

DEVELOPMENT SERVICES, BUILDING & LICENSING

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-deconstruction-permit.aspx>

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

If you have any questions regarding the information requested, please call 604-873-7611.

Staff Use Only:

Project Address:	BU/DB number:
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Drawings Required			Staff Use Only	
Drawing Title	Copies Required	Notes	Copies Attached	Accepted
Architectural Site Plan or Survey	2	Required for all applications. Scale not less than 1/8" = 1'-0". Indicate all <u>existing</u> buildings and trees on or immediately adjacent to the site. Note: 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 (for work related to demolition only)	2	Not required, unless proposed excavation depth is greater than 4 feet and/or when shoring is proposed. Signed and sealed by a Professional Engineer registered in the Province of BC.		
Structural Drawings (for work related to demolition only)	2	If applicable (i.e. when partial demolition and partial retention is proposed). Signed and sealed by a Professional Engineer registered in the Province of BC.		

Documents Required for ALL Applications			Staff Use Only	
All letters/ documents MUST have original signatures. Photocopies, fax copies, or emails will NOT be accepted.				
Document Title	Copies Required	Notes	Copies Attached	Accepted
Application Form	1	Form available here: http://vancouver.ca/files/cov/dev-build-app-form.pdf MUST include the name of the Demolition Contractor and Qualified Professional for salvage & abatement. Each must hold a valid and current year business licence with the City of Vancouver; applicable licence account numbers must be provided.		
Demolition Contractor Declaration Form	1	For demolition by deconstruction (with recycling or reuse), use this form: http://vancouver.ca/files/cov/contractors-declaration-letter-deconstruction.pdf For standard demolition, use this form: http://vancouver.ca/files/cov/contractors-declaration-letter-demolition-1-2-family-dwellings.pdf		
Demolition Rental Form	1	Form available here: http://vancouver.ca/files/cov/demorentalform.pdf		
Owner's Undertaking Letter	1	Form available here: http://vancouver.ca/files/cov/schedule-e1-owners-undertaking-letter.pdf		
Qualified Professional Declaration for Salvage and Abatement	1	Form available here: http://vancouver.ca/files/cov/qualified-professional-declaration-form-salvage-abatement-permit.pdf Note: After the salvage & abatement Building Permit is issued and work is completed, the Qualified Professional must submit the Hazardous Materials Report Form and relevant reports directly to enviro.reporting@vancouver.ca . Refer to bulletin 2015-008-EV (http://bulletins.vancouver.ca/2015/2015-008.pdf)		
Payment	1	Full payment of the application fee(s) is required at intake. Cash, Cheque, Debit, or Credit Card (Visa, MasterCard, or American Express) are accepted.		

Demolition of One & Two Family Dwellings cont'd.

Additional documents that MAY be required. All letters/ documents MUST have original signatures. Photocopies, fax copies, or emails will NOT be accepted.			Staff Use Only	
Document Title	Copies Required	Notes	Copies Attached	Accepted
Recycling & Reuse Plan for Deconstruction (Green Demolition)	1	<p>Required if demolition /deconstruction involves a pre-1940's house.</p> <ul style="list-style-type: none"> Information: http://vancouver.ca/home-property-development/demolition-permit-with-recycling-requirements.aspx Plan Template: http://vancouver.ca/files/cov/green-demolition-recycling-reuse-plan.pdf <p>Note: after demolition, applicant must submit a "Recycling & Reuse Compliance report for Green Demolition/Deconstruction" prior to the issuance of the building permit for construction.</p>		
Site Profile	1	<p>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: http://www.env.gov.bc.ca/epd/remediation/guidance/administrative/ag01.pdf</p> <p>The list of Schedule 2 activities can be found here: http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/375_96_04</p> <p>Form available here: http://www.env.gov.bc.ca/epd/remediation/forms/pdf/site_profile.pdf</p>		
Demolition Order	1	If demolition ordered by Chief Building Official or City Council.		
Demolition Plan Or Engineered Demolition Plan	2	<p>Demolition Plan In the event of unusual or challenging site conditions, a detailed Construction Safety Plan and Demolition Plan may be required at the discretion of the Building Inspector.</p> <p>Engineered Demolition Plan For the demolition of all buildings greater than three stores in building height, over 600m² in building area, constructed with pre-stressed concrete, located on sloped or unstable sites or an excavation depth over 1.2m a Demolition Plan prepared by a Professional Engineer registered in the Province of BC may be required at the discretion of the Building Inspector.</p> <p>For further information, refer to the Demolitions of Buildings bulletin.</p>		
Geotechnical Letter of Assurance (Schedule B)	1	When proposed excavation depth (for work related to demolition only) is greater than 4 feet and/or when shoring is proposed, or if located in a peat bog, soil liquefaction, or flood plain area.		
Structural Letter of Assurance (Schedule B)	1	When proposed excavation depth (for work related to demolition only) is greater than 4 feet and/or when shoring is proposed; or when partial demolition and partial retention is proposed.		
Subdivision Letter (Preliminary Subdivision Approval)	1	If demolition is required as a condition of site subdivision.		

Clearances from agencies outside of the City of Vancouver (if applicable)

Clearances from agencies <u>outside</u> of the City of Vancouver (if applicable)			Staff Use Only	
Document	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: BC Archaeology Branch website: http://www.for.gov.bc.ca/archaeology/index.htm Site Data Request Form: http://www.archdatarequest.nrs.gov.bc.ca/		
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.		

Demolition of One & Two Family Dwellings cont'd.

Clearances Required from departments <u>within</u> the City of Vancouver			Staff Use Only	
Document	Required Prior to or After Permit Application	Details	Copies Attached	Accepted
Heritage Status or Historic Area	Prior to application, if applicable	Contact a Heritage Planner at 604.873.7141.		
Zoning & Development By-law Clearance	Prior to application, if applicable	Refer to Sections 5.7 and 10.12 of the Zoning & Development By-law for further information.		
Landscape Clearance	After application	<p>Your application will be circulated to Landscape Review.</p> <p><i>Note: If a Tree Protection Barrier Memo has already been issued as part of the review for the new development, please include a copy with the demolition application.</i></p> <p>Where tree barriers are required, a barrier inspection must be completed and accepted before a demolition permit can be issued (this inspection will also include a pre-demolition assessment).</p>		
Engineering Department Clearance	After application	<p>Traffic Management Plan, Damage deposit and/or Street Crossing Permit may also be required. Work on/near the property line may require a Street Occupancy (Hoarding) Permit.</p> <p>Contact the Engineering Department for more information: 604-873-7322 or 604-873-7773 or 5th floor, 507 W Broadway</p>		