



## Demolition Guidelines

Permit, Licence & Inspection Services

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### Information Sheet

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20338 65 Ave., Langley BC V2Y 3J1

Phone 604.533.6018

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## Demolition Guidelines

The following steps are generally necessary for issuance of a **Demolition Permit**. The applicant needs to provide the following:

1. 3 copies of a site plan, showing the whole property, labelling all buildings, indicating the setbacks of the buildings to the property lines, and clearly identifying the building(s) to be demolished and the location of the snow fencing. The location of well(s) and septic tank / field must be shown (if applicable).
2. Rodent Abatement and Control Declaration form completed by a qualified pest control company.
3. A Current Title Search (no more than 30 days old at time of application)
4. If an agent/contractor is obtaining the demolition permit, a letter of authorization is required from the owner.
5. If the owner is a registered company, a letter of authorization is required and must be on company letterhead signed by an officer of the company.
6. Letters from mortgage holders stating they have no objection to demolition for principal buildings.
7. Receipt required for Water Disconnection from Engineering Department. If the demolition is required as a condition of a development project, please see the Development Services Department first.
8. It is recommended that the Demolition Contractor obtain a Hazardous Material Assessment of the building before the demolition begins. The contractor is responsible to ensure that the construction waste is disposed of in accordance with all provincial regulations including WorkSafe BC regulations.
9. Demolition contractor's business licence number.

***Please Note: For the removal of a mobile home, an approved overweight/oversize vehicle permit is required from the Engineering Department prior to the issuance of the demolition/removal permit.***

**Before the issuance of a demolition permit, the owner and/or contractor will be required to:**

- i. Install a snow fence barrier around the subject building(s) to be removed as well as the surrounding demolition area, including the driveway access to the buildings. No Construction, excavation, land clearing, or grading and/or tree removal is permitted outside of the defined demolition area as indicated by the layout of the snow fence barrier; and
- ii. Install a gravel access pad in accordance with the Best Management Practices (BMP's) during the demolition of a building(s) on the property. An existing asphalt or concrete driveway may be considered as an alternative to the gravel access pad.

Once the snow fence barrier has been installed around the proposed demolition area and the gravel access pad has been installed, the owner or demolition contractor is required to request a site inspection prior to issuance of a permit. When the site inspection has been accepted, the demolition permit can be issued provided all other requirements have been satisfied.

Please note failure to maintain the gravel access pad that causes tracking of debris, material, or dirt onto municipal roads will result in the streets being cleaned **without warning**, deducting the cost from the posted damage bond for the project. Inspections may be delayed until the siltation control measures are repaired or maintained to an acceptable state.

**A Final Inspection** needs to be called when demolition is complete.

The following is necessary for a **Final Inspection** to be approved by Township Building Inspector:

1. All construction debris to be removed from the property.
2. The snow fence must remain in place for the Final Inspection.
3. The **septic tank** must be decommissioned in accordance with applicable provincial regulations, and a receipt provided from the septic pumping company.
4. The **well** must be secured or filled in and the site made safe.

The Damage Bond may be refunded when an accepted Final Inspection is given.