

Appendix A

History:

Nov 4, 2019	Application received to move a Single Family Dwelling (SFD) to the property. Additional documents were required in order to process and issue the permit.
Nov 5, 2019	Email sent to owner referenced the building permit application and requested additional information be submitted to process the application. Included a copy of the building permit application checklist.
Nov 13, 2019	Email sent to the owner reiterated that the application could not be processed until the necessary information was submitted.
Nov 19, 2019	Stop Work Order posted on the moved-in SFD for excavation and placement of the house on site prior to the issuance of a building permit. Photos taken.
Nov 21, 2019	Letter sent registered mail to the owner advised that the Stop Work Order was posted and additional documents were required by December 20, 2019. A list of the required information was included in the letter. Letter returned unclaimed on December 18, 2019.
Dec 6, 2019	Site visit conducted by Building Inspector.
Dec 13, 2019	Clerk sent an email to the owner that referenced the building permit application submitted on November 4, 2019 included the list of documents required to process the application and requested the information be submitted by January 13, 2020. Building Inspector sent a registered letter to the owner that referenced the Stop Work Order letter of November 21 and site visit on December 6, 2019, and advised that, if the required documents were not received, the next step would be to register a notice on the land title.
Dec 30, 2019	Site visit conducted by Building Inspector.
Jan 3, 2020	Letter sent to the owner by email and hand-delivered referenced the letters of November 21 and December 13 and site visits on December 6 and December 30, 2019 advised that as the required information was not received, the notice on title would proceed.
Jan 13, 2020	Email received from the owner's brother referenced the letter of December 13, 2019 included the engineer's report.
Jan 22, 2020	Email received from owner's brother indicated sealed structural drawings and Schedule B would be delivered by February 11, 2020.
May 8, 2020	Letter sent to the owner referenced the letter of December 13, 2019 included the list of information required to process the permit and requested the information be submitted by June 8, 2020 in order to avoid referral of file for further enforcement and registration of a notice on the land title.

Jun 10, 2020	<p>Letter sent to the owner referenced the letters of December 13, 2019 and May 8, 2020 advised that the file had been forwarded for further enforcement and registration of a notice on the land title.</p> <p>Call received from owner's brother to update their status. Advised by clerk to send in what they had so far.</p> <p>Email received from owner's brother referenced letter of June 10, 2020. Structural drawings and Schedule B were submitted by email, but physical copies were not received.</p>
Jun 12, 2020	<p>Email sent to the owner's brother referenced the email of June 10, 2020 advised that the Building Inspector would grant an extension to September 14, 2020 to provide the remaining information.</p>
Sep 14, 2020	<p>Site visit conducted by Building Inspector. Photos taken.</p>
Sep 23, 2020	<p>Letter sent to the owner provided an update and directions, including:</p> <ul style="list-style-type: none">• that the building permit application of November 4, 2019 had been cancelled in accordance with CRD Building Bylaw;• that the owner would need to re-apply and submit a new application;• that the owner was not permitted to occupy the building;• that water service be removed until permit and approval to connect the system is received; and• that the process to register a notice on the land title would proceed
Oct 2, 2020	<p>Email received from the owner's brother acknowledged the letter of September 23, 2020 and the emails of June 10, 2020 requested additional time to submit the required documents.</p>
Oct 7, 2020	<p>Site visit conducted by Building Inspector. The SFD appeared to be occupied in violation. A Do Not Occupy Notice was posted. Photos taken.</p>
Oct 9, 2020	<p>Letter sent to owner advised that the Do Not Occupy Notice was posted.</p>
Jan 6, 2021	<p>Chief Building Inspector authorized an invitation letter and staff report be prepared for committee.</p>
Sep 2, 2021	<p>To date, no further communications have been received.</p>
Sep 8, 2021	<p>The Chief Building Inspector was unable to reach the owner by phone, but did send an email requesting a response addressing the need for a building permit.</p>