

PLANNING & DEVELOPMENT SERVICES

For further information and links to all forms, refer to the City's demolition and deconstruction webpage at: <http://vancouver.ca/home-property-development/demolition-permit.aspx>; and

Bulletin 2012-001-BU "Demolition of Buildings" found here: <http://bulletins.vancouver.ca//index.htm>

For further information or questions, please call 604-873-7611.

Project Address:			Application No:	
Drawings Required			City Staff Use Only	
Drawing Title	Copies Required	Notes	Copies Attached	Accepted
Architectural Site Plan or Survey	2	Minimum scale of 1/16" = 1'-0". Indicate location of all EXISTING buildings and trees on the site. Tree protection barriers MUST be clearly indicated and dimensioned. Refer to Schedule A of the Protection of Trees Bylaw 9958 for more information.		
Excavation and Shoring Details	2	Required when the excavation depth is greater than 4 feet and/or when shoring is proposed (related to demolition work only). Must be signed and sealed by a Professional Engineer registered in the Province of BC. New work for future development is not permitted.		
Structural Drawings	2	If applicable. For example, required when partial demolition and partial retention is proposed. Must be signed and sealed by a Professional Engineer registered in the Province of BC.		

Documents Required - All letters/ documents MUST have ORIGINAL signatures. Photocopies, fax copies, or emails will NOT be accepted.			City Staff Use Only	
Document Title	Copies Required	Notes	Copies Attached	Accepted
Application Form	1	Form available here: http://vancouver.ca/files/cov/dev-build-app-form.pdf Qualified Professional for salvage & abatement AND Demolition Contractor must be identified on the form. Each must hold a valid current year business licence with the City of Vancouver; applicable licence account numbers are required.		
Demolition Contractor Declaration Form	1	Form available here: http://vancouver.ca/files/cov/contractors-declaration-letter-demolition-commercial-industrial.pdf		
Demolition Order	1	If demolition ordered by Chief Building Official or City Council.		
Demolition Plan Or Engineered Demolition Plan	2	Demolition Plan is a detailed description of the systematic and sequential procedure for cutting, destroying, removing or otherwise demolishing a building or structure in a manner that does not endanger the health or safety of any persons or negatively affect the integrity of any other buildings, structures, buried or above ground utilities or any other real property. This plan must be provided by the Demolition Contractor or a Professional Engineer registered in the Province of BC. NOTE: Demolition requirements are consistent with Work Safe BC requirements, which require demolition plans prepared by a Professional Engineer registered in the Province of BC, if the demolition could endanger a person or stability of the property, adjoining property or structures. Engineered Demolition Plan , signed and sealed by a Professional Engineer registered in the Province of BC, will be required for the demolition of all buildings greater than three storeys in building height, over 600m ² in building area, constructed with pre-stressed concrete, located on sloped or unstable sites or an excavation depth over 1.2m. Note: All applications with a non-Engineered Demo Plan will require a field review by a Building Inspector to determine if an Engineered demolition plan is required.		

Demolition of Multiple Family, Commercial or Industrial Buildings cont'd

Documents Required continued - All letters/ documents MUST have ORIGINAL signatures. Photocopies, fax copies, or emails will NOT be accepted.			City Staff Use Only	
Demo Rental Form	1	Form available here: http://vancouver.ca/files/cov/demo-rental-form.pdf		
Qualified Professional Declaration Form	1	Form available here: http://vancouver.ca/files/cov/qualified-professional-declaration-form-salvage-abatement-permit.pdf		
Schedule B - Geotechnical Letter of Assurance	1	When proposed excavation depth is greater than 4 feet and/or when shoring is proposed, or if located in a peat bog, soil liquefaction, or flood plain area.		
Schedule B - Structural Letter of Assurance	1	When proposed excavation depth is greater than 4 feet and/or when shoring is proposed; or when partial demolition and partial retention is proposed.		
Schedule E-1 - Owner's Undertaking Letter	1	Form available here: http://vancouver.ca/files/cov/schedule-e1-owners-undertaking-letter.pdf		
Site Profile	1	If required by the Ministry of Environment, then a copy is to be submitted to the City of Vancouver also. A guide to aid you in determining when a Site Profile is required, and to aid in the completion of the form, can be found on the Ministry of Environment website here: www.env.gov.bc.ca/epd/remediation/guidance/administrative/ag01.pdf Form available here: http://www2.gov.bc.ca/gov/content/environment/air-land-water/site-remediation/site-profiles		
Fee payment	1	Full payment of the application fee is required at intake.		

Additional Clearances Required from other departments within the City of Vancouver			City Staff Use Only	
Document Title	Required Prior to or After Permit Application	Details	Copies Attached	Accepted
Landscape Clearance, if proposing Tree Removal.	Prior to application, if applicable	Obtain approval from the Landscape Counter located in the Development & Building Services Centre, 515 W10 th Ave.		
Heritage Status or Historic Area	Prior to application, if applicable	Contact a Heritage Planner at 604.873.7141.		
Engineering Department Clearance	After application	Traffic Management Plan is required. Green demolition deposit, damage deposit and/or Street Crossing Permit may also be required. Work on/near the property line may require a Street Occupancy (Hoarding) Permit. Contact the Engineering Department for more information: 604-873-7322 or 604-873-7773 or 5 th floor - 507 W Broadway		
Hazardous Materials Form and Survey (Report)	After application	Must be submitted after the salvage and abatement permit has been issued and the abatement work is complete. Send directly to enviro.reporting@vancouver.ca . Refer to bulletin 2015-008-EV located here: http://bulletins.vancouver.ca//index.htm		

Additional Clearances from agencies outside of the City of Vancouver (if applicable)			City Staff Use Only	
Document Title	Required Prior to or After Permit Application	Details	Copies Attached	Accepted
Archaeological Clearance	Prior to application	If the property is located in an archaeological area, the applicant is required to contact the BC Archaeology Branch: website: www.for.gov.bc.ca/archaeology/index.htm Site Data Request Form: www.archdatarequest.nrs.gov.bc.ca Written proof of clearance from this agency will need to be provided for the permit application.		
Ministry of Environment (M.O.E.) Clearance	After application, if applicable	If required by the City of Vancouver Environmental Protection Department. Call 604-873-7000 for more information.		