

STOP WORK NOTICES

CHECKLIST

(in accordance with Building Inspection Procedures Manual)

Permit # 5160220

SWN Posted Date: JUNE 7, 2016

Reason for SWN: CONSTRUCTION OF GARAGE/WORKSHOP W/O PERMIT.

	Date	Action	Per	Assigned to
1.	JUNE 7/16	Post SWN and Site Inspection Report, noting location and existing work. Take photos. Give documents to Clerk.	7 a)	BI
2.		Create SWN paper file and pull a Title Search, if not already done prior to the inspection.	7 b)+c)	Clerk
3.	JUNE 3/16	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. JUNE 21/16.	7 b)	Clerk
5.	—	Within 2 business days after SWN is posted, prepare the SWN Posted registered letter using the template at: L:\Building Inspection and Bylaw Enforcement\Building Inspection\CORRESPONDENCE\Stop Work Letters. Diarize to follow up in 5 business days.	7 d)	Clerk / BI
6.	—	After 5 business days, check the Canada Post tracking site to see if the letter has been picked up/signed for. If it was returned by Canada Post, resend by regular mail.		Clerk
7.	JUNE 10/16 (INCOMPLETE - NEED ENGINEER REPORT)	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
8.		If no response by the 14 day deadline, send the file to the CBO to complete Corrective Action Report and provide further instructions.	7 e)	Clerk / CBO
9.	MAR. 12/20	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

11.	NOV. 19/20	<p>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.</p> <p>(If next Board Meeting is less than 45 days from date of letter, provide the next following Board Meeting date, so they have the opportunity to attend and to provide ample time to comply with step 13.) (30 days to respond + 7 days to prepare/sign Agenda Item Summary + 8 days to submit prior to Board Meeting).</p>	7 g)	WL Clerk
12.	DEC. 9/20	<p>Prepare Agenda Item Summary recommending the NOT.</p> <p>(Submit AIS to Monika Croft no later than 8:00 a.m. the Thursday of the week prior to the Board Meeting date stated in the SWN NOT Recommendation letter.)</p>	7 h)	WL Clerk
13.		<p>Diarize for day after Board Meeting to see if NOT was approved.</p>		WL Clerk
14.		<p>If NOT was approved, register with LTSA.</p>		WL Clerk
15.		<p>Once NOT is registered, send NOT Registered letter to owner. Record in CityView and SWN file.</p> <p>Depending on the degree of hazard present, either archive the file or forward it to the Bylaw Enforcement Officer for review/action.</p>	7 j)	WL Clerk