

Attachment 1

History:

- Aug 15, 2017 Stop Work Order posted for three mobile units moved in, occupied and connected to services without permits or approvals. Photos were taken.
- Aug 16, 2017 Referral to Island Health to advise if the sewage disposal system is adequate to accommodate additional loads from connection of three unit ATCO trailers to the existing system.
- Aug 17, 2017 Registered letter sent to owner advising that a Stop Work Order was posted for three mobile units moved in and occupied without permits. Three building permit application forms were included and requested to be submitted by September 5, 2017 along with the supporting documentation.
- Aug 22, 2017 Received rejection response from Island Health with a notation that a letter from an Authorized Person (AP) is required to state that the existing system will be able to handle additional load by the three ATCO trailers.
- Aug 31, 2017 Site visit carried out by Building Inspector. The Building Inspector requested that a second registered letter be sent to owner.
- Sep 12, 2017 Registered letter sent to owner advising that a Stop Work Order was posted for three mobile units moved in and occupied without permits. The letter requested that three building permits and supporting documentation be submitted by October 2, 2017 in order to avoid the potential registration of a notice on the land title of the property.
- Oct 5, 2017 Building permit applications received for a move-in mobile (file BP003730) and a factory-built two-family dwelling (file BP003729).
Received plan processing fee and an email inquiry from owner's agent asking if a permit application is required for a site office (file BP003731).
- Oct 12, 2017 Email to owner's agent advising that a building permit application is required for a site office (file BP003731).
- Oct 19, 2017 Site visit carried out by Building Inspector and updated photos taken.
Received email notification from Island Health that, upon further review of sewage records, the referral was approved with a notation that the three ATCO trailers have been authorized under certification of their file GV16/124.
Building Inspector called Island Health to provide clarity on project as the email received from Island Health stated that the referral request of August 16, 2017 should have been approved as the filing GV16/124 addresses the additions of the three ATCO trailers.

- Oct 23, 2017 Emails sent to applicant acknowledging receipt of building permit application to move in a factory built two-family dwelling (file BP003729) and for a move-in mobile (file BP003730) and advised the permit applications are incomplete and additional information was required to continue processing the applications.
- Email sent to applicant acknowledging receipt of an email and payment of the plan processing fee for a site office (file BP003731) and advised a permit application is required and supporting additional information was required.
- Registered letter sent to owner referring to correspondence sent on September 12 and August 18, 2017 advising that a Stop Work Order was posted for three mobile units moved in and occupied without permits. The letter acknowledged the building permit application was received on October 5, 2017 and referenced the October 23, 2017 email outlining the items required in order to continue processing the application. Applicant was requested to submit the required information by November 23, 2017 to avoid cancellation of the permit application and the potential registration of a notice on the land title.
- Oct 26, 2017 Received email from Island Health advising to retract the October 19, 2017 approval with a notation that the requirement of a letter from an AP is still required to state that the existing system will be able to handle the additional load of three ATCO trailers.
- Mar 2, 2018 Received supporting permit application documents from applicant for files BP003729, BP003730 and BP003731.
- Received building permit application for move in site office (file BP003731).
- Received incorrect CSA number for file BP003730.
- Mar 6, 2018 Email from applicant provided electrical permit number and gas system details for files BP003729, BP003730 and BP003731.
- Mar 13, 2018 Emails were sent to applicant from the Building Inspector outlining the required items in order to process file BP003729, BP003730 and BP003731 and addressed other items noted during the file review. The email advised that these items are standalone from the Planning review.
- Mar 14, 2018 Referred three permit applications to Juan de Fuca Local Area Planning Division (files BP003729, BP003730 and BP003731).
- Mar 16, 2018 Received electrical permits for files BP003729, BP003730 and BP003731.
- Mar 23, 2018 Various emails between applicant and the Building Inspector regarding CSA standard approval for file BP003730. Structural Engineer to be involved.
- Mar 27, 2018 Received email from applicant providing comments from the plumber (Cowichan Valley Mechanical) for files BP003729 and BP003730.
- Apr 6, 2018 Received new home registration form for file BP003729 (references single dwelling unit, however, two family unit registration required).

- Apr 10, 2018 Received rejection response from Juan de Fuca Local Area Planning Division for three referrals (files BP003729, BP003730 and BP003731). Environmental Impacts and Conditions report are required.
- Apr 24, 2018 Email received from applicant submitting requested documents in support of the permit application for BP003730.
- Jun 6, 2018 Received filing of sewer system from Island Health for BP003729, BP003730 and BP003731.
- Jun 11, 2018 A referral for the sewage system report received (file BP003731) was made to the Juan de Fuca Local Area Planning Division.
- Jun 21, 2018 Emails between the applicant and the Chief Building Inspector outlining the issues at hand with the ATCO trailers and discussed Alternative Solutions-file BP003730.
- Jul 25, 2018 Referral response for files BP003729, BP003730 and BP003731 received from Juan de Fuca Planning Division advising of remedial recommendations and the Environmental Impacts and Conditions report to be completed prior to final occupancy. For file BP003730, building to be located more than 30m from natural boundary of Defiance Creek.
- Jul 27, 2018 Letters were sent to applicant requesting additional documents in support of the building permit application for the factory built two-family dwelling file BP003729 and the move in mobile file BP003730. Applicant was requested to submit by August 27, 2018.
- The letter for file BP003730 also noted that remedial recommendations of June 5, 2018 Environmental Impacts and Conditions report required written approval from planning prior to occupancy and a survey to verify setback distance from watercourse prior to commencement of framing.
- Jul 31, 2018 Building permit for BP003731 was issued for the move in site office.
- Aug 20, 2018 Email was received from applicant to advise there is a building use change and the structure will be completely repurposed into a commercial use building for file BP003729.
- Aug 29, 2018 Letter was sent by email to applicant advising that the building permit application was cancelled for the factory built two-family dwelling file BP003729 as requested by the applicant.
- Letter was sent by email to applicant advising that the building permit application received October 27, 2017 was cancelled for the ATCO trailer file BP003730 as all requested information was not received (by August 27, 2018) in order to complete the building permit application review.
- Sep 10, 2018 HPO De-enrollment form was received for factory built two-family dwelling file BP003729.

- Nov 13, 2018 Received email from applicant submitting from a Code Review Report from Number Ten Architectural Group dated November 9, 2018 which was forwarded to the Chief Building Inspector for his review. The report addresses building compliance under use of seasonal occupancy (construction camp) and siting/placement of the ATCO trailer for file BP003730.
- Nov 22, 2018 Emails over several days between the Number Ten Architectural Group and the Chief Building Inspector discussing fire protection and BC Building Codes for the ATCO trailer (construction camp) for file BP003730.
- An amended Code Review Report dated November 22, 2018 was received from Number Ten Architectural Group which was revised to reflect the ATCO trailer as a dwelling unit and not a construction camp for file BP003730.
- The building permit application for the ATCO trailer file BP003730 was cancelled on August 29, 2018 in favour of notice on title process to commence - file NT000205.
- Nov 30, 2018 Email received from applicant submitting survey plan for file BP003731. Building Inspector responded by email requesting a signed and sealed original survey and to book an inspection.
- Dec 13, 2018 Reminder letter sent to applicant to submit signed and sealed original survey and to schedule an inspection for final approval for file BP003731.
- Jan 16, 2019 Email from applicant advised that he is waiting for the signed and sealed original survey to be sent from their land surveyor's office (file BP003731).
- Feb 5, 2019 Referral to Juan de Fuca Planning to confirm if conditions from July 25, 2018 referral have been satisfied for file BP003731 (site office).
- Feb 15, 2019 Email from Juan de Fuca Planning staff to the applicant requesting confirmation of completed work as per the Environmental Impacts and Conditions report for the riparian area for file BP003731 (site office).
- Feb 19, 2019 Final inspection passes for BP003731 (site office).
- Feb 28, 2019 Referral response received states remedial recommendations complete as per February 19, 2019 report for file BP003731.
- Mar 14, 2019 A follow up site visit was conducted by the Building Inspector and updated photos were taken. The following was noted:
- Issues concerning the ATCO trailer still not resolved;
 - Two new manufactured accessory buildings moved in;
 - New manufactured building moved in, possibly for future use as cannabis retail outlet; and
 - Sea Cans moved in and connected to services; use unknown.
- To date, no new building permit applications have been received.
- The Chief Building Inspector authorized an invitation letter and staff report be prepared for committee.