



# DEMOLITION PERMIT APPLICATION

Planning and Development Department

110 Patricia Blvd. | Prince George, BC, Canada V2L 3V9  
devserv@princegeorge.ca | p: 250.561.7611

Civic Address for Construction: \_\_\_\_\_

Applicant: \_\_\_\_\_

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

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Contractor: \_\_\_\_\_

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

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Owner: \_\_\_\_\_

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

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

- Property Vacated:  No  Yes
- Foundation to be Removed:  No  Yes
- Construction Debris:  Removed  On-Site
- City Services Disconnected:  No  Yes  N/A
- Private Services Disconnected:  No  Yes (select):  Hydro  Rogers  Telus  No
- Water Meter Present\*:  No  Yes

\*If a water meter was removed, identify the date it was returned to Utility Division (3990 18th Ave): \_\_\_\_\_

## Building Characteristics

Number of Buildings to be Demolished:	_____ buildings
Building Area to be Demolished:	_____ m <sup>2</sup>
Building Type (SFD, garage, shed, etc.):	_____

## Application Fees

<input type="checkbox"/> Processing Fee (non-refundable)	\$100/building
<input type="checkbox"/> Application Fee	\$75/building
<input type="checkbox"/> Deposit	\$2000/building
<input type="checkbox"/> Title Search	\$25/parcel
Total	\$ _____



I hereby agree to indemnify and save harmless the City of Prince George against all claims, liabilities, judgements, costs and expenses of whatsoever kind which may in any way occur against the City in consequences of, and incidental to, the granting of this permit, if issued, and I further agree to conform to all requirements of the Building Bylaw and all other Statutes and Bylaws in force in the City of Prince George.

I understand that the Building Bylaw makes it incumbent upon the Owner to call for inspection of the work at certain stages in the work. The failure of the Owner to call for such inspections is an offence under the bylaw. Neither the City of Prince George's employees nor the City of Prince George shall be held responsible for any inspection not called for or damages, direct or indirect, arising from such failure.

I/We understand that the personal information on this form is collected under the authority of the Community Charter, Local Government Act and the City's bylaws for the purpose of processing this application and for administration and enforcement. In accordance with the Freedom of Information and Protection of Privacy Act, this application and associated documentation may become part of a public record.

I/WE HEREBY DECLARE THAT ALL THE ABOVE STATEMENTS AND THE INFORMATION CONTAINED IN THE MATERIAL SUBMITTED IN SUPPORT OF THIS APPLICATION ARE TO THE BEST OF MY/OUR BELIEF TRUE AND CORRECT IN ALL RESPECTS

The person signing this application form, if not the Owner, acknowledges that his signature is an Agent for the Owner and that he is authorized to bind the Owner who is deemed to know of and understand the contents of the form.

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
APPLICANT NAME (PRINT)

For internal use only:	
Building Inspector: _____	Date: _____
Received by: _____	Date: _____





# A Guide through the Process: Demolition Permits

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

Step 1 - Vacation of Tenants (applicant)	
<input type="checkbox"/>	<b>Vacate Building</b> <ul style="list-style-type: none"> <li>Any tenants must no longer be on premises</li> </ul>
Step 2 - Disconnection of Private Utilities (applicant)	
<input type="checkbox"/>	<b>Remove Water Meters</b> <ul style="list-style-type: none"> <li>Please return water meters 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.</li> </ul>
<input type="checkbox"/>	<b>Apply to Remove Underground Fuel Tanks (if applicable)</b> <ul style="list-style-type: none"> <li>If the building is used for commercial, industrial or institutional purposes, and this application includes underground fuel tank removal, please visit the following link: <a href="https://www.princegeorge.ca/city-services/permits-applications/remove-or-install-fuel-or-lpg-tank-application">https://www.princegeorge.ca/city-services/permits-applications/remove-or-install-fuel-or-lpg-tank-application</a>.</li> </ul>
<input type="checkbox"/>	<b>Contact Rogers/Shaw to Disconnect Services</b>
<input type="checkbox"/>	<b>Contact Telus to Disconnect Services</b>
<input type="checkbox"/>	<b>Contact BC Hydro's Electric Service Coordination Centre to Disconnect Services</b>
	<ul style="list-style-type: none"> <li>by phone: 1-877-520-1355</li> <li>online: <a href="https://app.bchydro.com/accounts-billing/electrical-connections.html">https://app.bchydro.com/accounts-billing/electrical-connections.html</a>.</li> </ul>
<input type="checkbox"/>	<b>Contact FortisBC to Disconnect Services</b>
	<ul style="list-style-type: none"> <li>by phone: 1-888-224-2710</li> <li>online: <a href="https://www.fortisbc.com/accounts-billing/open-close-or-move-your-account">https://www.fortisbc.com/accounts-billing/open-close-or-move-your-account</a>.</li> </ul>
<input type="checkbox"/>	<b>Disconnect Other Services</b>
	<ul style="list-style-type: none"> <li>Call before you dig to determine if there are any buried utilities on your property at 1-800-474-6886.</li> </ul>
Step 3 - Submit Application (applicant)	
<input type="checkbox"/>	<b>Application form</b>
<input type="checkbox"/>	<b>Current Title Search</b>
<input type="checkbox"/>	<b>Charges on Title (if applicable)</b>
<input type="checkbox"/>	<b>Appointment of Agent (if applicable)</b>
<input type="checkbox"/>	<b>Confirmation Private Utility Services disconnected from the property (FortisBC, BC Hydro, Telus, Shaw)</b>
<input type="checkbox"/>	<b>Liability Insurance (\$5 million)</b>
	<ul style="list-style-type: none"> <li>City of Prince George named as additional insured</li> </ul>
<input type="checkbox"/>	<b>Asbestos Abatement Letter/Report (if applicable);</b>
<input type="checkbox"/>	<b>Valid Business Licence (if using demolition/moving company)</b>
<input type="checkbox"/>	<b>Application Fees and Security Deposit</b>
	<ul style="list-style-type: none"> <li>A fee slip with all applicable fees will be generated by Development Services and sent to the applicant's email after the application has been received.</li> </ul>

Step 4 - Confirmation of Service Disconnection & Review (Development Services)	
	<p><b>Service Disconnection</b></p> <ul style="list-style-type: none"> <li>Through the referral of the Demolition Permit Application, Public Works will be contacted to initiate the disconnection of city services from the building(s)/structure(s) on site. Any questions or comments will be emailed back to the applicant for further clarification.</li> </ul> <p><b>Application Review</b></p> <ul style="list-style-type: none"> <li>Once Development Services has received confirmation of all services being disconnected, the 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.</li> </ul>
Step 5 - Demolish Building (applicant)	
	<p><b>Demolition Permit Issuance</b></p> <ul style="list-style-type: none"> <li>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.</li> </ul> <p><b>Start Demolition</b></p> <ul style="list-style-type: none"> <li>Once the demolition permit has been issued, the applicant may commence with the demolition of the building(s)/structure(s).</li> </ul>
Step 6 - Request a Site Inspection (Applicant)	
<input type="checkbox"/>	<p><b>Complete Demolition</b></p> <ul style="list-style-type: none"> <li>After the building has been demolished, please contact Development Services at (250) 561-7611 to book your final inspection.</li> </ul>
<input type="checkbox"/>	<p><b>Cap of Sanitary and/or Storm Sewer</b></p> <ul style="list-style-type: none"> <li>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.</li> </ul>
<input type="checkbox"/>	<p><b>Ensure Site is Clean and Safe</b></p>
Step 6 - Security Deposit Released (Development Services)	
	<p><b>Final Inspection</b></p> <p><b>Security Deposit</b></p> <ul style="list-style-type: none"> <li>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.</li> </ul>

## Further Questions?

For any further questions, or to schedule a pre-application meeting, contact Development Services Division at: 250.561.7611 or [devserv@princegeorge.ca](mailto:devserv@princegeorge.ca)