

DEMOLITION PERMIT APPLICATION CHECKLIST

This checklist is intended to provide you with the minimum requirements for a Demolition Permit application for the demolition of a building or structure pursuant to Section 18 of "Building Bylaw 2003, No. 3172". **(One application and permit per building or structure)**

REQUIRED ITEMS – The following supporting documents must be obtained and submitted in order for your building permit application to demolish a building to be accepted and approved

- Completed Building Permit Application **(Fillable printable form available online)**
- Completed Agent Authorization Form **(Required if property owner is not applying for permit)**
- Title Search **(Must be printed within 30 days of your application date)**
- Site plan **(Provide a site plan of the property which shows the location of the building(s) to be demolished)**

WorkSafeBC REQUIREMENTS

WorkSafeBC regulations require that a hazardous material assessment be completed prior to the start of demolition of any building or structure constructed prior to 1990. **(For further information and requirements, contact WorkSafeBC at 1-888-621-7233 or go to <https://www.worksafebc.com/en/health-safety/hazards-exposures/asbestos/think-asbestos>)**

- Hazardous materials assessment report **(If building constructed prior to 1990)**
- Notice of Project **(Asbestos Number)**
- Hazardous material clearance letter confirming that asbestos has been removed must be provided prior to requesting a final inspection.

BUILDING PERMIT FEES

Your demolition permit fees are due at the time of issuance. Your permit fees are payable by cash, interact, cheque or money order **(Made payable to the Corporation of the District of North Cowichan)**. **Credit cards are not accepted.**

- \$100 per building or structure as prescribed in "Fees Bylaw 2016, No. 3603"
- \$5,000 bonding / security as prescribed in "Building Bylaw 2003, No. 3172" **(Released when all work is completed to the satisfaction of the Chief Building Inspector)**

★ **Note:** The building owner is responsible to comply with all applicable bylaws and amendments thereto, of the District of North Cowichan and all other laws now in force or which may hereafter come into force. If you have any questions or require clarification, please contact the Building Department at 250.746.3165. **Submission of your completed application form does not guarantee issuance of your building permit.**