Attachment 1

History:

- May 22, 2019 Stop Work Order posted for an accessory building that was being added to and was inhabited without a valid building permit.
- May 28, 2019 Registered letter sent to owners advising of Stop Work Order and requested a building permit application to be submitted by June 12, 2019.
- June 13, 2019 Registered letter sent to owners referring to May 28, 2019 letter and Stop Work Order posted May 22, 2019. The letter advised that the next step is to register a notice on the land title and that the fee to remove the notice is \$500.
- Aug 28, 2019 Owners did not respond to registered letters and a building application has not been received. A site visit was conducted by the Building Inspector and photos were taken.
- Aug 28, 2019 The Chief Building Inspector authorized an invitation letter and staff report be prepared for committee.