

**POLICY GOVERNING ADMINISTRATION AND ENFORCEMENT
OF THE BUILDING BY-LAW, BUILDING CODE ACT,
MUNICIPAL GOVERNMENT ACT
AND LAND USE BY-LAW**

1. All applications shall be checked to ensure that adequate information has been provided to identify applicant/owner, location of lot, location of structures to be placed upon the lot and other requirements as contained in the Land Use By-law.
2. Where work commences on the development of a lot where no development permit has been issued or the commencement of construction of a structure or the location of a mobile home where no permit has been issued under the Building By-law then the following procedure shall be followed:
 - (a) Immediate personal contact with the owner(s) agent/constructor and By-law requirements explained. Required application forms are to be provided during time of visit.
 - (b) If there is personal contact with the owner(s) agent/constructor then it is to be followed up by a letter at which time confirmation of the discussion is to be made along with the requirement that completed applications are to be returned and that no work is to be proceeded with.
 - (c) If personal contact is not possible, then an attempt shall be made to contact the property owner and/or constructor by telephone and to be followed up by notification by letter and required application forms are to be provided. The owner(s) agent/constructor shall be instructed to complete the required forms and that work on the project is to cease until such time as the required permits have been issued.
 - (d) The Building Inspector shall have the authority to issue a "Stop Work Order" where circumstances warrant it. The "Stop Work Order" shall be personally served on the owner and constructor or mailed to each by registered or certified mail and a copy shall be posted on the property.
 - (e) If the required documentation is not forthcoming, the Inspector shall monitor the situation and no later than ten (10) days from the date of the letter shall further visit the site to determine whether work has progressed.
 - (f) If development continues without a Development and/or Building Permit having been issued, then a detailed report and recommendation shall be made to the Municipal Clerk for the action of Council.

- (g) The Inspector shall document all proceedings, especially proof of mailing of notices and posting of orders and take photographs.
 - (h) If work continues after the issue of the "Stop Work Order", then that fact shall be immediately reported to the Municipal Clerk and the matter shall be dealt with by the Municipal Council at the earliest possible date.
3. The Development Officer/Building Inspector shall follow all required procedures as contained in the Land Use By-law, Building Code Act, Municipal Government Act and Building By-law.
 4. It shall be the responsibility of the Council to determine whether legal action is to be taken to enforce the requirements of the Land Use By-law, Building Code Act, Municipal Government Act and Building By-law.

April 27, 1994

Amended May 28, 2003