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This form is to be fully completed and approved by the City of Richmond prior to the demolition of any structure or building.

Date: _____

Project Information

Project Address: _____

Active Applications for Property: (Check all that apply)

- Rezoning
- Subdivision
- Building Permit
- Development Variance
- Development Permit
- Servicing Agreement

All existing trees must be retained and protected prior to demolition permit issuance and until Council approval.

Existing Structure Type:

- Single Family Dwelling (recycling fee required)
- Two Family Dwelling
- Accessory Building
- Commercial/Industrial/Multi-Family
- Other: _____

Applicant Information:

Applicant Name: _____

Mailing Address: _____

City: _____ Postal Code: _____

Tel: _____

Email: _____

Property Owner(s): (List all names) _____

Mailing Address: _____

City: _____ Postal Code: _____

Contractor: _____
(Businesses) Name required prior to permit issuance.

Tel: _____

1. Has a Completed BC Ministry of Environment and Climate Change Strategy Site Profile or a City of Richmond Site Profile Exemption Declaration Form been provided for each property covered in this application? Yes No

- BC Ministry of Environmental Climate Change Strategy Site Profile
- Site Profile Exemption Declaration Form

2. Are there any underground or aboveground storage tanks present on the project site? Yes No

3. Are there any trees 8" dbh or larger on site within 2m of property line, or on City property adjacent to the project site? If yes, please answer the following. If no, please skip to Question 4. Yes No

- Are there any trees proposed to be removed? Yes No
- Are existing trees proposed for removal in conflict with new construction? Yes No

4. Is there a secondary suite in the existing structure? Yes No

Waste Recycling Refund Information (Single Family Dwelling Demolition Only)

Please refer to [Bulletin Building-27](#) for more information

Refund to:

Name: _____ Tel: _____

Address: _____ PO Code: _____ Signature: _____

This application meets the requirements of the Application Submission and Drawings Checklist.

Applicant's Initials

Where a professional engineer or architect, registered as such under provincial legislation, has certified that the plans comply with the current BC Building Code and any other applicable enactment, it should be expressly understood that the City has relied on such certification in issuing this permit and is not liable, directly or vicariously, for any damage, loss or expense caused or contributed to by an error, omission or other neglect in relation to its approval of the plans submitted. The issuance of a permit, the review of plans and supporting documents, or inspections by the building inspector or a registered professional are not a guarantee that the development complies with the BC Building Code or other applicable enactments and do not in any way relieve the owner, or his or her agent, from the responsibility of carrying out construction in substantial compliance with the requirements of the BC Building Code, the Building Regulation Bylaw, and other applicable bylaws of the City.

Applicant: _____ Signature: _____
Owner's Agent Please Print By signing I am acknowledging the above waiver

For Office Use		
Demolition Permit No.:	Tree Permit No.:	Demolition Permit Fee: \$
Receipt No.:	Land Title:	
Damage Deposit Paid: <input type="checkbox"/> Yes <input type="checkbox"/> No	Work Order No.:	

Permit Holder Responsibilities

1. It is the responsibility of the permit holder to remove all hazardous materials prior to demolition, and manage and dispose of all construction wastes.
 - For information on BC Fire Code requirements for the removal of tanks, flammable or combustible liquids, please contact *Richmond Fire-Rescue Department, Fire Prevention Officer*.....**604-278-5131**
 - For information on Occupation Health and Safety Regulation, please contact *Worker's Compensation Board***604-276-3100**
 - For information on Special Wastes Regulation, Transport Licenses, and Special Waste Generator, please contact *Ministry of Environment, Lands and Parks*.....**604-582-5200**
2. It is the responsibility of the permit holder to be familiar with all on-site conditions including easements, right-of-ways, covenants, etc.
3. It is the responsibility of permit holder to arrange for the safe disconnection of all City and third party utilities. City sewers must be disconnected **prior to demolition** as per Bylaw 7551, summarized below:
 - a) The City sanitary sewer system or the City drainage system must be disconnected and capped in a manner satisfactory to the General Manager, Engineering and Public Works.
 - b) The City may undertake such disconnection and capping at the expense of the property owner as per the demolition charges set out in Section 1 of Schedule A of Bylaw 7551.
 - c) Failure to disconnect the connection and such failure results in damage to the City sanitary sewer system or the City drainage system, the property owner must pay the actual cost incurred by the City in repairing the resulting damage.
4. It is the responsibility of the permit holder to meet all safety measures at demolition sites in accordance with the latest edition of the BC Building Code and BC Fire Code.
5. Prior to any demolition, preloading, or construction within 400 metres of a school, applicants are requested to consult with the school principal to minimize the impact of construction and traffic on schools.

Note: Cost recover charges may be applied where required safety measures have not been achieved and Fire Department services have been provided.

I have read and acknowledge the above requirements.

Print Name: _____ Signature: _____

Date: _____



Application Submission Checklist

Please ensure that submission format is consistent and the following are provided upon application submission.

- 1. Application Form:** All fields must be completed and accurate.
- 2. Letter of Authorization:** All fields must be completed and signed by all property owners.
- 3. Damage Deposit:** All fields must be completed and accurate, and fees must be paid prior to permit issuance.
- 4. Site Profile or Site Profile Exemption Declaration Form:** All profiles/fields must be completed and accurate.
- 5. Legal Topographical Survey:** (*Two Signed and Sealed Sets*)
 - Survey meets minimum requirements of the Legal Topographic Survey Checklist (see Drawing Checklist).
 - Survey must have been completed in the past six months.
 - If property is on a **corner lot**, submit an extra copy of the site plan for non electronic applications.
 - For **AG Zones**, submit an extra copy of survey for non electronic application (total of three sets).
- 6. For Residential Demolition:** Schedule A – Waste Disposal and Recycling Services Plan (*See [Bulletin Building-27](#)*)
 - All fields must be completed.
 - Refundable Waste Disposal and Recycling Service Fee.

Please submit the following within 90 days of demolition completion to receive recycling deposit.

- 1. For Residential Demolition:** Schedule B – Compliance Report
 - All fields must be completed.
 - All original receipts and weigh bills from recycled materials must be attached.

Drawing Checklist

Drawings must be consistently dimensioned in either metric or imperial. The following are required to be indicated on drawings:

Legal Topographical Survey

- Dimensioned survey must indicate grade, trees, legal description and civic address, right-of-ways, watercourse crossing, easements, preload, utilities and services.
- All existing structures and buildings (to remain or proposed for demolition) on property, clearly dimensioned.
- If applicable, indicate Riparian Management Areas (RMA), Environmentally Sensitive Areas.