

**ATTACHMENT C**  
**STOP WORK ORDER LETTER 2019-JUN-28**



2019-JUN-28

File No. CIB05316

[REDACTED]  
4259 Clubhouse Drive  
Nanaimo BC V9T 4H8

Dear Property Owner:

**RE: 4259 CLUBHOUSE DRIVE – STOP WORK ORDER**

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This letter is to advise you that a City of Nanaimo building inspector attended the above-noted property on 2019-JUN-24 and observed that work had been completed to construct two accessory buildings in the rear yard. Our records indicate that a building permit was not issued for this work.

For your information, the City of Nanaimo Building Bylaw 2016 No. 7224 states:

“No person shall commence or continue any construction, alteration, reconstruction, demolition, removal, relocation or change the occupancy of any building or structure, including other work related to construction, unless a Building Official has issued a valid and subsisting permit for the work.”

As such, the illegally-constructed structures must be removed. An inspection to verify the removals will be conducted **2019-JUL-16**, with an inspector arriving between **10:00 a.m. and 11:00 a.m.**

Should the inspector find that the structures have not been removed, be advised Staff will forward this matter to the Bylaw Services Section for removal enforcement.

If you have any questions, please feel free to contact me at 250-755-4429 or by email at [lindsay.fitzgerald@nanaimo.ca](mailto:lindsay.fitzgerald@nanaimo.ca).

Yours truly,

  
Lindsay Fitzgerald, RBO  
Supervisor of Building Inspections  
**COMMUNITY DEVELOPMENT**

LF/kd/keb