



DEMOLITION PERMIT APPLICATION FORM

Planning & Development Department

1100 Patricia Blvd. | Prince George, BC, Canada V2L 3V9

p: 250.561.7600 | www.princegeorge.ca

DEMOLITION PERMIT

Applicant

Name _____

Corporation (if applicable) _____

Phone 1 _____ Phone 2 _____

Email _____

Mailing Address _____ Postal Code _____

Subject Property

Civic Address _____

Legal Description _____

Parcel ID _____

Proposal

Please describe the buildings(s)/structure(s) to be demolished on the subject property.

What is the building area to be demolished (m²) _____

Will the construction debris be retained or removed on-site?

Will the foundation be removed?

Yes

No

Is there a water meter?

Yes

No

Are the service and City Services disconnected?

Yes

No

There were no service connections

Are the private services disconnected?

Yes

Fortis

Hydro

No

Shaw

Telus

If yes, please identify the date the water meter was returned to the City of Prince George Utility Division located at 3990 18th Avenue. _____

Day/Month/Year

Application Fee(s)

- Base application fee\$75 per building
- Deposit fee\$2,000 per building
- Title Search\$20 per title
- Total \$ _____

Application Checklist

- Application form
- Application fees
- Current Title Search + a copy of all relevant charges on file (*if applicable*)
- Appointment of Agent (*if applicable*)
- Site Profile Form or Site Profile Waiver
- All Utility Services disconnected from the property (Fortis BC, BC Hydro, Telus, Shaw Cable, City Utilities)
- Liability Insurance (3 million) City of Prince George named as additional insured
- Asbestos Abatement Letter / Report (*if applicable*)
- Valid Business Licence (*if using demolition/moving company*)
- Building Permit/Plumbing Permit (*if applicable*)

Declaration to City of Prince George

I/WE HEREBY declare that I/we:

- a) have read the attached documents, information and drawings and that they are true and correct to the best of my knowledge and belief;
- b) agree to submit further documents, information and drawings to assist in the consideration of the application, as determined by the City of Prince George;
- c) agree that misrepresentation or failure to disclose, or failure to submit the appropriate application fee, may be deemed sufficient cause for the rejection by the City of Prince George of the application; and
- d) agree that later discovery of an omission or misrepresentation made in the attached statements, documents, information and drawings may be grounds for a determination of ineligibility or revocation of any future license, permit or approval that may be granted.

AND I/WE HEREBY acknowledge that if the City of Prince George grants a license, permit or approval, it will be granted only to the person(s) named in the application, or to the private corporation having the directors and/or officers named in the application, or to the public corporation or society having the directors and/or officers named in the application.

AND I/WE HEREBY acknowledge that this application and all documents, information and drawings submitted with the application become part of the City of Prince George's records and are subject to the Freedom of Information and Protection of Privacy Act, and may become a public record and be published online as part of City Council's public meeting Agenda. Any personal information on this form is collected under the authority of the Community Charter, Local Government Act and the City of Prince George's bylaws for the purpose of processing this application and for administration and enforcement.

Applicant Signature

Date Signed



Demolition Permit Process

Planning and Development Department

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This circular will help guide the applicant (property owner and/or agent) through the Demolition Permit Process. Please see below steps and information needed throughout this process.

Step 1 - Disconnection of Utilities (Applicant)

- Please contact the City of Prince George (Utility Division) by phone at 311 to initiate the disconnection of utilities from the curb (e.g. water and sanitary).
- Please remove any water meters from the building, and return to the Public Works yard located at 3990 18th Avenue. Any further questions or comments in regards to water meters may be directed to the Utility Division at 250-561-7550.
- If the building is used for commercial, industrial or institutional purposes, and this application includes underground fuel tank removal, please go to the link below:

<https://forms.princegeorge.ca/Community-Services/FireServices/Application-to-Remove-or-Install-Fuel-or-LPG-Tank>

- Please contact Shaw to disconnect services.
- Please contact BC Hydro's Electric Service Coordination Centre at 1-877-520-1355 or online at: <https://app.bchydro.com/accounts-billing/electrical-connections.html>
- Please contact FortisBC to cancel a service at 1-888-224-2710 or online at: <https://www.fortisbc.com/accounts-billing/open-close-or-move-your-account>
- Please contact Telus to disconnect services.
- Call before you dig to determine if there are any buried utilities on your property at 1-800-474-6886.

Step 2 – Submit Application (Applicant)

For a complete application please provide the following items:

- Application form;
- Application fees;
- Current Title Search + a copy of all relevant charges on file (if applicable);
- Appointment of Agent (if applicable);
- Site Profile Form;

- All Utility Services disconnected from the property (Municipal and Private – FortisBC, BC Hydro, Telus, Shaw);
- Liability Insurance (\$3 million) City of Prince George named as additional insured;
- Asbestos Abatement Letter/Report (if applicable);
- Valid Business Licence (if using demolition/moving company); and
- Security.

Step 3 – Confirmation of Service Disconnection & Application Review (Development Services)

Development Services will email Public Works to confirm the disconnection of city services from the building(s)/structure(s). Any questions or comments will be emailed back to the applicant for further clarification.

Please contact private utilities to confirm the disconnection of services from the building(s)/structure(s) and forward Development Services a copy of the email correspondence for proof of disconnection.

Once Development Services has received confirmation of all services being disconnected this application will be reviewed by the Building Inspection team. Please note that further information may be requested in order to complete the application review by the Building Inspector.

Step 4 – Demolish Building (Applicant)

After the Demolition Permit Application has been approved by the Building Inspection team, Development Services will contact the applicant to coordinate issuance of the Demolition Permit. Once issued, the applicant may commence with the demolition of the building(s)/structure(s).

Step 5 - Request a Site Inspection (Applicant)

After the building has been demolished, please contact Development Services at (250) 561-7611 to book your final inspection. Prior to the inspection please ensure the following has occurred:

- Please ensure the sanitary and/or storm sewer is capped off. This will be confirmed by the Building Inspector at the time of final inspection.
- Site is clean and safe.

Step 6 – Security Deposit Released (Development Services)

After the site inspection has been completed to the satisfaction of the Building Inspection team, the security deposit will be released by mail within fourteen [14] business days.

If you have any questions about the Demolition Permit Process Checklist, please contact Development Services at 250-561-7611 for more information.



APPOINTMENT OF AGENT FORM

1100 Patricia Blvd. | Prince George, BC, Canada V2L 3V9
p: 250.561.7600 | www.princegeorge.ca

I/WE, _____
Full name(s) of all registered owners as shown on title to the lands

the undersigned, being the registered owner(s) in fee simple of the following lands:

Parcel Identifier(s): _____

Civic Address(es): _____

Legal Description(s): _____

DO HEREBY APPOINT AND AUTHORIZE:

_____, of
Name of Agent

_____,
Mailing Address of Agent

_____, _____,
Phone No. of Agent Email of Agent

TO ACT AS MY/OUR AGENT and to act on my/our behalf with respect to all matters related to the following application(s) to the City of Prince George in connection with the above lands, including without limitation, to sign and file the application(s), to negotiate with officials and employees of the City, to enter into agreements and approve of conditions with respect to the application(s), and to represent and make submission on behalf of the undersigned to City Council:

Application(s) _____.

AND I/WE HEREBY ratify, confirm and adopt as my/our own, the acts, representations, replies, agreements and commitments made on my/our behalf by the above named agent;

AND I/WE HEREBY declare that i/we have verified that all the information contained within this document and contained within all of the documents and plans submitted in support to the above listed application(s) are true and correct in all respects;

AND IN CONSIDERATION OF the sum of \$1.00 now paid by the City to the undersigned, and other good and valuable consideration (the receipt and sufficiency of which is hereby acknowledged by the undersigned), each of the undersigned hereby covenants and agrees to indemnify and save harmless the City of Prince George, its elected and appointed officials, employees and agents from and against all claims, liabilities, losses, costs and expenses of every nature whatsoever, in respect of anything done or not done by either the above named agent of the undersigned in connection with the above application(s), including without limitation the failure to comply with any and all agreements, conditions or other commitments, of the failure to observe any applicable bylaws, acts or regulations. This covenant will survive the expiry or termination of this appointment of agent, and is in addition to, and shall not prejudice, any other right or remedies of the City of Prince George.

AND I/WE HEREBY acknowledge that this application and all documents, information and drawings submitted with the application(s) become part of the City of Prince George's records and are subject to the *Freedom of Information and Protection of Privacy Act*, and may become a public record and be published online as part of City Council's public meeting Agenda. Any personal information on this form is collected under the authority of the *Community Charter, Local Government Act* and the City of Prince George's bylaws for the purpose of processing this application and for administration and enforcement.

Signed at _____ this _____ day of _____, 20_____.

IF REGISTERED OWNERS ARE INDIVIDUALS, USE THIS SIGNING BLOCK:

Signature

Address

Printed Name

Signature

Address

Printed Name

IF REGISTERED OWNER IS A CORPORATION, USE THIS SIGNING BLOCK:

Name of Corporation (as shown on the title to the lands)

I/WE have authority to bind the company.

Signature

Address

Printed Name

Signature

Address

Printed Name

Signature

Address

Printed Name

Signature

Address

Printed Name

SCHEDULE 1 Site Profile

Version 4.0

Introduction

Under section 40 of the *Environmental Management Act*, a person who knows or reasonably should know that a site has been used or is used for industrial or commercial purposes or activities must in certain circumstances provide a site profile.

Schedule 2 of the Contaminated Sites Regulation sets out the types of industrial or commercial purposes or activities to which site profile requirements apply.

If section 40 of the Environmental Management Act applies to you and you know or reasonably should know that the site has been used or is used for one of the purposes or activities found in Schedule 2 of the Contaminated Sites Regulation, you may be required to complete the attached site profile.

Notes/Instructions:

Persons preparing a site profile *must* complete Section I, II and III, answer all questions in sections IV through IX, and sign section XI. If the site profile is not satisfactorily completed, it will not be processed under the *Environmental Management Act* and the Contaminated Sites Regulation. Failure to complete the site profile satisfactorily may result in delays in approval of relevant applications and in the postponement of decisions respecting the property.

The person completing this site profile is responsible for the accuracy of the answers. Questions must be answered *to the best of your knowledge*.

Section 27 (1) of the *Freedom of Information and Protection of Privacy Act* requires that provision of personal information concerning an individual must be authorized by that individual. Persons completing the site profile on behalf of the site owner must be authorized by the site owner.

One (1) site profile may be completed for a site comprised of more than one titled or untitled parcel, but individual parcels must be identified.

The latitude and longitude (accurate to 0.5 of a second using North American Datum established in 1983) of the centre of the site must be provided. Also, please attach an accurate map, containing latitude, longitude and datum references, which shows the boundaries of the site in question. Please use the largest scale map available.

If the property is legally surveyed, titled and registered, then all PID numbers (**P**arcel **I**dentifiers – Land Title Registry system) must be provided for *each* parcel as well as the appropriate legal description.

If the property is untitled Crown land (no PID number), then the appropriate PIN numbers (**P**arcel **I**dentification **N**umbers – Crown Land registry system) for each parcel with the appropriate land description should be supplied.

If available, the Crown Land File Number for the site should also be supplied.

Anything submitted in relation to this site profile will become part of the public record and may be made available to the public through the Site Registry as established under the *Environmental Management Act*.

Under section 43 of the *Environmental Management Act*, corporate and personal information contained in the site profile may be made available to the public through the Site Registry. If you have questions concerning the collection of this information, contact the Site Registrar, at site@gov.bc.ca. For questions on site profiles, please send a message to siteprofiles@gov.bc.ca.

I CONTACT IDENTIFICATION

A. Name of Site Owner:

Last _____ First _____ Middle Initial(s) _____ (and/or, if applicable)

Company _____

Owner's Civic Address _____

City _____ Province/State _____

Country _____ Postal Code/ZIP _____

B. Person Completing Site Profile (Leave blank if same as above):

Last _____ First _____ Middle Initial(s) _____ (and/or, if applicable)

Company _____

C. Person to Contact Regarding the Site Profile:

Last _____ First _____ Middle Initial(s) _____ (and/or, if applicable)

Company _____

Mailing Address _____

City _____ Province/State _____

Country _____ Postal Code/ZIP _____

Telephone (_____) _____ - _____ Fax (_____) _____ - _____

II SITE IDENTIFICATION

Please attach a site location map

All Property

Coordinates (using the North American Datum 1983 convention) for the centre of the site:

Latitude: Degrees _____ Minutes _____ Seconds _____

Longitude: Degrees _____ Minutes _____ Seconds _____

Please attach a map of appropriate scale showing the boundaries of the site.

For Legally Titled, Registered Property

Site Street Address (if applicable) _____

City _____ Postal Code _____

PID numbers and associated legal descriptions. *Attach an additional sheet if necessary.*

<u>PID</u>	<u>Legal Description</u>
_____	_____
_____	_____
_____	_____
_____	_____

Total number of titled parcels represented by this site profile is: _____

For Untitled Crown Land

PIN numbers and associated Land Description. *Attach an additional sheet if necessary.*

<u>PIN</u>	<u>Land Description</u>
_____	_____
_____	_____
_____	_____
_____	_____

Total number of untitled crown land parcels represented by this site profile is: _____

(and, if available)

Crown land file numbers. *Attach an additional sheet if necessary.*

III COMMERCIAL AND INDUSTRIAL PURPOSES OR ACTIVITIES

Please indicate below, in the format of the example provided, which of the industrial and commercial purposes and activities from Schedule 2 have occurred or are occurring on this site.

EXAMPLE

<u>Schedule 2 Reference</u>	<u>Description</u>
E1	appliance, equipment or engine repair, reconditioning, cleaning or salvage
F10	solvent manufacturing or wholesale bulk storage

Please print legibly. Attach an additional sheet if necessary

<u>Schedule 2 Reference</u>	<u>Description</u>
_____	_____
_____	_____
_____	_____
_____	_____

If none, please N/A this section.

IV AREAS OF POTENTIAL CONCERN			
	Is there currently or to the best of your knowledge has there previously been on the site any (please mark the appropriate column opposite the question):	YES	NO
A.	Petroleum, solvent or other polluting substance spills to the environment greater than 100 litres?		
B.	Residue left after removal of piled materials such as chemicals, coal, ore, smelter slag, air quality control system baghouse dust?		
C.	Discarded barrels, drums or tanks?		
D.	Contamination resulting from migration of substances from other properties?		
V FILL MATERIALS			
	Is there currently or to the best of your knowledge has there previously been on the site any deposit of (please mark the appropriate column opposite the question):	YES	NO
A.	Fill dirt, soil, gravel, sand or like materials from a contaminated site or from a source used for any of the activities listed under Schedule 2?		
B.	Discarded or waste granular materials such as sand blasting grit, asphalt paving or roofing material, spent foundry casting sands, mine ore, waste rock or float?		
C.	Dredged sediments, or sediments and debris materials originating from locations adjacent to foreshore industrial activities, or municipal sanitary or stormwater discharges?		
VI WASTE DISPOSAL			
	Is there currently or to the best of your knowledge has there previously been on the site any landfilling, deposit, spillage or dumping of the following materials (please mark the appropriate column opposite the question):	YES	NO
A.	Materials such as household garbage, mixed municipal refuse, or demolition debris?		
B.	Waste or byproducts such as tank bottoms, residues, sludge, or flocculation precipitates from industrial processes or wastewater treatment?		
C.	Waste products from smelting or mining activities, such as smelter slag, mine tailings, or cull materials from coal processing?		
D.	Waste products from natural gas and oil well drilling activities, such as drilling fluids and muds?		
E.	Waste products from photographic developing or finishing laboratories; asphalt tar manufacturing; boilers, incinerators or other thermal facilities (e.g. ash); appliance, small equipment or engine repair or salvage; dry cleaning operations (e.g. solvents); or from the cleaning or repair of parts of boats, ships, barges, automobiles or trucks, including sandblasting grit or paint scrapings?		

VII TANKS OR CONTAINERS USED OR STORED, OTHER THAN TANKS USED FOR RESIDENTIAL HEATING FUEL			
	Are there currently or to the best of your knowledge have there been previously on the site any (please mark the appropriate column opposite the question):	YES	NO
A.	Underground fuel or chemical storage tanks other than storage tanks for compressed gases?		
B.	Above ground fuel or chemical storage tanks other than storage tanks for compressed gases?		
VIII HAZARDOUS WASTES OR HAZARDOUS SUBSTANCES			
	Are there currently or to the best of your knowledge have there been previously on the site any (please mark the appropriate column opposite the question):	YES	NO
A.	PCB-containing electrical transformers or capacitors either at grade, attached above ground to poles, located within buildings, or stored?		
B.	Waste asbestos or asbestos containing materials such as pipe wrapping, blown-in insulation or panelling buried?		
C.	Paints, solvents, mineral spirits or waste pest control products or pest control product containers stored in volumes greater than 205 litres?		
IX LEGAL OR REGULATORY ACTIONS OR CONSTRAINTS			
	To the best of your knowledge are there currently any of the following pertaining to the site (please mark the appropriate column opposite the question):	YES	NO
A.	Government orders or other notifications pertaining to environmental conditions or quality of soil, water, groundwater or other environmental media?		
B.	Liens to recover costs, restrictive covenants on land use, or other charges or encumbrances, stemming from contaminants or wastes remaining onsite or from other environmental conditions?		
C.	Government notifications relating to past or recurring environmental violations at the site or any facility located on the site?		
X ADDITIONAL COMMENTS AND EXPLANATIONS			
<p>(Note 1: Please list any past or present government orders, permits, approvals, certificates and notifications pertaining to the environmental condition, use or quality of soil, surface water, groundwater or biota at the site.</p> <p>Note 2: If completed by a consultant, receiver or trustee, please indicate the type and degree of access to information used to complete this site profile. Attach extra pages, if necessary):</p> <hr/> <hr/> <hr/> <hr/>			

XI SIGNATURES			
The person completing the site profile states that the above information is true based on the person's current knowledge as of the date completed.			
_____ Signature of person completing site profile		_____ Date completed: (YY-MM-DD)	
XII OFFICIAL USE			
Local Government Authority			
Reason for submission <i>(Please check one or more of the following)</i>			Soil removal <input type="checkbox"/>
Subdivision application <input type="checkbox"/> Zoning application <input type="checkbox"/> Development permit <input type="checkbox"/> Variance permit <input type="checkbox"/> Demolition permit <input type="checkbox"/>			
Date received:	<u>Local Government contact :</u> Name _____ Agency _____ Address _____ _____ Telephone _____ Fax _____	Date submitted to Site Registrar:	Date forwarded to Director of Waste Management:
Director of Waste Management			
Reason for submission <i>(Please check one or more of the following)</i>			
Under Order <input type="checkbox"/> Site decommissioning <input type="checkbox"/> Foreclosure <input type="checkbox"/>			
Date received:	<u>Assessed by:</u> Name _____ Region _____ Telephone _____ Fax _____ If site profile entered, SITE ID # _____	Investigation Required? YES NO	Decision date:
Site Registrar			
Date received:	<u>Entered onto Site Registry by:</u>	SITE ID #:	Entry date: