



CITY OF COURTENAY
 Building Services
 830 Cliffe Avenue
 Courtenay, BC V9N 2J7
 Tel: 250-703-4862 Fax: 250-334-4241
 Email: building@courtenay.ca

Building Move Application Information

The Building Division issues building move permits in situations where a building is moved from the City of Courtenay's municipal boundaries to an outside locale or where a building is moved into the City of Courtenay from an outside locale. For buildings that are moved outside of the City, a demolition-move permit is applied for. For buildings that are moved into the City, a building-move permit is applied for. If the building is being moved through the City of Courtenay, from a destination outside of the municipal boundary to another destination also outside of the City of Courtenay, a permit must be applied for with the City of Courtenay's Public Works Department, publicworks@courtenay.ca.

Move permits are not granted at the counter. These applications require review by other City of Courtenay departments and the approval process can take up to two to four weeks. Please ensure that you consider this when submitting an application.

For Buildings Moved OUT of the City (Demolition-Move Permit)

Building Permit Application	Application must indicate both "move" AND "demolition" as the scope of work and must also include a completed "Owner's Undertaking" Agreement and a "Damage to Infrastructure" Agreement
Site Plan	Site Plan (or ortho photo) illustrating the building that will be removed from the property
Insurance (Building Movers)	Copy of Building Movers' Insurance (listing the City as "additional insured", \$5,000,000 liability, 30 day Day Cancellation Clause
MoTI CVSE 1052 Form	Completed MoTI CVSE 1052 Form including stakeholder signatures (RCMP, Fire, Utilities) – please note that the form is not required for structures meeting the maximum requirements that are permitted to be moved on a highway (max. is 3.8 meters)
Traffic Control Plan and Route Map	Traffic Control Plan and Route Map (must be approved by the Public Works Department)
Hazardous Materials Report	Hazardous Materials Report

FEE INFORMATION

Application Fee	\$50.00
Permit Fee	\$100.00
Service Disconnection Fees	**Identified through the referral process
Security	Based on scope of work
Title	\$12.00
Other fees	**Identified through the referral process

For Buildings Moved IN to the City (Building Move Permit)

Building Permit Application	Completed Building Permit Application – indicating “new” and “move” as the scope of work and must also include a completed “Owner’s Undertaking” Agreement and a “Damage to Infrastructure” Agreement
Supporting documents	All items required under Part 12 of Bylaw No. 3001 (2020) including but not limited to: Site Plan, Building Design and Professional Certification, Engineered Foundation Design, Applicable Drawings (stairs, decks, etc)
Security	In the form of certified cheque, cash or irrevocable letter of credit (5% of the value of construction, to a limit of \$10,000.00)
Insurance (Building Movers)	Copy of Building Movers’ Insurance (listing the City as “additional insured”, \$5,000,000 liability, 30 day Day Cancellation Clause
MoTI CVSE 1052 Form	Completed MoTI CVSE 1052 Form including stakeholder signatures (RCMP, Fire, Utilities) – please note that the form is not required for structures meeting the maximum requirements that are permitted to be moved on a highway (max. is 3.8 meters)
Traffic Control Plan and Route Map	Traffic Control Plan and Route Map (must be approved by the Public Works Department)
Hazardous Materials	Hazardous Materials Report

FEE INFORMATION

Application Fee	Based on the value of construction (Appendix B, Bylaw 3001)
Service Connection Fees	**Identified through the referral process
Permit Fee	Based on value of construction (Appendix B, Bylaw 3001)
Security	5% of the value of construction, to a limit of \$10,000.00 (Part 12, Bylaw 3001)
Title	\$12.00
Other fees	**Identified through the referral process

11.61 A *permit fee* for a *temporary building* or is not refundable.

PART 12: BUILDING MOVE

- 12.1 No Person shall move or cause to be moved any *building* into the *City* or from one parcel to another in the *City* without first obtaining a *Building Permit* to carry out such move and to site the *building* on the parcel to which it is to be moved.
- 12.2 An application for a *building permit* for a *building* move must be made on the form prescribed by the *building official*, signed by the *owner* or *agent*, and must include
- (i) certification from a *Registered Professional* that the *structure* is safe for its intended use including the *structure's* new *foundation* and siting;
 - (ii) detailed plans and specifications of the proposed relocation and rehabilitation of the *building*, including *additions* and renovations to the *building*;
 - (iii) detailed plans and specifications of the *building* siting, driveway and other site improvements proposed on the parcel;
- 12.3 A security in the form of a standby irrevocable letter of credit without an expiry date, a certified cheque, or cash payment deposited with the *City* for the amount equal to five (5) percent of the *value of the construction* to a maximum of \$10,000.00.
- 12.4 If the *building* or part of it is not completed and an *occupancy permit* has not been issued within a twelve (12) month subsequent to the issuance of a *Building Permit*, the *Building Official* may send a written notice to the *owner* stating that the *building* does not comply with this bylaw or other enactment and direct the *owner* to remedy the non-compliance within thirty (30) days from the date of service of the notice. If the non-compliance is not remedied within the thirty day period, the security in 12.3 shall be forfeited to the *City*.
- 12.5 For clarity other than 12.2(i) these provisions apply to certified factory built houses that meet or exceed CAN/CSA Z240 MH Series or CSA A-277-M1990.
- 12.6 Before receiving a *building permit* for a moved *building* or *structure*, the *owner* must pay to the *City* the applicable *building permit* fee set out in Appendix B.

PART 13: RETAINING WALLS AND GRADES

- 13.1 No person may *construct*, or structurally repair, a *retaining wall* without a *building permit*.
- 13.2 Except as certified by a *professional* engineer with expertise in geotechnical engineering registered in the province of British Columbia, fill material placed on a parcel, unless restrained by *permitted retaining walls*, must not have a surface slope exceeding a ratio of one linear unit vertically to two linear units horizontally.
- 13.3 Without limiting section 13.2, no person may occupy a *building* unless the finished *grade* complies with all applicable enactments.