

Untidy & Unsightly Premises

After the building has been demolished or removed, the site must be cleaned up and all discarded materials and rubbish of any kind removed, as specified in the Untidy and Unsightly Premises Bylaw.

Vehicle Oversize/ Overweight Permit

Upon obtaining a Move-off Permit, but prior to the actual move of a building through city streets, apply to the Permit Centre for a Vehicle Oversize/Overweight Permit.

Loads over 4.5 m height also require Telus and BC Hydro permission.

Damage Deposit

In compliance with the Boulevard and Roadway Protection and Regulation Bylaw No. 6366, a damage deposit is required for repair or clean-up to public property that may be caused by the permit activity.

For more information on damage deposit fees, please contact a Customer Service Clerk at 604-276-4017 or refer to the Consolidated Fees Bylaw No. 8636 on our website at www.richmond.ca/cityhall/bylaws.

You must request the refund by calling the Public Works Inspection Office at 604-244-1263 only after the Demolition or Move-off Permit final has been approved. The refund is **not** automatically sent out.

Notice

When demolishing a single-family residence and rebuilding the same, it is the owner's responsibility to ensure the water connection does not conflict with the driveway. An application to move the water connection at the owner's cost can be made at the Planning and Development Department.

Please note whether the connection conflicted with the driveway in the past, or what material the new driveway is being constructed of, have no relevance.

**Water Bylaw 5637
Part II, Section 10(a)**



Demolition or Moving a Building Off-Site



City of Richmond

6911 No. 3 Road, Richmond, BC V6Y 2C1
Telephone: 604-276-4000
www.richmond.ca
BA-B-7 / February 16, 2011

Building Approvals Division
www.richmond.ca

The demolition or moving off-site of a building requires a permit. A permit must be obtained from the Permit Centre, Richmond City Hall, prior to commencing work.

Proof of Ownership

If our property records system indicates the previous owner(s), then proof of ownership will be required (prior to obtaining a permit) from one of the following listed below:

- A **Freehold Transfer** (Transfer of Title document) from the Land Title Office in New Westminster, BC. This document displays the registered deed number stamp on the top which is required for the permit.
- A **Letter from Lawyer** indicating the ownership, legal description and registered deed number from Land Titles.
- A **Letter of Authorization** addressed to the City of Richmond from all other owners on title **also** for an applicant acting on behalf of the owner (the letter must be specific to the Demolition or Move-off Permit).

Demolition Permit

Must pay for a Water Turn-Off or Removal Order and pay a Damage Deposit prior to obtaining a permit. Retain receipts for proof of payment.

Move-Off Permit

Must apply for a Water Turn-Off or Removal Order and pay a Damage Deposit prior to obtaining a permit. Retain receipts for proof of payment. (See info on Vehicle Oversize/Overweight Permit.)

Note: If moving a building onto another site within Richmond, plans, permits and fees will apply. Contact a Plan Processing Clerk at the Construction Permits counter or call 604-276-4285.

Disconnection of Services

Water Connection

Water Service disconnections are mandatory. Apply in person to the Tax Division, City Hall, for either a:

Water Connection Removal Order

or

Water Turn-Off Order

Note: If the existing water meter is to be used for a new building, it must be the right size for the intended use.

A **Water Turn-On Order** should be requested when you are ready to use the water service.

Fees apply to the above services. Please call the Tax Division at 604-276-4145 for more information.

The appropriate order is sent to the Public Works Division which is responsible for the removal, shut-off or turn-on of your water connection.

The order also prevents unnecessary billing for your water service.

Plumbing

All services to the site must be properly abandoned. There cannot be any unused open ends in the drainage system and all dead-ends must be graded so that water will not collect.

Septic Tanks and Soap Boxes

The effluent must be pumped out and removed by a licenced septic tank plumbing service. **To avoid accidents, the abandoned boxes must be filled immediately with clean compacted soil or sand.**

Utilities

To disconnect and remove the electric meter, gas meter and telephone service, contact the following:

BC Hydro 604-543-1595

Terasen Gas 1-888-224-2710

Telus

Residential – Customer Srv.: 604-310-2255

Comm./Bus. – Customer Srv.: 604-310-3100

Tree Removal Permit

As specified in Tree Protection Bylaw 8057, any trees with a dbh greater than 20cm or 7⁷/₈ inches on demolition sites or on adjoining property require an inspection for demolition impact. Only approved trees may be removed, other trees must have proper tree protection fencing – see Bulletin TREE-3 for more information or call 604-276-4158.

Burning Regulations:

Richmond Fire Department 604-278-5131
6960 Gilbert Road
Richmond, BC V7C 3V4

Inspection for Demo/ Move-Off Permit

After the building has been demolished or removed, please telephone **604-276-4111** (automated inspection request phone line – IVR). You will need your eight (8) digit permit number and the three (3) digit code – '500' for Final Demolition (incl. Move-off). Cut off time is 8:00 pm to schedule inspection for the next working day. The site will be inspected to confirm the building no longer exists and that all services are capped.