

STOP WORK NOTICES

CHECKLIST

(in accordance with Building Inspection Procedures Manual)

Permit # C160362

SWN Posted Date: SEPT. 13, 2016

Reason for SWN: STRUCTURAL REPAIRS TO FOUNDATION WITHOUT A PERMIT.

	Date	Action	Per	Assigned to
1.	SEPT. 13 2016	Post SWN and Site Inspection Report, noting location and existing work. Take photos. Give documents to Clerk.	7 a)	BI
2.	SEPT. 13 2016	Create SWN paper file and pull a Title Search, if not already done prior to the inspection.	7 b)+c)	Clerk
3.	SEPT. 6 2016	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.	SEPT. 15 2016	Within 2 business days after SWN is posted, send SWN Posted registered letter. Diarize to follow up in 10 business days.	7 d)	Clerk / BI
6.	SEPT. 28 2016 SIGNED FOR *	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.	<u> </u>	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.	JAN. 9 2020 **	<u>FOLLOW UP LETTER TO OWNER ASKING HIM TO CONTACT CBO.</u> 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.	MAR. 4 2020	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

* OCT. 5, 2016 - OWNER SAID HE IS NOT ALLOWED ON PROPERTY AND HOUSE WILL BE VACANT.

* JAN. 21, 2020 - OWNER CALLED. SAID HE IS NOT DOING ANY WORK ON HOUSE AND NOT LIVING IN IT. WILL APPLY FOR PERMIT WHEN HE HAS MONEY TO DO THE WORK.

	Date	Action	Per	Assigned to
11.	DEC. 3 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.		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

* DEC. 15, 2020 - OWNER'S GIRLFRIEND CALLED TO SAY THEY WILL APPLY FOR PERMIT AND WANT TO KNOW WHAT WILL BE REQUIRED TO BRING HOUSE INTO COMPLIANCE. SITE INSPECTION BOOKED FOR DEC. 22/20. OWNERS WERE TOLD WE WOULD STILL PROCEED WITH RECOMMENDATION FOR N.O.T. ONCE PERMIT IS ISSUED AND HOUSE PASSES FINAL INSPECTION, N.O.T. CAN BE REMOVED.