

August, 2015
BUILDING DIVISION

HOW TO OBTAIN A DEMOLITION PERMIT FOR A BUILDING OR STRUCTURE

This bulletin outlines the necessary steps to obtain a permit for the demolition of a building or structure.

What Will Be Needed When Applying For A Demolition Permit?

- A site plan indicating the location of all existing structures and all proposed new buildings, if applicable (see the guide entitled "Building Permit Plan Requirements for New Home" at www.surrey.ca/city-services/1370.aspx for more details on what information the site plan should show).
- A current Title Search which may be obtained from the Land Title Office.
- A completed building permit application form.
- Payment of the permit fee.
- A damage deposit of \$2,500 per building (damage deposit of \$2,500 will be acceptable if a Demolition Permit covers demolition work related to more than one structure located on a property).
- If the permit application is for the demolition of a single family dwelling and an existing accessory building is being retained on the property, a new single family dwelling building permit application may be required prior to issuance of the demolition permit.
- If the permit application is for the partial demolition of a commercial, multi-family, or industrial building, a registered professional will be required to provide a letter stating that the partial demolition will be carried out under his/her supervision to prevent any damage to the remainder of the structure.

Additionally, if the building is derelict, or has been used for agricultural purposes, certification from a pest management company confirming that an appropriate rodent control program has been completed may be required.

How To Apply

To apply for a demolition permit, submit the documents listed above to the Building Division. Basic information about the property will also be requested at the time of application.

Applicants will also be directed to the Engineering Department to review their requirements. This will include arranging and paying for the water shut off by City staff, capping of existing sanitary and storm connections marked by a 2X4 within two meters of the property line and completion of a pre-damage form.

Any anticipated impacts to City roads (including sidewalks and boulevards) such as obstructions or use of City road rights-of way for construction or demolition equipment will require authorization and appropriate permits.

After an Application Has Been Submitted

There are two options:

1. Submit a letter from a Certified Arborist stating that the owner has hired the arborist to be on site during the demolition. After the demolition is complete, the arborist will submit a letter stating the condition of the trees. This letter will be needed in order to finalize the demolition permit. Barriers will not need to be constructed if an arborist is on site.
2. Erect barriers to protect trees from damage during the demolition. It will be necessary to arrange for a City arborist to visit the property to perform a field check on the tree barriers to confirm the barriers are of acceptable size*. After the demolition is complete a second City arborist field check is to be arranged to ensure no trees were harmed.
(see the guide entitled "General Public's Guidelines to the Tree Protection By-law" for more information at www.surrey.ca/treeprotection)

Based on the above site visits, the following may be required also:

- erecting additional tree barriers to prevent damage to protected trees* during the renovation;
- obtaining a tree removal permit if trees are to be removed; or

An additional field check may be required to ensure that these requirements have been met. Therefore, for a demolition permit to be issued as quickly as possible, it is important to ensure that all tree protection issues have been addressed prior to calling for the initial field check.

City staff will determine whether the building or structure is protected under a heritage designation.

A Construction Fire Safety Plan must be submitted to and approved by the Fire Department for all demolition permits except for demolition of single family dwellings, see attached bulletin for more information: <http://www.surrey.ca/files/ConstructionFireSafetyPlanBulletin.pdf>.

Once the building official is satisfied that all the requirements have been met, the demolition permit will be issued. When all required documentation has been submitted, a straightforward application may be processed within a week. Any applicable conditions will be listed on the actual demolition permit.

WorkSafeBC

WorkSafeBC will be notified of each demolition permit issued by the City. WorkSafeBC requires documentation listing all hazardous materials prior to the demolition of a building or structure. Therefore, a survey identifying all existing hazardous materials shall be submitted by the property owner to WorkSafeBC prior to commencing any demolition work. For further information please contact WorkSafeBC at 604-276-3100.

FortisBC

Call BC One Call at 1-800-474-6886 for assistance in locating a natural gas connection.
Call 1-888-224-2710 to have your natural gas shut off.

Please contact the City of Surrey Building Division at 604-591-4366 if further information is needed.

* As defined in the Tree Protection Bylaw 2006, No. 16100