



VILLAGE OF HARRISON HOT SPRINGS  
BUILDING DEPARTMENT

495 Hot Springs Road  
Harrison Hot Springs, BC V0M 1K0  
Telephone: 604-796-2171  
Fax: 604-796-2192

F

BUILDING PERMIT APPLICATION

Date \_\_\_\_\_

Roll \_\_\_\_\_

Site Address: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Use of Building: \_\_\_\_\_

Value of Construction: \_\_\_\_\_

Water Connection required:  Yes  No Sewer Connection required:  Yes  No

Existing Dwelling:  Yes  No Zoning \_\_\_\_\_

Applicant's Name _____
Address: _____
Phone: _____ Cellular: _____ Fax: _____
Email Address: _____

Builder's Name _____
Address: _____
Phone: _____ Cellular: _____ Fax: _____
Email Address: _____

Owner's Name _____
Address: _____
Phone: _____ Cellular: _____ Fax: _____
Email Address: _____

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Receipt #

**SCHEDULE "C"**

**OWNER'S UNDERTAKING**

- Note:*
1. To be submitted prior to issuance of a building permit
  2. Only an original Schedule printed by the Village of Harrison Hot Springs or an unaltered photocopy of this Schedule is to be completed and submitted.

**ATTENTION: Chief Building Official**

**Re: Address** \_\_\_\_\_

**Building Permit No.** \_\_\_\_\_

In consideration of the Village accepting and processing the above application for a building permit, and as required by the Village's Building Regulation Bylaw, in force from time to time, the following representations, warranties and indemnities are given to the Village.

1. That I am:  
 The owner of the above property; or  
 Authorized by the owner of the property described above to make this application (Agent for Owner)

2. That I have authorized:

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Address (print)

to make application for the above permit on my behalf.

3. That I will comply with, or cause those whom I employ to comply with, the B.C. Building Code and all bylaws of the Village and other statutes and regulations in force in the Village relating to the development, work, undertaking or permission in respect of which this application is made.
4. That I understand and acknowledge that I am fully responsible for carrying out the work, or having the work carried out, in accordance with the requirements of the B.C. Building Code, the Building Regulation Bylaw, in force from time to time, and all other Bylaws of the Village.
5. That I understand and acknowledge that neither the issuance of a permit under this bylaw, the review of plans and supporting documents, nor inspections made by the chief building official shall in any way constitute a representation, warranty or statement that the B.C. Building Code, the Building Regulation Bylaw, in force from time to time, or any other bylaw of the Village has been complied with.
6. That I confirm that I have relied only on the said registered professionals for the adequacy of the plans and supporting documents submitted with this application.
7. The Village has relied and is relying exclusively on the Letter of Assurance of "Professional Design and Commitment for Field Review" prepared by:

(insert name of registered professional)

- \_\_\_\_\_ **Architectural**
- \_\_\_\_\_ **Structural**
- \_\_\_\_\_ **Mechanical**
- \_\_\_\_\_ **Plumbing**
- \_\_\_\_\_ **Fire Suppression Systems**
- \_\_\_\_\_ **Electrical**
- \_\_\_\_\_ **Geotechnical – temporary**
- \_\_\_\_\_ **Geotechnical – permanent**
- \_\_\_\_\_ **Other (specify)**

in reviewing the plans and supporting documents submitted with this application for a building permit.

8. That I understand that where used herein the words "work" or "work or undertaking in respect of which this application is made" includes all electrical, plumbing, mechanical, gas and other works necessary to complete the contemplated construction.
9. That I am authorized to give these representations, warranties, assurance and indemnities to the Village.
10. That I confirm that I have been advised that I should seek independent legal advice from a lawyer in respect of signing this schedule.

**OWNER'S INFORMATION**

**AGENT FOR OWNER INFORMATION**

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address (print)

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address (print)

If owner is company, affix corporate seal in space below.

**The Corporate Seal of:**

**Witness Information**

**was hereunto affixed in the presence of:**

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address (print)

\_\_\_\_\_  
Occupation (print)

\_\_\_\_\_  
Signature of Officer )

\_\_\_\_\_  
Name of Officer (print) )

\_\_\_\_\_  
Title of Officer (print) )

\_\_\_\_\_  
Signature of Officer )

\_\_\_\_\_  
Name of Officer (print) )

\_\_\_\_\_  
Title of Officer (print) )

(affix seal here)

The owner or his appointed agent must sign the above. The signature must be witnessed. If the owner is a company, the corporate seal of the company must be affixed to the document in the presence of the duly authorized officers. The officers must also sign, setting for their positions in the company.

Please note the following provision from "Building Regulation Bylaw 965, 2011", in force from time to time:

**"OWNER'S RESPONSIBILITY**

31. *Every owner, or his or her agent, must carry out construction or have the construction carried out in accordance with the requirements of the Building Code, this bylaw and the other bylaws of the Village and neither the issuance of a permit under this bylaw, the review of plans and supporting documents, nor inspections made by the chief building official or a registered professional relieve the owner, or his or her agent, from full and sole responsibility to perform the work in strict accordance with this bylaw, the Building Code and other applicable enactments."*

**VILLAGE OF HARRISON HOT SPRINGS**  
**BUILDING DEPARTMENT**

**GENERAL NOTES**

495 Hot Springs Road, Harrison Hot Springs, B.C. V2P 3C2  
Phone 796-2171 Fax 796-2192

The authority having jurisdiction considers the following to be safety issues and these items must be completed as per the current editions of the B.C. Building and Plumbing Codes and Municipal Bylaws prior to occupancy.

1. The wall separating a garage and dwelling shall be made fume-proof, and the doors between the garage and the dwelling unit shall be weather-stripped and fitted with a self-closing device. (This also applies to furnace rooms located in garages.)
2. All stairs, landings, balconies and openings around stairwells shall have guards and handrails.

Maximum opening of 100mm (4") is permitted through any required guard in residential occupancies including interior and exterior stairs, decks, landings, etc.

3. Exterior stairs and landings at the primary entrance to a dwelling shall have a slip-resistant finish.
4. Electrically-connected smoke alarms shall be installed on each storey of the dwelling unit.
5. Carbon Monoxide alarms shall be installed in any dwelling unit containing a fuel-burning appliance or attached storage garage.
6. Building security and stair requirements are to be completed.
7. House number is to be clearly posted.

**THE FOLLOWING SHOULD ALSO BE ADHERED TO:**

8. All manufactured building products and systems not covered by the current edition of the British Columbia Building Code will require on-site certification from a Registered Professional registered in the Province of British Columbia

with the appropriate documentation and will be subject to the approval of the Building Inspector.

9. A two-pipe drain system shall be installed to all buildings. One system for the foundation and one system for the storm sewer.
  - The drainage pipe for the storm sewer system is to be CSA-approved 100mm (4") sewer pipe. Roof water downspouts must be connected to this system.
  - The perimeter (foundation) drainage pipe is to be 100mm (4") perforated drain pipe.
10. Perimeter drain tile shall be laid beside the footings on undisturbed or well-compacted soil. The storm drain system may be located on top of the footing.
11. Six-mil poly shall be installed below all slabs-on-grade, basement slabs and skim coats in heated crawlspaces.
12. Crawlspace skim coats must be located above footings.
13. **All form ties shall be removed and all tie holes and other voids in foundation walls shall be sealed with mortar or plastic cement.** Damp proofing must be dry before back filling.
14. When step footings are used, the vertical rise between horizontal portions shall not exceed 600mm (24"). The horizontal distance between risers shall not be less than 600mm (24").
15. The finished grade shall be 200mm (8") below the top of the foundation or exterior finish.
16. Brick veneer ties to be a minimum of 0.76mm thick and 0.22mm wide and are to be corrosion-resistant.
17. Fireplace hearth forms shall be removed.
18. Particleboard sub-flooring to be used only in factory-built buildings.
19. Non-loadbearing interior walls parallel to the floor joists shall be supported by joists directly under the wall or on blocking nailed between the joists at 4'-0" o/c.

Kitchen cabinets supported by non-loadbearing partitions are to be supported by either a wall beneath, or by doubling the floor joists beneath the wall.

20. Signed and sealed engineering designs for manufactured trusses, manufactured floor systems, micro-lam beams and glue-lam beams must be submitted to the Building Department prior to the framing inspection. **These must be site-specific with the civic address on the documentation.**
21. Residential and Agricultural buildings with a clear truss span greater than 12 metres (40'-0") will require that all structural components be designed, certified and inspected by a registered professional with documentation as noted in No. 20 above.
22. Stairs within dwelling units may contain winders that turn through an angle of not more than 90°. Individual treads within winders may turn through an angle of 30° with no deviation above or below 30°, or through an angle of 45° with no deviation above or below 45°.
23. All windows shall conform to the CAN/CSA-A440 window standard and CAN/CSA-A440.1.

Bedrooms shall have at least one outside window with an unobstructed opening of not less than 380mm (15") in height or width, and be a minimum of 0.35sqm (540 sq. in) in area. (i.e. a 380mm x 900mm(15" x 36") slider).

Double locking systems on bedroom windows are not permitted.

The height of the opening for the bedroom window required above, shall be no greater than 1.5m (5'-0") above the floor and shall have only one lock located at or near the bottom of the window opening.

Windows within 200mm (8") of the floor level must be safety or wired glass

24. Minimum insulation values shall conform to the table shown on page 8 of these General Notes.
25. Vapour/Air barrier must be 6-mil ultra-violet resistant-type poly and must be continuous where interior walls meet exterior walls or attic ceilings, and where stairs, tubs or showers are attached to insulated walls.
26. Holes through vapour barriers such as those cut for electrical wiring, electrical boxes, piping or ductwork, shall be sealed. (i.e. vapour barrier boxes, or poly hats around electrical boxes complete with acoustical sealant.)
27. Insulation and poly located in areas where it may be damaged (i.e. in an unfinished basement), must be protected by gypsum board, plywood, particleboard, waferboard or hardboard.

28. **Attic accesses shall be weather-stripped.**
29. Tiles around tubs or showers shall be installed over moisture-resistant wallboard. Caulking used around bathtubs shall be the mildew-resistant tub and tile type. Grouting of tiles shall be sealed.
30. At least one smoke alarm must be provided on each floor level, including basements, with each bedroom being protected by the smoke alarm, either inside the bedroom or within 5m of the bedroom. The distance, following corridors and doorways, from any point on a floor level to a smoke alarm on the same level, shall not exceed 15m.
31. Fireplaces, wood stoves, gas furnaces and hot water tanks shall be provided with a combustion air supply from the outside by means of a 100mm (4") diameter duct terminating at or near the appliance.
32. Buildings that contain a **residential occupancy** shall have a **carbon monoxide alarm(s)** installed in every bedroom or within 5m of **each** bedroom door, measured along the corridor if the suite:
  - Contains a fuel-burning appliance
  - Shares a wall/floor or ceiling with a service room that contains a fuel-burning appliance and the service room is not within the suite of residential occupancy. A carbon monoxide alarm is also required in said service room.
  - Shares a wall/floor/ceiling or adjacent attic or crawl space with a storage garage.
33. *Every dwelling unit* shall be equipped with a **principal exhaust fan** (controlled by an adjustable time control device set to provide a minimum of two 4-hour operating periods per day) or be designed to run continuously. Exhaust fans are also required in each bathroom and kitchen. (Ventilation rates of these fans to comply with the requirements as indicated in the Code).
34. Duct work in unheated areas shall have all joints sealed and shall be insulated.
35. Kitchen exhaust ducts must be non-combustible.
36. All exhaust ducts shall discharge directly to the outdoors (including dryer vents).
37. The complete water piping system shall be ready for inspection at the time of sanitary system inspection. A water pressure test of the domestic water distribution and DWV system will be required. The temperature of hot water supply is not to exceed 60degC (140degF).  
Metal pans are required beneath all hot water heaters.

38. The hot water heater shall be secured to the structure to prevent overturning, by use of an approved mechanical fastener.
39. The following items are to be completed prior to a framing inspection:
- Rough wiring
  - Heating and ventilation systems
  - Exterior doors and windows
  - Roofing
  - Interior stairs
  - Firestopping
  - Plumbing

**YOUR CO-OPERATION ON THE ABOVE-NOTED ITEMS IS APPRECIATED, AND REDUCES DELAYS AND RE-INSPECTIONS ON YOUR PROJECT.**

## **SITE MANAGEMENT**

### **CONSTRUCTION**

No person shall at any time on Sundays, or on any day before 8:00 a.m. or after 10:00 p.m., construct, erect, reconstruct, alter, repair or demolish any building, structure or thing, or excavate or fill in land in any manner which disturbs, tends to disturb, or which Council believes is objectionable or is liable to disturb, the quiet, peace, rest, enjoyment, comfort or convenience of the public, neighbourhood or persons in the vicinity.

### **SITE MAINTENANCE**

To seek the assistance of contractors and developers to maintain a clean and safe work site the following areas are of particular interest to the Village with regards to safety and harmony with residents in the vicinity of a development area:

- Construction debris should be placed in trash bins so that it is not scattered by the wind onto adjacent properties.
- Roads and sidewalks adjacent to the development should be kept clear of mud, gravel, concrete, or other debris from the development site.
- Care should be taken to not damage roads, sidewalks, curb and gutter, catch-basins or manholes by construction equipment working on or adjacent to the development site.

## INSPECTIONS

The Building Permit Card (**fluorescent orange**) must be posted on the job site and be visible from the road. Plans must be on site and available to the Building Inspector at the time of each inspection. No deviation from the plans or permit shall be made without the written approval of the Building Department.

No concrete shall be poured until the footing forms are inspected and approved by the Building Inspector.

Work shall not continue beyond the foundation form stage until a survey certificate certified by a British Columbia Land Surveyor has been submitted to, and approved, by the Building Department.

No person shall occupy or permit occupancy of any building until an occupancy certificate has been issued.

A building permit shall become void unless construction commences within six months from the date of issuance of the permit.

The following inspections must be called for:

- Footing (Note: All column/spot footings to be in place at time of inspection)
- Drain tile and damp proofing before back filling
- Underslab / foundation insulation and poly vapour barrier (prior to pouring the slab)
- Underslab plumbing
- Water / Sanitary / Storm Services
- Rough Plumbing
- Chimney, Fireplace (Wood burning)
- Framing and firestopping
- Rain Screen
- Stucco lath or reinforcing (prior to applying stucco)
- Insulation and Vapour Barrier
- Final / Occupancy before building is occupied

All inspections shall be ready for the inspection required. Requests for inspections must be received by the building department **before 3:00 PM** the day before the inspection is required.

The approval of the plans and specifications to which a permit applies to, does not relieve the owner/contractor from the responsibility of compliance with the current British Columbia Building and Plumbing Codes and the Village of Harrison Hot Springs Bylaws.

## **SERVICES**

Sanitary sewer, storm sewer and water service piping shall be inspected prior to back filling from the building to the municipal connection. Rockpits shall be inspected prior to back filling. The building department will be inspecting all the services with one inspection visit where possible.

***NOTE:** The Village of Harrison Hot Springs will not accept the use of asbestos cement pipe for services.*

### **MINIMUM PIPE DEPTHS:**

- Storm Sewer (refer to Sewer Regulation Bylaw)
- Sanitary Sewer (refer to Sewer Regulation Bylaw)
- Water Service (refer to Water Regulation Bylaw)

### **TYPE OF PIPE:**

- Storm Sewer (refer to Sewer Regulation Bylaw)
- Sanitary Sewer (refer to Sewer Regulation Bylaw)
- Water Service (refer to Water Regulation Bylaw)

### **SERVICING REQUIREMENTS:**

- Please refer to the Sewer Regulation Bylaw, and/or Water Regulation Bylaw.

**ALL SERVICES BACK FILLED WITHOUT INSPECTION MAY HAVE TO BE RE-EXCAVATED AT THE OWNER'S EXPENSE.**

## INSULATION VALUES

	“RSI” VALUE	“R” VALUE
<b>ATTIC OR ROOF SPACES</b>	7	40
<b>ROOF ASSEMBLIES WITHOUT ATTIC SPACE</b> (Cathedral Ceiling/Flat Roofs)	4.9	28
<b>FRAME WALLS</b> (Including framed crawl space walls)	3.5	20
<b>SUSPENDED FLOORS (FRAMED)</b>	4.9	28
<b>SUSPENDED FLOORS (CONCRETE SLAB)</b>	2.1	12
<b>FOUNDATION WALLS</b> (Including crawl space and basement walls to 600mm (2’-0”) below grade)	2.1	12
<b>UNHEATED CONCRETE SLABS ON GROUND AT OR ABOVE GRADE</b> (Insulation around edge of slab and 500mm (20”) vertical or horizontal from bottom edge of slab)	1.8	10
<b>RADIANT HEATING SLABS ON GROUND</b> (Insulation under all slab area and around edge of slab)	2.1	12
<b>RADIANT HEATING SUSPENDED FLOOR ASSEMBLY OVER HEATED AREA</b> (Insulation between heated floor and heated area below)	2.1	12



**Village of Harrison Hot Springs**

P.O. BOX 160, 495 HOT SPRINGS ROAD,  
HARRISON HOT SPRINGS, B.C. V0M 1K0

MUNICIPAL OFFICE (604) 796-2171

FAX NUMBER (604) 796-2192

EMAIL: [info@harrisonhotsprings.ca](mailto:info@harrisonhotsprings.ca)

WEBSITE: [www.harrisonhotsprings.ca](http://www.harrisonhotsprings.ca)

**BUSINESS LICENCE APPLICATION**

**COMPANY INFORMATION**

Business Name \_\_\_\_\_

Business Civic Address \_\_\_\_\_

Contact Name \_\_\_\_\_

Description/Type of Business \_\_\_\_\_

Website Address \_\_\_\_\_ Email Address \_\_\_\_\_

**BUSINESS MAILING ADDRESS AND INFORMATION**

Mailing Address \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_ Cell \_\_\_\_\_

Owner Name \_\_\_\_\_ Fax \_\_\_\_\_

**FOOD/LIQUOR SERVICES ONLY**

Liquor licenced: Yes or No \_\_\_\_\_ Licence No. \_\_\_\_\_

Health Inspection: Please attach copy of Inspection Report

**OTHER INFORMATION**

Is the above Business Location currently under construction and/or renovation? Yes or No \_\_\_\_\_

Fire Safety Inspection: Please attach copy of Inspection Report.

Name of Applicant: \_\_\_\_\_ Signature of Applicant: \_\_\_\_\_  
(Please Print)

Date: \_\_\_\_\_

<b>FOR OFFICE USE ONLY (where applicable)</b>	
<b>Customer Code:</b>	<b>Business Type:</b>
<b>Folio No:</b>	<b>Zoning:</b> Use is permitted:
<b>Accommodation Services Only:</b>	<b>Number of Units:</b>
<b>Restaurants/Cafes Only:</b>	<b>Number of Seats:</b>
	<b>Sign Bylaw:</b>
<b>Approvals:</b>	
<b>Building Inspector</b>	<b>Fire Department:</b>
<b>Health Dept.</b>	
<b>Liquor Control Br:</b>	<b>Expiry Date:</b>
<b>Licence Inspector:</b>	<b>Date of Approval:</b>



VILLAGE OF HARRISON HOT SPRINGS  
BYLAW NO. 945

A bylaw provide for the licencing and regulation of business.

WHEREAS the Village of Harrison Hot Springs has deemed it advisable to establish a Business Licencing and Regulation bylaw.

NOW THEREFORE in open meeting assembled, the Mayor and Council of the Village of Harrison Hot Springs enacts as follows:

1. CITATION

This Bylaw may be cited for all purposes as the Village of Harrison Hot Springs, "Business Licencing and Regulation Bylaw No. 945, 2010".

2. INTERPRETATION

In this Bylaw:

"Home Occupation Business" means a business carried on in a dwelling unit by a resident of that dwelling unit.

"Business" means the carrying on of a commercial or industrial undertaking of any kind or nature or the providing of professional, personal or other services for the purpose of gain or profit.

"Business Licence Administrator" means the person appointed by Council or the designate to administer the provisions of this bylaw.

"Busker" mean a performance in performing arts generally comprising of a event in which an individual or group provide free entertainment to the public.

"Contractor" means a person who carries on the Business of performing construction, alteration, repair work, or maintenance upon a building, structure, or other improvement.

"Council" means the Council of the Village of Harrison Hot Springs.

"Daycare" means a Business that provides a daycare, pre-school or playschool.

"Fire Prevention Officer" means a member of the Village's Fire Department authorized by the Village Council or the Fire Chief to inspect premises under this Bylaw.

"Highway" as defined in the *Transportation Act* [SBC 2004] chapter 44

"Improvement" means anything constructed, or added to, in, upon, or under land.

"Licence" means a valid and subsisting business Licence issued and approved pursuant to this Bylaw.

"Licencee" means the person who holds a Licence issued pursuant to this Bylaw.

"Licence Inspector" means a person appointed by Council as a bylaw enforcement officer or Licence inspector for the purpose of enforcing this Bylaw.

"Non-Profit Society" means a charitable society or organization that is incorporated and in good standing under the *Society Act* of British Columbia, as amended from time to time.

"Premises" means a building, portion of a building or an area of land where a Business is carried on.

"Public Property" means beachfront or Village highways.

"Vendor" means a person who, either on his own account or as an officer, servant, or agent of another, sells or offers for sale food items, excluding liquor, from a Vending Cart.

"Vending Cart" means a self-contained hand mobile apparatus or other vehicle, excluding a motorized vehicle, used for the sale of food items other than liquor.

"Village" means Village of Harrison Hot Springs.

## DIVISION 1 – BUSINESS LICENCING

### 3. LICENCE REQUIREMENT

- (a) No person shall carry on business in the Village without a Licence.
- (b) Every person who owns or operates any business within the Village shall apply for, obtain, and hold a Licence for each business.
- (c) Every person who carries on business from more than one premise in the Village shall obtain a separate Licence for each premises.
- (d) Notwithstanding the provisions of this Bylaw, no Licence shall be required for the rental of a single family dwelling to five or fewer unrelated persons, or for the rental of fewer than five suites in a multi-family building.

#### 4. INITIAL LICENCE APPLICATION

- (a) An application for an initial Licence for a business shall be made on the application form as approved by the Business Licence Administrator.
- (b) Every application for an initial Licence for a Business shall include a detailed description of the premises in or upon which the applicant intends to carry on business.
- (c) Every application for an initial Licence for a business that handles food or food products, daycare, hairdressers, estheticians, and other businesses as defined by the Fraser Health Authority shall also be accompanied by written confirmation that the premises for the proposed business comply with the health regulations of the Fraser Health Authority.
- (d) Where an applicant applies for more than one Licence, the particulars of each Licence applied for shall be included on a separate application form.
- (e) The application form shall be delivered to the Business Licence Administrator and shall be accompanied by the fee prescribed in Schedule "A" to this Bylaw.
- (f) Every Non-Profit Society that carries on a Business as an incident to its purposes is required to hold a valid and subsisting Licence for such Business.
- (g) Notwithstanding the provisions of Schedule "A" of this Bylaw, where a Non-Profit Society is registered as a charity under the *Income Tax Act* of Canada, as amended from time to time, no fee shall be charged by the Village for such Licence.

#### 5. LICENCE FEE

- (a) Every person who applies for a Licence shall pay to the Village, in advance, the applicable Licence fee prescribed in Schedule "A" to this Bylaw.
- (b) Notwithstanding the preceding section, the annual Licence fee prescribed in Schedule "A" shall be reduced by one-half in respect of a Licence issued after July 31st in any year.
- (c) No refund of an annual Licence fee shall be made on account of any person ceasing to carry on the Business in respect of which the Licence was granted at any time. The Licence fee shall be refunded only if the Licence application is withdrawn prior to issuance of the Licence or if issuance of the Licence is refused.

6. APPLICATION FEE

- (a) Notwithstanding section 5, a person who has applied for a Licence and who carries on the business in more than one calendar year, without the said Licence having been issued on account of non-compliance with this Bylaw or with any other enactment related to the conduct of the business, shall pay to the Village an annual application fee that shall be two times the annual Licence fee for such business prescribed in Schedule "A".
- (b) Such annual application fee shall be due and payable on June 30<sup>th</sup> of the second calendar year and of each subsequent year in which the business remains in operation without a Licence.
- (c) Where an applicant has paid the application fee prescribed in section 5(a) and subsequently qualifies for a Licence, no Licence fee shall be charged for the remainder of that calendar year.
- (d) Where an applicant who is carrying on business without a Licence qualifies for a Licence before June 30<sup>th</sup> in a calendar year, and the applicant has not paid the annual application fee for that calendar year, the regular Licence fee shall be charged in accordance with Schedule "A".

7. LICENCE PERIODS

- (a) Subject to Sections 5 (a) and (b), Licences shall be granted as annual Licences for a period commencing each January 1<sup>st</sup> and expiring each December 31<sup>st</sup>.
- (b) The period for a Licence in respect of a theatre including an amusement hall, concert hall, music hall, rink, amusement park or other place of amusement, entertainment or exhibition, may be six months, three months or one day, and the period requested shall be by written application of the applicant.

8. DISPLAY OF LICENCE

Every Licencee shall keep the Licencee's copy of the Licence posted in a conspicuous place on the premises in respect of which the Licence is issued. Where the Licencee has no business premises in the Village, the Licence shall be carried upon the Licencee's person at all times when the Licencee is engaged within the Village in the business for which the Licence was issued.

9. EFFECT OF LICENCE

- (a) A Licence authorizes only the person named in the Licence to carry on only the business described in the Licence, and only at the premises or locations described in the Licence.

- (b) A Licence is not a representation or warranty that the Licenced business or the business premises comply with the bylaws of the Village or with any other regulations or standards.

#### 10. LICENCE RENEWAL

- (a) The Village may forward a Business Licence Invoice on or before November 30<sup>th</sup> in each year, to every Licencee. Notwithstanding this section, the Licencee shall be responsible for obtaining and submitting a Business Licence Invoice as required.
- (b) A Licencee who proposes to renew a Licence shall submit the Business Licence Invoice and the Annual Licence Fee to the Village prior to expiry of the Licence on December 31<sup>st</sup>.
- (c) If a Licensee fails to renew a Licence in accordance with 6(b), and subsequently fails to renew the Licence prior to March 1<sup>st</sup> of the next year, then, in addition to the annual Licence fee, that person shall pay a late payment fee of \$50.00.
- (d) A Licence is renewed upon receipt of the business Licence and payment of the Annual Licence Fee.

#### 11. LICENCE TRANSFERS - NEW PREMISES

- (a) No person shall carry on a business upon any premises other than those described in the initial Licence application without first making an application under this section for a new Licence or for a transfer of the original Licence.
- (b) Any person proposing to obtain a transfer of a Licence with respect to a change of premises shall make application as required, and the powers, conditions, requirements, and procedures relating to the initial Licence application apply, except as to Licence fees.

#### 12. LICENCE TRANSFERS - PERSON TO PERSON

- (a) Any person who acquires a business or a controlling interest in any business from any person Licenced under this Bylaw shall not carry on such business without first having obtained approval for a transfer of the Licence.
- (b) Any person proposing to obtain a transfer of a Licence held by any other person shall make application as required, and the powers, conditions, requirements, and procedures relating to the initial Licence application apply, except as to Licence Fees and the requirements of 4(c).

**13. TRANSFER FEES**

- (a) The fee payable in respect of a person to person Licence transfer, a change of name Licence transfer or a change of premises Licence transfer, shall be \$50.00.

**14. CHANGES IN LICENCE CONDITIONS**

No Licencee shall change any condition upon which the Licence fee is based without first making an application, paying any additional Licence fee payable under this Bylaw as a result of such changes, and obtaining a new Licence.

**15. GRANTING OF A LICENCE**

- (a) The Business Licence Administrator may grant or transfer a Licence under this Bylaw where the Business Licence Administrator is satisfied that the applicant has complied with the requirements of this Bylaw and any other Village bylaw related to the conduct of the Business.
- (b) In granting or renewing a Licence, the Business Licence Administrator may impose terms and conditions in relation to the following aspects of the Business:
- (i) hours of operation
  - (ii) occupant load
- (c) The Business Licence Administrator may also refer the application to Council to impose terms and conditions.

**16. INSPECTIONS**

The Business Licence Administrator or a Licence Inspector, Fire Chief or Bylaw Enforcement Officer of the Village may enter at all reasonable times on any property that is subject to the bylaw, to ascertain whether the regulations in this Bylaw are being observed.

**17. REFUSAL OF A LICENCE**

An application for a Licence or renewal of a Licence may be refused in any specific case, but

- (a) the application must not be unreasonably refused; and
- (b) reasons for the refusal must be provided to the applicant.

18. SUSPENSION AND CANCELLATION OF LICENCES

Subject to the *Community Charter*, Council may suspend or cancel a Licence for reasonable cause. Before suspending or cancelling a licence, the licence holder must be given notice of the proposed action and an opportunity to be heard.

- (a) One or more of the following circumstances may, without limitation, constitute reasonable cause for suspension or cancellation of a Licence:
- (i) the Licensee has made a false declaration or has misrepresented or concealed a material fact with respect to the application for a Licence;
  - (ii) the Licensee fails to maintain the standard of qualification required to carry on the Business for which the Licence was issued or with respect to the Premises for which the Licence was issued;
  - (iii) the Licensee has failed to comply with this Bylaw or with a term or condition of the Licence;
  - (iv) in the opinion of the Council, the Licensee has engaged in misconduct with respect to the Business or Premises named in the License, which misconduct warrants the suspension or cancellation of the Licence;
  - (v) the Licensee is found to have committed a violation of any applicable Village bylaw or is convicted of an offence under a Federal or Provincial enactment in respect of the Business for the which the Licence was issued or with respect to the Premises for which the Licence was issued;
  - (vi) the Licensee is convicted of an indictable offence in Canada, which offence is, in the opinion of the Council, directly related to the conduct of the Business.
19. A licence that has been suspended may be reinstated when the conditions of the licence have been satisfied.

20. RIGHT OF RECONSIDERATION BY COUNCIL

- (a) If the Business Licence Administrator suspends or cancels the licence, has refused to grant a Licence, or has imposed a term or condition that the applicant considers is unreasonable, the applicant who is subject to the decision is entitled to have Council reconsider the matter.
- (b) On reconsideration of the application, Council may either sustain, refuse or amend the application or its terms or conditions

## 21. EXEMPTIONS

### (a) DAY CARE

Notwithstanding Section 3, no Licence is required for the provision of day care to not more than two unrelated children, or to the children of one family, by a person who is not related to those children.

### (b) BUSKERS

Notwithstanding Section 5, no fee for a licence is required for busking. Busking is to provide entertainment opportunities in the general vicinity of the beachfront and plaza areas and are subject to the following conditions:

- (i) Buskers must apply for a licence in advance from the Village Office on the prescribed application form;
- (ii) There shall be no amplified music
- (iii) There shall be no vending of any goods or wares
- (iv) Busking will only be permitted between the hours of 11:00 a.m. and 7:00 p.m.
- (v) Busking is only permitted on the beachfront and plaza areas
- (vi) There shall be no busking during any special or regular events held at/or adjacent to the beach without the prior approval of the event organizers in writing.
- (vii) Only 3 busker licences will be issued on a "first come first served basis" with preference to residents of the Village.
- (viii) Buskers cannot promote a "cause" or any issue of a controversial nature.

## DIVISION 2 - BUSINESS REGULATION

## 22. STREET ADDRESS

- (a) Every Licencee who operates from premises located in the Village shall prominently display, in figures not less than 100 mm (4 inches) in height, the street address assigned to such premises under the street numbering system of the Village.

**23. UNSOLICITED BUSINESS**

No person shall carry on business through unsolicited visits to any residential, commercial or industrial premises in the Village.

**24. CONTRACTORS**

Every person Licenced as a Contractor shall provide the Village with a list of all sub-trades to be engaged on each site, prior to the commencement of any work on the site. The contractor must notify the Village upon the addition of subtrades engaged subsequent to the submission of the list within five (5) days of engagement.

**25. VENDORS ON PUBLIC PROPERTY**

The owner of a Vending Cart business:

- (a) shall only carry on business as a vendor on public property including highways within the Village which is located within a designated area.
- (b) shall have the name and address painted in a conspicuous place on both sides of every cart used by the business for such trade satisfactory to the Licence Inspector;
- (c) where the business is approved to be operated on a Village highway:
  - i. The Licencee shall obtain and maintain comprehensive general liability insurance in the amount of Five Million Dollars (\$5,000,000.00). The Village shall be included as an additional named insured.
  - ii. The Licencee shall hold the Village harmless against claims, actions for injury, damage, loss, or death arising out of or resulting from the operation of a Vending Cart Business. The Licencee's insurer shall recognize the existence of the hold harmless clause.
  - iii. Proof of such insurance to the satisfaction of the Village shall be submitted to the Licence Inspector prior to the issuance of a business Licence and prior to all renewals.
- (d) shall provide on site receptacles for garbage and dispose of the garbage in an appropriate manner. Litter shall not be deposited into Village litter receptacles;
- (e) shall not allow the cart to interfere with pedestrian or vehicular traffic or vehicular sightlines;

- (f) shall not hook up to any external power, water, sewer, or other services and shall not store the cart overnight on Village property;
- (g) shall have a cart which does not exceed dimensions of 1.2 meters wide, 2.4 meters long and 1.8 meters high;
- (h) shall only sell food items;
- (i) shall not be or become a nuisance by generating excessive odors, music, light, or noise;
- (j) shall not operate within six (6) metres of a fire hydrant;
- (k) three vending cart Licences will be available on a "first come, first served basis";
- (l) vending shall only be permitted from proper vending carts approved by the Ministry of Health;
- (m) each operator may only operate within an area designated by the Business Licence Department;
- (n) operators may only vend on the beach between the hours of 11:00 a.m. and 8:00 p.m.
- (o) there are to be no tables or chairs for customers;
- (p) the carts are to be removed from the public property each night and stored on private property;
- (q) each beach food vending Licence will be effective from May 1<sup>st</sup> to October 31<sup>st</sup> inclusive;
- (r) Licence applications for beach food vending shall only be accepted from businesses that have a valid Village of Harrison Hot Springs approved food service operation business Licence.

### DIVISION 3 – GENERAL INFORMATION

#### 23. SEVERABILITY

If any provision of this Bylaw is held to be invalid, the invalid portion shall be severed from the bylaw and that invalidity shall not affect the remainder of the bylaw.

24. OFFENCE

Every person who violates any provision of this Bylaw commits an offence punishable on summary conviction and shall be liable to a fine of not more than \$10,000.00.

25. REPEAL

(a) "The Village of Harrison Hot Springs Bylaw No.908, 2010 hereby be repealed in its entirety".

30. READINGS AND ADOPTION

READ A FIRST TIME THIS 16TH DAY OF AUGUST, 2010

READ A SECOND TIME THIS 16<sup>TH</sup> DAY OF AUGUST, 2010

AMENDED AND READ A THIRD TIME THIS 17<sup>TH</sup> DAY OF JANUARY, 2011

ADOPTED THIS 14<sup>th</sup> DAY OF FEBRUARY, 2011

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Corporate Officer

## SCHEDULE "A"

BYLAW NO. 945  
BUSINESS LICENCING AND REGULATION

Fee

1	Annual Business Licence	\$100.00
2	New Business Licence application after July 31 <sup>st</sup>	\$ 50.00
3	Transfer Fee	\$ 50.00



**VILLAGE OF HARRISON HOT SPRINGS  
BUILDING DEPARTMENT**

495 HOT SPRINGS ROAD, HARRISON HOT SPRINGS, BC V2P 3C2  
PHONE: 604-796-2171 FAX: 604-796-2192

**CONTRACTOR CERTIFICATION  
PLUMBING INSTALLATIONS**

**Site Address** \_\_\_\_\_

**Permit No.** \_\_\_\_\_

(Please Print)

Plumbing  
Contractor \_\_\_\_\_

Business Licence No. \_\_\_\_\_

Plumber \_\_\_\_\_

T.Q. No. \_\_\_\_\_

**Date** \_\_\_\_\_

**Signature** \_\_\_\_\_

T.Q. Holder

**THIS FORM MUST BE SUBMITTED TO THE VILLAGE OF HARRISON  
HOT SPRINGS BUILDING DEPARTMENT PRIOR TO ANY PLUMBING  
INSPECTIONS BEING CARRIED OUT BY THE VILLAGE INSPECTION**

THE BRITISH COLUMBIA BUILDING CODE STATES ...

**THAT CONCRETE SHALL NOT BE PLACED IN  
COLD WEATHER UNLESS THE FOLLOWING  
CONDITIONS ARE MAINTAINED:**

WHEN THE AIR TEMPERATURE IS LESS THAN 5 DEGREES CELCIUS  
CONCRETE SHALL BE KEPT AT A TEMPERATURE OF NOT LESS THAN 10  
DEGREES CELCIUS OR MORE THAN 25 DEGREES CELCIUS, WHILE BEING  
MIXED AND PLACED, AND MAINTAINED AT A TEMPERATURE OF NOT LESS  
THAN 10 DEGREES CELCIUS FOR 72 HOURS AFTER PLACING. NO FROZEN  
MATERIAL OR ICE SHALL BE USED IN THE MIX

**CONCRETE IS NOT TO BE PLACED ON FROZEN GROUND.**