

STOP WORK NOTICE

CHECKLIST

(in accordance with Building Inspection Procedures Manual)

Permit # 5200077.

SWN Posted Date: MAR. 9, 2020.

Reason for SWN: CONSTRUCTION TAKING PLACE W/O PERMIT.
OCT 8/2019 - Submitted app OCT 10/19 - Cancelled

	Date	Action	Per	Assigned to
1.	MAR. 9/20	Post SWN and Site Inspection Report, noting location and existing work, and take photos. Give copies of documents to Clerk at applicable office.		BI
2.		Create SWN paper file and pull Title Search, if not already done prior to the site inspection.	7 b)+c)	Clerk
3.	MAR. 10/20	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.	—	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.	—	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.	OCT. 8/19	If a building permit application is received within the 14 day deadline, close the SWN file and create a new Building Permit file. <u>APP INCOMPLETE / OWNER CANCELLED.</u>	7 i)	Clerk
8.		Prepare an SWN Removal letter <u>or</u> rescind the SWN by having the inspector issue a Site Inspection Report.	7 i)	Clerk / BI
	✓	If permit application not received within 14 day SWN deadline, send file to Williams Lake following steps below.		Clerk
9.	✓	Send SWN file to the CBO with a blank <u>Corrective Enforcement Summary Report</u> for completion and further instructions.	7 e)	Clerk / CBO
10.		If CBO directs, send SWN NOT Warning letter by registered <u>AND</u> regular mail.	7 f)	WL Clerk

	Date	Action	Per	Assigned to
11.	<u> </u>	Diarize for 30 days from date of letter, to see if owner has responded.		WL Clerk
12.	JAN 6/22	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
13.	JAN. 6/22	Prepare Agenda Item Summary to recommend NOT to Board.	7 h)	WL Clerk
14.	✓	Diarize for day after Board Meeting to see if NOT was approved.		WL Clerk
15.		At Board's direction:		
		a. i. File NOT and ii. Send NOT Registered letter to owner once registered; or	7 j)	WL Clerk
		b. i. File NOT and ii. Send NOT Registered letter to owner once registered and iii. Proceed with further enforcement action; or	7 j)	WL Clerk WL Clerk CBO / BEO
		c. Apply matrix and archive file accordingly; or		CBO / WL Clerk
		d. Defer as required.		WL Clerk