

Building Permit Expiry and Extension

Purpose: To inform property owners about the length of time that building permits are valid, to clarify the process for requesting a building permit extension and to describe the process to renew permits that have lapsed.

Summary: Building permits are issued by the UEL and are valid from the date of issuance. If work cannot be started or continued within a 6-month period of the date issued or has been significantly discontinued for a period of 6-months or more after issuance of the permit, it is within the Manager's authority to terminate the permit(s). A permit may be considered for an extension through an application to the UEL Manager and at cost to the applicant (see [UEL Fees Bylaw](#)). It is expected that work be continuous while the permit is in effect.

Background: Section 8 of the [Land Use, Building and Community Administration Bylaw](#) (LUB) defines requirements of owners to apply for and obtain a building permit prior to commencing work for new construction, alterations, additions, or other building improvements.

Section 11 of the LUB defines the authority of the UEL Manager as being able to issue, extend, withhold, cancel, or suspend a building permit. Electrical and gas permits are issued by Technical Safety BC.

A building permit shall be valid for a period of 6-months from the date of issuance. A building permit shall expire if, in the opinion of the UEL Manager:

- The work authorized by the permit is not commenced within 6-months from the date the permit was issued;
- The work, although commenced, is not continuously and actively carried out;
- The work has been substantially discontinued for a period of 6 months.

Building Permit Extension: The UEL Manager may, on written request from the owner, extend a building permit. A formal request in writing (letter or e-mail) for an extension shall be submitted by the authorized agent and/or owner thirty (30) days before its expiration. The request must be addressed to the UEL Administration and accompanied by the required permit extension fee as described in the UEL Fee Bylaw. As part of this policy,

the UEL Manager will limit the total number of building permit extensions to one (1) per issued permit, unless, in the opinion of the Manager, there are aggravating or extenuating circumstances.

Failure to Extend a Building Permit: Should an owner fail to seek an extension of a building permit, the UEL Manager may, at their discretion, send a registered letter to the authorized agent and/or owner when work described in a permit has not started, or continuous work has ceased for a 6-month period:

- The registered letter will set out the terms of a renewal and/or cancellation of a permit;
- Following 14 days written notice of the alleged violation, if there is no satisfactory response, the UEL Manager may cancel or suspend the permit(s) and/or place a Stop Work Order on site, as per Section 17 of the LUB. The Manager may also require that the owner secure the property until the issue is resolved;
- If the Manager decides to cancel a permit and/or the owner/authorized agent does not request an extension, the owner/authorized agent will have to re-apply for the permit in question along with the appropriate fees; and
- The Manager may take further enforcement steps as described below.

UEL Authority: It is within the UEL Manager's authority to withhold a permit or order the removal of any structure which is, in their opinion, contrary to the public interest. Furthermore, the Manager may cancel or suspend a building, plumbing or development permit where the property for which the permit is issued is in violation of any other provision of the LUB. A building, plumbing or development permit may be transferred only upon approval of the UEL Manager.

Under Section 17 of the LUB, the Manager may issue a Stop Work Order (SWO) to immediately suspend or correct all or any portion of the work on any building by attaching a notice on the building whenever it is found that the work is not being performed in accordance with the B.C. Building Code or UEL bylaws. Once a SWO has been posted, the authorized agent and/or owner shall have 48 hours to secure the site to make it safe in all respects. The authorized agent and/or owner may not remove the SWO. All work other than required remedial measures shall cease immediately until the notice has been removed by the UEL Manager.

Enforcement: The UEL may consider a range of enforcement approaches, depending on the extent of non-compliance. Enforcement options for building permit non-compliance may include:

- Liens on land title;

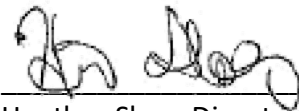
- Provincial Court Orders to remove structures and/or issue fines;
- Withholding of occupancy permits and/or business licences;
- Working with partner agencies including Technical Safety BC and the Vancouver Fire Rescue Services to impose fines;
- Architectural Institute of BC/Engineer & Geoscientists of BC disciplinary committees; and
- Suspension of waste collection services to the offending property.

Limitations: This information is provided for clarification purposes only and does not substitute any applicable Bylaws or Provincial/Federal codes or legislation.

For More Information: More information may be obtained at
www.universityendowmentlands.gov.bc.ca



William Emo, Manager
University Endowment Lands



Heather Shay, Director of
Development Services
University Endowment Lands