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^2
Building Type (SFD, garage, shed, etc.):	_____

Application Fees

☐ Processing Fee (non-refundable)	$100/building
☐ Application Fee	$75/building
☐ Deposit	$2000/building
☐ 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:_____

Housing Data Collection Form

Planning and Development Department | 1110 Patricia Blvd. | Prince George, BC, Canada V2L 3V9
devserv@princegeorge.ca | p: 250.561.7611

The City of Prince George is collecting housing unit data to provide the Province of BC with required information on the City's housing supply. The City is subject to housing supply goals in accordance with Provincial legislation, including the Housing Supply Act.

This form must be completed when submitting a Residential Building Permit Application (Part 3 and Part 9) and/or a Demolition Permit Application for a residential building.

Building Permit Application

Identify the number and type of **new dwelling units** for **both the primary and secondary dwelling units** (e.g. main living unit and secondary suite):

	Number of Studio Units	Number of 1-bedroom units	Number of 2-bedroom units	Number of 3-bedroom units	Number of 4+ bedroom units
Ownership					
Rental – purpose built					
Rental – secondary suite					
Rental – secondary dwelling					
Rental – co-op housing					

If rental housing is being constructed, indicate rental affordability:

☐ Market rent ☐ Non-market rent* ☐ Below market rent with on-site supports*

**Supporting documentation must be provided when non-market rent or below market rent is selected*

Demolition Permit Application

Identify the number and type of **dwelling units to be demolished** for **both the primary and secondary dwelling units** (e.g. main living unit and secondary suite):

	Number of Studio Units	Number of 1-bedroom units	Number of 2-bedroom units	Number of 3-bedroom units	Number of 4+ bedroom units
Ownership					
Rental – purpose built					
Rental – secondary suite					
Rental – secondary dwelling					
Rental – co-op housing					

If rental housing is being removed, indicate rental affordability:

☐ Market rent ☐ Non-market rent* ☐ Below market rent with on-site supports*

**Supporting documentation must be provided when non-market rent or below market rent is selected*

Housing Data Collection Form

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The following are for information only and are not to be used as official definitions.

Ownership: The unit is being constructed to be lived in by the owner of the home. Includes strata or fee simple ownership.

Secondary suite: A self-contained dwelling unit inside of a single detached house or row home. A secondary suite is built to BC Building Code standard and has its own separate entrance, kitchen, bathroom, and bedroom, all separate from the primary household.

Secondary dwelling: A freestanding, self-contained home located on the same property as the principal home. Secondary dwellings include carriage housing and cottage housing. Manufactured housing is not a secondary dwelling.

Co-op housing: A co-op is a type of housing that residents own and operate as part of a membership. Unlike traditional rentals, there is no outside landlord. Residents are both members and joint owners of the cooperative association.

Market rent: Market rent is the average price you could realistically get based on other similar units in the private housing market.

Non-market rent: Non-market rent is not set by the private market, but by governments or non-profit organizations to keep housing affordable.

Below market rent with on-site supports: Housing that rents for less than 30% of Housing Income Limits for a given unit size. The on-site supports are for individuals transitioning out of homelessness and does not include other types of supportive housing such as assisted living.

CITY OF
PRINCE GEORGE

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	

Please note that a Corporate Registry is required in addition to this form when the registered owner is a corporation.

CITY OF PRINCE GEORGE

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)
☐	**Vacate Building** ▫ Any tenants must no longer be on premises
	Step 2 - Disconnection of Private Utilities (applicant)
☐	**Remove Water Meters** ▫ 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.
☐	**Apply to Remove Underground Fuel Tanks (if applicable)** ▫ If the building is used for commercial, industrial or institutional purposes, and this application includes underground fuel tank removal, please visit the following link: https://www.princegeorge.ca/city-services/permits-applications/remove-or-install-fuel-or-lpg-tank-application.
☐	**Contact Rogers/Shaw to Disconnect Services**
☐	**Contact Telus to Disconnect Services**
☐	**Contact BC Hydro's Electric Service Coordination Centre to Disconnect Services** ▫ by phone: 1-877-520-1355 ▫ online: https://app.bchydro.com/accounts-billing/electrical-connections.html.
☐	**Contact FortisBC to Disconnect Services** ▫ by phone: 1-888-224-2710 ▫ online: https://www.fortisbc.com/accounts-billing/open-close-or-move-your-account.
☐	**Disconnect Other Services** ▫ Call before you dig to determine if there are any buried utilities on your property at 1-800-474-6886.
	Step 3 - Submit Application (applicant)
☐	**Application form**
☐	**Current Title Search**
☐	**Charges on Title (if applicable)**
☐	**Appointment of Agent (if applicable)**
☐	**Confirmation Private Utility Services disconnected from the property (FortisBC, BC Hydro, Telus, Shaw)**
☐	**Liability Insurance ($5 million)** ▫ City of Prince George named as additional insured
☐	**Asbestos Abatement Letter/Report (if applicable);**
☐	**Valid Business Licence (if using demolition/moving company)**
☐	**Application Fees and Security Deposit** ▫ 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.

	Step 4 - Confirmation of Service Disconnection & Review (Development Services)
	Service Disconnection ▫ 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. **Application Review** ▫ 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.
	Step 5 - Demolish Building (applicant)
	Demolition Permit Issuance ▫ 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. **Start Demolition** ▫ Once the demolition permit has been issued, the applicant may commence with the demolition of the building(s)/ structure(s).
	Step 6 - Request a Site Inspection (Applicant)
☐	**Complete Demolition** ▫ After the building has been demolished, please contact Development Services at (250) 561-7611 to book your final inspection.
☐	**Cap of Sanitary and/or Storm Sewer** ▫ 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.
☐	**Ensure Site is Clean and Safe**
	Step 6 - Security Deposit Released (Development Services)
	Final Inspection **Security Deposit** ▫ 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.

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