

**DEVELOPMENT SERVICES - Enquiry Centre**

If you have any questions regarding the information requested on this form, please call 604-873-7611 or 604-873-7613.

Project Address:

**Drawings Required - \* Scale not less than 1/16" = 1'0"**

**Staff Use Only**

Document	Copies Required	Details	Notes	Copies Attached	Accepted
Excavation and Shoring Details	2		Not required for existing slab on grade buildings		
Architectural Site Plan	2		(Indicate location of all buildings on the site)		

**Submission Requirements**

Document	Copies Required	Details	Notes	Copies Attached	Accepted
Application form	Yes		(including name of Licensed demo contractor)		
Landscape Clearance	Yes				
Archaeological Site			(See below for contact number & address)		
Heritage Status or Historic Area			(Contact Heritage Planner - 604-873-7141)		
Hazardous Materials form	Yes		(To be cleared by Environmental Protection)		
Site Profile	Yes		(Required for all applications for additions to commercial or industrial buildings or require demolition of commercial or industrial buildings)		
M.O.E. Clearance			(Ministry of the Environment, if required by Environmental Protection)		
Engineering Department Clearance	Yes		(Damage deposit and/or Street Crossing Permit may be required)		
Method of Payment	Yes		(Cash, cheque, debit or credit card)		
Demolition Order			If demolition ordered by Chief Building Official or City Council		
Owner's Undertaking Letter	1		Form letter available. All letters/ documents must have original signatures. No photocopies or fax copies will be accepted.		

**Additional Information**

**\*\* NOTE \*\*** Work on/near the property line may require a Street Occupancy (Hoarding) Permit. Contact the Engineering Department at 604-873-7322 or 604-873-7773.

If the property is located in an Archaeological area, the applicant is required to contact:

Provincial Archaeological Branch  
Sustainable Resource Management  
PO Box 9816, Station Provincial Government  
Victoria, BC V8W 9W3  
Call 250-356-0882 or Fax 250-387-4420  
e-mail: archweb@tbc.gov.bc.ca website: <http://srmwww.gov.bc.ca/arch/>