

DEMOLITION PERMITS

As per the Building Bylaw No. 3899, 2023 Parts 8 & 19, a building permit for demolition of a building or structure must be applied for and obtained prior to the work taking place, unless the works are the subject of another valid and subsisting building permit. For clarity, if a building or structure is to be entirely demolished a permit will be required to cover the demolition however should the works only require a partial demolition in conjunction with a building permit to alter or provide an addition to the building or structure then there would be no need for a separate permit from the alteration/addition permit to complete the demolition portion of the works.

PERMIT APPLICATION SUBMISSIONS

All application documents shall be submitted in digital format. (See: *Digital Building Permit Application Bulletin*)

A Complete permit application for demolition will include:

- Building Permit Application form completely filled out with all pertinent information including, “Demolition” indicated as the class of work and a concise description of the work to be performed.
- Owner’s Undertaking form.
- Damage to Infrastructure Agreement.
- Copy of the Property Title dated no more than 14 days from the date of permit application.
- A site plan clearly indicating the building or structure to be demolished.
- Fire Department Checklist and construction fire safety plan where required, includes, but is not limited to, multi-family, commercial and industrial buildings. Please confirm if required for your demolition at 250 286 6266.

SERVICE CONNECTIONS

Permit applicant / property owner is responsible for contacting the City Operations Dept. (250-286-4033) requesting a water service shut off/deactivation and shall include vacancy date for the applicable building/property. If there is a water meter in the building the City Operations Department needs to be contacted for a final meter read and to remove the meter prior to demolition. The water meter is the property of the City of Campbell River. Water, Sanitary and Storm services shall be disconnected in accordance with the Works and Services Bylaw 3948, 2024, as amended from time to time, and at a minimum be capped by the property owner or their qualified representative in a manner providing a positive seal using compatible and plumbing code compliant pipe and fittings. Colour coded service location identifiers are recommended at time of backfill.

The owners of third-party utilities (Hydro, Cable, Tel) shall be contacted independently by the applicant / property owner for deactivation requirements of their specific services.

INSPECTIONS

Two inspections may be required:

- Inspection to view the excavation is clear from construction debris and to confirm the water, sanitary and storm services disconnected and properly capped.
- Final inspection will also be necessary to ensure the removal of all materials and the site is left level or safely graded. Where levelling and grading are delayed, a strongly constructed fence with privacy screen complying with the City zoning bylaw, must be erected around the building site for protection to the public.

For further information contact the Building Department at building@campbellriver.ca or 250-286-5757