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.

1100 Patricia Blvd., V2L 3V9 | p: 250.561.7900 or 311 | www.princegeorge.ca | 🄾 @cityofpg 🇫 /cityofpg 🇹 @cityofpg
Planning and Development Services | p: 250.561.7611

eDoc: 730290

	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