Appendix A

History:

Dec 4, 2019   Stop Work Order posted for the construction of a Single Family Dwelling without a building permit or Islands Trust land use approval. Photos were taken.

Dec 6, 2019   Registered letter sent to owner advising that a Stop Work Order had been posted and an application for building permit was required prior to further construction. Deadline for application was January 6, 2020. Canada Post tracking confirmed the letter was delivered.

Dec 11, 2019   Site visit confirmed work continued. Stop Work Order had been removed. Photos were taken.

Dec 23, 2019   Registered letter sent to owner referencing that no permit application had been received and a site visit confirmed construction had continued without a permit. Owner was advised the next step was to proceed with a notice on title.

Dec 27, 2019   Email received from the owner acknowledged the December 6, 2019 letter was received and that he was aware of local bylaws prohibiting building on the lot. The owner advised he was not available to meet with a Building Inspector until the end of January 2020.

Jan 22, 2020   Registered letter dated December 23, 2019 was returned.

Feb 5, 2020   Site visit confirmed work had continued, house was built with the roof on. Photos were taken.

Feb 7, 2020   Registered letter sent to the owner regarding registered letters of December 6 and 23, 2019 advising that no building permit application had been received, and multiple site visits confirmed continued construction and that a notice on title would be registered. Canada Post tracking confirmed the letter was delivered.

Feb 11, 2020   Email received from owner stating he would be applying for a building permit by early March 2020.

Apr 1, 2020   Site visit by Building Inspector confirmed the house was built and that plumbing, electrical and gas installs had started. Photos were taken.

Jun 1, 2020   Building Inspector confirmed no permit application received.

                The Chief Building Inspector authorized an invitation letter and staff report be prepared for committee.