

September 11, 2024

Mayor Bob Wells
City Council
Courtenay City Hall
830 Cliffe Ave, Courtenay, BC V9N 2J7



Dear Mayor Wells and Members of the City Council,

Subject: Request for Noise Permit or Exemption

I hope this letter finds you well. I am writing to request a noise permit or an exemption from the City of Courtenay's noise bylaws for a construction project that our company, ONSite Construction, is currently undertaking. Our client representative, Maria Khan, is the holder of the building permit for this project and has been included in the CC of this letter for reference.

We have attempted to search for the relevant noise permit application forms on the City of Courtenay's website but were unable to find them. In consultation with Courtenay bylaw officials, we were advised to submit a formal request for your consideration and approval. Construction is for CIBC in Driftwood Mall.

Due to federally mandated regulations, financial institutions must remain closed for no more than 15 business days. This requirement necessitates an expedited construction schedule to ensure the project is completed within the designated 3-week closure period. To adhere to this timeline, our construction activities will need to extend into the evenings, nights, and weekends. During this time, construction work will be happening inside the CIBC space. Any exterior work or work that causes excessive vibration like saw cutting, generators and deliveries will be restricted to daytime hours. However, due to the nature of construction the first 6 days of demolition and wall construction will cause the greatest disturbance (September 26th – October 2nd) after which the construction activities become quieter. We ask that you bear with us during the start of this project.

Other municipalities, including the City of Nanaimo and the City of Vancouver, have established processes for issuing noise permits or exemptions. In light of this, we kindly request your written permission or approval to conduct our construction activities outside of standard operating hours. We assure you that we will implement all necessary measures to minimize disruption and ensure compliance with any conditions you may stipulate.

Should you have any questions, please do not hesitate to contact our site superintendent, Tony Schenkeveld at 250-619-6916 (cellphone). Our team at ONSite Construction would like to thank you in advance for your patience and cooperation in this matter.

Thank you for your attention to this request. We look forward to your favorable response.

Sincerely,

Sam Punzalan
Project Coordinator
ONSite Construction