



COUNCIL AGENDA

Date: July 21, 2025 Item: 6.



DISTRICT OF WEST VANCOUVER
750 17TH STREET, WEST VANCOUVER BC V7V 3T3

COUNCIL REPORT

Date:	July 9, 2025
From:	Y-B Chan, Manager of Permits and Inspections Darcy Fitzgerald, Electrical Safety Officer
Subject:	1921 Fulton Ave – <i>Community Charter</i> Section 57 Notice on Land Title
File:	2500.01.2025

RECOMMENDATIONS

THAT the Corporate Officer for the District to file a notice in the Land Title Office that a resolution relating to the land with the civic address of 1921 Fulton Ave, West Vancouver, BC V7V 1T2, legally described as PID: 010-816-097, Lot 4 of Lot B Block 4 District Lot 775 Plan 6733 (the “Property”), has been made under Section 57 of the *Community Charter* and that further information about it may be inspected at Municipal Hall.

1.0 Purpose

The purpose of this report is to recommend that Council direct the Corporate Officer to file a notice in the Land Title Office, in accordance with Section 57 of the *Community Charter*, in respect of the Property.

2.0 Legislation/Bylaw/Policy

Community Charter

Relevant sections of the *Community Charter*, SBC 2003, c. 26 provide as follows:

Note against land title that building regulations contravened

57(1) A building inspector may recommend to the council that it consider a resolution under subsection (3) if, during the course of carrying out duties, the building inspector

- (a) observes a condition, with respect to land or a building or other structure, that the inspector considers
 - (i) results from the contravention of, or is in contravention of,
 - (A) a municipal bylaw,
 - (B) a Provincial building regulation, or
 - (C) any other enactment

- that relates to the construction or safety of buildings or other structures, and
- (ii) that, as a result of the condition, a building or other structure is unsafe or is unlikely to be usable for its expected purpose during its normal lifetime, or
- (b) discovers that
- (i) something was done with respect to a building or other structure, or the construction of a building or other structure, that required a permit or an inspection under a bylaw, regulation or enactment referred to in paragraph (a) (i), and
- (ii) the permit was not obtained or the inspection not satisfactorily completed.
- (2) A recommendation under subsection (1) must be given in writing to the corporate officer, who must
- (a) give notice to the registered owner of the land to which the recommendation relates, and
- (b) after notice under paragraph (a), place the matter before the council.
- (3) After providing the building inspector and the owner an opportunity to be heard, the council may confirm the recommendations of the building inspector and pass a resolution directing the corporate officer to file a notice in the land title office stating that
- (a) a resolution relating to that land has been made under this section, and
- (b) further information about it may be inspected at the municipal hall.
- (4) The corporate officer must ensure that all records are available for the purpose of subsection (3) (b).
- (5) If the registrar of land titles receives a notice under subsection (3) and payment of the prescribed fee, the registrar must make a note of the filing against the title to the land that is affected by the notice.
- (6) The note of a filing of a notice under this section is extinguished when a new title to the land is issued as a result of the deposit of a plan of subdivision or a strata plan.
- (7) In the event of any omission, mistake or misfeasance by the registrar or an employee of the registrar in relation to the making of a note of the filing under subsection (5), or a cancellation under section 58, after the notice is received by the land title office,
- (a) the registrar is not liable and neither the Provincial government nor the Land Title and Survey Authority of British Columbia is liable vicariously,

(a.1) the assurance fund or the Land Title and Survey Authority of British Columbia as a nominal defendant is not liable under Part 19.1 of the Land Title Act, and

(b) the assurance fund or the minister charged with the administration of the Land Title Act as a nominal defendant is not liable under Part 20 of the Land Title Act.

(8) Neither the building inspector nor the municipality is liable for damage of any kind for the doing of anything, or the failure to do anything, under this section or section 58 that would have, but for this subsection, constituted a breach of duty to any person.

(9) The authority under this section is in addition to any other action that a building inspector is authorized to take in respect of a matter referred to in subsection (1).

Building Bylaw

Relevant sections of the Building Bylaw No. 5340, 2025 provide as follows:

5.1 No person shall commence or continue any Construction, Alteration, excavation, reconstruction, demolition, removal, relocation or change the use or occupancy of any Building or Structure, including other work related to Construction:

...

b) unless a Building Inspector has issued a valid and subsisting Permit for the work under this Bylaw..

7.1 Unless otherwise exempted by this Bylaw, every Owner must apply for and obtain a Permit, prior to:

(a) constructing, repairing or altering a Building or Structure...

(g) installation of plumbing systems, or Alterations and Addition to plumbing systems including the installation of solar hot water systems...

15.1 No person may carry out Electrical Work without first obtaining an Electrical Permit from the District.

6.16 A Stop Work Order notice must remain posted on the premises until the matter in respect of which the Stop Work Order notice was issued has been remedied and the Stop Work Order has been lifted in writing by the Building Inspector.

3.0 Council Strategic Objectives/Official Community Plan

This report is being brought forward for the protection of the public interest in ensuring compliance with provincial and municipal building regulations.

4.0 Financial Implications

Modest fees to file the section 57 Notice in the Land Title Office.

5.0 Background

Identification of Hazard

- 5.1 The Property has a lengthy history of bylaw enforcement issues, relating to unpermitted construction work, renovations occurring contrary to issued permits, and construction noise violations, among other things.
- 5.2 In January 2023, the registered Owner obtained a permit to renovate the Property for the purpose of establishing a daycare.
- 5.3 After a small fire occurred on the Property on May 29, 2024, as a result of the improper use of the oven as a storage space, the Owner requested a revision to the proposed work under the permit, still for the purpose of establishing a daycare. A revised permit was issued, allowing for kitchen renovations on the main floor of the home on the Property.
- 5.4 On June 13, 2024, the Owner emailed the District, advising that they had decided to convert the basement into a bachelor suite instead of creating a daycare space.
- 5.5 In September 2024, the District received a complaint from the owner of a neighbouring property, advising that the work occurring on the Property appeared to go beyond merely renovating the kitchen.
- 5.6 On September 29, 2024, the Owner was issued a bylaw offence notice ("BON") fine for allowing power equipment noise outside of permitted hours. On October 2, 2024, the Owner was issued another BON fine for allowing construction noise outside of permitted hours.
- 5.7 In response to the BONs, the Owner was adamant that they were issued in error and that they should be cancelled. District staff attempted to direct the Owner towards the mandatory BON adjudication system, but the communications from the Owner towards staff quickly became hostile and unproductive.
- 5.8 On October 17, 2024, District staff confirmed to the Owner that the conversion of the basement into a bachelor suite had been done without a

- permit; that an addition to the rear carport of the home on the Property was done without a permit; and that as such the Property was not compliant with the District's bylaws.
- 5.9 District staff encountered a lack of cooperation, aggressive communications, and obstruction from the Owner and others who reside on the Property.
- 5.10 On April 25, 2025, the District issued a Stop Work Order ("SWO") to the Owner, advising them that work had been performed on the Property that required a permit under the District's Building Bylaw and requiring them to cease such work until the required permit was obtained. A copy of a photograph of the posted April 25, 2025 SWO is attached as Appendix A.
- 5.11 In May 2025, it came to the District's attention that the Property was being advertised for sale. According to the official listing, the Property is advertised as having three secondary suites in addition to the main residence; seven bedrooms, six bathrooms, and four fully-equipped kitchens; with multiple units available for short or long-term rental. A copy of the real estate listing including photographs is attached as Appendix B.
- 5.12 The Property is only permitted to have one kitchen and no secondary suites. A copy of building plans comparing the original approved state of the main floor and basement, and the requested scope of renovations under the expired daycare permit, is attached as Appendix C. The original plans show the basement as unfinished with no bedrooms, bathrooms or kitchens. All work done in the basement to create the suites, hallway and laundry room is unpermitted and unlawful.
- 5.13 The daycare plans show changes to the main floor kitchen with removal of a wall and relocation of the stove and sinks as well as installation of a dishwasher and washing machine. With the expiry of the daycare permit, this work is also unlawful and has not been inspected or approved as safe.
- 5.14 The daycare building permit has expired and been cancelled. As a result, none of the existing work on the Property is authorized by that permit. The District has also received a withdrawal notice of the daycare licence application from Vancouver Coastal Health.
- 5.15 On May 16, 2025, staff observed that the SWO had been unlawfully removed from the Property, contrary to the Building Bylaw.
- 5.16 On May 28, 2025, Building and Bylaw staff were able to conduct a partial interior inspection of the Property with the attendance of the West Vancouver Police Department to keep the peace. Staff observed that the main floor kitchen had been renovated without a permit or any required inspections, including significant electrical work, plumbing work, new

- windows and doors, drywalling, blocking off of stairs to the basement, and glass guards added to the upper floor.
- 5.17 Staff observed that the carport on the Property had been enclosed, and an EV charger added, without building or electrical permits as required by the Building Bylaw.
- 5.18 Staff observed that in the previously unfinished basement, 3 separate suites had been constructed with a common hallway and laundry room. Staff were able to access the interior of suites 1 and 3, each of which are equipped with a full bathroom and kitchen, new walls and dropped ceilings. All of this work was completed without building, plumbing or electrical permits as required by the Building Bylaw. Access to suite 2 was not provided. Photographs taken during the inspection are attached as Appendix D.
- 5.19 In addition to the lack of permits and inspections for the work, District building staff consider the condition of the unlawfully altered structure to be unsafe.
- 5.20 The adequacy of egress for the unlawful suites has not been verified and is a safety concern. In addition, smoke and carbon monoxide alarms were not present as required by the Building Code.
- 5.21 City Electrical Inspection staff reviewed photographic records of the inspection and are unable to confirm that the electrical installations are safe or that the required arc fault protection has been installed to protect from potential fire hazards. Upon review of the electrical load including heating/cooling appliances, EV charger, and multiple suites, it appears that the electrical service is currently overloaded. Further, the sub panel has circuit breakers that are known to not function appropriately in an overloaded state, increasing the level of hazard that exists.
- 5.22 District Electrical inspection staff consider the current state of the unpermitted electrical at the Property to be a high hazard.

A Do Not Occupy Order was posted on July 9, 2025 pursuant to section 6.19 of the Building Bylaw, given the severity of the above-noted hazards. The posting of this Notice requires the Owner and every other person, must cease occupancy of the Building or Structure immediately and refrain from further occupancy until all applicable provisions of the Building Code and this Bylaw have been substantially complied with and the Do Not Occupy notice has been rescinded in writing by a Building Inspector.

6.0 Analysis

Discussion

- 6.1 Pursuant to section 57 of the *Community Charter*, if a building inspector observes a condition with respect to a building or other structure that the inspector considers results from discovers that something was done with respect to a building or other structure that results from the contravention of, or is in contravention of, a municipal building bylaw or the Provincial Building Code, or discovers that something was done with respect to a building or other structure that required a permit or inspection under a building bylaw or the Building Code, and the permit was not obtained or the inspection not satisfactorily completed, the Building Inspector may recommend to Council that it consider a resolution to file a notice in the Land Title Office.
- 6.2 A notice filed in the Land Title Office under section 57 advises that a resolution relating to the subject land has been made under section 57, and that further information about it may be inspected at the filing municipality's hall.
- 6.3 City Building staff have observed unsafe conditions on the Property resulting from unpermitted and uninspected works carried contrary to the Building Bylaw and Building Code, and accordingly are recommending that Council pass such a resolution to authorize the filing of a notice in the Land Title Office with respect to the Property.
- 6.4 The District's Corporate Officer has notified the registered owner of the Property of this recommendation, and provided notice of the meeting at which this report is to be considered and an opportunity to provide submissions.
- 6.5 The notice may be cancelled once the District has received a report from the building inspector stating that the condition that gave rise to the section 57 notice has been rectified.
- 6.6 A notice under section 57 does not prohibit the sale or transfer of the property to which it relates. It serves to notify any individual who conducts a title search in relation to the property that there are ongoing bylaw contraventions in relation to the property, and that more information about those contraventions can be obtained from the municipality.
- 6.7 District Building Staff have determined that the state of the Property contravenes sections 5.1 and 15.1 of the Building Bylaw, and recommend

that Council resolve to file a notice under section 57 in the Land Title Office stating that

- a) A resolution relating to the Property has been made under section 57, and
- b) Further information about the resolution may be inspected at the municipal hall.

7.0 Options


7.1 Recommended Option

That Council approve the resolution as written.

7.2 Considered Options

1. Council may suggest amendments consistent with section 57 of the *Community Charter* as applicable; or
2. Reject the resolution.

Author:



Y-B Chan, Manager, Permits and Inspections

Concurrence:



Darcy Fitzgerald, Electrical Safety Officer

Appendices:

- Appendix A – Photo of April 25, 2025 Posted SWO
- Appendix B – Real Estate Listing
- Appendix C – Permitted Building Plans
- Appendix D – Inspection Photographs
- Appendix E – Inspection Deficiency Letter

Appendix A



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Appendix B




\$3,288,888

1921 FULTON AVENUE
West Vancouver,
British Columbia
V7V1T2

MLS® Number:
 R2989308

 7
 Bedrooms

 6
 Bathrooms

 3090
 Square Feet

 [Get Qualified for a Mortgage](#) 

Listing Description

Welcome to 1921 Fulton Ave! This incredible property 7 bdrm 6 bats features 4 fully-equipped ktcs, making it a fantastic investment opportunity. GARDEN LEVEL flr is comprised of 3 individual units, each with a full kitch and separate entrance, allowing for significant rental income to help cover your mortgage payments. The prime location attracts a steady stream of tenants, whether you're considering short-term or long-term rentals. The beautifully designed one-bdrm and bachelor suites are always in demand. Just a five-minute walk from the community center and public transportation, this property is perfectly situated for convenience. The main house boasts 4 spacious bdrms and 3 bats spread over 2 levels, offering PEAK ocean views. The main flr has fully renovated, kitch upgraded. (31144084)

Property Summary

Property Type	Building Type	Square Footage ⓘ
Single Family	House	3090 sqft
Title	Land Size	Built in
Freehold	7358 sqft	1941
Annual Property Taxes	Total Parking Spaces	Time on REALTOR.ca
\$6,986.69	2	46 days

Price and Sale History

Date	Status	Price
Dec 24, 2021	Sale Closed	\$2,520,000

Building

Bathrooms

Total

6

Interior Features

Basement Features

Separate entrance

Basement Type

Unknown (Finished)

Building Features

Style

Detached

Architecture Style

2 Level

Heating & Cooling

Heating Type

Forced air,
(Natural gas)

Parking

Total Parking Spaces

2

Measurements

Square

Footage

3090 sqft

Land

Lot Features

Frontage
57 ft

View
View

Data provided by: [Greater Vancouver REALTORS®](#) 2433 Spruce Street, Vancouver, British Columbia V6H 4C8



Mohammad Taherkhani
Personal Real Estate Corporation

☐ 778-656-1010



Sutton Group-West Coast Realty

#201 - 2403 Marine Drive
West Vancouver, British Columbia V7V1L3

☐ 604-925-1111
☐ 604-925-1394



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Appendix C

PLAN OF SURVEY OF LOT 4 OF LOT B,
BLOCK 4, DISTRICT LOT 775, PLAN 6733
WEST VANCOUVER B. C.

P.L.D. 810 816 897
Scale: 1 inch = 3 Feet

**DAYCARE APPLICATION WITHDRAWN BY APPLICANT.
NO SCOPE OF WORK WITHIN BASEMENT.
COOKING FACILITY TO BE DECOMMISSIONED.
WORK WITHOUT PERMIT (INCLUDING CARPORT)
TO BE REMEDIED AS PER ORIGINAL DRAWINGS.
BASEMENT BACK TO ORIGINAL PLAN.**

1921 Planning Agreement #18536
Home Daycare Application -
Maximum 8 children in child care
facility
Pages increased to (10/14)

Carport - Stop Work Order
(1) Electrical permit and inspection required for installation of EV charger
(2) Unauthorized work to be removed including new overhead door and enclosing walls facing lane (can be replaced with lattice)
(3) Carport must be 60% open to the exterior
(4) This work must be completed prior to final inspection for daycare

Maximum 8 children in child care facility. Subject to approval by Coastal Health

IMPORTANT: BEFORE YOU DIG
call BC OneCall, a free service to identify the location of underground services including buried cables, conduits, sewers and drains. Call 6886 bconecall.bc.ca

WEST VANCOUVER
1. Keep Street (and Lane) clean and clear of Debris
2. Drainage ditch to remain open and clear at all times
3. Any works in Boulevard to comply with District's Guidelines
4. Water meter box, Storm and Sanitary Inspection chambers to remain visible at surface at all times. No permanent structures or trees in Right-of-Way

SOIL REMOVAL & DEPOSIT REGULATION BYLAW #3786, 1992 AND BLASTING BYLAW #4024, 1996
A permit is required for any rock breaking, splitting or blasting. The maximum allowable volume is the lesser of 1.5 times the footprint of the foundation of the principal building or 500m³.

Exterior mechanical equipment such as heat pumps, boilers, pool equipment, air conditioning and air handling units of any height can not be located in a required setback

WEST VANCOUVER
No permanent retaining walls, structures, or trees in Right-of-Way

District of West Vancouver Building Department separate permits required for **PLUMBING, ELECTRICAL, CHIMNEYS & DRAINAGE**

NO CHANGE(S) TO DRIVEWAY

PLANNED GROUND AREA

OUTDOOR GROUND AREA

SITE PLAN

- LEGEND**
- ⊙ DENOTES POWER POLE
 - DENOTES IRON PIN SET
 - ⊙ DENOTES LEAD PLUG SET
 - ⊙ DENOTES LEAD PLUG FOUND
 - TP DENOTES TOP OF WALL
 - BT DENOTES BOTTOM OF WALL
 - ▲ DENOTES CONCRETE NAIL OR SCRIBE
 - HSE DENOTES HOUSE
 - ⊙ DENOTES MANHOLE
 - ⊙ DENOTES FIRE HYDRANT
 - ⊙ DENOTES CATCH BASIN
 - ⊙ DENOTES WATER VALVE
 - DENOTES SIGN

RECEIVED
FEB 09 2008
District of West Vancouver
Permits Dept.

NOTE
BUILDING ENVELOPE MUST BE VERIFIED BY DISTRICT OF WEST VANCOUVER PLANNING DEPARTMENT
CSI PIN FOR TWO STOREY HOUSE = 25% OF 56.71 = 14.18

ACCEPTED
FOR BUILDING PERMIT INSURANCE
BP1185
These drawings to be available on site PERMITS & INSPECTORS DEPT DISTRICT OF WEST VANCOUVER

RECEIVED
DEC 12, 2002
District of West Vancouver
Permits Dept.

CERTIFIED CORRECT ACCORDING TO SURVEY THIS 30TH DAY OF JANUARY 2008
John L. ...
B. C. L. S.

ELEVATIONS ARE TO WEST VANCOUVER GEODETIC DATUM BENCH MARK - SANITARY MANHOLE WEST INVERT INTERSECTION OF FULTON AVE AND 10TH ST
ELE. = 106.35 FEET

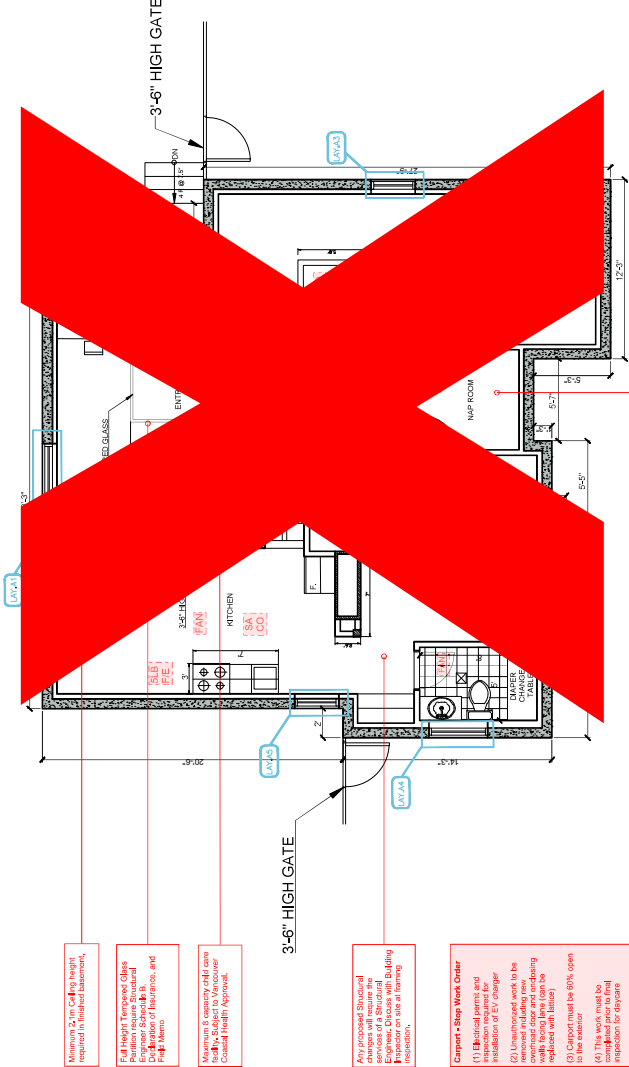
HERMON & OKE,
B. C. LAND SURVEYORS
1116 HORNBY STREET,
VANCOUVER, B.C. V6Z 1V8
Ph. 604-687-6841
J-2007-095, P. B. 1806 p. 94 - 94
DRAWING FILE: V.2007.2007-095.192
FIELD FILE: V.BANATA.190695.RAW W-2853A

DAYCARE APPLICATION WITHDRAWN. NO SCOPE OF WORK WITHIN BASEMENT. COOKING FACILITY TO BE DECOMMISSIONED. WORK WITHOUT PERMIT TO BE REMEDIATED AS PER ORIGINAL DRAWINGS. BASEMENT BACK TO ORIGINAL PLAN.

1921 Fallon Avenue - BP11836
 Home Daycare Renovation -
 Work Permit & Capacity of Day Care
 Page size increased to (24 x 36)



BASEMENT
CH-27



- Minimum 2 in. Clear height required in finished basement.
- Per All-Height Egress Glass Paneling, Egress Glass, Egress Schedule B, Egress Schedule C, and Egress Schedule D.
- Maximum 8 capacity child care centers per 1,000 sq ft. See Council Health Approval.
- Any proposed structural changes will require the services of a Licensed Professional Engineer, Licensed Professional Architect, or Licensed Professional Fire Protection Engineer. Obtain approval on site at framing.
- Carport - Stop Work Order**
 - Electrical permits and installation of EV charger.
 - Unauthorized work to be removed from the project. The contractor shall be responsible for any work that is not in compliance with the permit. The contractor shall be responsible for any work that is not in compliance with the permit.
 - The work must be completed prior to final inspection to approve.

ADDITIONAL HAZMAT REPORT REQUIRED FOR ANY NEW WORK(S) WITHIN THE BASEMENT FLOOR IF OUTSIDE THE SCOPE OF PERMIT.

Existing Plan
(1/4" = 1'-0")

EXISTING DRAWINGS, SPRINKLERS AND BRIDGE WILL REQUIRE SEPARATE PERMIT

PLEASE CALL THE COUNTY ENGINEER PRIOR TO INSTALLATION OF PERMIT WALLS (per Electrical and Plumbing program)

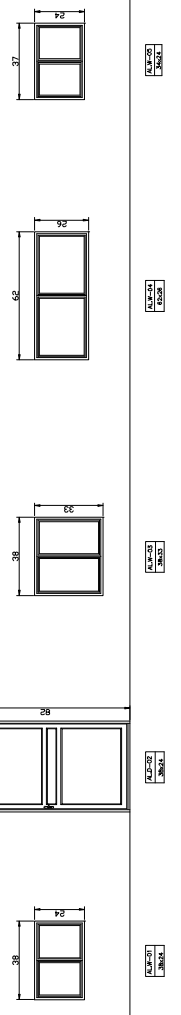
REMOVAL OF CONSTRUCTION MATERIALS

- For building generated prior to 1990.
- Sever and any related documents are removed.
- These documents must be prepared by a Qualified Person.
- Please refer to the codebook and the permit for more information.

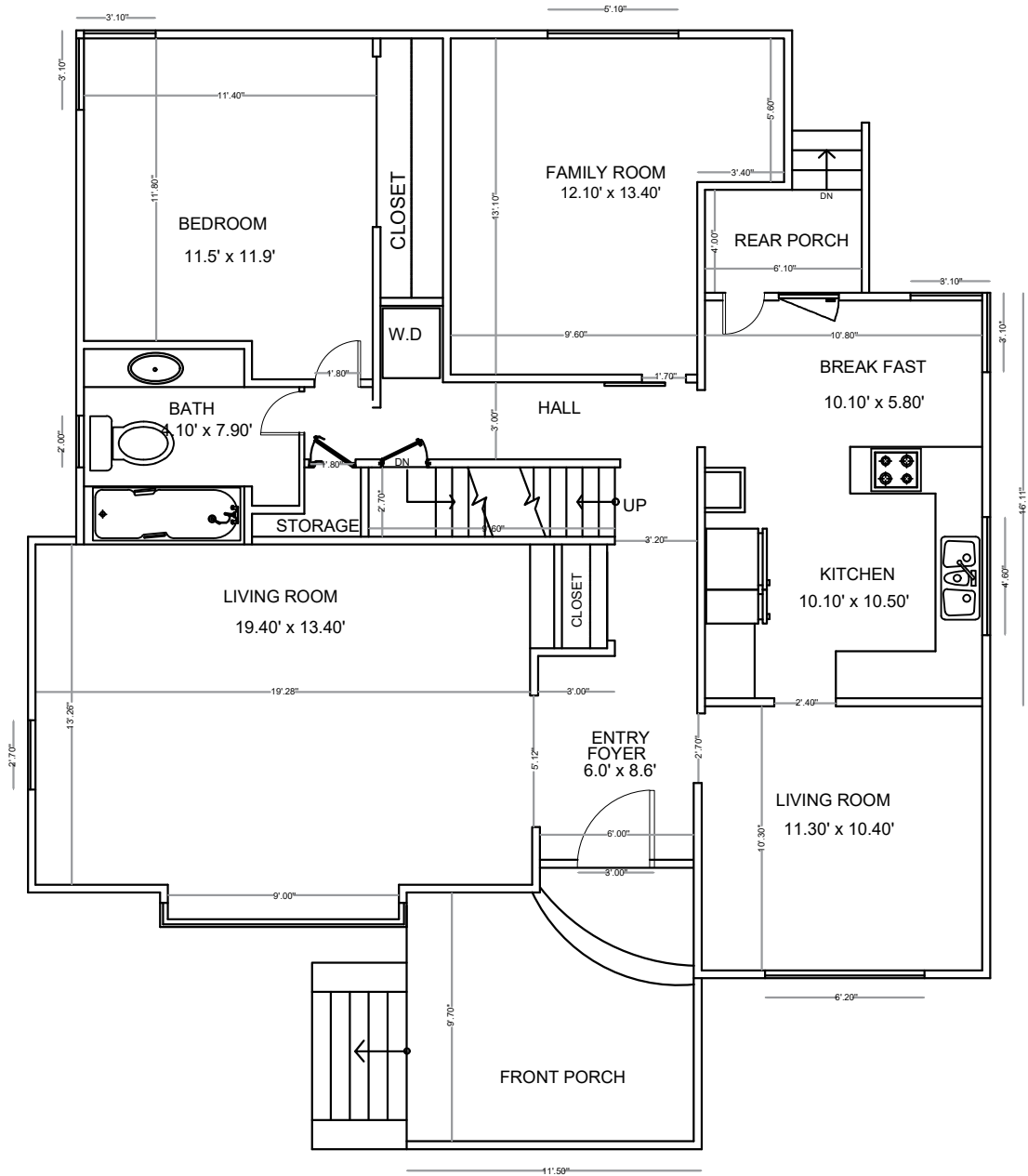
ACCEPTED
FOR BUILDING PERMIT DISBURSE
BP11836
This permit is valid only when used in conjunction with the permit for WEST YAKIMA COUNTY DISTRICT OF WEST YAKIMA COUNTY

RECEIVED
DEC 12, 2022
District of West Yakima County
Permits Dept.

SITE PLAN
REQUIREMENTS
Minimum 13' (380 mm) clear operable area required per bedroom and 5'-0" (1.5m) maximum sill height



ORIGINAL



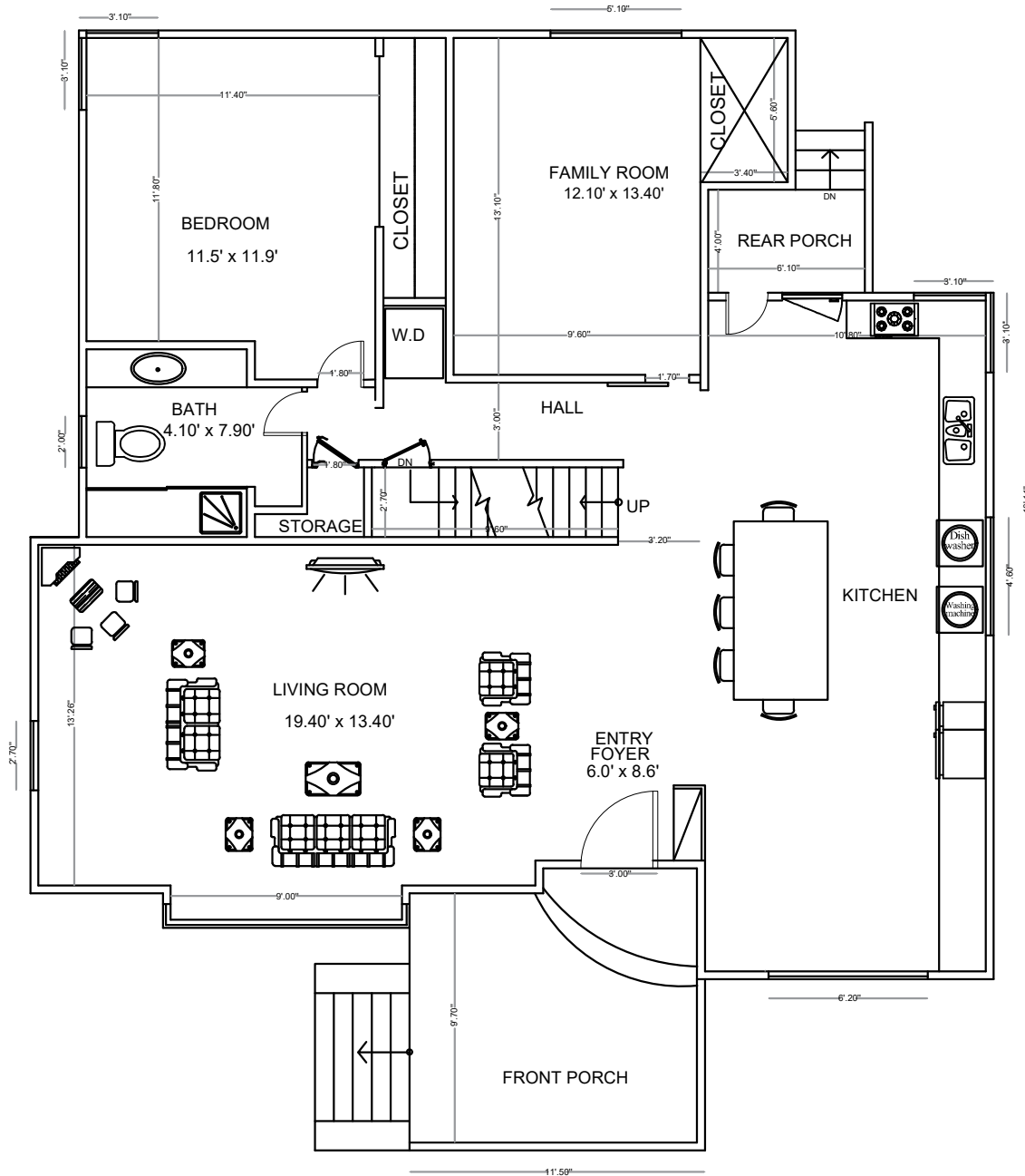
MAIN FLOOR

REVISED

AUG 07 2024

District of West Vancouver
Permits Dept.

SUBMIT STRUCTURAL SCHEDULE B FOR WALL REMOVAL PRIOR TO FRAMING INSPECTION. BUILDING INSPECTOR MAY REQUIRE ADDITIONAL MEMO(S) FROM P.ENG(S).



MAIN FLOOR

REVISED

AUG 07 2024

District of West Vancouver
Permits Dept.

Appendix D













































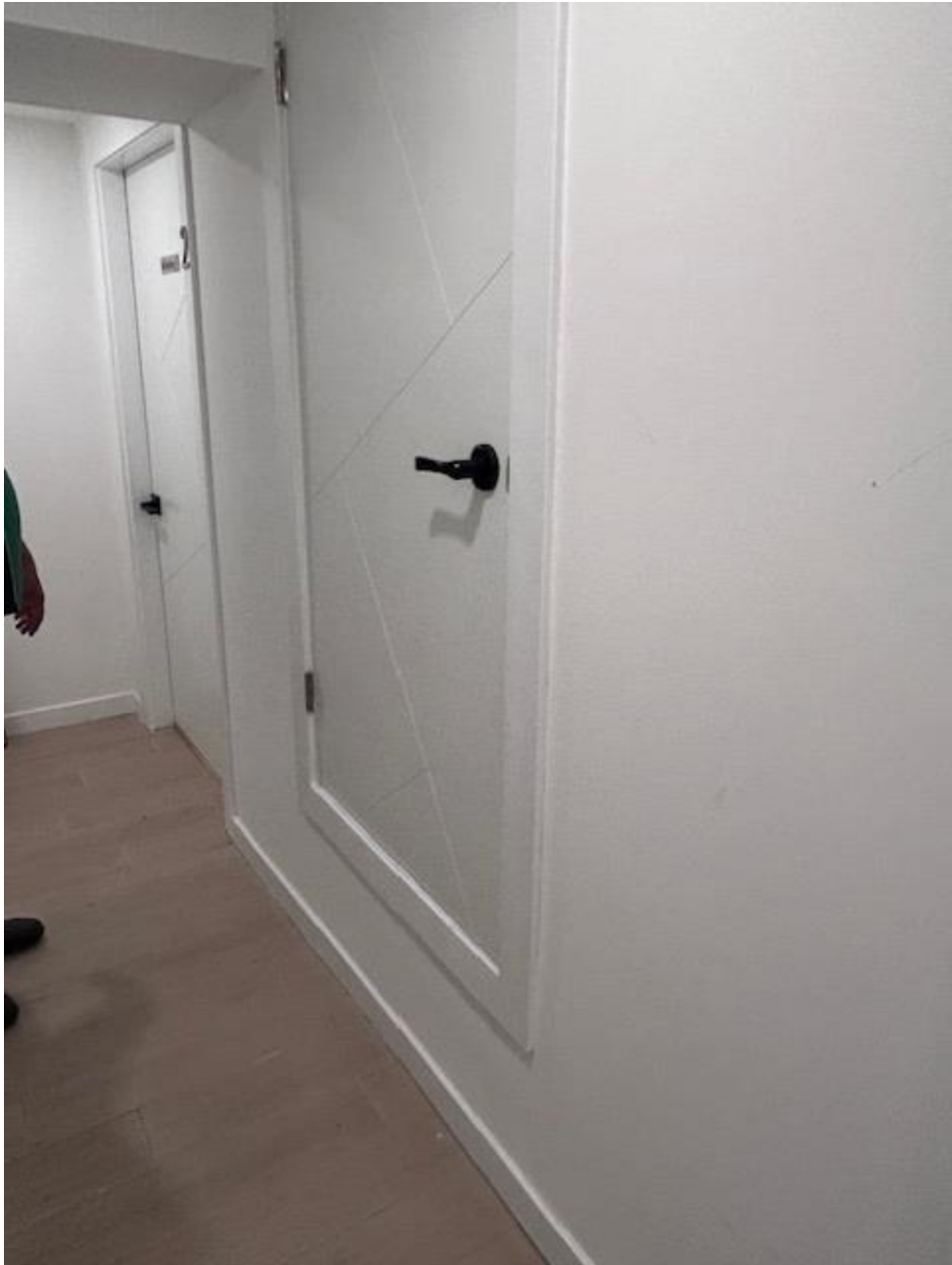






















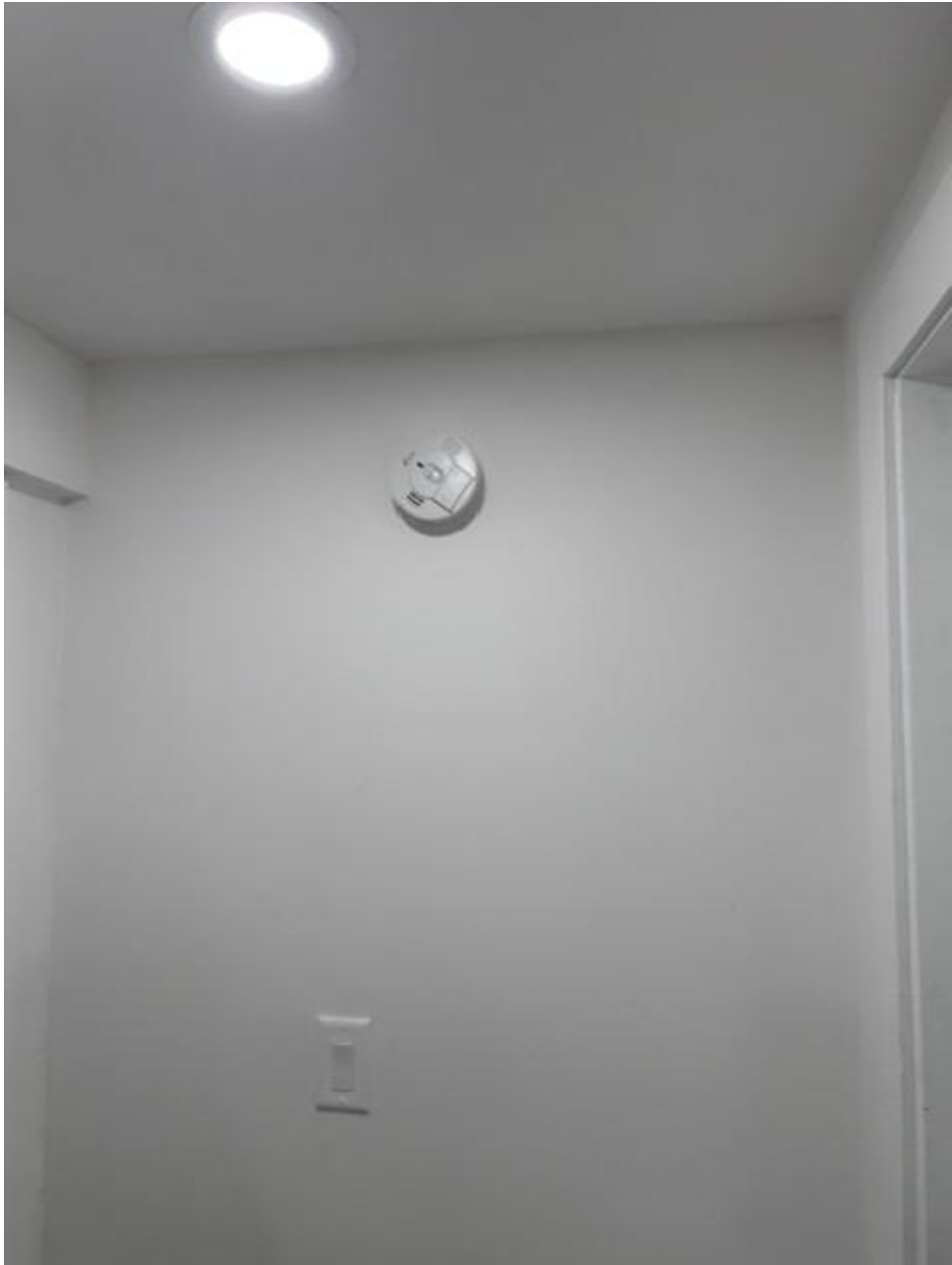












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Appendix E

PERMITS & INSPECTIONS DEPARTMENT
750 17th Street West Vancouver BC V7V 3T3
t: 604-925-7040 f: 604-925-7234 e: permits@westvancouver.ca
westvancouver.ca/permits



8 July 2025

File: BP118536

ESLAMINIKOO, SOHEILA

1921 FULTON AVENUE
WEST VANCOUVER BC V7V 1T2

SENT VIA EMAIL: nikhana2@gmail.com

Dear Sir/Madam:

**RE: 1921 FULTON AVENUE, WEST VANCOUVER
WORK STARTED WITHOUT PERMITS**

Further to the District's letter to you of April 25, 2025, and the Stop Work Order posted on the above-noted Property, this letter is to summarize the results of the District's inspection of the Property on May 28, 2025 and the required action items to address the construction without permits that has taken place on the Property.

A building permit for renovations for a daycare on the Property was issued on 3 January 2023. This permit expired without being completed and does not authorize any construction on the Property, as per section 17.9 of the District's Building Bylaw No. 5340, 2024.

The main floor kitchen of the house on the Property has been renovated, including drywall, electrical, plumbing and gas work, new windows and doors, glass guards, and layout changes, with no valid permit in place to authorize this work, contrary to section 5.1 of the Building Bylaw. It is possible that some or all of this work may retroactively be permitted; in order to regularize the construction, you must submit a complete building permit application for this work in accordance with Part 11 of the District's Building Bylaw. The necessary forms can be found at <https://westvancouver.ca/business-development/building-development/building-permits-inspections>. Any work that is not retroactively permitted must be removed, as per section 6.22(b) of the Building Bylaw.

The carport on the property has been enclosed and an EV charger has been added without building or electrical permits, contrary to sections 5.1 and 15.1 of the Building Bylaw. It is possible that some or all of this work may retroactively be permitted; in order to regularize the construction, you must submit a complete building permit application for this work as described above in accordance with Part 11 and Part 15 of the District's Building Bylaw. Any work that is not retroactively permitted must be removed, as per section 6.22(b) of the Building Bylaw.

The basement area of the house on the Property has been renovated to create 3 unlawful suites, including a laundry room, full bathrooms and kitchens, walls and dropped ceilings, plumbing and electrical work. The basement was approved as an unfinished area only. In the RS5 zone in which the Property is located, a maximum of one secondary suite may be created, subject to the owner applying for and obtaining all necessary building, electrical, plumbing and gas permits. Such applications require the services of a structural engineer.

A building permit application must be submitted to decommission and remove at least 2 of the unlawful suites. It is possible that some of this construction work may be retroactively permitted – i.e., to retain a maximum of one suite – subject to review and approval of a complete permit application under section 6.22(a) of the Building Bylaw and the passage of all necessary District inspections and receipt of professional assurances. Any work that is not retroactively permitted must be removed as per section 6.22(b) of the Building Bylaw.

The current state of the unlawful and unpermitted work creates serious safety concerns including fire hazards. Sufficient egress for the suites has not been verified; smoke and carbon monoxide alarms are missing; the electrical service appears to be overloaded; and the breakers on the electrical panel are insufficient. Given the high hazard level, occupancy of the unlawfully modified spaces is not permitted unless and until the District has issued permits for, inspected and approved any work that is authorized to remain.

The current state of the unlawful and unpermitted work creates serious safety concerns including fire hazards. Sufficient egress for the suites has not been verified; smoke and carbon monoxide alarms are missing; the electrical service appears to be overloaded with insufficient circuit protection of branch circuits. Given the high hazard level occupancy of the unlawfully modified spaces is not permitted unless and until the District has issued permits for, inspected, and approved any work that is authorized to remain.

You are required to submit complete permit applications for the above-described unauthorized construction within 10 days of the date of today's letter. Please contact this department should you have questions regarding the materials to be submitted in support of the application.

In the event the District does not receive a permit application in the indicated timeline, further enforcement steps will be pursued. The District looks forward to your timely cooperation to avoid the need for such steps.

Yours truly,



Y-B Chan
Manager, Permits & Inspections
ybchan@westvancouver.ca

c.c: Stacy McSherry, Supervisor of Inspections, Permits & Inspections
c.c: Kevin Spooner, Senior Manager, Permits & Inspections & Land Development