



Building Information

SCRD Building Department

“Demolition Permits”

Subject: Issuance of a “demo” permit to provide for the removal of a structure from a property.

Policy: A Building Permit Application is required. (On the application under ‘*what are you applying for*’, demolition would be selected.)

The cost of a demolition permit is \$150.

A demolition permit includes the structure above grade and the foundation.

An inspection must be called after the work is deemed to be complete.

Prior to the issuance of a demo permit the owner should sign the “Notice to Applicants” and that document should be saved with the file. If the owner believes that the land was used for industrial or commercial purposes then the applicant must fill out the full Schedule 1, (Contaminated Site Profile).

We should also include the archaeological handout with every demo permit and make a note on the permit that the arch handout was given.

All demo permits should be signed by a building inspector and the owner.

The following items should be considered when issuing the building permit:

- The safe termination of services such as water, sanitary, and storm connections as well as gas and electrical utilities.
- Is the demo within a development permit area? Planning department should look at demolition permits

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“Demolition Permits ” *continued*

- Hazardous material (asbestos, chemicals, etc.) to be removed as per Ministry of Environment requirements.
- The contractor is responsible for all permits including arrangements for street closures if necessary.

Reason: Utility charges would continue and the building will remain on the tax roles until a demo permit has been issued.



Building Division Permit Application

BP _____

PLEASE PRINT AND COMPLETE THIS FORM CAREFULLY.
INSUFFICIENT INFORMATION WILL DELAY THE PROCESSING OF THIS APPLICATION.

LEGAL DESCRIPTION:

Lot	Block	District Lot	Plan	PID	Folio
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CIVIC ADDRESS (if already assigned):

House Number	Unit	Street
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OWNER Primary contact

Name(s):		
Mailing Address:	City, Province	Postal Code
Tel:	Cell	Email:

AGENT Primary contact Agents letter completed

Name(s):		
Mailing Address:	City, Province	Postal Code
Tel:	Cell	Email:

CONSTRUCTOR Primary contact

Name(s):		
Company name:		
Mailing Address:	City, Province	Postal Code
Tel:	Cell	Email:

PROPOSED CONSTRUCTION DETAILS:

New <input type="checkbox"/>	Addition <input type="checkbox"/>	Alteration <input type="checkbox"/>	Repair <input type="checkbox"/>	Demolition <input type="checkbox"/>	Move <input type="checkbox"/>
Dwelling <input type="checkbox"/>	Auxiliary Dwelling <input type="checkbox"/>	Manufactured Home <input type="checkbox"/>	Mobile Home <input type="checkbox"/>	Auxiliary Building <input type="checkbox"/>	Agricultural Building <input type="checkbox"/>
Sprinklers <input type="checkbox"/>	Commercial Building <input type="checkbox"/>	Tenant Improvement <input type="checkbox"/>	Change Of Use <input type="checkbox"/>	Completion Of Expired Permit <input type="checkbox"/>	Other <input type="checkbox"/>

Describe the scope of work:

Number of stories:	Estimated value of construction:	Type of Heating system:
Number of bedrooms:	Existing:	New: Total:



Building Division Permit Application

BP _____

HAVE YOU PROVIDED THE FOLLOWING?

Certificate of Title (dated within 30 days of application, including copies of registered covenants, easements and right of ways) <i>(C of T can be obtained by SCRD for a fee of \$20.00, covenants, easements and r/w's for a fee of \$50.00 each)</i>				Yes <input type="checkbox"/>	No <input type="checkbox"/>
Sewerage Filing or registered practitioner's (ROWP) report, as applicable.				Yes <input type="checkbox"/>	No <input type="checkbox"/>
Highways access approval (for properties accessing a numbered highway and all commercial properties)				Yes <input type="checkbox"/>	No <input type="checkbox"/>
Owner's Acknowledgement of Responsibility and Undertakings form (Schedule E)				Yes <input type="checkbox"/>	No <input type="checkbox"/>
BC Building Code Letters of Assurance complete with proof of liability insurance from Professional Engineer(s). (Schedule B)				Yes <input type="checkbox"/>	No <input type="checkbox"/>
Residential builder "BC Housing Registration Form" or owner builder "New Home Registration Form" (for new dwellings)				Yes <input type="checkbox"/>	No <input type="checkbox"/>
Construction plans – 2 sets of printed architectural (sealed by a P. Eng. if applicable, or 2 separate sealed copies), and 1 digital PDF copy of architectural.				Yes <input type="checkbox"/>	No <input type="checkbox"/>
Site Plan, complete with all buildings, measurements & setbacks				Yes <input type="checkbox"/>	No <input type="checkbox"/>
Manufacturer's specification sheet, for mobile or modular home				Yes <input type="checkbox"/>	No <input type="checkbox"/>
If mobile or modular home: Provide #	CSA Z240	CSA A277	CSA Z241		

IMPORTANT APPLICATION QUESTIONS:

Is the property in a water service area? If so, which area: _____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the property in close proximity to: the sea, a lake, river, stream, creek, cliff, bank, ravine, or escarpment? If so, what specifically:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are there any existing structures on the property? (If yes, must be indicated on site drawing)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does or will your home contain any wood burning appliances?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
What type of heating and ventilation system is installed or proposed for your house? _____		
Has there been a demolition, addition, alteration or repair of a structure built prior to 1990?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Property Owner / Authorized Agent Signature Required →		Date:
Date Rec'd:	Rec'd By:	



SCHEDULE E

OWNER'S RESPONSIBILITIES

I/we _____ (print name)

Being the owner, or the signing authority for the corporate owner of the following property:

Legal Description: _____

Street Address: _____

Building Permit Number: _____

Understand, acknowledge and agree as follows;

(Owner or Signing Authority to **Initial Each Box**)

1. I/We have checked the Certificate of Title for covenants, building schemes, easements, etc. and I/we understand that these matters are not enforced by the Regional District or the local Jurisdiction;

2. I/We recognize that there are areas of 'problem soils' within the Regional District which are widely distributed as to location, I/we hereby acknowledge that it is my/our responsibility as owner of the parcel to identify site conditions generally and 'problem soils' in particular on which the construction cited in my application is to be placed and I/we will take all action required to ensure adequacy of foundation works;

3. I/We hereby acknowledge that if granted a permit pursuant to my/our application, that it is my responsibility to ensure compliance with the Building Code, Building Bylaw and any other applicable enactment, code, regulation or standard relating to the work in respect of which the permit is issued, whether or not said work is undertaken by me/us or by those whom I/we retain or employ to provide design and/or construction services;

4. I/We hereby acknowledge that neither the issuance of a permit; nor the acceptance and review of plans, specifications, drawings, or supporting documents; nor inspections made by or on behalf of the Regional District constitute a representation, warranty, assurance or statement that the Building Code, Building Bylaw or any other applicable enactment, code, regulation or standard has been complied with;

5. I/We understand that Environmental Health Officers will no longer be expected to review referrals for building additions, alterations to buildings, decks, private pools, auxiliary buildings, etc. for the purpose of on-site sewage disposal assessment. I/We further understand it is my/our responsibility to retain an “authorized person” to carry out these assessments.

6. I/We acknowledge that where the Regional District requires that Letter of Assurance be provided by a Registered Professional in accordance with this Building Bylaw, I/We confirm that I/we have been advised in writing by the Regional District that it relied exclusively on the Letters of Assurance in respect of the review of the plans, drawings, specifications and supporting documents submitted for a building permit.

7. I/We further acknowledge that I/We have relied only on the Registered Professional for the adequacy of plans, drawings, specifications and supporting documents submitted in the application for a building permit.

8. I/We acknowledge that I/we have been advised to obtain independent legal advice in respect of the responsibilities I/we am assuming upon granting of a permit by the Regional District pursuant to my/our application and in respect of the execution of this document.

9. I/We am authorized to give these representations, warranties, assurance and indemnities to the Regional District.

10. I/We understand that although the value of construction has been determined at time of permit issuance, the Regional District reserves the right to revise the value at or near the final inspection stage and invoice accordingly for the balance

I have read the above acknowledgement, undertaking, release and indemnity and understand it.

Signature: _____

Date: _____

Company Name: _____

(if owner is a corporation)