

# Demolition Permit Application

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 Division at [buildingdept@newwestcity.ca](mailto:buildingdept@newwestcity.ca) or 604-527-4580.

## STEP 1 – Heritage Review

HERITAGE CONSIDERATIONS	
Prior to a demolition permit being accepted for a building older than 50 years, the City will initiate a review of the building to identify any heritage value. For more information on the heritage review process, visit <a href="http://www.newwestcity.ca/heritage/heritage-protection-and-development">www.newwestcity.ca/heritage/heritage-protection-and-development</a>	
In what year was the building built?	
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 the project scope with the Planning Department?	Y / N

## STEP 2 – Tree Permit Application

A Tree Permit Application **MUST** be submitted for ALL demolition permit applications.

Tree permit applications can be made online at <https://www.newwestcity.ca/services/trees/tree-permits>

Should you have any questions regarding the tree permit application process please contact the Tree Bylaw Division directly at [treebylaw@newwestcity.ca](mailto:treebylaw@newwestcity.ca) or 604-636-4318

### STEP 3 - Permit Application

REQUIRED DOCUMENTATION CHECKLIST			
	Required	Submitted	Not Req'd
Demolition Consent & Application Form ( <i>Signed by every Person on Title</i> )	✓		
<a href="#">Title Search</a> ( <i>no older than 30 days old – obtain from BCLTSA office</i> )	✓		
Photographs of Existing House ( <i>ALL sides</i> ) ( <i>in colour</i> )	✓		
Photographs of adjacent buildings ( <i>in colour</i> )	✓		
Photographs of existing damaged city property ( <i>i.e. sidewalks</i> )	✓		
Erosion & Sedimentation Control (ESC) Submission Form	✓		
Rodent Abatement and Control Declaration Report (from licensed pest control company)	✓		
Waste Disposal and Recycling Services Plan – Form 1	✓		
Hazardous Materials Declaration ( <i>completed by a Licenced professional</i> )	✓		
Vacancy Date ( <i>date when service disconnections can be scheduled</i> )	✓	Vacancy Date: _____- _____	
<b>***Note; Posting Plan Surveys may be required at the discretion of City Staff***</b>			

COMMERCIAL, INDUSTRIAL and MULTI-FAMILY ONLY			
Hoarding and Site Safety Plan	✓		
Traffic Management Plan	✓		
Construction Fire Safety Plan	✓		
Site Profile - <i>for information contact BC Environmental Protection &amp; Sustainability</i> ( <a href="https://www2.gov.bc.ca/gov/content/environment/air-land-water/site-remediation/site-profiles">https://www2.gov.bc.ca/gov/content/environment/air-land-water/site-remediation/site-profiles</a> )			
<i>Unsure of safe work practices, or Operational Health and Safety Regulations? Contact WorkSafe BC</i> 1.888.621.7233 (1,888.621.SAFE)- Toll Free in BC ;      604 276-3100 Lower Mainland Prevention Line;			

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

The Building Department will notify Public Works (water & sewer) and the Electrical Utility to arrange disconnection of services prior to permit issuance. 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 any other services (*gas, telephone, cable*)

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

**A Demolition Permit may not be issued until the following conditions have been met:**

- Confirmation from Public Works 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**.
- 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**
  - 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.

**CONTACTS:**

Web Site [www.newwestcity.ca](http://www.newwestcity.ca)

**Building and Plumbing Division**

Phone: 604-527-4580 Fax: 604-527-4564  
e-mail: [buildingdept@newwestcity.ca](mailto:buildingdept@newwestcity.ca)

**Engineering and Public Works**

Phone: 604-527-4592 Fax: 604-527-4564  
e-mail: [engpost@newwestcity.ca](mailto:engpost@newwestcity.ca)

**Planning Division**

Phone: 604-527-4532 Fax: 604-527-4511  
e-mail: [plnpost@newwestcity.ca](mailto:plnpost@newwestcity.ca)

# Demolition Consent & Application Form

To help expedite submission of your application, please fill out **ALL** fields related to your project prior to submitting your application.

**ADDRESS OF PROPOSED DEMOLITION** (Please ensure the correct and complete addressing is provided. Complete this section carefully)

Street: \_\_\_\_\_ Number: \_\_\_\_\_

Legal Description: \_\_\_\_\_ PID#: \_\_\_\_\_

**Project Description:**

Demolish; <ul style="list-style-type: none"> <li><input type="checkbox"/> Single Family Dwelling</li> <li><input type="checkbox"/> Detached Accessory</li> <li><input type="checkbox"/> Multi-Family Building</li> <li><input type="checkbox"/> Commercial or Institutional Building</li> <li><input type="checkbox"/> Industrial</li> </ul>	Is the building Vacant? <input type="checkbox"/> Yes <input type="checkbox"/> No If <b>NO</b> , expected date of vacancy _____  <i>The applicant/owner is responsible to ensure the property is vacant prior to the above vacancy date.</i>	Will the lot be clear? <input type="checkbox"/> Yes <input type="checkbox"/> No If <b>NO</b> , what structures will remain?  _____
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**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.

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.
- c. **I/We, the Registered Owner(s)** of the property acknowledge that I/we carry responsibility to ensure the safe removal of hazardous materials, and to ensure any contractors or trades tasked with asbestos removal are licenced with WorkSafe BC and the City of New Westminister
- d. **I/We** give authorization to my/our Authorized Agent to represent myself/us in this application. (See Agent below)

print	signature	date
print	signature	date
print	signature	date

Authorization Provided To Agent(s) to represent myself/us in an application for demolition:

Authorized Agent: \_\_\_\_\_

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

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell: \_\_\_\_\_

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

Property Owner Name 1: \_\_\_\_\_

Property Owner Name 2: \_\_\_\_\_

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

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell: \_\_\_\_\_

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

Contractor/Builder's Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

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

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell: \_\_\_\_\_

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

Job/Inspections Contact: \_\_\_\_\_

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

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell: \_\_\_\_\_

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

The person signing the application form **must** complete this area.  
It is recommended that the owner of the property applies for and picks up the Demolition Permit.

Applicant Name: _____	You are the following (Please Check one):	Property Owner	<input type="checkbox"/>
Company Name: _____		Registered Professional	<input type="checkbox"/>
Mailing Address: _____		Agent for Owner	<input type="checkbox"/>
City: _____ Postal Code: _____		Agent for Tenant	<input type="checkbox"/>
Email Address: _____		Tenant	<input type="checkbox"/>
Phone Number: _____		Design Professional	<input type="checkbox"/>
Business License Number: _____		Contractor	<input type="checkbox"/>

As owner or owner's agent, I have verified that the information contained within this document and associated applications and plans is correct, and describes a use, a building or work, which complies with all relevant by-laws and statutes. I understand that personal information contained in this form will not be released to the public except as required by law; however all associated applications and plans will be made publicly available during the development or building application process. I acknowledge that responsibility for by-law compliance rests with the owner and the owner's employees, agents and contractors. I will indemnify and save harmless the City of New Westminster, it's officials, employees and agents all claims, liabilities and expenses of every kind, in respect to anything done or not done pursuant to this application or fact sheet or ensuing permit, including negligence and/or the failure to observe all by-laws, acts or regulations.

I understand that the Building Bylaw makes it incumbent upon the Owner to call for inspections 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. The Building Official shall not be responsible for any inspection not called for or damages, direct or indirect rising from such failure.

The person signing this application form, if not the owner, acknowledges that the undersigned is an agent for the owner and that they are authorized to bind the owner who is deemed to know of and understand the contents of this form.

**Signature of Applicant:** \_\_\_\_\_

(By Signing, I am acknowledging the above waiver)

**Print Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# Letter of Authorization

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.1: \_\_\_\_\_ Tel No.2: \_\_\_\_\_ E-mail: \_\_\_\_\_

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

- |  |  |
|--|--|
| <input type="checkbox"/> Official Community Plan Amendment;                              | <input type="checkbox"/> Tree Permit;                            |
| <input type="checkbox"/> Rezoning;   | <input type="checkbox"/> Subdivision;                            |
| <input type="checkbox"/> Heritage Revitalization Agreement / Heritage Alteration Permit; | <input type="checkbox"/> Fill Permit;                            |
| <input type="checkbox"/> Development Permit / Special Development Permit;                | <input type="checkbox"/> Demolition Permit;                      |
| <input type="checkbox"/> Temporary Use Permit;   | <input type="checkbox"/> Building Permit;                        |
| <input type="checkbox"/> Development Variance Permit;                                    | <input type="checkbox"/> Subtrade Permit;                        |
| <input type="checkbox"/> Board of Variance;  | <input type="checkbox"/> Building Permit Plans (Archive Copies); |
|  | <input type="checkbox"/> Address Change Request;                 |
|  | <input type="checkbox"/> 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.

print	signature	date
print	signature	date
print	signature	date

- 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): \_\_\_\_\_

## Consent of Strata

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.

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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):

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### Strata Council Member

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Tel: \_\_\_\_\_ Cellular: \_\_\_\_\_  
Fax: \_\_\_\_\_ Email: \_\_\_\_\_  
Date: \_\_\_\_\_ Signature: \_\_\_\_\_

# Erosion & Sediment Control (ESC) Submission Form

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: \_\_\_\_\_

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

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

Legal Description  
\_\_\_\_\_

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

Size of Developable Area (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 \_\_\_\_\_

Please turn page  
over to view ESC  
facilities typically  
used on construction  
site

## Builder Signoff for Small Lot Developments

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: \_\_\_\_\_

**CONTACT ENGINEERING AND PUBLIC WORKS DEPARTMENT FOR MORE INFORMATION – 604-527-4592**

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

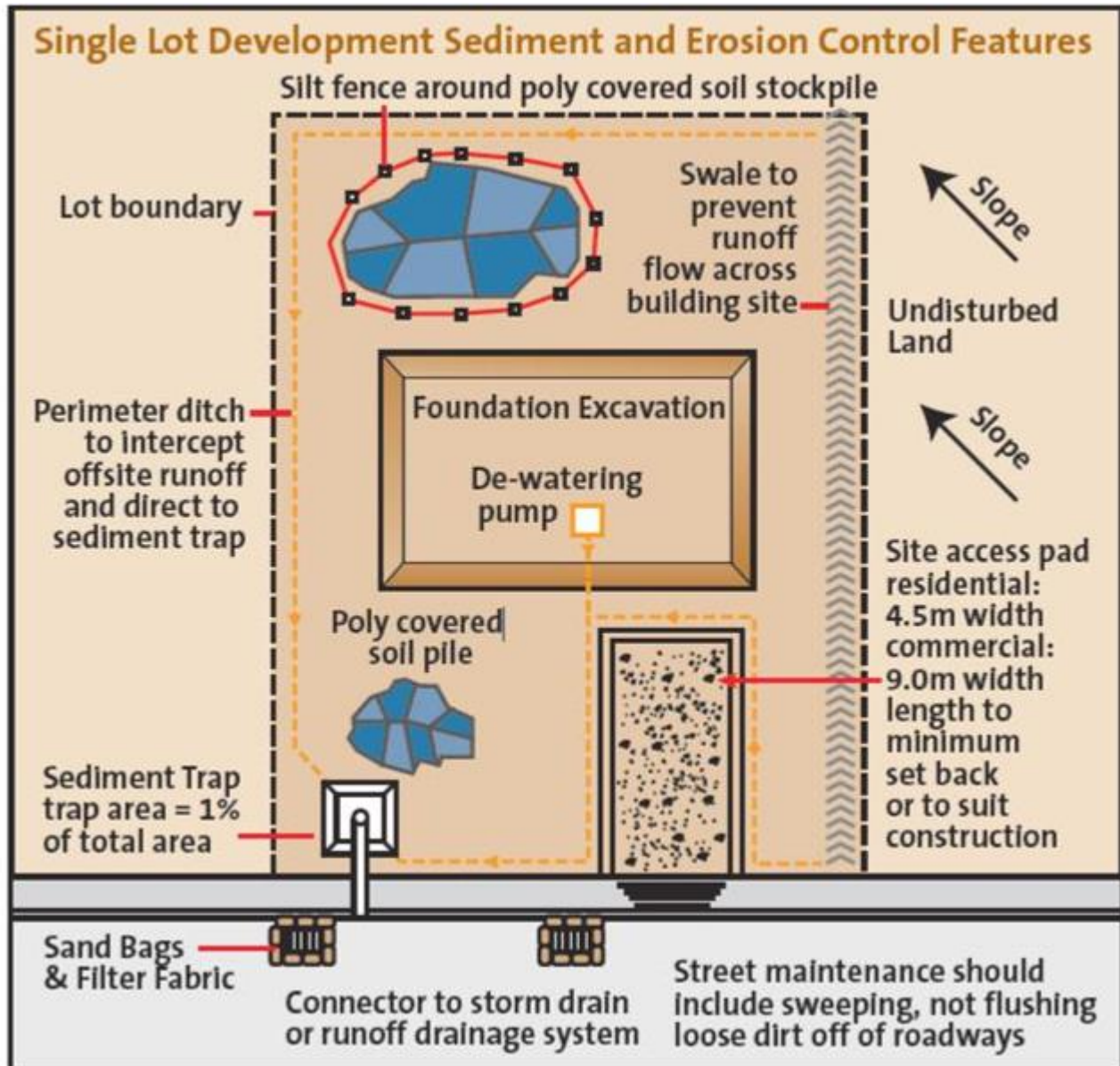


Diagram courtesy of the City of Coquiam

## 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 ft<sup>2</sup>**

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**

<b>Waste Disposal and Recycling Services</b>	<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
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Fee Received

Total Recycling Incentive Deposit    \$ \_\_\_\_\_

**Fee Calculation**

- See demolition waste and recycling fees in "Development Services Fees and Rates Bylaw No. 7683, 2014".

Signature of Application Reviewer: \_\_\_\_\_

*Keep a copy of this page and Form 2 in file*

## 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 _____			
<b>Hazardous Materials Declaration</b>		<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 DECLARATION**

SITE ADDRESS: \_\_\_\_\_

*The below is to be reviewed and completed by the licenced Asbestos Abatement Contractor*

1. Prior to any renovation or demolition work at your worksite, a qualified person must conduct a "**Hazardous Material Survey**" to identify if there are any potential hazardous materials at the worksite.
2. The "**Hazardous Material Survey**" will apply to the area of work for renovations, or for demolitions, to the entire site.
3. For Commercial, Industrial, Institutional, or Rental Residential Buildings containing asbestos, the building's "**Asbestos Inventory**", created and maintained as required by Section 6.4 of the OHS Regulation, must be provided with the application of any renovation building permit.
4. All *Hazardous Materials* identified in the "**Hazardous Material Survey**" will be handled and disposed of in accordance with all applicable rules and regulations
5. All *Asbestos Containing Materials* (ACM's) will be handled and disposed of by a contractor licenced with and in good standing with WorkSafe BC.
6. A "**Clearance Letter**" confirming all Hazardous materials have been removed from the area of work and a "Notice of Project" number must be provided to the Building Division prior to proceeding with any inspections.

I, \_\_\_\_\_ of \_\_\_\_\_, declare that  
*Name Abatement Company*  
we have been retained to conduct asbestos abatement at the above mentioned property, and that we are aware and have reviewed the "Hazardous Material Survey" and "Asbestos Inventory" included as part of this application. Furthermore, we will abide by all WorkSafe BC and City of New Westminster Bylaws and Regulations, and that the contact and licence information provided is accurate and correct.

Abatement Company :

Phone & Email :

WorkSafe BC Licence # : \_\_\_\_\_ CNW BL / IMBL # :

Signature : \_\_\_\_\_ 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) = \$ _____
Compliance with <b>Waste Disposal and Recycling Services</b> 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 #. _____
----------------------------	-----------------

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 #

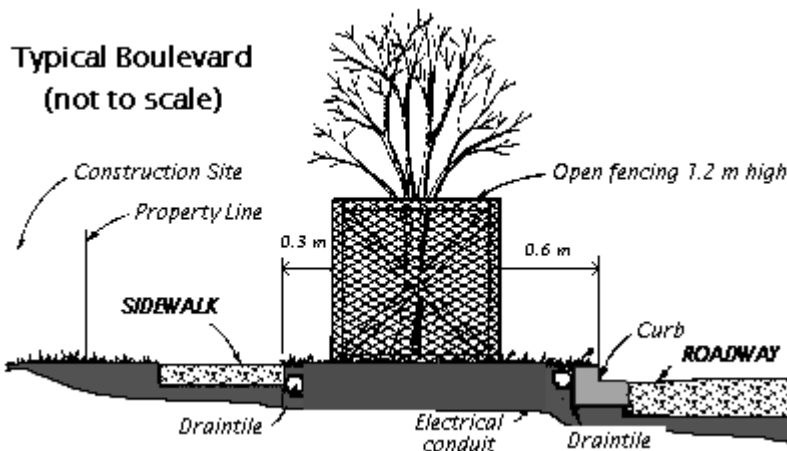
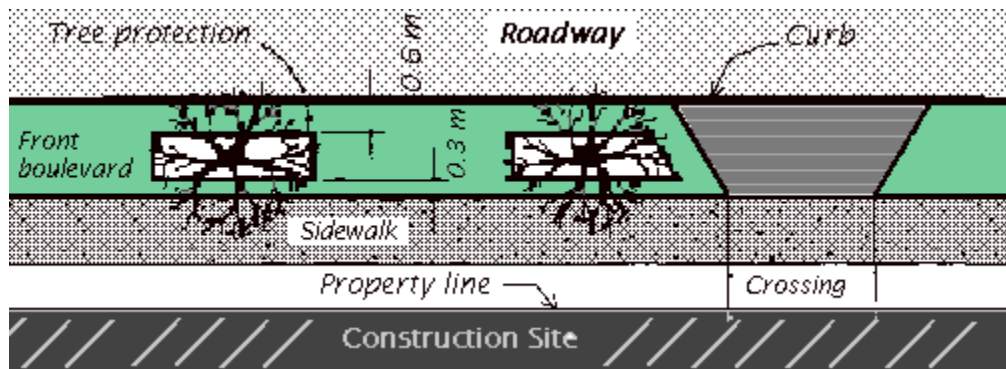
Material Type	A		B	
	Tonnes taken to Reuse or Recycling Facility	Reuse or Recycling Facility used for purposes other than Disposal (name, location)	Tonnes taken to Disposal Facility	Disposal Facility Used (name, location)
Asphalt				
Cardboard				
Cement and concrete				
Clean soil and fill				
Drywall / 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)				
<b>TOTAL non-hazardous MATERIALS</b>	<b>A =</b> _____		<b>B=</b> _____	
<b>Column Totals A _____ / (A _____ + B _____) X 100= _____ % Level of Compliance</b>				

<b>TOTAL HAZARDOUS MATERIALS</b>		
<b>TOTAL MATERIALS* (non-hazardous + hazardous)</b>		

\* 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

## Protection for Boulevard TREES

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.



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**

## SITE SECURITY

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.

## Vacant Building Securing Procedures

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 Westminister, 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 securement 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 Westminister 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](mailto: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.

