



# City of Richmond

## Demolition Permit Application Form

Permits Section

6911 No. 3 Road, Richmond, BC V6Y 2C1

richmond.ca

permitsinfo@richmond.ca

This form is to be fully completed and approved by the City of Richmond prior to the demolition of any structure or building.

### Project Information

Date: \_\_\_\_\_

Project Address: \_\_\_\_\_

### Existing Structure Type

- Single Family Dwelling *(recycling fee required)*
- Two Family Dwelling *(recycling fee required)*
- Accessory Building *(recycling fee required)*
- Commercial/Industrial/Multi-Family
- Other: \_\_\_\_\_

Age of Building *(year built)*: \_\_\_\_\_

### Rezoning/Development Permit Sites ONLY

RZ/DP No.: \_\_\_\_\_

Has this application cleared Public Hearing and 3<sup>rd</sup> Reading?  Yes  No

Public Hearing Date: \_\_\_\_\_

Tree Replacement Security: Amount: \$ \_\_\_\_\_ OR  
Confirmation that full landscaping security has been submitted to the Development Applications Planner *(Security must be provided prior to tree permit issuance).*

### Applicant Information Check if the property owner is also the applicant. *\*The applicant's name must match the Letter of Authorization.*

Name\*: \_\_\_\_\_

Tel: \_\_\_\_\_ Email: \_\_\_\_\_

### Contractor Information

Business Name: \_\_\_\_\_ Business Tel: \_\_\_\_\_

Business Email: \_\_\_\_\_ Business Licence No.: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

### Owner(s) Information *(List all names)*

Is a Strata Corporation registered on the title?

Yes *(Note: the Strata Corporation must be dissolved before any new construction can be occupied)*  No

Property Owner(s): \_\_\_\_\_

Owner(s)'s Tel: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

### Occupancy Information

Is the building currently occupied?  Yes, occupied by:  Owner  Tenant  No

### Waste Recycling Refund Information *(Structures on residential lots)*

**Schedule B – Compliance Report** must be submitted **within 90 days** of demolition completion to receive the recycling deposit. All original receipts and weigh bills from recycled materials must be attached.

Refund to:

Name: \_\_\_\_\_ Tel: \_\_\_\_\_

Address: \_\_\_\_\_ PO Code: \_\_\_\_\_ Signature: \_\_\_\_\_

#### For Office Use

Demolition Permit No.:	Tree Permit No.:	Demolition Permit Fee: \$
Receipt No.:	Land Title:	
Damage Deposit Paid: <input type="checkbox"/> Yes <input type="checkbox"/> No	Project ID No.:	

## Site Specific Information

1. Are there any underground or aboveground storage tanks present on the project site?  Yes  No
2. **Please indicate the total number of trees reflected on the Legal Topographical Survey** (See [Bulletin Tree-01](#)).
  - Number of tree(s) proposed to be removed. (Only trees in poor condition or obstructing demo will be approved for removal. Unless a complete building permit application is submitted, all other trees must be retained.) \_\_\_\_\_
  - Number of tree(s) to be retained and protected on site. \_\_\_\_\_
  - Number of tree(s) to be retained and protected on City property. \_\_\_\_\_
  - Number of tree(s) to be protected on neighbouring property. \_\_\_\_\_
3. **Is there a secondary suite in the existing structure?**  Yes  No
4. **Has the property been assessed by a licenced Pest Control Company for potential rodent concerns?**  Yes  No
  - Please provide the [Rodent Abatement and Control Declaration Form](#) dated no more than 2 weeks prior to the issuance of the demolition permit.
5. **Applicable to buildings constructed before 1990 or buildings where known hazardous material may exist, has the required hazardous materials abatement been conducted on site?**  Yes  No
  - Please provide the [Hazardous Material Declaration Form](#) and all relevant report(s).

## Application Submission Checklist

Please ensure that submission format is consistent and the following are provided upon application submission.

1. **Application Form:** All fields must be completed and accurate.
2. **Letter of Authorization:** All fields must be completed and signed by all property owners.
3. **Damage Deposit:** All fields must be completed and accurate, and fees must be paid prior to permit issuance.
4. **Legal Topographical Survey:** Two (2) Signed and Sealed sets.
  - Survey meets minimum requirements of the Legal Topographic Survey Checklist (see Drawing Checklist).
  - Survey must have been completed in the past six months.
  - For **AG Zones**, submit an extra copy of survey for non electronic application (total of three sets).
5. **For Residential Demolition:** Schedule A – Waste Disposal and Recycling Services Plan (See [Bulletin Building-27](#))
  - All fields must be completed and accurate.
  - Refundable Waste Disposal and Recycling Service Fee.

**Additional requirements to be requested after application, applies to new intakes received after February 1, 2024.**

1. **Rodent Abatement and Control Declaration Form:** (See [Bulletin Building-55](#))
  - All fields must be completed and accurate.
2. **Hazardous Materials Declaration Form:** (See [Bulletin Building-56](#))
  - All fields must be completed and accurate.
  - Hazardous Material Inspection Report.
  - Post-Abatement Inspection Report unless no hazardous material is identified.
  - Submitted a notice of project form to WorkSafe BC (WSBC).

## Drawing Checklist

Drawings must be consistently dimensioned in either metric or imperial. The following are required to be indicated on drawings:

### Legal Topographical Survey

- Dimensioned survey must indicate grade, trees, legal description and civic address, right-of-ways, watercourse crossing, easements, preload, utilities and services.

- All existing structures and buildings (to remain or proposed for demolition) on property, clearly dimensioned.
- If applicable, indicate Riparian Management Areas (RMA), Environmentally Sensitive Areas (ESA).

**Tree Removal**

- Trees proposed for removal and retention are marked on the Legal Topographical Survey.
- Protection of existing trees during demolition and construction to be provided. (See [Bulletin Tree-03](#))

**PLEASE INITIAL EACH BOX**

**PROTECTION OF TREES ON SITES WITH PRE-LOAD AND/OR GRADE CHANGES**

INITIAL  
HERE

**NOTE: Tree Protection Fencing must be maintained throughout the construction process.**

**CONSTRUCTION OF PROPERTY LINE WALLS**

INITIAL  
HERE

Locate wall outside dripline

**CONSTRUCTION OF PROPERTY LINE RETAINING WALLS & PERIMETER DRAINAGE**

INITIAL  
HERE

Contact Tree Preservation staff for clarification on any of the above: [treeprotection@richmond.ca](mailto:treeprotection@richmond.ca)

## Permit Holder Responsibilities

1. It is the responsibility of the permit holder to remove all hazardous materials prior to demolition, and manage and dispose of all construction wastes.
  - For information on BC Fire Code requirements for the removal of tanks, flammable or combustible liquids, please contact *Richmond Fire-Rescue Department, Fire Prevention Officer*..... **604-278-5131**
  - For information on Occupation Health and Safety Regulation, please contact *Worker's Compensation Board* ..... **604-276-3100**
  - For information on Special Waste Regulation, Transport Licenses, and Special Waste Generator, please contact *Ministry of Environment, Lands and Parks*..... **604-582-5200**
2. It is the responsibility of the permit holder to be familiar with all on-site conditions including easements, right-of-ways, covenants, etc.
3. It is the responsibility of the permit holder to arrange for the safe disconnection of all City and third party utilities. City sewers must be disconnected **prior to demolition** as per Bylaw 7551, summarized below:
  - a) The City sanitary sewer system or the City drainage system must be disconnected and capped in a manner satisfactory to the General Manager, Engineering and Public Works.
  - b) The City may undertake such disconnection and capping at the expense of the property owner as per the demolition charges set out in Section 1 of Schedule A of Bylaw 7551.
  - c) Failure to disconnect the connection and such failure results in damage to the City sanitary sewer system or the City drainage system, the property owner must pay the actual cost incurred by the City in repairing the resulting damage.
  - d) **Any demolition or construction activity within the dripline of any tree requires Certified Arborist supervision. Failure to engage a Project Arborist may result in fines ranging from \$750 to \$50,000.**
4. It is the responsibility of the permit holder to meet all safety measures at demolition sites in accordance with the latest edition of the *BC Building Code* and *BC Fire Code*.
5. Prior to any demolition, preloading, or construction within 400 metres of a school, applicants are requested to consult with the school principal to minimize the impact of construction and traffic on schools.
6. It is the responsibility of permit holder to ensure that proper notification has been given to any tenants and that the property has clear and safe access. Any gates must be unlocked so inspections may be completed.
7. Trees under joint ownership (straddling private property lines) require a completed letter of authorization form from the adjacent property owner(s). To apply to remove trees on, or partially on City property, a T1 permit application is required.
8. It is the responsibility of the permit holder to conduct rodent abatement prior to issuance of a demolition permit. A declaration form must be prepared by a licensed Pest Control Company and submitted **no more than 2 weeks** prior to the issuance of demolition permit, otherwise the permit will not be issued.
9. It is the responsibility of the permit holder to conduct hazardous materials abatement to pre-1990 buildings or where known hazardous material may exist prior to application for a demolition permit. Prior to application, a declaration form and all relevant report(s) must be completed by the Qualified Professional and submitted with the application, otherwise the permit will not be accepted.

**Note:** Cost recovery charges may be applied where required safety measures have not been achieved and Fire Department services have been provided.

**I have read and acknowledge the above requirements.**

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Where a professional engineer or architect, registered as such under provincial legislation, has certified that the plans comply with the current BC Building Code and any other applicable enactment, it should be expressly understood that the City has relied on such certification in issuing this permit and is not liable, directly or vicariously, for any damage, loss or expense caused or contributed to by an error, omission or other neglect in relation to its approval of the plans submitted. The issuance of a permit, the review of plans and supporting documents, or inspections by the building inspector or a registered professional are not a guarantee that the development complies with the BC Building Code or other applicable enactments and do not in any way relieve the owner, or his or her agent, from the responsibility of carrying out construction in substantial compliance with the requirements of the BC Building Code, the Building Regulation Bylaw, and other applicable bylaws of the City.*

**Applicant:** \_\_\_\_\_  
*Owner's Agent* Please Print

**Signature:** \_\_\_\_\_  
By signing I am acknowledging the above waiver