

Village of
Lytton

REBUILDING

Building Violation Procedure Policy

27 January, 2026

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Building Violation Procedure Policy

Background

- Currently there is no established process for the review and enforcement of Building Bylaw and BC Building Code Violations.
- The Village's contracted Building Officials (TNRD) and Inspectors (Grey Wolf Building Ltd) indicated that such a policy would be helpful for both property owners/builders and Village Building Officials to develop a standard procedure on how to deal with complaints, and the investigation of possible building infractions.
- The TNRD has a similar policy that was considered in the preparation of the proposed Building Violation Procedure Policy.
- The Policy is not intended to add requirements but rather clearly set down the Village's process for dealing with possible violations.

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Building Violation Procedure Policy

Overview

Scope:

Applies to all properties located within the Village of Lytton

Focus Areas:

- Compliant of a Violation
- Investigation Procedures of Confirmed Violation
 - ✓ Entry onto private property
 - ✓ Ease of compliance
 - ✓ Notice to Resident/Occupier (if required posting of Stop Work Order)
 - ✓ Reason for Inspection to Owner/Occupier
 - ✓ Timeline for Investigation by Building Officials (minor vs major)

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Overview

Focus Areas (continued):

- Receipt of Complaints Qualifiers
 - ✓ information required
 - ✓ Persons who can make complaints
 - ✓ Confidentiality
 - ✓ FOIPPA
- Recording of Complaints (file number and timeline)
- Responding to Complaints (receipt and non-relevant)
- Roles and Responsibilities and Conduct (Village staff and Building Officials)
- Pre-Fire Enforcement (pre 2021 fire)

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Building Violation Procedure Policy Recommendation

THAT Council adopt the Building Violation Procedure Policy, dated January 27, 2026.

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