

Appendix A

History:

Jan 31, 2018	An incomplete building permit application to alter a motel was received.
Feb 16, 2018	<p>An email sent to the owner's agent acknowledged receipt of the building permit application and plan processing fee and requested additional information be submitted to continue processing the application.</p> <p>The owner's agent responded and submitted some of the requested information documents by email.</p>
Mar 1, 2018	A site visit was conducted by the Building Inspector.
Mar 2, 2018	The owner's agent submitted some of the requested information documents by email.
Mar 29, 2018	The owner's agent submitted the remaining requested information documents by email.
Mar 29 - Apr 6, 2018	Numerous emails from the owner's agent confirmed the status of the Island Health sewage system filing and the professional sewage system report that was submitted.
Apr 19, 2018	Building permit BP004036 was issued to alter motel.
Sep 6, 2018	A site visit was conducted by the Building Inspector.
Nov 6, 2018	A site visit was conducted by the Building Inspector.
Jan 15, 2019	A letter sent to the owner requested an inspection to be booked before February 15, 2019 to avoid expiry of the building permit.
Jan 24, 2019	<p>A field review report was received by email from the Structural Engineer.</p> <p>An email sent to the Structural Engineer and owner's agent requested sealed as-built drawings if the scope of work was to change and would rely on the Engineer of record for certification of the guards.</p>
Feb 5, 2019	A progress review site visit was conducted by the Building Inspector.
Feb 15, 2019	<p>As the Building Inspector determined that the renovations had significantly changed from the issued permit drawings a registered letter sent to the owner advised that permit BP004036 was revoked under CRD Building Regulations Bylaw 3741, Section 2.5.5 which stated in part:</p> <p>The Building Official may revoke a Permit where there is a violation of:</p> <ul style="list-style-type: none">(1) a condition under which the permit was issued; or(2) a provision of the Building Code, this Bylaw or other applicable bylaws or enactments.

The letter also advised that the Bylaw, Section 2.5.6., further stated:

Any person who has been notified in writing that work done by him or her or on his behalf is a violation referred to in Section 2.5.5., shall have no Permit issued to him or her in respect of the same property, until he or she has complied, corrected the violation or satisfied the Building Official of his or her ability to do so.

Canada Post tracking confirmed the letter was delivered.

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| Apr 4, 2019 | A site visit conducted by the Building Inspector revealed that work had not been completed. |
| Jun 21, 2019 | A building permit application to alter a motel was received. |
| Jul 11, 2019 | A letter sent to the owner's agent acknowledged receipt of the building permit application and requested additional information be submitted by August 12, 2019 in order to continue processing the application. |
| Aug 12, 2019 | <p>An email from the owner's agent was received and an extension to provide the additional information was requested.</p> <p>An email response was sent to the owner's agent granting a one month extension to submit the additional information.</p> |
| Oct 3, 2019 | A Stop Work Order was posted for motel renovation work without the benefit of permits or approvals. Photos were taken. |
| Oct 7, 2019 | A registered letter sent to the owner advised that a Stop Work Order was posted for motel renovation work and a building permit application was requested to be submitted by November 7, 2019. Canada Post tracking confirmed the letter was delivered. |
| Nov 5, 2019 | A site visit was conducted by the Building Inspector. |
| Nov 6, 2019 | A registered letter sent to the owner referenced the letter sent on October 7 and a site visit on November 5, 2019 and advised that the next step was to register a notice on land title and that the fee for removing the notice was \$500. The letter advised that an invitation to attend the public meeting would be sent. Canada Post tracking confirmed the letter was delivered. |
| Nov 15, 2019 | <p>An email received from the Structural Engineer rescinded their letters of assurance and the sealed drawings issued.</p> <p>Email communication between the owner's agent and the Structural Engineer which included the Juan de Fuca (JdF) Building Inspection office discussed the project status and retraction letters issued. The owner's agent clarified the handrail was a temporary fix as it was a safety issue but no other work will be completed until a new design and permit was issued.</p> |
| Dec 5, 2019 | An email sent to the Structural Engineer and owner's agent requested clarification on the specific projects and the permits involved. |

- Dec 17, 2019 An email received from the Structural Engineer confirmed all documents they submitted for the motel renovation project were retracted.
- A site visit was conducted by the Building Inspector.
- Dec 18, 2019 An email sent by the Building Inspector to the Structural Engineer acknowledged receipt of the retraction letter for the motel project.
- An email response received from the Structural Engineer explained why the letters were retracted and expressed concerns with the motel project and that several field review reports were completed.
- The Building Inspector emailed the Structural Engineer and requested copies of the field review reports be submitted.
- Jan 20, 2020 A registered letter sent to the owner referenced the letters sent on October 7 and November 6, 2019 and advised that staff are moving forward in the process to register a notice on the land title. The letter advised that an invitation to attend the public meeting would be sent. Canada Post tracking confirmed the letter was delivered.
- Jan 21, 2020 Copies of three field review reports were received.
- Feb 4, 2020 The owner's agent called the JdF Building Inspection office in response to the Stop Work Order posted October 3, 2019 and advised that the motel renovation work was not done and that he was awaiting documents from the professionals in support of the building permit application submitted.
- Feb 19, 2020 A letter sent to the owner's agent acknowledged the building permit application received on June 21, 2019 and requested additional information be submitted by March 11, 2020. The letter stated that the file was being forwarded for registration of a notice on title and further enforcement.
- Mar 10, 2020 The owner's agent attended the JdF Building Inspection office and was advised by the Building Inspector to submit as-built drawings and full certification for the work completed without inspections and that a notice on the land title was required.
- Mar 12, 2020 A site visit was conducted by the Building Inspector. Photos were taken.
- Mar 23, 2020 A registered letter sent to the owner referenced the letter sent on February 19, 2020 and advised that as the requested information was not received, staff are moving forward in the process to register a notice on the land title and that an invitation to attend the public meeting would be sent. Canada Post tracking confirmed the letter was delivered.
- Apr 14, 2020 A site visit was conducted by the Building Inspector. Photos were taken.
- Jun 3, 2020 To date, there has been no further communication from the owner or the owner's agent.
- The Chief Building Inspector authorized an invitation letter and staff report be prepared for committee.