

DEMOLITION PERMIT CHECKLIST

DEMOLITION OF BUILDINGS OR STRUCTURES

Demolishing an existing building or accessory structure?

This CHECKLIST will help you with your demolition permit application. If you have any questions or require any additional information or clarifications, please contact the [Building Inspector](#).

MUST HAVE ITEMS :

Once we receive these “must have” items, we will start to process your application. This will help us to process all permit applications as quickly as possible. **Incomplete applications will not be accepted. Review the requirements carefully.**

BUILDING PERMIT APPLICATION FORM

- ☐ This form must be fully completed for your project and signed. Please select “Demolish” for application type.

APPOINTMENT OF AGENT

- ☐ This form must be signed by the owner(s), authorizing the applicant to apply for the permit on the owner’s behalf, if applicable.

BUSINESS LICENCING

- ☐ The general contractor and sub-trades require a valid business licence for operating in Ladysmith.

CERTIFICATE OF TITLE

- ☐ Provide a certificate of title (current within 30 days).
- ☐ Include any Charges or Interests on Title such as easements, rights of way, covenants, geotechnical reports, etc.

SITE PLAN

- ☐ Provide a copy of a site plan showing:
- ☐ All buildings (existing and proposed for demolition), rights of way, easements, covenant areas, SPEA, etc., parcel size, parcel coverage, zoning, setbacks.
 - ☐ Any wells, septic fields, rock pits, etc.

SITE DISCLOSURE STATEMENT (SDS)

- ☐ All permit applications require a completed Provincial Site Disclosure Statement (SDS). Your permit application will not be processed until a completed SDS form is received.

HAZARDOUS MATERIALS DECLARATION

- ☐ This form must be fully completed for your project and signed.
- Confirmation of Abatement Report or an Air Clearance Report may be required.
 - Air Clearance Reports may be required at various stages of demolition.



MAY BE REQUIRED ITEMS:**GEOTECHNICAL ENGINEERING**

- ☐ For Part 3 Buildings (Buildings over 3 storeys and/or over 600m² in area) or excavation depths over 1.2m, a Geotechnical Engineer may be required.

OLD SERVICES

- ☐ For the demolition of buildings connected to Town services (storm, sanitary, water), these services may need to be disconnected and capped under the supervision of the Engineering Department. Please specify if you plan to keep any service operable for future use. The owner is responsible for arranging the disconnection.
- ☐ Don't forget to contact the Finance Department for cancellation of garbage collection services.

HERITAGE BUILDINGS

- ☐ Buildings of known heritage interest require further review by the Planning Department before a demolition permit may be issued.

ABOVEGROUND AND UNDERGROUND PETROLEUM STORAGE TANKS

- ☐ The Ministry of Environment and the Office of the Fire Commissioner oversee storage tanks containing petroleum products. Although the Town is not the relevant authority, removing underground storage tanks may require permits for excavations deeper than 1.2 meters and environmental soil remediation.

OTHER PROFESSIONALS/REPORTS

- ☐ To be determined based on specifics of the project.

OTHER IMPORTANT INFORMATION:**SAFE WORK PRACTICES**

- ☐ All work must be done in accordance with the requirements of WorkSafeBC and Part 8 of the BC Building Code.

GAS AND ELECTRICAL PERMITS

- ☐ Ensure appropriate Gas and Electrical Permits are obtained through Technical Safety BC prior to demolition.

DEMOLITION PERMIT FEE

- ☐ Please note that fees are paid when the Demolition Permit has been issued and is ready to be picked up. Permits are issued at the Development Services office, 132C Roberts Street (payment by cheque only). If you wish to pay by Debit or Cash, payment can be made at City Hall, 410 Esplanade, after you pick up your Permit at Development Services.

