

January, 2020  
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 At Time Of Application?**

To apply for a Demolition Permit, submit the following, listed below to the Building Division. Basic information about the property will also be requested at the time of application.

## **Fees and Refundable Deposits**

- Payment of the Demolition Permit fee.
- Payment of the Waste Diversion Admin fee.
- Payment of the Water Shut Off fee if applicable.
- A refundable damage deposit of \$2,500.
- A refundable \$5,000 Waste Diversion deposit under the Demolition Waste and Recyclable Materials Bylaw, No. 19453. (see the guide at [www.surrey.ca/demowasteplan](http://www.surrey.ca/demowasteplan) for more information)

## **Forms, Plans And Documentation**

- A current Title Search which may be obtained from the Land Title Office.
- A completed Building Permit Application Form.
- A completed Owner Authorization Form if applicable.

- ❑ 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.
- ❑ A site plan indicating the location of all existing structures and all proposed new buildings. For more details on what information the site plan should show, review the [Guide to Applying for Building Permit for a New Single Family Dwelling](#) bulletin.
- ❑ 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.

### **What Will Be Needed Before The Permit Can Be Issued?**

#### **Engineering Department**

- ❑ Completion of the Pre-Damage Inspection Form. Submit the completed form to [engineering@surrey.ca](mailto:engineering@surrey.ca) or to the Engineering Department front counter.
- ❑ Arranging and paying for the water shut off by City staff, and may include the capping of existing sanitary and storm connections marked by a 2X4 within two meters of the property line. To book shut-off contact 604-591-4340 ext. 5 and allow 5 business days for the shut-off.
- ❑ A Waste Disposal and Recycling Services Plan which includes an inventory and the estimated weight of the recyclable material present at the demolition site. The completed reports are to be sent to [demowasteplan@surrey.ca](mailto:demowasteplan@surrey.ca).
- ❑ 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.

#### **Trees and Landscaping Department**

- ❑ The City Arborist will determine the tree protection requirements for your proposed demolition. You will be instructed to either submit a comfort letter from a Certified Arborist stating that the owner has hired the arborist to be on site during the demolition **OR** erect barriers to protect trees from damage during the demolition and 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\*. See the guide entitled "General Public's Guidelines to the Tree Protection By-law" for more information at [www.surrey.ca/treeprotection](http://www.surrey.ca/treeprotection)

## **Building Department**

- ❑ 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:  
[www.surrey.ca/files/ConstructionFireSafetyPlanBulletin.pdf](http://www.surrey.ca/files/ConstructionFireSafetyPlanBulletin.pdf)

Once all the requirements have been met, the demolition permit will be issued within one week. Any applicable conditions will be listed on the actual demolition permit.

## **How To Obtain Final Building Approval Of The Demolition Permit**

- ❑ After the demolition is complete, the Arborist will submit a follow-up letter stating the condition of the trees **OR** a second City Arborist field check is to be arranged to ensure no trees were harmed. Ensure to contact the Building Inspections Line to book the demolition final.

Waste Diversion Compliance Report will be required within 90 days of the Final Building Approval. You will not receive your \$5,000 refund if this is not completed.

## **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