

A Demolition Permit is issued to ensure that the work is completed in a safe manner and the site left clean. This permit also notifies the B.C. Assessment Authority to remove the building from the property records used to provide the property assessment.

The following steps are necessary for issuance of a **Demolition Permit**. The checklists below outline the possible requirements for city staff to conduct the required reviews; however, additional documentation may be required at the reviewer's discretion. Please read the following checklists fully, and ensure that you have acquired all documentation prior to any permit submissions. If you require further information, please contact the Building Department.

The following documentation is required at the time of permit application. Should you have any questions regarding whether a document listed in this checklist is required for your particular project, please contact the Building Division at 604-527-4580.

STEP 1 – Heritage Review

HERITAGE CONSIDERATIONS	
Buildings over 50 years in age are subject to a Heritage review as part of the demolition permit process. However, the City does recommend that owners of these buildings consult the Planning Division prior to the Demolition Permit Application, to inquire what additional options are available to the development of the site, while retaining heritage structures.	
In what year was the building built? (https://frontcounter.newwestcity.org/nwinfo/webinquiry/frames.cfm)	
Does the property have Heritage status? (Registered, Designated, Inventory, Covenant, HRA)	Y / N
Is the property located in a Conservation Area? (Queen's Park)	Y / N
Have you discussed with the Planning Department?	Y / N

STEP 2 - Permit Application

REQUIRED DOCUMENTATION – INITIAL SUBMISSION			
Method of Payment (application fee must be paid at time of application)	<input type="checkbox"/> Cash	<input type="checkbox"/> Cheque	<input type="checkbox"/> Debit
	Required	Submitted	Not Req'd
Consent to Demolition Form (Signed by every Person on Title)	✓		
Letter of Authorization (Signed by every Person on Title)	✓		
Title Search (no older than 48h old – obtain from BCLTSA office)	✓		
Photographs of Existing House (ALL sides) (in colour/ digital format not accepted)	✓		
Photographs of adjacent buildings (in colour/ digital format not accepted)	✓		
Photographs of existing damaged city property (i.e. sidewalks)	✓		
Topographical Survey & Posting Plan – (1 copy, full size w/ original seal + 1 copy 11"x17") <ul style="list-style-type: none"> • Same units as Design Drawings • Must be originally signed and sealed (including up & down stream sewer inverts, trees, retaining walls etc. Refer to Survey Requirement handout) 	✓		
Erosion & Sedimentation Control (ESC) Submission Form	✓		
Rodent Abatement and Control Declaration Report (from licensed pest control company)	✓		
Vacancy Date (date when service disconnections can be scheduled)	✓	Date _____	

REQUIRED DOCUMENTATION	Required	Submitted	Not Req'd
SINGLE FAMILY & DUPLEX ONLY – (detached accessory buildings exempt)			
Waste Disposal and Recycling Services Plan – Form 1	✓		
Hazardous Materials Survey - Form 2 (completed by a qualified professional)	✓		
COMMERCIAL, INDUSTRIAL and MULTI-FAMILY			
Hoarding and Site Safety Plan	✓		
Traffic Management Plan	✓		
WorkSafe BC – Notice of Project	✓		
Construction Fire Safety Plan	✓		
Site Profile - for information contact BC Environmental Protection & Sustainability (https://www2.gov.bc.ca/gov/content/environment/air-land-water/site-remediation/site-profiles)			
If you are unaware or unsure if the structure contains any hazardous materials, contact WorkSafe BC. 1-888-621-7233 - Toll Free in BC ; 604 276-3100 Lower Mainland Prevention Line;		ssquery@worksafebc.com	

The following documentation is required as part of the tree permit application, and must be submitted at the time of *Initial Submission*. Should you have any questions regarding the below documents, please contact the Tree Division at 604-636-4318.

REQUIRED DOCUMENTATION – TREE PERMIT APPLICATION	Required	Submitted	Not Req'd
For more information regarding the City's Tree Protection Policy, refer to the Tree Regulation Webpage , or contact them at 604-636-4318 or treeprotectionbylaw@newwestcity.ca			
Tree Application Form (Critical Root Zone Work Authorization, No Tree Declaration, or Removal Permit)			
Arborist Report, (Report to be in Colour) (Required for all new construction or demolition. Contact Tree Division to determine whether your renovation requires a Project Arborist) • Include Protection / Replacement Plan, Tree Site Map, & Photographs.			
Letter of Undertaking (only if work will be in the critical root zone of an on-property tree)			
Letter of Consent (only if a tree located on a neighbouring property is to be removed)			
Letter of Acknowledgement (only if work will be in the critical root zone of an off-property tree)			

Discontinuing Service Connections

The Building Department will notify Engineering Operations (water & sewer) and the Electrical Utility to arrange disconnection of services prior to permit issuance. 15 business days are required for the scheduling of disconnections. The building **must be** vacant at the time of disconnection. A service fee will be charged if the crews arrive and find the building still occupied.

Note: it is the owner's responsibility to arrange for the disconnection of and other services (gas, telephone, cable)

A Demolition Permit will be issued on the following conditions:

- Confirmation from Engineering Operations and Electrical that services have been disconnected.
- A valid **Tree Permit** must be issued (if required). Trees remaining on site must be protected in accordance to the **“Tree Protection and regulation Bylaw No. 7799, 2016”**.
- A flat fee will be collected at time of application for the disconnection of water & sewer connections
- A Site Development Undertaking Deposit (SDU) will be taken at the time of the permit issuance. This deposit will be refunded after the final inspections provided there has been **no damage to City property**.
- Pest Abatement and Control Report (from Qualified Pest Control company) certifying that all buildings and structures have been inspected for pest infestation, specifically rats, and that if any were found, measures have been taken to remove them.
- **Recycling Incentive Deposit** (Single Family & Duplex only)
 - In order to receive your Recycling Incentive Refund, ensure you submit **ALL** copies of your **disposal receipts** and the **“Demolition Compliance Report”** (Form 3) within **90 days** of your final inspection.

NOTE: A Final Inspection needs to be scheduled when demolition is complete.

**PLEASE NOTE: A DEMOLITION PERMIT DOES NOT INCLUDE EXCAVATION OR FILL.
EXCAVATING OR FILLING REQUIRES SEPARATE PERMITS. CONTACT BUILDING OR ENGINEERING
FOR MORE INFORMATION.**

CONTACTS:

Web Site www.newwestcity.ca

Property Information Report & Permits Report

<https://frontcounter.newwestcity.org/nwinfo/webinquiry/frames.cfm>

Building and Plumbing Department

Phone: 604-527-4580 Fax: 604-527-4564

e-mail: inspections@newwestcity.ca

Engineering Department

Phone: 604-527-4592 Fax: 604-527-4564

e-mail: engpost@newwestcity.ca

Planning Department

Phone: 604-527-4532 Fax: 604-527-4511

e-mail: plnpost@newwestcity.ca



Date: _____

Address of Proposed Demolition: _____

Legal Description of Property: _____

PID#: _____

Re Demolition of:

- One Family Dwelling
- Apartment Building
- Commercial Building
- Accessory Building
- Other

Describe _____

This is to confirm that:

- a. **I/We**, the **Registered Owner(s)** of the property described above and hereby authorize the demolition of the building(s) on the subject property; and
- b. **I/We** have notified and received the consent of all chargeholders to the demolition of the building(s) on the subject property.

Owner Signature(s)

(Print name and print title if signed on behalf of registered company)

Company Name

(Print N/A if not applicable)

(Original required / copies not acceptable)

PLEASE PRINT

(Both Sides to be filled out **completely** by applicant)

Date: _____

Project Address: _____

Proposed Demolition: Single Family/Duplex Detached Accessory Building

Multi-Family Comm/Indust Institutional Other _____

Is the building Vacant? Yes No

If **NO**, expected date of vacancy _____

The applicant/owner is responsible to ensure the property is vacant prior to the above vacancy date.

Will the lot be clear? Yes No

If **NO**, what structures will remain?

Owner (Company/Person): _____

Address: _____

Phone: _____ Cell: _____ E-mail: _____

Contractor: (Company/Person): _____

Address: _____

Phone: _____ Cell: _____ E-mail: _____

Applicant: Owner Tenant Contractor Designer Agent

Name: _____

Mailing Address: _____ Postal Code

Phone: _____ Cell: _____ E-mail: _____



Development Services Department, Engineering Department

Property Address(es): _____

Legal Description: _____

I/we are the owner(s), identified on a current Land Title Certificate, of the above referenced property and hereby authorize:

Authorization Provided To Agent(s):

Name: _____ Please print

Address: _____

Tel No.: _____ Cell No.: _____ E-mail: _____

Please check ✓ where applicable. To represent myself/us in an application for:

- Official Community Plan Amendment; Rezoning; Heritage Revitalization Agreement / Heritage Alteration Permit; Development Permit / Special Development Permit; Temporary Use Permit; Development Variance Permit; Board of Variance; Tree Permit; Subdivision; Fill Permit; Demolition Permit; Building Permit; Subtrade Permit; Building Permit Plans (Archive Copies); Address Change Request; All Choices

ALL REGISTERED OWNERS MUST PRINT AND SIGN NAME(S):

- If more than three (3) owners, please submit a separate letter. If the registered owner of the property is a company or not-for-profit corporation, then an authorized signatory as identified by the solicitor must submit a separate letter OR all persons on the Company Title Certificate / Society Summary must sign the Letter of Authorization. A copy of the Company Title Certificate / Society Summary must also be provided. All signatures must be original. Photocopies, scans, or digital copies are not accepted.

Grid of signature and date boxes for multiple owners.

- Is the subject property or properties designated under the Strata Property Act? If yes, then a resolution and/or minutes must be provided acknowledging receipt of the proposed application.

Date: _____ Signature of Agent(s): _____



Development Services Department, Engineering Department

Consent of a Strata Corporation is required for work that will involve or affect Common Property and Limited Common Property. In accordance with the Strata Property Act:

“Common Property” means

- (a) that part of the land and buildings shown on a strata plan that is not part of a strata lot, and
(b) pipes, wires, cables, chutes, ducts and other facilities for the passage or provision of water, sewage, drainage, gas, oil, electricity, telephone, radio, television, garbage, heating and cooling systems, or other similar services, if they are located

- (i) within a floor, wall or ceiling that forms a boundary
(A) between a strata lot and another strata lot,
(B) between a strata lot and the common property, or
(C) between a strata lot or common property and another parcel of land, or
(ii) wholly or partially within a strata lot, if they are capable of being and intended to be used in connection with the enjoyment of another strata lot or the common property;

“Limited Common Property” means common property designated for the exclusive use of the owners of one or more strata lots.

I am a member of the Strata Council for the Strata Corporation of the above-noted property and hereby confirm on behalf of the Strata Council that the Strata Corporation consents to:

- Release of archived copies of building plans related to the Property
Work that will alter Limited Common Property adjacent to Unit Number
Work in Unit Number that will affect Common Property, Limited Common Property or both owned by the Strata Corporation

The work permitted is as follows (provide description of building, plumbing, electrical work):

Four horizontal lines for providing a description of the work permitted.

Strata Council Member

Form fields for Name, Address, Tel, Cellular, Fax, Email, Date, and Signature.



Legal Survey Requirements

The purpose of this brochure is to explain the legal survey requirements to establish compliance with zoning, building and environmental requirements as well as to identify charges against property that may impact the permit process.

General Requirements

All survey plans:

- Must be sealed, signed and dated by a BC Land Surveyor (BCLS)
- Must use the Geodetic Datum
- All Survey units of measurement must be consistent with permit drawings. (Metric with Metric, Imperial with Imperial)
- Must include legal description and civic address of the property.

The originating benchmark must be referenced on the topographical survey.

Different Permit Application Types may require additional 11"x17" copies. Please refer to the Application Checklist relevant to your permit application

Building Permit Application

The following survey plans are to be submitted with a building permit application.

1. Posting Plan (must be registered at Land Title Office)

This plan is required where one or more angle points of the parcel are redefined on the ground by a post or monument, for all demolition permit applications, and for other projects at Building Divisions discretion. Submitted Posting Plans must include the Land Title Office registration number.

2. Topographical Survey Plan

The topographical survey plan shall not be more than 6 months old and shall use the existing original grades. **Manipulation of grades by filling or excavating is not acceptable.**

The following information shall be shown and located on the topographical survey plan:

- a) Encroachments (e.g., retaining walls), easements, rights-of-way, watercourses (including top of bank information), ditches, ravines, power poles, anchor lines, fire hydrants, kiosks, lamp poles, bus stop and other similar fixed objects on or adjacent to property or on boulevard or lane.
- b) Indicate existing grades at the top and bottom of all retaining walls at 3 metre (10'0") intervals.
- c) Lot dimensions and lot area as determined by field survey, posts or monuments, defining all angle points of subject lot or lots. This information should match that on the posting plan.
- d) Corner elevations of property. If a retaining wall is located on property corner, please indicate both top and bottom of wall elevations.
- e) Indicate front yard setback of the two adjacent sites on each side of the proposed building(s) as well as setbacks (based on Zoning & Development Bylaw Requirements)

- f) Indicate front and rear yard depth at each corner of the house (especially important where site dimensions are irregular)
- g) Topographical elevations of adjacent properties to 3 meters from adjoining property line.
- h) Show footprint of all existing structures on property.
- i) Indicate slab, sill, and roof height, and exterior corner elevations of existing principal structure
- j) Locate nearest fire hydrant.
- k) Locate **all** trees on subject property, adjacent properties and city property. Include tree diameter, dripline and species. Any shared hedges must also be shown on survey.
- l) [*Eng Requirement*] Location of manholes including rims & inverts, catch basins, open channels, culverts, upstream and downstream of subject property
- m) [*Eng Requirement*] Locations and inverts of existing and proposed sewer connections at property line (to determine sewer depth and MBE)

[Contact the Engineering Department for more information - 604.527.4592]

****Site servicing design for storm and sanitary services (plan and profiles) signed and sealed by a Professional Engineer. (Please note that there is 1 ½" of difference with the required backwater valve)****

- n) Locations and grades of existing and proposed driveway and/or culvert crossings

Spot Elevations

- o) Show spot elevations around the perimeter of the site and at a minimum of 3 metre (10'0") onto adjacent property.
 - Show spot elevations for significant elevation changes on site (greater than 1' - 0").
 - Set a temporary benchmark on site.
 - Spot elevations at the building envelope are not required.

If elevation changes of more than 10' in total length of property, contour lines at 1' intervals required to be shown

- p) Show spot elevations along both sides of driveways (proposed or existing) at property lines, curb, ditch or swale and road centerline.

Non-Encroachment Inspection (after pouring concrete)

The Non-Encroachment (NEC) survey is required after stripping form work for footings or foundations. It is recommended that the owner/building have the surveyor stake the lot corners for purposes of establishing the location of the property lines prior to placing form work.

The Non-Encroachment survey as outlined below must be submitted to the Building Department before 2:00pm the day prior to the date of inspection. No further work on site until Non-Encroachment survey has been approved by the Building Department.

Non-Encroachment Survey (prepared by BCLS)

This survey must indicate the following:

- setback;
- Corner posts of property
- overall concrete dimensions;
- corner datum geodetic elevations (heights);
- elevations of top and bottom of concrete including foundation step-downs.



In Accordance with the Erosion and Sediment Control Bylaw, No. 7754, 2016

This form is a submission requirement for a Building Permit Application for single detached/duplex residential development. Failure to submit a completed form will result in the Building Permit Application being rejected.

Owner/Agent

Name: _____

Phone: _____ Email: _____

Lot Size (approximate square footage):

Expected start date: _____ Expected finish date: _____

Significant Ground Disturbance expected: Yes No

The following ESC Facilities must be implemented for all Single Detached and Duplex Developments, but it is the Owner's/ Developer's responsibility to include any additional ESC Facilities as necessary to ensure compliance with the City's ESC Bylaw.

Check the boxes related to ESC Facilities that apply to your project:

- Gutters and downspouts
 - Access/egress controls (eg. gravel access pad)
 - Perimeter sediment control measures (eg. silt fence, ditch protection)
 - Temporary drainage swale and pump
 - Storm inlet protection (eg. catch basin, silt traps/socks, "dandy bags")
 - Paved surfaces sweeping/maintenance
- Other _____

I (Developer/Owner) _____ hereby declare that the information included in this form is correct and true. At a minimum, I commit to install and maintain the ESC Facilities as identified in the above checklist. I have read and understand the provisions of the Bylaw, and I will abide by all applicable provisions of said Bylaw.

Dated: _____

Signature of Developer/Owner or Duly Authorized Agent: _____

ESC facilities or best management practices typically used on single family residential lot construction sites

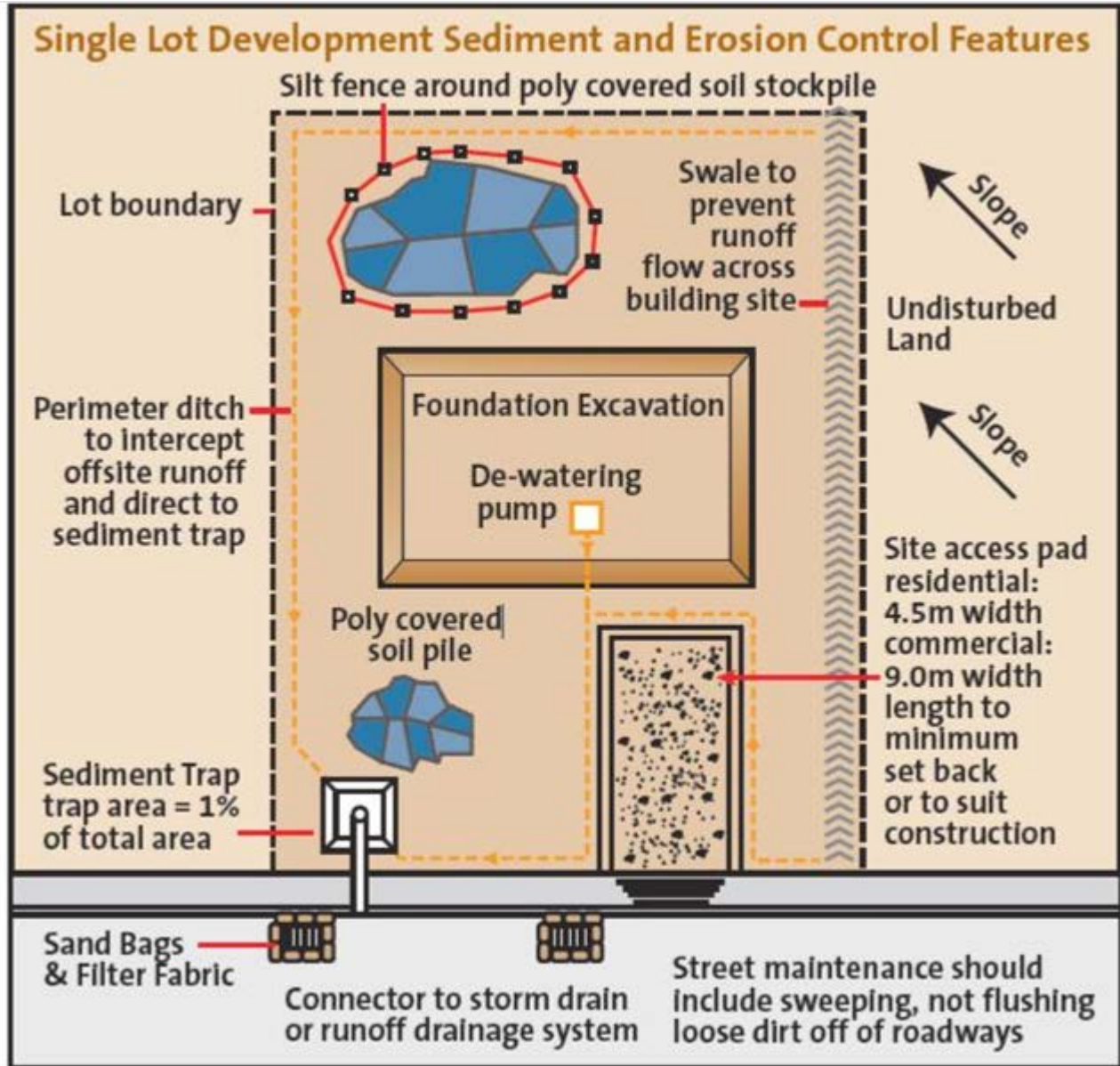


Diagram courtesy of the City of Coquillam

Waste Disposal and Recycling Services Plan (Form 1 – Page 1)

Date _____ Permit No. _____

Demolition Project Site Address _____

Building Type Wood Frame Concrete Other _____

Building Use Residential Commercial Other _____

Project Floor Space [square feet] _____

**** Full Recycling Incentive Deposit refund if compliance level is above 70%****

**** No Recycling Incentive Deposit refund if compliance level is below 20%****

Estimated Waste and Recyclable Material Generation (from Appendix 1 & 2 - see page 3 of Form 3)

Walls and flooring = _____ kg (for complete demolition, or for walls and flooring calculated separately)

Roofing = _____ kg

Consider full home 50 kg material per ft²

Foundations and footings = _____ kg

Total =(Walls & Flooring _____ + Roofing _____ + Foundations _____) ÷ 1000 = _____ **tonnes**

Name of Permit Applicant: _____ (please print)

Signature of Permit Applicant _____ Date _____

NOTE TO APPLICANT: Please have your demolition contractor complete Table “A” – Generated Waste Estimates

STAFF USE ONLY			
Waste Disposal and Recycling Services	<input type="checkbox"/> Package provided to applicant	<input type="checkbox"/> Form 1 – Project information and checklist (Table A) received from permit applicant	<input type="checkbox"/> Form 2 – Hazardous Materials. Completed and signed by permit applicant
<input type="checkbox"/> Fee Received			
Total Recycling Incentive Deposit \$ _____			
Fee Calculation			
<ul style="list-style-type: none"> • See demolition waste and recycling fees in “Development Services Fees and Rates Bylaw No. 7683, 2014”. 			
Signature of Application Reviewer: _____			
<i>Keep a copy of this page and Form 2 in file</i>			

Waste Disposal and Recycling Services Plan (Form 1 – Page 2)

Please complete the following checklist (Table A) of the types of recyclable materials that your project is expected to generate and submit as part of Form 1. A list of recycling facilities is available from the Building Permits Department or from the attached Metro Vancouver list of facilities.

You must keep track of **all** materials generated over the duration of the project by keeping receipts from all recycling and disposal facilities or signed forms from all salvagers for material re-use. These receipts must be presented to the Building Department **prior** to the refund of the **Recycling Incentive Deposit**

NOTE: This table is to be completed by the demolition contractor

TABLE “A” – GENERATED WASTE ESTIMATES

Materials	Will the work generate this material?	Location / Facility material will be disposed/recycled	For information
Asphalt (driveway and other paved areas)	YES / NO		Can be recycled
Cardboard	YES / NO		Can be recycled.
Cement and concrete	YES / NO		Can be recycled
Clean fill and soil	YES / NO		Can be recycled
Drywall	YES / NO		All must be recycled.
Green waste (shrubs, lawn, small trees)	YES / NO		Can be reused or composted
Appliances	YES / NO		Can be reused or recycled
Cabinetry	YES / NO		Can be reused or recycled
Bricks, blocks and ceramic tile	YES / NO		Can be reused or recycled
Doors	YES / NO		Can be reused or may be recyclable
Fixtures (lighting and plumbing etc)	YES / NO		Can be reused or recycled
Windows in frames	YES / NO		Can be reused or recycled
Asphalt roofing shingles	YES / NO		Can be recycled

Cable and wiring	YES / NO		May need to be cut prior to recycling
Metals – steel, aluminum, copper, brass, etc.	YES / NO		Can be recycled
Metal – cable and wiring	YES / NO		Can be recycling
Metal - window frames	YES / NO		Can be recycled
Paper	YES / NO		Can be recycled
Plastic - rigid buckets, pails, etc	YES / NO		Can be recycled
Plastic - wrapping and bags	YES / NO		Can be recycled
Plywood, particle board, OSB	YES / NO		Can be recycled
Wood – structural (incl pallets)	YES / NO		Can be recycled
Wood – plywood, particle board, OSB	YES / NO		Can be recycled
Glass	YES / NO		May be recyclable
Carpeting and underlay	YES / NO		May be recyclable
Plastic – foam packing and insulation	YES / NO		Some types of foam packing are recyclable
Other _____			
Other _____			
<i>Hazardous Materials</i> <i>(Refer to Form 2)</i>		<i>All hazardous wastes must be disposed of according to Work Safe BC and BC Ministry of Environment requirements, as well as any additional requirements imposed by the disposal facility.</i>	

****THIS TABLE MUST BE SUBMITTED AT THE TIME OF PERMIT APPLICATION****

****SHOULD YOUR DEMOLITION CONTRACTOR CHANGE DURING THIS PROCESS**

"TABLE A" MAY NEED TO BE RESUBMITTED – PLEASE CONTACT THE CITY**

Signature of Demolition Contractor at time of Permit Issuance: _____ Date _____

Demolition Contractor Name: _____

Address: _____ Phone Contact: _____

Hazardous Materials Report (Form 2)

Project Site Address _____

CONDITIONS

1. Every Person who applies for a demolition permit must have a **Hazardous Materials** Survey completed **by a qualified person**, as defined in WorkSafe BC Guideline 6.6(4).
<http://www2.worksafebc.com/publications/OHSRegulation/Part6.asp>
2. The **Hazardous Materials Survey** applies to the work area of the project defined in the application. For demolition projects, this corresponds to the entire **Site**.

3. If the project must submit a "Notice of Project" to WorkSafe BC, a copy of the confirmation from WorkSafe BC that it has received the "Notice of Project" for Work that is or is intended to be performed on a **Site** must be posted on the **Site** for inspection by the **Building Official**.

Refer to Part 20 of the WorkSafe BC Guideline for information on the types of projects that must submit a "Notice of Project" to WorkSafe BC:

<http://www2.worksafebc.com/publications/OHSRegulation/Part6.asp>

4. All **Hazardous Materials** identified in the **Hazardous Materials** Survey shall be handled and disposed of in accordance with all applicable rules and regulations. In the event that the hazardous materials are found during the demolition process, work must cease until they are removed.
5. A copy of the documentation indicating that a survey of **Hazardous Materials** was completed by a qualified person and that WorkSafe BC was notified of the handling, removal and disposal of hazardous materials (i.e. WorkSafe BC "Notice of Project" and a copy of the confirmation from WorkSafe BC that it has received the "Notice of Project") **must** be submitted with the **Compliance Report** (Form 3) after project completion.

Signature of Permit Applicant _____ Date _____

Compliance Report (Form 3 – Page 1)

Submit this form **following the completion** of project and attach documentation (copies of receipts, weigh bills, etc.)

Building Use	<input type="checkbox"/> Residential	<input type="checkbox"/> Commercial	<input type="checkbox"/> Other _____
Building Type	<input type="checkbox"/> Wood frame	<input type="checkbox"/> Concrete	<input type="checkbox"/> Other _____
Project Site Address _____			
Building Permit No. _____	Name of permit holder: _____		
Project Floor Space (square feet) _____			
Project Start Date (DD/MM/YYYY) ___/___/___	Project Completion Date (DD/MM/YYYY) ___/___/___		

BELOW TO BE COMPLETED BY CITY REVIEWER

Non-Hazardous Waste Disposal and Recycling Services Plan Compliance

Diversion Form and documentation (i.e., receipts and weigh bills) attached

Tonnes estimated as in Waste Disposal and Recycling Services Plan = _____

Tonnes Recycled as per receipts and weigh bills = _____

Tonnes Not Recycled as per receipts and weigh bills = _____

Total Tonnes generated by demolition = _____

Level of Compliance = (Tonnes Recycled ÷ Total Tonnes) x 100 = _____ %

Refund Calculation

Recycling Incentive Deposit paid (from Form 1) \$ _____

Partial Refund calculated as follows:

(Level of compliance ÷ 70) x Recycling Incentive Deposit = Refund Amount

(_____) x (\$ _____) = \$ _____

Full refund
provided if level
of compliance
is ≥ 70%

< 20%
compliance =
No refund

Compliance Report	<input type="checkbox"/> Complete <input type="checkbox"/> Approved	Recycling Incentive Deposit paid (Form 1) = \$ _____
		Amount of Deposit to be refunded= \$ _____
Compliance with Waste Disposal and Recycling Services requirements	<input type="checkbox"/> Yes (Full)	<input type="checkbox"/> Partial <input type="checkbox"/> No
Hazardous Materials Compliance Information Received	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Signature of Permit Holder _____ Date _____

Signature of Compliance Report Reviewer _____ Date _____

Diversion Form (Form 3 – Page 2)

Project Site Address _____	Permit #. _____
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Calculate your achieved recycling rate as described below. Use recycling and disposal facility receipts to fill out the information below. Ask your hauler, recycler or site cleanup vendor to assist you. A volume to weight conversion table, if required, is on the next page.

TABLE B – GENERATED WASTE

COMPLETE AND RETURN WITH RECEIPTS WITHIN 90 DAYS OF PROJECT COMPLETION

Note: Each receipt must show the type and quantity of materials received and permit #

Material Type	A		B	
	Tonnes taken to Reuse or Recycling Facility	Reuse or Recycling Facility used for purposes other than Disposal (name, location)	Tonnes taken to Disposal Facility	Disposal Facility Used (name, location)
Asphalt				
Cardboard				
Cement and concrete				
Clean soil and fill				
Drywall / Gypsum				
Green waste				
Glass				
Metal - Scrap metals				
Metal - Cable and wiring				
Paper				
Plastic – rigid (no PVC)				
Plastic wrapping and bags				
Roofing – asphalt shingles				
Wood – Clean				
Wood - Roofing				
Salvaged fixtures, windows, doors				
Other recycled/reused materials (Please list)				
Mixed materials (excluding hazardous materials)				
TOTAL non-hazardous MATERIALS	A =		B =	
Column Totals A	/(A + B)) X 100 =	
	% Level of Compliance			

TOTAL HAZARDOUS MATERIALS		
TOTAL MATERIALS* (non-hazardous + hazardous)		

* The Building Official will compare the total quantity of materials from columns A and B with the amount of waste expected from the project, based on estimates in Table 1, page 3, of Schedule C.



Tree Protection and Regulation Department

Site Address:	Application Date:
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Registered Owner (please print):		Preferred method to be contacted: <input type="checkbox"/> email <input type="checkbox"/> phone	
Name:	Email:	Phone Number(s):	
Address of Owner:		Postal Code:	

Applicant (this section to be completed only when the applicant is not the registered owner of the lot):			
Name:	Email:	Phone: Number(s):	
Address of Applicant:		Postal Code:	

Arborist Name or Company Name (please print):		
Name:	Email:	Phone Number(s):

	Type/Species of Tree	Diameter (cm)
Tree #1		
Tree #2		
Tree #3		

Scope of Work
Nature of Project:
Site Access:
Equipment Used:
Location of stored materials:
Location of debris bin:

Check all application materials submitted:	
<input type="checkbox"/> Arborist Report (2 coloured copies) <ul style="list-style-type: none"> • Tree Protection Plan • Tree Replacement Plan • Photograph(s) of site and trees • Tree Survey 	<input type="checkbox"/> Letter of Consent or Acknowledgement <input type="checkbox"/> Letter of Authorization <input type="checkbox"/> Site Survey <input type="checkbox"/> Site Plans <input type="checkbox"/> Site Service Plan <input type="checkbox"/> Building Plans

As registered owner or authorized agent for owner, I am aware of, understand and intend to comply with all regulations and requirements of *City of New Westminster Tree Protection Bylaw, 2016, No. 7799* and certify that all information provided with this application is correct and true. I acknowledge that responsibility for ensuring bylaw compliance rests with the owner, the owner's employees, agents and contractors, and that responsibility for ensuring bylaw compliance for each includes responsibility for ensuring all those below him or her comply with the bylaw.

Signed at New Westminster, BC on _____
Date

Signature of Owner	Signature of Authorized Agent for Owner
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Office Use Only:		
<input type="checkbox"/> Resident Applicant	<input type="checkbox"/> Non - RA	<input type="checkbox"/> Request TPB Inspection



Tree Protection and Regulation Department

Site Address:	Date:
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Registered Owner (please print):	Preferred method to be contacted: <input type="checkbox"/> email <input type="checkbox"/> phone
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Name:	Email:	Phone number(s):
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Address of Applicant:	Postal Code:
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Applicant (this section to be completed only when Applicant is not the registered owner of the lot):

Name:	Email:	Phone number(s):
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Address of Applicant:	Postal Code:
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Arborist Name or Company Name (please print):
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Name:	Email:	Phone Number(s)
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	Type/Species	Diameter (cm)	Reason for Removal
Tree #1			
Tree #2			
Tree #3			

Check all application materials submitted:	
<input type="checkbox"/> Arborist Report (2 colour copies) <ul style="list-style-type: none"> • Tree Protection Plan • Tree Replacement Plan • Photograph(s) of site and trees • Tree Survey 	<input type="checkbox"/> Proof of Title (within 72 hours) <input type="checkbox"/> Letter of authorization <input type="checkbox"/> Site Survey <input type="checkbox"/> Site Plan <input type="checkbox"/> Site Service Plan <input type="checkbox"/> Building Plans <input type="checkbox"/> Letter of Consent/Acknowledgement

Replacement Trees
Replacement trees required for each hazardous tree removed = 1
Replacement tree required for each tree removed = 2
No. Retained/Protected Trees
No. Replacement Trees

As registered owners of authorized agent for owner, I am aware of, understand and intend to comply with all regulations and requirements of *City of New Westminster Tree Protection Bylaw, 2016, No.7799* and certify that all information provided with this application is correct and true. I acknowledge that responsibility for ensuring bylaw compliance rests with the owner, the owner's employees, agents and contractors, and that responsibility for ensuring bylaw compliance for each includes responsibility for ensuring all those below him/her comply with the bylaw.

Signed at New Westminster, BC on _____
(date)

Signature of Owner: _____ Signature of Agent: _____

Office Use Only:		
<input type="checkbox"/> Resident Applicant	<input type="checkbox"/> Non-RA	<input type="checkbox"/> Request TPB Inspection



Tree Protection and Regulation Department

Site Address:		Application Date:	
Registered Owner (please print):		Preferred method to be contacted: <input type="checkbox"/> email <input type="checkbox"/> phone	
Name:	Email:	Phone Number(s):	
Address of Owner:		Postal Code:	

Applicant (this section to be completed only when the applicant is not the registered owner of the lot):			
Name:	Email:	Phone: Number(s):	
Address of Applicant:		Postal Code:	

Scope of Work	Supporting Documents
Nature of Project:	<input type="checkbox"/> Letter of Authorization <input type="checkbox"/> Site Plans <input type="checkbox"/> Building Plans <input type="checkbox"/> Photos of site vegetation <input type="checkbox"/> Known location of oil tank, drain tile work ect
Site Access:	
Equipment Used:	
Location of stored materials:	
Location of debris bin:	

As registered owner or authorized agent for owner, I am aware of, understand and intend to comply with all regulations and requirements of *City of New Westminster Tree Protection Bylaw, 2016, No. 7799* and certify that all information provided with this application is correct and true. I acknowledge that responsibility for ensuring bylaw compliance rests with the owner, the owner's employees, agents and contractors, and that responsibility for ensuring bylaw compliance for each includes responsibility for ensuring all those below him or her comply with the bylaw.

Signed at New Westminster, BC on _____

Date

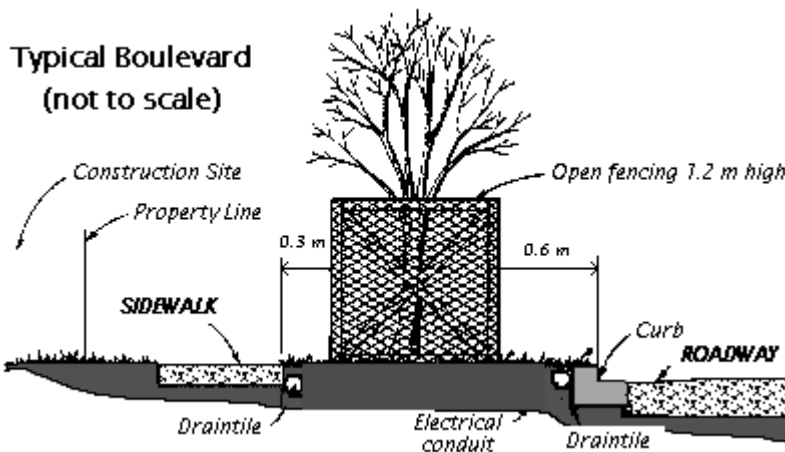
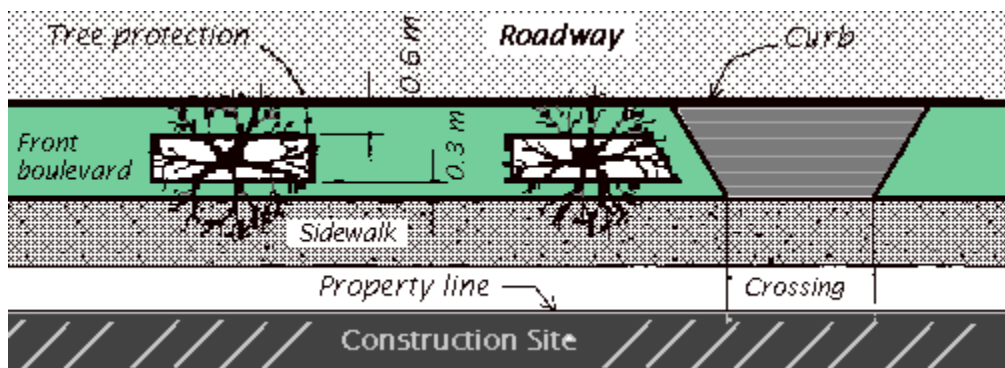
Signature of Owner	Signature of Authorized Agent for Owner
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Office Use Only:
<input type="checkbox"/> Resident Applicant <input type="checkbox"/> Non - RA



All boulevard trees adjacent to construction sites will need to be protected. These setbacks also reduce the possibility of interference with underground utilities when staking fences in place. The width of tree protection must meet the requirements of **“Schedule B”** of the **Tree Protection and Regulation Bylaw**.

See Reverse side for “Schedule B” regulations.



Barrier fencing used for tree protection must:

- Allow for free and clear passage of pedestrians on the sidewalk and adjacent portion of boulevard;
- Provide for clear visibility of fire hydrants, driveway access, crosswalks, etc. ("see-through" fencing such as snow fencing should be used);
- Be 0.6 m or more from the curb to provide for the opening of car doors; and,
- Be 0.3 m or more from the edge of any sidewalk located within a grass boulevard.

NOTE: Boulevard trees **must not** be pruned without prior approval of the **Parks, Cultural & Recreation Dept.**

TREES ON PRIVATE PROPERTY MUST COMPLY WITH THE TREE PROTECTION AND REGULATION BYLAW No. 7799, 2016



Dear Demolition Permit Applicant:

Your application to demolish may take City staff several weeks to process.

Be advised vacant properties are vulnerable to unwanted attention. They can, and often do, become a focal point for illegal dumping, arson, squatters and other nuisance activities. It is strongly recommended that prior, during, and after the issuance of the permit you, or a designated representative, monitor the property on a *daily* basis to ensure:

- **All vacant buildings/structures on the property are secure;**
- **The property is kept clear of brush, noxious weeds, wild grass and other untended growths; and**
- **Any garbage, discarded materials and/or rubbish dumped on the property is quickly removed.**

City bylaws require this of all property owners and failure to comply may result in the City performing the work at your expense and/or municipal tickets being issued to you. Tickets range from \$200 to \$500 depending on the offence. Note that for some offences ticketing can occur daily.

Your cooperation in this matter is greatly appreciated.

If you have any questions or concerns regarding this information contact Integrated Services at 604-527-4657.



There are potential fire and life safety issues associated with vacant properties which pose risks to members of the community and city staff.

In the City of New Westminster, it is the responsibility of the property owner to secure and maintain the security of their vacant premises until demolition is achieved.

The property owner(s) or their agent(s) who have vacant properties are responsible for:

- Securing and maintaining the condition of their property (structures and land)
- Reducing the risk of fire and other life safety matters
- Inspecting regularly and taking corrective measures

The hazards and risks associated with vacant premises are mitigated through the enforcement of maintaining and securing vacant premises under the powers of the Fire Protection Bylaw 6940, 2004 as defined below.

Regulations

VACANT BUILDING means a building or structure

- I. That has remained unoccupied by the owner for a continuous period of 30 days;
- II. In respect of which a water, sewer, gas or electrical service has been intentionally disconnected other than for temporary maintenance; or
- III. Where a demolition permit has been applied for in respect of that building, a building that has actually been left vacant, regardless of the amount of time it has been left vacant.
- IV. Every registered owner of property on which a vacant building or structure is located must comply with Subsection 2.4.6 of Division B of the Fire Code which requires that the building or structure be secured against unauthorized entry.
- V. Where in the opinion of the Fire Chief the securing of a vacant building undertaken pursuant to section 15.3 of this Bylaw is insufficient to prevent unauthorized entry, the Fire Chief may require the registered owner to take specific measures to secure the vacant building or structure against unauthorized entry.
- VI. Where a registered owner fails to meet the requirements of sections 15.1 or 15.3, the City may, after making reasonable efforts to contact the registered owner or occupier of the vacant building or structure, or the Contact Person where applicable, to advise them of the need to secure the vacant building or structure under this section, instruct its employees or agents to board up the vacant building or structure to the extent required by this section. The cost of such boarding will be invoiced to the registered owner of the property on which the vacant building or structure is situated and will be payable within 30 days of receipt of the invoice.



Procedures

Security Measures

1. All openings in the basement, first floor doors and windows, and any point of entry accessible from a porch, balcony, or other potential climbing point shall be barricaded with plywood, 2 x 4 braces and screws from the exterior side of the building. Particle board, wafer board, Masonite, or other similar material shall not be used for the purposes of boarding-up-a building.
2. Openings that are at least 10' from ground level which are not accessible from a porch, fire escape, balcony, roof, or other climbing point can be secured with nails in each brace, and every 12" center to center around the perimeter. For all openings, the plywood should be fitted so that it rests snugly against the exterior frame, butting up to the siding on wood frame buildings and up to the brick molding edge on brick buildings.
3. Window openings containing broken glass shall be secured from the interior and exterior sides of the building.
4. Large openings such as garage doors may be secured using the existing door if the locking mechanism and door are in good condition.
5. Contact New Westminster Fire & Rescue Services for an inspection of the building upon completion of the security measures described in this guide. Inspections can be requested by phone 604-519-1000 or via email at fire-fpo@newwestcity.ca



Board Up Materials

1. 5/8" plywood, exterior grade (4ply)
2. 2 x 4 construction grade lumber
3. 3" wood deck screws for securing plywood to building frame.
4. 5" wood screws for securing 2 x 4 bracing to building frame

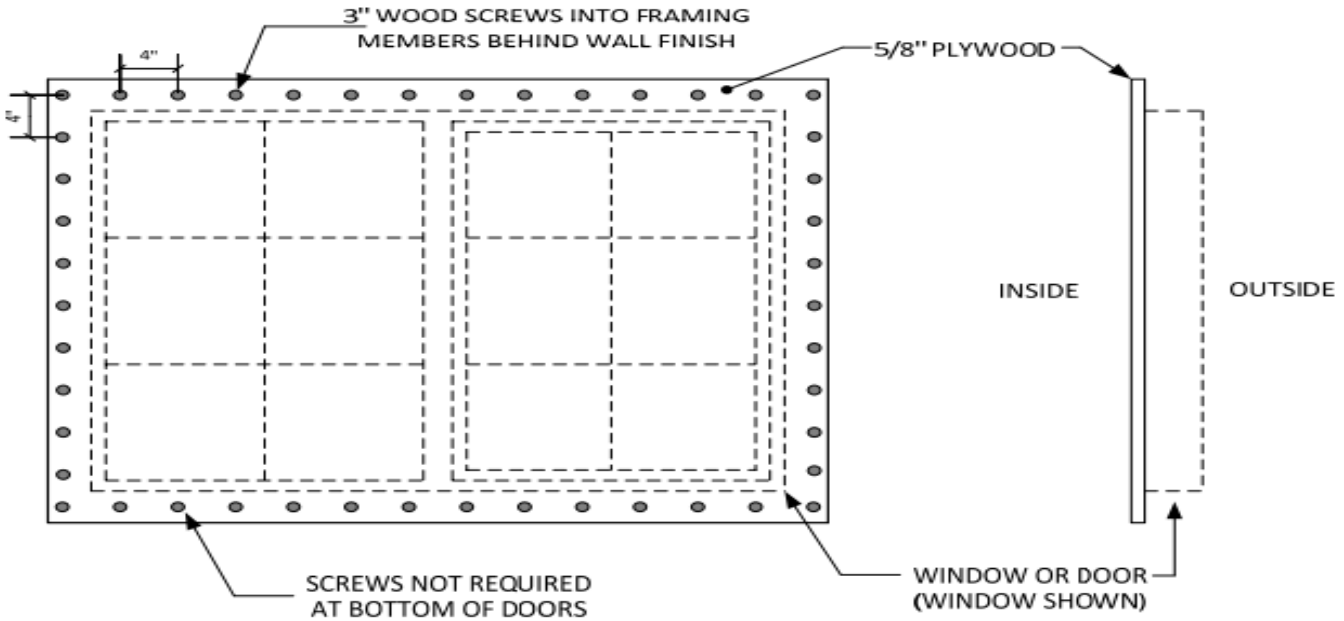
Barrier Assembly

1. Applying barriers is accomplished with carpenters and appropriate tools and supplies
2. Plywood shall be cut to fit over the window and door openings, so that the outside edges extend past the underlying building framing members.
3. Plywood shall be installed on the interior side of the opening.
4. 2 x 4 braces when required shall be cut to fit the horizontal or vertical dimensions of the plywood.
5. All plywood edges shall be secured into building framing members with 3" wood screws at 4" on centre
6. 2 x 4 bracing ends shall be secured into building framing members with 4 -5" wood screws.

For buildings that require access by authorized personnel, a single door that is visible from the street may be secured using a solid core wood or steel door. There shall be no windows or other openings in this door. The door shall be securely locked using a padlock and hasp assembly that is bolted through the door. The lock loop portion of the hasp is attached to the door frame using a minimum of 3-inch-long wood screws.



SECURITY DETAILS - SMALL OPENINGS



SECURITY DETAILS - LARGE OPENINGS

