) the instructions on the building form, as applicable.

Fees

- 2.2** (a) An applicant must pay the applicable application fees and authorization fees based on the construction value of the project at the rates and as calculated in accordance with Schedule 2.
- (b) An application fee is non-refundable.
- (c) An applicant may request in writing the cancellation of a valid authorization and, if no work has been carried out under the authorization, the director may cancel the authorization and provide a 75% refund of the authorization fee to the applicant.

Security deposits and interest

- 2.3** (a) An applicant must pay the applicable security deposits in the amount set out in Schedule 2.
- (b) Unless otherwise specified, a person who is required to provide security may provide the security by
- (i) cash deposit,
 - (ii) irrevocable letter of credit, or
 - (iii) another form of security satisfactory to the director.
- (c) The Ka:'yu:'k't'h'/Che:k'tles7et'h' First Nations is not required to pay interest on any security, or portion of security, returned under the Act.

Signage

- 2.4** (a) The signage required by section 4.1 of the Act must be
- (i) at least 27.9 cm x 43 cm in size, and
 - (ii) posted on or as close as practicable to the building or structure that is the subject of the authorization.
- (b) The owner of a project site must promptly repair or replace the signage described in subsection (a) if it is damaged, removed or otherwise fails to convey the information required by section 4.1 of the Act.

PART 3 - FORM PREPARATION AND COMPLETION

Completion of building form

- 3.1** (a) Every building form, including attachments, must be on durable paper of 27.9 centimeters x 21.5 centimeters in size.
- (b) A building form must be completed by printing or typing in
- (i) legible characters of 10 or 12 pitch, but not smaller than 12 point, and
 - (ii) black or dark ink that is compatible for electronic scanning, optical character recognition or micrographic technology of the kind used in the Ka:'yu:'k't'h'/Che:k'tles7et'h' administration office.

Abbreviations

- 3.2** An abbreviation of any word on a building form must not be used unless the abbreviation does not obscure the meaning, intent or legal effect of the building form.

English language

- 3.3** Every building form must be completed in the English language.

PART 4 - ENFORCEMENT, OFFENCES AND PENALTIES

Enforcement, offences and penalties

- 4.1** An enforcement officer may issue the following to a person for an offence under the Act or this regulation:
- (a) a compliance notice under Part 4 of the Enforcement Act, or
 - (b) a ticket under Part 5 of the Enforcement Act.
- 4.2** For the contravention of the section of the Act listed in column A of Schedule 3,
- (a) Column B of Schedule 3 sets out, for the purposes of section 5.2(a) of the Enforcement Act, the particulars of the offence,
 - (b) Column C of Schedule 3 establishes, for the purposes of section 5.2(b) of the Enforcement Act, the penalty,
 - (c) Column D of Schedule 3 establishes, for the purposes of section 5.2(b) of the Enforcement Act, the discounted penalty, and
 - (d) Column E of Schedule 3 establishes, for the purposes of section 5.2(b) of the Enforcement Act, the surcharge amount.

Separate offence each day of contravention

- 4.3** A person who commits, causes or allows a contravention of the Act or this regulation commits an offence and each day the contravention continues is a separate offence.

Deemed knowledge of owner

- 4.4** An owner is deemed to have knowledge of and be liable under the Act in respect of any work on the owner's Ka:'yu:'k't'h'/Che:k'tles7et'h' lands or Ka:'yu:'k't'h'/Che:k'tles7et'h' foreshore and any change in the use, occupancy or both of a building or structure, or of part of a building or structure, on those lands or foreshore.

SCHEDULE 1 – BUILDING FORMS

BR-1 – Application

BR-2 – Authorization

BR-3 – Application to Renew Authorization


BR-4 – Notice of Suspension or Revocation of Authorization

BR-5 – Occupancy Certificate/Final Report Authorizing Occupancy

BR-6 – Do Not Occupy Notice

BR-7 – Stop Work Notice

BR-1 - APPLICATION

KA:'YU:'K'T'H'/CHE:K'TLES7ET'H' FIRST NATIONS		Date received:
Building and Development Authorization Act Department of Lands and Resources Building Forms Regulation Form BR-1		File no:
		<input type="checkbox"/> Major Construction
		<input type="checkbox"/> Standard Construction
		<input type="checkbox"/> Application fee received
APPLICATION FOR AUTHORIZATION		<i>(for Department of Lands and Resources use only)</i>

I, _____ (*Name of Applicant*) hereby apply under the Building and Development Authorization Act for authorization to (*Description of Project*) _____

PROPERTY INFORMATION

Legal Description of Property:	
Civic Address:	

APPLICANT'S CONTACT INFORMATION

Name:	
Signature:	
Phone #s:	
Mailing Address:	
Email Address:	

OWNER'S CONTACT INFORMATION (if the Applicant is not the Owner):

Name:	
Signature:	
Phone #s:	
Mailing Address:	
Email Address:	

Form BR-1

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PROJECT COORDINATOR'S CONTACT INFORMATION:

Name:	
Profession:	(check one) <input type="checkbox"/> building official <input type="checkbox"/> registered professional Title:
Licence/Business #:	
Phone #s:	
Mailing Address:	
Email Address:	

I confirm that for this application (check one) ☐ I am the building official or registered professional retained by the owner to coordinate the project or ☐ I am the only building official or registered professional retained for the project. I confirm that the following estimated cost of construction is accurate:

ESTIMATED COST OF CONSTRUCTION of all buildings and structures forming part of the project: \$ _____

Signature: _____ Date: _____

CONSTRUCTION INFORMATION:

The work requiring authorization involves (number) _____ building(s) or structure(s). *An applicant must pay the application fee for each building or structure.*

The work requiring authorization involves: (please check all that apply):

<input type="checkbox"/> Subdivision of Ka:'yu:'k't'h'/Che:k'tles7et'h' land	<input type="checkbox"/> Repairing/altering an existing building or structure
<input type="checkbox"/> Building/structure greater than or equal to 600m ² in building area or building/structure greater than 3 storeys high	<input type="checkbox"/> Constructing a masonry fireplace or chimney
<input type="checkbox"/> Two or more building/structures, other than a temporary building	<input type="checkbox"/> Constructing a temporary building
<input type="checkbox"/> Building/structure intended to be utilized for public assembly, industrial, commercial or mercantile purposes	<input type="checkbox"/> Moving a building or structure
<input type="checkbox"/> Total estimated cost for the construction greater than or equal to \$400,000	<input type="checkbox"/> Demolishing a building or structure
	<input type="checkbox"/> Installing a solid fuel burning appliance or factory built fireplace or chimney
	<input type="checkbox"/> Plumbing, including a fire suppression, system
	<input type="checkbox"/> Retaining structure
	<input type="checkbox"/> Swimming pool
Description of Work:	
<i>Applicants are also encouraged to complete the Green Building Checklist at Appendix 4</i>	

Form BR-1

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In accordance with section 2.10 of the Building and Development Authorization Act, the following requirements must be satisfied in order for an application to be considered complete:

<input type="checkbox"/> an application, including all required supporting documentation, has been submitted by the applicant and all required information in the application has been provided by the applicant with the required signatures
<input type="checkbox"/> the proposed work set out in the application has been certified by, in the case of standard construction, a building official or, in the case of either standard construction or major construction, a registered professional that it substantially conforms with the British Columbia Building Code, the Act and all other applicable enactments
<input type="checkbox"/> the owner has paid all fees and charges and met all requirements imposed by the Act and any other applicable enactment
<input type="checkbox"/> the owner has retained the required building official(s) or registered professional(s)

Appendices to Application:

Appendix 1: Owner's Acknowledgement of Responsibilities and Undertakings

Appendix 2: Registered Professional's Proof of Insurance

Appendix 3: Letters of Assurance

Appendix 4: Green Building Checklist

Form BR-1

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APPENDIX 1

OWNER'S ACKNOWLEDGEMENT OF RESPONSIBILITY AND UNDERTAKINGS

ATTENTION: Director of Lands and Resources

Re: Address: _____

Application No.: _____

In consideration of the Ka:'yu:'k't'h'/Che:k'tles7et'h' First Nations accepting and processing the application for an authorization, and as required by the Ka:'yu:'k't'h'/Che:k'tles7et'h' First Nations Building and Development Authorization Act, the following representations, warranties and indemnities are given to the Ka:'yu:'k't'h'/Che:k'tles7et'h' First Nations.

1. That I am:

- ☐ The owner of the above property; or
- ☐ Authorized by the owner of the property described above to make this application (Agent for Owner).

2. That I have authorized:

Name (print)_____
Address (print)

to make application for the above authorization on my behalf.

3. That I will comply with, or cause those whom I employ to comply with, the British Columbia Building Code and all enactments of the Ka:'yu:'k't'h'/Che:k'tles7et'h' First Nations and other statutes and regulations in force in Ka:'yu:'k't'h'/Che:k'tles7et'h' First Nations lands relating to the development, work, undertaking or permission in respect of which this application is made.
4. That I understand and acknowledge that I am fully responsible for carrying out the work, or having the work carried out, in accordance with the requirements of the British Columbia Building Code, the Building and Development Authorization Act, in force from time to time, all other enactments of the Ka:'yu:'k't'h'/Che:k'tles7et'h' First Nations, and all covenants, easements, rights of way, building schemes or other applicable restrictions.
5. That I understand and acknowledge that neither the issuance of an authorization, the review of plans and supporting documents, nor any inspections made by a Ka:'yu:'k't'h'/Che:k'tles7et'h' First Nations official in any way constitute a representation, warranty or statement that the British Columbia Building Code, the Building and Development Authorization Act or any other applicable enactment has been complied with.
6. That I confirm that I have relied only on the building official(s) or registered professional(s) listed below for the adequacy of the plans and supporting documents submitted with this application.

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Form BR-1

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7. The Ka:'yu:'k't'h'/Che:k'tles7et'h' First Nations has relied and is relying exclusively on the letters of assurance or declarations prepared by: *(Insert name(s) of building official or registered professional)*

Architectural: _____

Engineering: _____

Plumbing: _____

Fire Suppression: _____

Electrical: _____

Other (specify): _____

in reviewing the plans and supporting documents submitted with this application for an authorization.

8. That I understand that where used in this application the words "work" includes all construction, alteration, reconstruction, demolition, removal, relocation or change the occupancy of any building or structure or other work related to construction in respect of which this application is made.
9. That I agree that the information in this application or gathered by the Ka:'yu:'k't'h'/Che:k'tles7et'h' First Nations in connection with an application or authorization may be used by the Ka:'yu:'k't'h'/Che:k'tles7et'h' First Nations for any purpose connected with the exercise of its powers or the performance of its duties including the enforcement of Ka:'yu:'k't'h'/Che:k'tles7et'h' First Nations laws.
10. That I agree to release and indemnify the Ka:'yu:'k't'h'/Che:k'tles7et'h' First Nations, its officials, employees and agents from and against all liability of any kind which I or any other person, partnership or corporation or my respective heirs, successors, administrators or assignees may have or incur in consequence of or incidental to the granting of an authorization, or any enforcement or failure to enforce the Ka:'yu:'k't'h'/Che:k'tles7et'h' First Nations laws or the British Columbia Building Code and I agree that the Ka:'yu:'k't'h'/Che:k'tles7et'h' First Nations owes me no duty of care in respect of these matters.
11. That I am authorized to give these representations, warranties, assurance and indemnities to the Ka:'yu:'k't'h'/Che:k'tles7et'h' First Nations.
12. That I confirm that I have been advised that I should seek independent legal advice from a lawyer in respect of signing this Appendix.
13. That I have been advised to review or obtain a certified true copy of the Ka:'yu:'k't'h'/Che:k'tles7et'h' First Nations Building and Development Authorization Act and the Ka:'yu:'k't'h'/Che:k'tles7et'h' First Nations Building Forms Regulation.

Owner's Information:

Agent for Owner Information:

Name (print)

Name (print)

Signature

Date

Signature

Date

Address (print)

Address (print)

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Form BR-1

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If Owner is a Company:

EXECUTED by _____)
(Company) by its duly authorized signatory:)
_____)
Signature of Authorized Signatory)
_____)
Name)
_____)
Occupation)
_____)
Address)

Form BR-1

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APPENDIX 2

BUILDING OFFICIAL'S OR REGISTERED PROFESSIONAL'S
PROOF OF INSURANCE

Ka:'yu:'k't'h'/Che:k'tles7et'h' First Nations
General Delivery
Kyuquot, British Columbia
V0P 1J0

ATTENTION: Director of Lands and Resources

Re: [civic address of project] Application Number # _____

This is to confirm that the undersigned is insured by a policy of insurance covering liability to third parties for error and omissions, in the amount of at least Two Million Dollars (\$2,000,000.00), in the provision of professional services in respect of the captioned project, *a certificate of which insurance is attached.*

The undersigned will notify both the Director of Lands and Resources and the owner who has engaged the undersigned to provide professional services in respect of the captioned project, in writing, of any termination of or change in the terms of the coverage provided by the policy, immediately upon being informed of or becoming aware of such termination or change.

Signature

[seal of registered professional, if applicable]

Name of firm, if applicable

Name and registration number of building official
or registered professional

Date

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Form BR-1

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APPENDIX 3

LETTERS OF ASSURANCE OR DECLARATIONS

ATTENTION: Ka:'yu:'k't'h'/Che:k'tles7et'h' First Nations Director of Lands and Resources

Re: Address: _____

Application No.: _____

In consideration of the Ka:'yu:'k't'h'/Che:k'tles7et'h' First Nations accepting and processing the application for an authorization, and as required by the Ka:'yu:'k't'h'/Che:k'tles7et'h' First Nations Building and Development Authorization Act, the attached are my required letters of assurance or declarations.

Date: _____

(Building official's or registered
professional's signature)_____
(Print building official's or registered
professional's name)

[Attach required letters of assurance or declarations, as applicable]

Form BR-1

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APPENDIX 4

GREEN BUILDING CHECKLIST

_____ total m² of building

_____ Civic address or legal description of property

OPERATIONAL SYSTEMS				PTS	TOTAL
SPACE HEATING	<input type="checkbox"/> AFUE rated furnace/boiler – 1 pt	<input type="checkbox"/> high efficiency fuel burning appliance – 1 pt	<input type="checkbox"/> heat-pump – 2 pts <input type="checkbox"/> passive solar – 3 pts		
THERMOSTATS	<input type="checkbox"/> 1 thermostat – 1 pt	<input type="checkbox"/> 2 thermostats – 2 pts	<input type="checkbox"/> 3 thermostats – 3 pts		
HOT WATER HEATING	<input type="checkbox"/> non-insulated – 0 pt	<input type="checkbox"/> insulated tank – 1 pt	<input type="checkbox"/> on demand – 2 pts <input type="checkbox"/> solar – 3 pts		
LIGHT FIXTURES	<input type="checkbox"/> incandescent – 0 pt	<input type="checkbox"/> halogen – 1 pt	<input type="checkbox"/> compact fluorescent 2 pts <input type="checkbox"/> LED – 2 pts		
WINDOWS	<input type="checkbox"/> Dbl Glazing – 1 pt	<input type="checkbox"/> Dbl glazed with low E coating – 2 pts	<input type="checkbox"/> Super Insulated – 3 pts		
INSULATION	<input type="checkbox"/> basement (R20+) – 1 pt	<input type="checkbox"/> walls (R22+) – 1 pt	<input type="checkbox"/> floor (R25) – 1 pt <input type="checkbox"/> attic (R40+) – 1 pt		/26
INTERIOR/EXTERIOR MATERIALS				PTS	TOTAL
RECYCLED MATERIALS	<input type="checkbox"/> doors – 1 pt <input type="checkbox"/> dbl glazing windows – 1 pt <input type="checkbox"/> tpl glazed windows – 2 pt Please list others: _____ 1 pt				
LOCALLY HARVESTED WOOD	<input type="checkbox"/> no – 0 pt	<input type="checkbox"/> yes, locally – 2 pts	<input type="checkbox"/> yes, on-site – 3 pts		
WARRANTY ON ROOF	<input type="checkbox"/> 15 yrs – 0 pt	<input type="checkbox"/> 25 years – 1 pt	<input type="checkbox"/> 30+ years – 2 pts		
GREEN ROOF AREAS	<input type="checkbox"/> yes – 2 pts	<input type="checkbox"/> no – 0 pt			
USE OF NATURAL MATERIALS	please specify: _____ 2 pts				/15
INDOOR ENVIRONMENT				PTS	TOTAL
LOW OR NON-TOXIC PRODUCTS	<input type="checkbox"/> interior paint – 1 pt	<input type="checkbox"/> stains/finishes – 1 pt	<input type="checkbox"/> adhesives – 1 pt <input type="checkbox"/> floor coverings – 3 pt		
INDOOR AIR QUALITY	<input type="checkbox"/> carbon monoxide detectors – 1 pt		<input type="checkbox"/> air filters – 1 pt		
HVAC SYSTEM FILTERS	<input type="checkbox"/> pleated media filter – 0 pt	<input type="checkbox"/> electronic air cleaner – 1 pt	<input type="checkbox"/> HEPA filtration system – 1 pt		
HEAT RECOVERY VENTILATOR	<input type="checkbox"/> yes	<input type="checkbox"/> no			
NATURAL LIGHTING	<input type="checkbox"/> strategically placed windows – 1 pt <input type="checkbox"/> building face orientation – 2 pts		<input type="checkbox"/> skylights – 1 pt		
MOLD PREVENTION	<input type="checkbox"/> humidistat – 1 pt <input type="checkbox"/> mold resistant materials – 1 pt	<input type="checkbox"/> ventilation/fans – 1 pt	<input type="checkbox"/> slopes/drainage – 1 pt		/19

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Form BR-1


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ENERGY/WATER CONSERVATION		PTS	TOTAL
ENERGY STAR APPLIANCES	<input type="checkbox"/> dishwasher, clothes washer, refrigerator, stove, dryer – 2 pts each appliance		
TOILETS	<input type="checkbox"/> singl flush 6 ltr – 1 pt <input type="checkbox"/> singl flush 3 ltr – 2 pts <input type="checkbox"/> dual flush type – 3 pts		
GREY WATER TREATMENT	<input type="checkbox"/> yes – 2 pts <input type="checkbox"/> no – 0 pt		
WATER COLLECTION/ REUSE	<input type="checkbox"/> yes – 2 pts <input type="checkbox"/> no – 0 pt		
LOW FLOW FIXTURES	<input type="checkbox"/> kitchen – 1 pt <input type="checkbox"/> lavatories – 1 pt <input type="checkbox"/> shower – 2 pts <input type="checkbox"/> bath – 2 pts		/24
WASTE MANAGEMENT		PTS	TOTAL
RECYCLING PROGRAM DURING CONSTRUCTION	<input type="checkbox"/> yes – 2 pts <input type="checkbox"/> no – 0 pt		
REUSED MATERIALS FROM LOCAL CONSTRUCTION SITES	<input type="checkbox"/> yes – 2 pts <input type="checkbox"/> no – 0 pt		
COLLECTION OF WASTE BY MGT COMPANY (Animal Proof)	<input type="checkbox"/> yes – 2 pts <input type="checkbox"/> no – 0 pt		
NO TOXIC POLLUTANTS WITHIN SITE WASTE	<input type="checkbox"/> yes – 2 pts <input type="checkbox"/> no – 0 pt		/8
SITE MANAGEMENT			
PROTECTION OF TREES & VEGETATION (Flagged Off Areas)	<input type="checkbox"/> yes – 2 pts <input type="checkbox"/> no – 0 pt		
RETENTION OF TREES & VEGETATION	<input type="checkbox"/> yes – 2 pts <input type="checkbox"/> no – 0 pt		
REUSE EXISTING TOPSOILS & NATIVE PLANTS	<input type="checkbox"/> yes – 2 pts <input type="checkbox"/> no – 0 pt		
MATERIALS SUPPLIED WITHIN 800KM	<input type="checkbox"/> yes – 2 pts <input type="checkbox"/> no – 0 pt		/8
TOTAL GREEN BUILDING POINTS			/100

Please list any additional features that are incorporated into the building and/or comment on barriers or opportunities related to green building in Ka:'yu:'k't'h'/Che:k'tles7et'h' First Nations:

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BR-2 – AUTHORIZATION

<p>KA:'YU:'K'T'H'/CHE:K'TLES7ET'H' FIRST NATIONS</p> <p>Building and Development Authorization Act Department of Lands and Resources Building Forms Regulation Form BR-2</p> <p>BUILDING AND DEVELOPMENT AUTHORIZATION</p>		<p>File no:</p> <p><input type="checkbox"/> Major Construction</p> <p><input type="checkbox"/> Standard Construction</p> <p><i>(for Department of Lands and Resources use only)</i></p>
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AUTHORIZATION NO.: _____ ☐ **RENEWAL OF AUTHORIZATION**

Issue Date:		Expiry Date:	
Civic Address:			
Legal Address:			
Owner:		Primary Contact:	
Building Official(s) or Registered Professional(s) Retained:			
Project Description:			
Construction Value: \$ _____	Authorization Fee: \$ _____ <input type="checkbox"/> received on _____ by _____	Security Deposit: \$ _____ <input type="checkbox"/> received on _____ by _____	
Authorization Conditions:			

Signature of Director

This authorization is governed by the British Columbia Building Code and Ka:'yu:'k't'h'/Che:k'tles7et'h' First Nations enactments. The Owner must ensure that the work authorized complies with all applicable laws. In return for the approval of this authorization, the Owner agrees to indemnify and save harmless the Ka:'yu:'k't'h'/Che:k'tles7et'h' First Nations, and each of its officers, employees, agents and servants, of and from any claims, suits, liabilities, judgments, costs, expenses or actions of any kind arising from or relating to this authorization or any communications or representations in connection with the work authorized by this authorization.


By signing, the applicant, where other than the Owner, represents that he or she is the agent of the Owner and has the owner's authority to agree to the permit conditions for and on the Owner's behalf.

Name: _____ ☐ Owner ☐ Authorized agent of the Owner

Signature: _____ **Date:** _____

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BR-3 – APPLICATION TO RENEW AUTHORIZATION

<p>KA:'YU:'K'T'H'/CHE:K'TLES7ET'H' FIRST NATIONS</p> <p>Building and Development Authorization Act Department of Lands and Resources Building Forms Regulation Form BR-3</p> <p>APPLICATION TO RENEW AUTHORIZATION</p>		<p>Date received:</p> <p>File no:</p> <p><input type="checkbox"/> Major Construction</p> <p><input type="checkbox"/> Standard Construction</p> <p><input type="checkbox"/> Renewal fee received</p> <p><i>(for Department of Lands and Resources use only)</i></p>
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I, _____ (*Name of Applicant*) apply for the renewal of Authorization No. _____. I attach a copy of my initial Application and warrant that there have been no material or significant changes to the information in the Application, other than changes to _____ (*e.g. contact information*), for which the written approval of the director is attached. I understand that any renewal of Authorization No. _____ will be granted based on the information in the initial Application and that any changes to that information, unless specifically approved, may invalidate the Authorization.

I understand that under the Act, an applicant can only apply for one renewal of an Authorization.

Reason for renewal request: _____

Date: _____
Signature of Applicant _____

BR-4 – NOTICE OF SUSPENSION OR REVOCATION

<p>KA:'YU:'K'T'H'/CHE:K'TLES7ET'H' FIRST NATIONS</p> <p>Building and Development Authorization Act Department of Lands and Resources Building Forms Regulation Form BR-4</p> <p>NOTICE OF SUSPENSION OR REVOCATION OF AUTHORIZATION</p>		<p>File no:</p> <p><input type="checkbox"/> Major Construction</p> <p><input type="checkbox"/> Standard Construction</p> <p><i>(for Department of Lands and Resources use only)</i></p>
--	--	--

AUTHORIZATION NO.: _____
HAS BEEN SUSPENDED OR REVOKED


Effective Date of Suspension or Revocation:	
Civic Address:	
Legal Address:	
Owner:	Primary Contact:
Reason for suspension or revocation:	
Comments:	

Signature of Director

For further information regarding the above, contact the Director at Ka:'yu:'k't'h'/Che:k'tles7et'h' First Nations, 918 Island Hwy, Campbell River, British Columbia, V9W 2C3 Telephone: (250) 332-5259
Fax: (250) 332-5210

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BR-5 – OCCUPANCY CERTIFICATE/FINAL REPORT AUTHORIZING OCCUPANCY

<p>KA:'YU:'K'T'H'/CHE:K'TLES7ET'H' FIRST NATIONS</p> <p>Building and Development Authorization Act Department of Lands and Resources Building Forms Regulation Form BR-5</p> <p>OCCUPANCY CERTIFICATE/FINAL REPORT AUTHORIZING OCCUPANCY</p>		<p>File no:</p> <p><input type="checkbox"/> Major Construction</p> <p><input type="checkbox"/> Standard Construction</p> <p><input type="checkbox"/> Fee received</p> <p><i>(for Department of Lands and Resources use only)</i></p>
---	--	---

Authorization No.:	Date Issued:
Civic Address:	
Legal Address:	
Property Owner:	
Proposed Use:	
Authorization Conditions:	
<input type="checkbox"/> Occupancy is authorized for only the following part of the building/structure:	

Signature of Director

BR-6 – DO NOT OCCUPY NOTICE

KA:'YU:'K'T'H'/CHE:K'TLES7ET'H' FIRST NATIONS Building and Development Authorization Act Department of Lands and Resources Building Forms Regulation Form BR-6 DO NOT OCCUPY NOTICE		File no: <input type="checkbox"/> Major Construction <input type="checkbox"/> Standard Construction <i>(for Department of Lands and Resources use only)</i>
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DO NOT OCCUPY NOTICE

Do Not Occupy Notice No.:	Date Issued:
Civic Address:	
Legal Address:	
Owner:	
<input type="checkbox"/> Notice given to: _____	
<input type="checkbox"/> Notice posted at: _____	
As authorized by section 5.3 of the Building and Development Authorization Act, you are hereby directed to cease occupancy of this property immediately for the following reasons:	
This notice applies to: <input type="checkbox"/> The whole of the building or structure <input type="checkbox"/> The following part of the building or structure: _____	


Signature of Director

For information regarding how to remedy the above and receive the necessary authorization to proceed, contact the Director at: Ka:'yu:'k't'h'/Che:k'tles7et'h' First Nations, 918 Island Hwy, Campbell River, British Columbia, V9W 2C3 Telephone: (250) 332-5259 Fax: (250) 332-5210

**REMOVAL OF THIS NOTICE WITHOUT THE AUTHORIZATION OF THE
DIRECTOR IS AN OFFENCE**

01023513

BR-7 – STOP WORK NOTICE

KA:'YU:'K'T'H'/CHE:K'TLES7ET'H' FIRST NATIONS Building and Development Authorization Act Department of Lands and Resources Building Forms Regulation Form BR-7 STOP WORK NOTICE		File no: <input type="checkbox"/> Major Construction <input type="checkbox"/> Standard Construction <i>(for Department of Lands and Resources use only)</i>
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STOP WORK NOTICE

Stop Work Notice No.:	Date Issued:
Civic Address:	
Legal Address:	
Property Owner:	
<input type="checkbox"/> Notice given to: _____	
<input type="checkbox"/> Notice posted at: _____	
As authorized by section 5.4 of the Building and Development Authorization Act, you are hereby directed to stop all construction work for the following reasons:	

Signature of Director

For information regarding how to remedy the above and receive the necessary authorization to proceed, contact the Director at: Ka:'yu:'k't'h'/Che:k'tles7et'h' First Nations, 918 Island Hwy, Campbell River, British Columbia, V9W 2C3 Telephone: (250) 332-5259 Fax: (250) 332-5210

**REMOVAL OF THIS NOTICE WITHOUT THE AUTHORIZATION OF
THE DIRECTOR IS AN OFFENCE**

01023512

SCHEDULE 2 – FEES AND SECURITY DEPOSITS

Category	Act	Type	Rate	Unit	Min	Max	Comment
APPLICATION FEE <i>Payable when filing application</i>	6.1, 2.5	Fee	\$50 per	application			The applicant must pay an application fee for each building or structure per section 2.5 of the Act.
AUTHORIZATION FEE <i>Based on construction value</i> <i>Payable prior to issuance of authorization</i>	2.10, 6.1	Fee					An owner must obtain an authorization for each building or structure per section 2.5 of the Act.
First \$ 50,000 value			\$10 per	\$ 1,000			
Next \$250,000 value			\$8 per	\$ 1,000			
Next \$1,700,000 value			\$5 per	\$ 1,000			
Next \$2,000,000 value			\$3 per	\$1,000			
Partial Authorization	3.4	Fee	\$200 per	authorization			
Extension or Renewal	3.7	Fee	\$50 per	authorization			
Temporary Building	2.6	Fee	\$500 per	building			
Moving Building	4.6(g)	Fee	\$500 per	building			Plus cost of capping utility services per 4.6(a) of the Act and authorization fee for construction on relocated site
Plumbing		Fee	\$12 per	fixture	\$36		
Fire Suppression System		Fee	\$50 per	system			
Demolition	4.6(g)	Fee					
Accessory Building			\$100 per	building			
Single or Two-Family Building			\$300 per	building			
All other buildings			\$500 per	building			
SECURITY DEPOSIT <i>Payable prior to issuance of authorization</i>							Deposits are refunded less costs, after inspection and director approval
Security deposit required for any authorization	4.2	Security	1% of construction value				
Additional deposit for demolition or moving	4.6(g)	Security	\$2,000 per	authorization			

Category	Act	Type	Rate	Unit	Min	Max	Comment
Temporary building deposit	2.6	Security	\$2,000 per	building			
Inspection prior to return of deposit		Fee	\$ 100 per	inspection			
OCCUPANCY CERTIFICATE <i>Payable prior to issuance of final report authorizing occupancy or occupancy certificate</i>	5.6	Fee	\$100 per	building or portion			

SCHEDULE 3 – OFFENCES AND PENALTIES

A Provision	B Contravention	C Penalty	D Discounted Penalty	E Surcharge amount
3.1(a), 3.1(b) 4.1(a), 5.1	Work without authorization	\$500	\$250	\$1000
4.1(a), 5.1(f)	Work at variance with authorization	\$500	\$250	\$1000
5.1(i)	Work when authorization has expired, been revoked, or suspended or stop work order has been issued	\$500	\$250	\$1000
4.1(c)	Failure to erect and maintain signage	\$250	\$100	\$1000
4.1(c)	Failure to post authorization	\$250	\$100	\$1000
4.1(c)	Failure to keep approved designs, plans and specifications on or adjacent to site	\$250	\$100	\$1000
4.1(c)	Failure to post civic address	\$250	\$100	\$1000
4.1(c)	Failure to provide toilet facilities	\$250	\$100	\$1000
4.1(c)	Failure to secure the site	\$500	\$250	\$1000
4.1(c)	Failure to erect and maintain a fence for major construction	\$500	\$250	\$1000
4.1(c)	Failure to erect and maintain a fence for standard construction	\$300	\$250	\$1000
4.1(c)	Failure to use dust control measures	\$300	\$250	\$1000
4.1(c)	Failure to contain or remove and dispose of debris, construction materials, soil or water	\$300	\$250	\$1000
4.1(c)	Failure to ensure site health and safety	\$500	\$250	\$1000
4.4(a)	Failure to enclose swimming pool within a building or fence	\$500	\$250	\$1000
4.4(b)	Failure to maintain or repair swimming pool enclosure	\$500	\$250	\$1000
4.4(c), 4.4(d)	Non-compliance of swimming pool plumbing or drainage	\$500	\$250	\$1000
4.5(a)	Failure to install fire suppression system in two unit dwelling, townhouse dwelling or apartment dwelling	\$500	\$250	\$1000

4.5(b)	Failure to install fire suppression system in repair of two unit dwelling, townhouse dwelling or apartment dwelling	\$500	\$250	\$1000
4.5(c)	Failure to install fire suppression system in portable classroom or auto body shop	\$500	\$250	\$1000
4.5(d)	Failure to install fire suppression system in single unit dwelling	\$500	\$250	\$1000
4.6(b)	Failure to obtain authorization for moving building or construction of relocated building	\$500	\$250	\$1000
3.1(a)	Failure to obtain authorization for construction of temporary building	\$500	\$250	\$1000
3.1(a)	Failure to obtain authorization for demolishing building	\$500	\$250	\$1000
4.6(f)	Failure to leave site in a safe and sanitary condition	\$300	\$250	\$1000
4.6(f)	Failure to arrange inspection by director of demolition or moving site	\$300	\$250	\$1000
5.1(b), 5.1(c)	Occupy building without report, certificate or contrary to authorization	\$500	\$250	\$1000
5.3(b)	Failure to cease occupancy of building after notice posted	\$500	\$250	\$1000
5.4(b)	Failure to stop work after notice posted	\$500	\$250	\$1000
5.1(d)	Submit false or misleading information to building official	\$500	\$250	\$1000
5.1(e)	Tamper with notice, authorization or certificate	\$500	\$250	\$1000
5.1(g)	Obstruct entry of Ka:'yu:'k't'h'/Che:k'tles7et'h' official or enforcement officer	\$500	\$250	\$1000