

STOP WORK NOTICES

CHECKLIST

(in accordance with Building Inspection Procedures Manual)

Permit # C140253

SWN Posted Date: JUNE 7, 2011

Reason for SWN: SUBSTANTIAL RENOVATIONS DONE ON MOBILE HOME WITHOUT A PERMIT.

	Date	Action	Per	Assigned to
1.	JUNET 2011	Post SWN and Site Inspection Report, noting location and existing work. Take photos. Give documents to Clerk.	7 a)	BI
2.	JUNE 8 2011	Create SWN paper file and pull a Title Search, if not already done prior to the inspection.	7 b)+c)	Clerk
3.		Create new SWN file in CityView.	7 b)+c)	Clerk
4.		Diarize for 14 calendar days from posting (same date on SWN), to see if owner has responded.	7 b)	Clerk
5.	JUNE 8 2011	Within 2 business days after SWN is posted, send SWN Posted registered letter. Diarize to follow up in 5 business days.	7 d)	Clerk / BI
6.	—	After 10 business days, check the Canada Post tracking site to see if the letter has been picked up/signed for. If it was returned or not signed for, resend by regular mail.		Clerk
7.	—	If a building permit application is received within the 14 day deadline, close the SWN file and create a new CityView file. Prepare an SWN Removal letter <u>or</u> rescind the SWN by having the inspector issue a Site Inspection Report.	7 i)	Clerk / BI
		Send file to Williams Lake		Clerk
8.		If no response by the 14 day deadline, send the file to the CBO with a blank <u>Corrective Enforcement Action Report</u> for completion and further instructions.	7 e)	Clerk / CBO
9.	FEB. 25 2014	If CBO directs, send SWN NOT Warning letter by registered AND regular mail.	7 f)	WL Clerk
10.		Diarize for 30 days from date of letter, to see if owner has responded.		WL Clerk

	Date	Action	Per	Assigned to
11.	1. MAY 27 2014 * 2. FEB. 28 2020 3. NOV. 18 2020	If no response after 30 days, if CBO directs, send SWN NOT Recommendation letter by registered AND regular mail, advising that file will now go to Board for recommendation of NOT.	7 g)	WL Clerk
12.	DEC. 17 2020	Prepare Agenda Item Summary to recommend NOT to Board.	7 h)	WL Clerk
13.		Diarize for day after Board Meeting to see if NOT was approved.		WL Clerk
14.		At Board's direction:		
		a. File NOT. Send NOT Registered letter to owner once registered; or	7 j)	WL Clerk
		b. File NOT. Send NOT Registered letter to owner once registered and proceed with further enforcement action; or	7 j)	WL Clerk / CBO / BEO
		c. Archive file according to application of matrix; or		WL Clerk / CBO
		d. Defer as required.		WL Clerk

* JUNE 10, 2014 - OWNER SUBMITTED BUILDING PERMIT APPLICATION; HOWEVER, IT WAS INCOMPLETE AND DUE TO THE SUBSTANTIAL RENOVATIONS MADE, IT WAS DETERMINED THAT THE OWNER WOULD NEED TO SUBMIT A NEW HOME REGISTRATION FORM FROM BC HOUSING. ALL FURTHER LETTERS TO OWNER HAVE BEEN RETURNED AND PHONE DISCONNECTED.