

Application for Demolition Permit

If you want to take down a building in Port Coquitlam, you need a demolition permit. For more information about demolition requirements, visit www.portcoquitlam.ca/building.

TO BE COMPLETED BY APPLICANT

Please ensure to read and fill out this application in its entirety as well as execute signature page prior to submission of application

I/We hereby make application and provide drawings under the provisions of the pertinent Bylaws for permission to construct, repair or alter the following building or structure and agree to comply with all requirements of the Bylaws and to indemnify and keep harmless the City against all claims, liabilities, judgments, costs, and expenses of whatever kind, which may in any way accrue against the said City in consequence of, and incidental to, the granting of this Permit, if issued.

Application Date: _____

Building Site Address: _____

Partial Legal Description: Lot # _____ Plan # _____

Property Owner: _____

Owner Address (incl. postal code): _____

Owner Email: _____ Owner Phone: _____

Demolition Contractor: _____

Contractor Address (incl. postal code): _____

Contractor Email: _____ Contractor Phone: _____

Applicant (Primary Contact) ☐ Owner (information above) ☐ Contractor (information above)

Applicant Name: _____

Applicant Address (incl. postal code): _____

Applicant Email: _____ Applicant Phone: _____

DEMOLITION DETAILS

Current Use of Building:	<input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Institutional <input type="checkbox"/> Mixed Use		
Number of Units:		Total Floor Area of Building:	
Proposed Future Use of Property:			
Tree Cutting:	<input type="checkbox"/> Yes, I/we will be cutting tree(s) and will be applying to the City of Port Coquitlam Public Works Division for a tree cutting permit.		<input type="checkbox"/> No, I/we will not be cutting tree(s) from the property.

DURING THE DEMO PERMIT PROCESSING, IT IS THE RESPONSIBILITY OF THE OWNER/APPLICANT/CONTRACTOR TO ENSURE THAT THEY HAVE MET THE CITY'S PARKS DIVISION REQUIREMENTS REGARDING TREES. IF THERE ARE TREES ONSITE AND YOU HAVE INDICATED THAT THEY WILL BE REMOVED, YOU WILL NEED TO APPLY FOR A TREE CUTTING PERMIT. IF YOU ARE UNSURE IF THE TREE(S) CAN BE REMOVED OR MAY REQUIRE PROTECTIVE BARRIERS ERECTED AROUND THEM, PLEASE CONTACT PARKS AT 604.927.5496.

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SERVICING DETAILS

As per the **Parking and Development Management Bylaw 4078, Section 17 Works and Services, offsite upgrades are required for all principal buildings at Building Permit stage (ie. Included, but not limited to street lighting, curb & gutter, sidewalk, road construction, laneway upgrades as well as mains upgrades and new services for storm, sanitary & water, Hydro/TELUS/Communication works).*

*Current Zoning:		*Proposed Zoning:		*OCP Designation:	
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SERVICING OPTIONS

	Permanent Cap-Off		Temporary Cap-Off	
	New Service Location and/or Upsize Service	No Longer Required	Install New Inspection Chamber	Re-Use (As-is)
Sanitary				
Storm				
Water			Not applicable	
Associated Permits				
Additional Comments				

DEMOLITION PERMIT APPLICATION CHECKLIST

The following materials are required as part of the Demolition Permit Application. All requirements must be submitted in order to process a Demolition Permit Application.

Submission Requirement	Description	Applicant Initial	Comment
Application Form	Completed application form with fee.		
Form A Acknowledgement of owner	Signed by the property owner or agent.		
WorkSafe BC: <u>Hazardous Materials Report</u> (submit with permit application) <u>Asbestos Clearance Letter</u> (submit after abatement)	Applicant must include the following <u>WorkSafe BC</u> form: <input type="checkbox"/> <u>Hazardous Materials Report</u> ***NO WORK TO BE STARTED, INCLUDING ABATEMENT UNTIL THE DEMO PERMIT HAS BEEN ISSUED. **		
<u>Notice of Project Form</u> (<u>Responsibility of Applicant/Owner to submit this form directly to WorkSafe BC, if required.</u>)	Staff are able to provide a contact for WorkSafe BC.		
Demolition Site Safety Plan (DSSP) <u>DSSP not required for Single & Two-Family Dwellings</u> SFD and TFD will need to comply with Part 8 of the BC Building Code and ensure site is secure for Public safety.	Applicant to provide fire & site safety plan. <input type="checkbox"/> <u>Demolition Site Safety Plan</u> <input type="checkbox"/> <u>Construction Fire Safety Plan Bulletin</u> <input type="checkbox"/> For additional information please contact the Fire Department at: FPS@portcoquitlam.ca or call 604.927.5288		

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Business Licence – Contractor requires a City of Port Coquitlam Business Licence	Current Business Licence?			
	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Site Plan (Where required)	Site plans are required for property with Commercial, Industrial, Institutional, or Multi-family uses.			
Site Profile (if applicable)	The Ministry of Environment screens for potentially contaminated sites in BC. This includes all sites that have been used, past or present, for an Industrial or Commercial use. Click on the following link for the form & more information: Site Profile			
Site Security Details (Where required)	For Commercial, Industrial, Institutional, or Multi-family projects details about fencing, boarding, or covered walkways, see Part 8 of the BC Building Code .			

PERMIT ISSUANCE

Permit Issuance	Abatement of hazardous material may proceed
Pre-Demolition Inspection	WSBC Asbestos Clearance Letter Schedule Pre-Demo inspection
Final Demolition Inspection	Schedule Final Inspection once all work has been completed and the site is clear of all debris.

APPLICANT ACKNOWLEDGEMENT

The undersigned make this application to the Director of Development Services, have fulfilled the complete application requirements, and agree to pay any additional costs incurred by the City for services in processing the application.

Authorized Signature: _____ Date: _____
 Print Name: _____

Note: Personal information entered on this form is collected under the authority of the Local Government Act. Records and information collected as part of the Site Investigation process is a public record and is subject to the Freedom of Information and Protection of Privacy Act (FOIPPA). If you have any questions or concerns about how your information will be used, contact the Corporate Office at 604.927.5212 or corporateoffice@portcoquitlam.ca