

## 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](http://www.portcoquitlam.ca/building).

### TO BE COMPLETED BY APPLICANT

*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. |

# CITY OF PORT COQUITLAM

## SERVICING DETAILS

*\*If density designations are different, you will be required to pay for offsite upgrades at Building Permit stage. (I.e. Included but not limited to street lighting, curb & gutter, sidewalk, road construction, laneway upgrades, storm, sanitary & water upgrades, Hydro works).*

|                  |  |                   |  |                   |  |
|------------------|--|-------------------|--|-------------------|--|
| *Current Zoning: |  | *Proposed Zoning: |  | *OCP Designation: |  |
|------------------|--|-------------------|--|-------------------|--|

## 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                 |                |

|                                   |                              |                             |
|-----------------------------------|------------------------------|-----------------------------|
| Temporary water service required? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 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<br>Acknowledgement of owner  | Signed by the property owner or agent.  |                   |         |
| WorkSafe BC:<br>Hazardous Materials Report<br>Notice of Project Form and<br>Asbestos Clearance Letter | Applicant must include the following <a href="#">WorkSafe BC</a> forms:<br><input type="checkbox"/> <a href="#">Hazardous Materials Report</a> (to be submitted at time of application)<br><input type="checkbox"/> <a href="#">Notice of Project Form</a> (to be submitted prior to permit issuance)<br>Building Staff are also able to provide you with a WorkSafe BC contact.<br><b>***NO WORK TO BE STARTED, INCLUDING ABATEMENT UNTIL THE DEMO PERMIT HAS BEEN ISSUED.**</b> |                   |         |

# CITY OF PORT COQUITLAM

|  |  |                             |  |
|--|--|-----------------------------|--|
| Demolition Site Safety Plan (DSSP)   | Applicant to provide fire site safety plan.<br><input type="checkbox"/> <a href="#">Demolition Site Safety Plan</a><br><input type="checkbox"/> <a href="#">Construction Fire Safety Plan Bulletin</a><br><input type="checkbox"/> For additional information please contact the Fire Department at: <a href="mailto:FPS@portcoquitlam.ca">FPS@portcoquitlam.ca</a> or call 604.927.5288 |                             |  |
| Business License – Contractor requires a City of Port Coquitlam Business License | Current Business License?  |                             |  |
|  | <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   | 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: <a href="#">Site Profile</a>   |                             |  |
| 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 <a href="#">BC Building Code</a> .   |                             |  |

## PERMIT ISSUANCE

|                             |  |
|-----------------------------|--|
| Permit Issuance             | Abatement of hazardous material may proceed  |
| Pre-Demolition Inspection   | <input type="checkbox"/> <a href="#">WSBC Asbestos Clearance Letter</a><br><input type="checkbox"/> 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: Any documentation of information relating to the application that is in the custody or control of the City is subject to the Freedom of Information and Protection of Privacy Act (B.C.)*

### FOR OFFICE USE ONLY

Permit #: \_\_\_\_\_ PF: \_\_\_\_\_ FP: \_\_\_\_\_ Fee Paid: \_\_\_\_\_ Receipt #: \_\_\_\_\_

Cheque   
  Cash   
  Visa   
  MC   
  AMX   
  Interac   
 CSR Initials \_\_\_\_\_