

Updated: May 14, 2010

TO: Chief Building Inspector

FROM: _____
Please print

SUBJECT: _____
Address Lot Plan

I acknowledge I am the owner/owner's agent of the above noted property.
Strike out one

I acknowledge that I have read Section 4.9.6 of the City of Kelowna Building Bylaw No. 7245 (see the reverse side of this memo). I further acknowledge that I understand the definition of damage with respect to the depositing of dirt, debris, and other material on the road right of way.

I understand that as owner of the property noted above, I am responsible for the cost of repair and/or cleanup of any damage to City works or property that occurs as a result of the construction on my property.

I understand that if the damage is not corrected within the time limit set by the inspector, the City will repair and/or cleanup the damage. Further, if the invoice for the cleanup is not paid within 30 days the amount will be added to the property taxes.

I have inspected the City works and property adjacent to my property and find it in good condition and I observed no damage.

I have inspected the City works and property adjacent to my property and found the following damage:

(If there is any existing damage, report it to the Building Inspector prior to commencing any work.)

Signature

Date

**The City of Kelowna
Building Bylaw, 1993, No. 7245**

4.9.6

- (a) Any owner of property for which a permit is issued shall be responsible for the cost of repair and/or clean up of any damage to City works or property that occurs as a result of the work covered by the permit, and for the purpose of this clause:
- (i) "city property" includes all road allowances, land and easements, with all works, utilities, structures, and appurtenances therein and thereon; and
 - (ii) "Damage" includes, but is not limited to, the placement, dropping or deposit of any dirt, debris, materials, objects or substances upon City property.
- (b) It shall be the responsibility of the owner to observe the conditions of all City properties adjacent to and surrounding the building site and report any existing damage to the building inspector prior to commencing work. Any damage observed by the Building Inspector during the construction process or as part of the final inspection of the building will be assumed to have resulted from the subject building construction and therefore the owner's responsibility to resolve unless reported as outlined above.
- (c) In the event that the owner does not repair and/or clean up the damage to City Property within the time limit set by the Building Inspector, the City, by its workmen or others may repair and/or clean up the damage at the expense of the owner. The owner shall, within thirty(30) days of invoice from the City, pay the costs of the repair and/or clean up and, if the said costs are unpaid on the thirty-first day of December in the year that the repair and/or clean up takes place, the same shall be added to and form a part of the taxes payable in respect to the building site concerned as taxes in arrears.