

Appendix A

History:

Sep 21, 2010	A building permit application for a move-in SFD was received.
Oct 12, 2010	Building permit MA10-208 was issued for a move-in SFD.
Dec 14, 2010	A footing inspection was conducted and passed.
Nov 30, 2011	A reminder that inspections were due was mailed to the owner.
Jan 16, 2012	A reminder that inspections were due was mailed to the owner.
Mar 8, 2012	A letter sent to the owner requested an inspection be booked before April 9, 2012 to avoid expiry of the building permit.
Apr 13, 2012	A letter received from the owner requested a building permit extension.
Jun 12, 2012	A site visit was conducted by the Building Inspector.
Jun 27, 2012	A letter sent to the owner acknowledged the letter of April 13, 2012 and advised that an extension was granted until October 12, 2012 under the recommendation that all exposed wood be made water tight and that an inspection was booked by October 12, 2012. Failure to comply would result in the permit being expired.
Nov 19, 2012	A reminder that inspections were due was mailed to the contractor.
Jan 15, 2013	A reminder that inspections were due was mailed to the owner.
Jun 10, 2013	Permit MA10-208 expired.
Jun 21, 2013	A letter sent to the owner advised that permit MA10-208 had expired and a new permit was required to complete.
Jul 31, 2013	The property was sold and ownership changed.
Jan 7, 2014	A letter sent to the new owner advised that the building permit expired and it was required to be reinstated. There was no Certificate of Occupancy in place as many inspections were not completed. It was also requested that a new permit application be submitted.
Jan 13, 2014	A letter sent to the owner advised that a notice on title is to be registered on title.
Jun 5, 2014	The building inspector noted in the file no further action until the owner decides what to do with the building. No further work had been done onsite.
Nov 7, 2014	An email received from the Project Engineer advised that he had rescinded the letters of assurance and the sealed drawings issued as he was unable to make contact with the new owners.

Dec 23, 2014	A file review determined that the file be brought forward for review again in March 2015.
Dec 3, 2015	A stop work order was posted on a move-in SFD for work done without a permit. Photos were taken.
Jan 4, 2016	A letter sent by registered mail to the owner advised that a Stop Work Order was posted December 3, 2015 and requested a building permit application be submitted by January 14, 2016.
Feb 9, 2016	An incomplete building permit application was received to reactivate permit MA10-208.
Feb 26, 2016	Chief Building Inspector sent a letter by registered mail to the owner to acknowledge receipt of the permit application and confirm the original permit was issued on October 12, 2010. The letter advised that much of the work was carried out without inspections and staff were unable to verify if built to BC Building Code, therefore, it was recommended that a notice be registered on the land title prior to reissuing the building permit. Canada Post returned the letter.
Jun 21, 2016	<p>An email sent by the owner's agent acknowledged that he was only made aware of the letter dated February 26, 2016 and the need for a notice to be registered on title after he attended the CRD Building Inspection office on this date. The agenda enquired about what steps were required to resolve the issues.</p> <p>The Building Inspector replied via email to the owner's agent and outlined the steps required to avoid a notice being registered on the land title.</p>
Jun 22, 2016	An email received from the owner's agent acknowledged receipt of the June 21, 2016 email and stated they would commence working on the requirements.
Jan 19, 2017	A site visit was conducted by the Building Inspector.
Feb 20, 2017	A letter sent to the owner from the Chief Building Inspector advised the permit cannot be reinstated and requested additional information be submitted by March 15, 2017.
Jan 22, 2019	A letter sent by registered mail to the owner stated the SFD appeared to be occupied in violation, and advised the requirements necessary to obtain a Conditional Certificate of Occupancy and the additional information required for reinstatement of the building permit. The letter advised that an application to reactivate the building permit was required by February 22, 2019 and to arrange for an inspection to be carried out. It also advised that the next step would be to register a notice on title.
Feb 4, 2019	An incomplete building permit application to reactivate permit MA10-208 was received.
Apr 9, 2019	A site visit was conducted by the Building Inspector and photos were taken. The Building Inspector noted that the SFD appeared to be occupied.

Jun 1, 2020 To date, there has been no further communication from the owner nor has a complete building permit application been received.

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