

Demolition Guide

Demolition and Removal

Permit, Licence and Inspection Services

January 2021

APPLICATION

The following items are typically required to make a building permit application:

- Three copies of a site plan showing the entire property, labelling all buildings, indicating the setbacks of the buildings to the property lines, and clearly identifying the building(s) to be demolished; in addition, the site plan must show the safety barrier fencing around buildings to be removed, all trees to be retained / removed, the location of the well(s) and septic tank / field (if applicable)
- Rodent Abatement and Control Declaration form completed by a qualified pest control company
- A Current Title Search (no more than 30 days old at time of application)
- If an agent/contractor is obtaining the demolition permit, a letter of authorization is required from the owner
- 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
- Letter from mortgage holders stating they have no objection to demolition for principal buildings
- Receipt required for Water Shut Off or Disconnection from Engineering Division (if the demolition is required as a condition of a development project, please see the Development Services Department first)
- Demolition contractor's business licence number

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 WorkSafeBC regulations.

PRIOR TO ISSUANCE

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

- Install safety barrier fencing (such as snow fencing) 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
- 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.

SEE NEXT 

- Once the safety barrier fencing and gravel access pad are installed, the owner or demolition contractor is required to request a site inspection prior to issuance of a permit. When the site inspection is accepted, the demolition permit can be issued provided all other requirements have been satisfied.
- 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.

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.

FINAL INSPECTION

A Final Inspection needs to be requested when demolition is complete.

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

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

The Damage Bond is refunded once an accepted Final Inspection is obtained.