



## Demolition or Decommission Building Permit Checklist

Owner Name: \_\_\_\_\_

### TYPE

Demolition

Decommission

**All documentation is required at the time of permit application unless otherwise specified.**

**Refer to the Regional District Official Community Plan, Zoning Bylaws and Floodplain Management Bylaw for development restrictions related to your building permit application. If an application is non-compliant with applicable bylaws, it may increase the application processing time. Please check the Bylaws at [rdck.ca](http://rdck.ca) or call 250-352-8176.**

DEMO	DECO	RDCK	DOCUMENT TO PROVIDE	ADDITIONAL INFORMATION
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Building Permit Application</b>	<input type="checkbox"/> Include signatures of <b>ALL</b> registered Owners <input type="checkbox"/> Include <b>Owner(s) Representative Form</b> if applicable
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Title Certificate</b>	<b>Ltsa.ca (BC Land Title &amp; Survey)</b> <b>877.577.5872</b>  Provide a copy of the property title issued within 30 days from the Land Title Survey Authority, or RDCK can obtain for a fee of \$17 at time of submission.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Site Plan</b>	Site plan must be drawn to scale and include items below (See <b>Building Brochure</b> for a sample site plan): <ul style="list-style-type: none"> <li><input type="checkbox"/> Full legal description and civic address, area of property, North arrow</li> <li><input type="checkbox"/> Footprint and orientation of building to be demolished or decommissioned, showing all dimensions to property lines and adjacent buildings</li> <li><input type="checkbox"/> All existing dwellings, buildings, utility shacks or other structures</li> <li><input type="checkbox"/> Location of legal road access to property and adjacent road names</li> <li><input type="checkbox"/> All waterbodies: lakes, rivers, creeks, and seasonal drainage; Provide dimensions from the natural boundary of the waterbodies to the building.</li> </ul>

**For more information**

[info@rdck.bc.ca](mailto:info@rdck.bc.ca) | 250.352.6665 | 1.800.268.7325 (BC) | or visit [rdck.ca](http://rdck.ca)

DEMO	DECO	RDCK	DOCUMENT TO PROVIDE	ADDITIONAL INFORMATION
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Demolition Requirements</b>	<input type="checkbox"/> Provide Pre-demolition Hazardous Materials Assessment <input type="checkbox"/> Provide photos of building to be demolished  Prior to completion of permit, "Construction, Demolition & Renovation Waste Declaration Form" is required to be submitted at time of Final inspection for dwelling or commercial structures.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Decommission Requirements</b>	<input type="checkbox"/> Provide floor plans of building with all room uses labelled, and overall building dimensions. Indicate all cooking appliances, vents, washrooms, and plumbing fixtures. <input type="checkbox"/> Removal of all cooking facilities from suite or dwelling <ul style="list-style-type: none"> <li><input type="checkbox"/> Electric range outlet and wiring to be removed three (3) feet into the wall and capped. Leave drywall open for inspection. Breaker to be removed from panel, and wiring capped three (3) feet within wall. <b>Technical Safety BC permit required.</b></li> <li><input type="checkbox"/> Gas line to cooking facility, if applicable, permanently capped at both ends (Technical Safety BC Permit required)</li> <li><input type="checkbox"/> Remove hood range and ducting to exterior, and patch exterior wall</li> </ul> <input type="checkbox"/> All rooms and spaces in dwelling must be interconnected, and locking doors removed. <input type="checkbox"/> All bathrooms in excess of one (1) including tubs, showers, sinks, toilets, exhaust fans, waterlines, and associated drain lines. <input type="checkbox"/> Septic confirmation may be required to retain washroom in building.