

Demolition Permit Application Form

Permits Section

6911 No. 3 Road, Richmond, BC V6Y 2C1

richmond.ca		permitsinfo@richmond.ca				
This form is to be fully completed and approved by the City of Ric	hmond prior to the demolition	of any structure or building.				
Project Information		Date:				
Project Address:						
Existing Structure Type Single Family Dwelling (recycling fee required) Two Family Dwelling (recycling fee required) Accessory Building (recycling fee required) Commercial/Industrial/Multi-Family Other: Age of Building (year built): Applicant Information (Check if the property owner is	RZ/DP No.:	submitted to the Development Applications Planner (Security must be provided prior to tree permit issuance).				
Name*:						
Tel:Email:						
Contractor Information Business Name:	Business	Tel:				
Business Email:						
Mailing Address: Owner(s) Information (List all names) Is a Strata Corporation registered on the title? Yes (Note: the Strata Corporation must be dissolved before any new		□ No				
Property Owner(s):						
Owner(s)'s Tel:						
Mailing Address:						
Occupancy Information Is the building currently occupied? Yes, occupied?	pied by: □ Owner □	l Tenant □ No				
Waste Recycling Refund Information (Structure Schedule B – Compliance Report must be submitted with original receipts and weigh bills from recycled materials multiple Refund to:	thin 90 days of demolition ust be attached.					
Name:		Tel:				
Address:P	O Code:	Signature:				

For Office Use			
Demolition Permit No.:	Tree Permit No.:		Demolition Permit Fee: \$
Receipt No.:		Land Title:	
Damage Deposit Paid: ☐ Yes ☐ No	_	Project ID No.:	

Site Specific Information

Legal Topographical Survey

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1.	Are there any underground or aboveground storage tanks present on the project site?		Yes	□ No
2.	Please indicate the total number of trees reflected on the Legal Topographical Survey (See <u>Bulletin Tree-01</u>).			
	 Number of tree(s) proposed to be removed. (Only trees in poor condition or obstructing demo will be approved for removal. Unless a complete building permit application is submitted, all other trees must be retained.) 			
	Number of tree(s) to be retained and protected on site.			
	Number of tree(s) to be retained and protected on City property.			
	Number of tree(s) to be protected on neighbouring property.			
3.	Is there a secondary suite in the existing structure?		Yes	□ No
4.	 Has the property been assessed by a licenced Pest Control Company for potential rodent concerns? Please provide the Rodent Abatement and Control Declaration Form dated no more than 2 weeks prior to the issuance of the demolition permit. 		Yes	□ No
5.	Applicable to buildings constructed before 1990 or buildings where known hazardous material may exist, has the required hazardous materials abatement been conducted on site? • Please provide the Hazardous Material Declaration Form and all relevant report(s).		Yes	□ No
	oplication Submission Checklist ase 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.	 Legal Topographical Survey: Two (2) 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. □ For AG Zones, submit an extra copy of survey for non electronic application (total of three sets). 			
5.	For Residential Demolition: Schedule A – Waste Disposal and Recycling Services Plan (See <u>Bulletin Building-27</u>) ☐ All fields must be completed and accurate. ☐ Refundable Waste Disposal and Recycling Service Fee.			
	ditional requirements to be requested after application, applies to new intakes received afte bruary 1, 2024.	r		
1.	Rodent Abatement and Control Declaration Form: (See <u>Bulletin Building-55</u>) All fields must be completed and accurate.			
2.	Hazardous Materials Declaration Form: (See Bulletin Building-56) ☐ All fields must be completed and accurate. ☐ Hazardous Material Inspection Report. ☐ Post-Abatement Inspection Report unless no hazardous material is identified. ☐ Submitted a notice of project form to WorkSafe BC (WSBC).			
	awing Checklist wings must be consistently dimensioned in either metric or imperial. The following are required to be indicated o	n dra	awing	s:

Dimensioned survey must indicate grade, trees, legal description and civic address, right-of-ways, watercourse crossing, easements, preload, utilities and services.

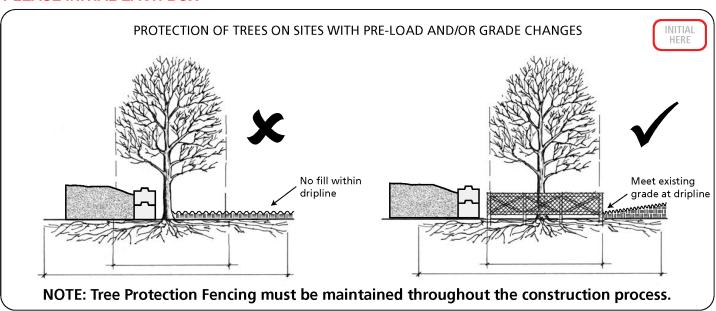
2

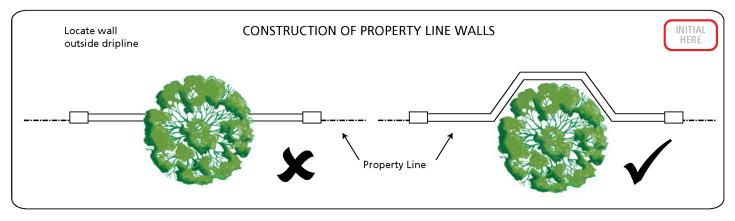
- ☐ All existing structures and buildings (to remain or proposed for demolition) on property, clearly dimensioned.
- If applicable, indicate Riparian Management Areas (RMA), Environmentally Sensitive Areas (ESA).

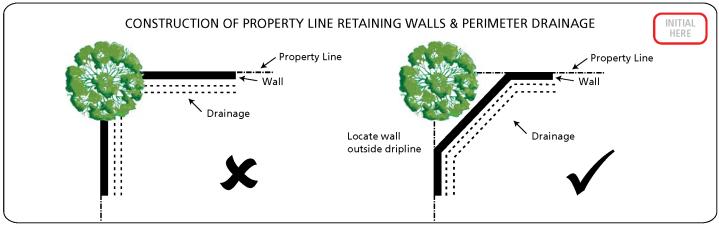
Tree Removal

- ☐ Trees proposed for removal and retention are marked on the Legal Topographical Survey.
- ☐ Protection of existing trees during demolition and construction to be provided. (See <u>Bulletin Tree-03</u>)

PLEASE INITIAL EACH BOX







Contact Tree Preservation staff for clarification on any of the above: treeprotection@richmond.ca

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Permit Holder Responsibilities

- 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 Occupation Health and Safety Regulation, please contact Worker's Compensation Board604-276-3100
- 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 the 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:
 - 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.
 - d) Any demolition or construction activity within the dripline of any tree requires Certified Arborist supervision. Failure to engage a Project Arborist may result in fines ranging from \$750 to \$50,000.
- 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.
- 6. It is the responsibility of permit holder to ensure that proper notification has been given to any tenants and that the property has clear and safe access. Any gates must be unlocked so inspections may be completed.
- 7. Trees under joint ownership (straddling private property lines) require a completed letter of authorization form from the adjacent property owner(s). To apply to remove trees on, or partially on City property, a T1 permit application is required.
- 8. It is the responsibility of the permit holder to conduct rodent abatement prior to issuance of a demolition permit. A declaration form must be prepared by a licensed Pest Control Company and submitted **no more than 2 weeks** prior to the issuance of demolition permit, otherwise the permit will not be issued.
- 9. It is the responsibility of the permit holder to conduct hazardous materials abatement to pre-1990 buildings or where known hazardous material may exist prior to application for a demolition permit. Prior to application, a declaration form and all relevant report(s) must be completed by the Qualified Professional and submitted with the application, otherwise the permit will not be accepted.

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

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