

Demolition Permits



Demolition Permits

Development and construction often includes the removal of structures that have reached the end of their usefulness. The City controls this process through the issuance of **Demolition Permits** and receives its authority from the **City of Coquitlam Building Bylaw**.

The most common demolition application is the removal of a single family home prior to the construction of a new, replacement home. However, demolition permits are required for all building types including:

- Commercial and large industrial structures,
- Damaged buildings as a result of an event (fire, flooding, earthquakes for example)
- Access building over 50 square metres, or
- Portions of a single family home if the life safety systems are compromised during reconstruction.

Demolition Permits provide:

- Safe and reliable capping of underground services,
- Testing, trapping and removal of harmful pests,
- Verification that hazardous materials have been safely removed,
- Records of waste recycling activity to Metro Vancouver, and
- A record of lost residential units to Statistics Canada.

Are there tenants in the building?

The **Provincial Residential Tenancy Act** requires that tenants residing in buildings slated for demolition be afforded a reasonable time period to vacate the premises. The Legislation requires that the property owner demonstrate proof by 'permit' that they intend to remove the building. At the time a **Demolition Permit** application is submitted, the owner/agent will receive a **Conditional Demolition Permit**, to be presented to their tenant(s), along with the **Notice to End Tenancy** in order to begin the tenant notification period.

The **Conditional Demolition Permit** has a list of criteria (**Demolition Checklist**), which will need to be completed as a prerequisite to the City issuing the **Demolition Permit** to remove the structure. Once the Demolition Permit has been issued, the structure may be removed and a final inspection scheduled. The permit will then be finalized.

Demolition Permit Process

How to Apply

STEP 1

Obtain and complete all application requirement documents:

- **Building Permit Application** coquitlam.ca/buildingpermits;
- **Agent Authorization Form** (if the applicant is not the registered owner);
- **Current Title Search** no older than 30 days from application date (Land Title Office ltsa.ca);
- **Demolition Contractor** name and contact information; and
- **Payment of Permit Application Fee** (fee list available at coquitlam.ca/buildingpermits).

STEP 2

- Visit the **Building Permits Division** on the Main Floor at Coquitlam City Hall (3000 Guildford Way) in person to apply for a **Demolition Permit**. Bring all documents described in Step 1 and be prepared to provide some additional basic information about the property.

Pay the **Permit Application Fee** (cash, cheque or credit card payment accepted).

STEP 3

After visiting the **Building Permits Division** and paying the **Permit Application Fee**, you will be directed to the **Engineering & Public Works Department** on the Ground Floor at Coquitlam City Hall to review their requirements for:

- Arranging and paying for water shut off,
- Capping of existing sanitary and storm connections, and
- Receiving a **Driveway Access** form.

STEP 4

It takes two to six weeks for the Engineering & Public Works Department to cap the services. Prior to issuance of the **Demolition Permit** and during this time frame all property owners will be required to submit:

- **Pest Control Inspection Report & Rodent Declaration Form**
Rodent Issues
 - Vacant buildings awaiting demolition provide shelter and nesting opportunities for rodents, and they can contain food attractants. To ensure appropriate, proactive measures have been undertaken to prevent the movement of rodents into nearby neighbourhoods during demolition, the City requires property owners to provide a report by a 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. Effective Jan. 21, 2023, rodenticides containing the active ingredients brodifacoum, bromadiolone or difethialone are restricted to authorized essential services only. Please visit The Province of British Columbia's Essential Services Guide: Rodenticide Rules Have Changed for more information, along with a complete list of essential services allowed to use second-generation anticoagulant rodenticides (SGARs).
- **Waste Management Declaration Form**
- For information on waste management, or for a list of recycling facilities, visit metrovancouver.org
- **Erosion & Sediment Control Form**,
- **Hazardous Material Documents or Asbestos Abatement Documents** for pre-1990 built residential building, and
- **Demolition Waste Recycling Form**.



Hazardous Materials Inspection Report

Before demolition work can begin on a pre-1990 built residential building, a risk assessment and asbestos survey must be completed by a qualified environmental consultant. The building is inspected, representative bulk samples collected and the samples analyzed by a qualified laboratory. A report is then prepared, identifying the inspection results. If asbestos is present, the following must take place:

- **Notice of Project** – Before abatement and contractors remove/disturb asbestos, the owner or prime contractor must file a **Notice of Project (NOP) with WorkSafeBC**, at least 48 hours before starting the project.
- **Clearance Letter** – A document stating that the asbestos has been removed and the building is safe to demolish.
- **Waste Manifest Document** – Document for the transportation of hazardous waste.

Asbestos Abatement

Until the late 1980s, more than 3,000 products containing asbestos were used in house construction. We know now that asbestos is extremely hazardous to people's health and that demolishing or renovating buildings containing asbestos can release asbestos fibres, which are very fine and can stay in the air for hours. Unprotected workers exposed to asbestos contaminated air can breathe in the the fibres, which may cause serious health problems, such as lung disease and cancer. To ensure the safety of workers and the public, the City of Coquitlam has procedures in place to ensure that demolition activities in the city are undertaken in a safe, reasonable and sustainable manner. The City requirements complement those already in place by WorkSafe BC. Visit worksafe.com for more information.

STEP 5

After the Building Permits Division is satisfied that all the requirements have been met and that all services have been disconnected and capped, the **Demolition Permit** can be issued. A **Permit Issuance Fee** will be required and, if applicable, a damage deposit will be required as well. The Demolition Permit must be picked up prior to the start of work.

Important Information about Trees

Urban Forestry and Parks Services will also assess the lot to determine if any City trees will require protection. If it is determined that City trees are at risk, it is the property owner's responsibility to provide tree fencing. Field checks may also be required to ensure that these requirements have been met. It is important to ensure that all tree protection issues have been addressed prior to calling for the initial field check to avoid delays of the issuance of the demolition permit.

The City of Coquitlam reminds developers, contractors and homeowners that they must remain compliant with the BC Wildlife Act and Migratory Birds Convention Act.

The City of Coquitlam recognizes the annual bird nesting window as March 1 to August 31. If demolition works are scheduled during this time period, the property should be assessed for active birds nests by a Qualified Environmental Professional (QEP) prior to any demolition works occurring.

Any QEP reports from bird nesting surveys are to be submitted to the City in advance of demolition works to ensure no nesting birds are disturbed.

Please be advised that due to the diversity of bird species in Coquitlam, not all bird nests occur in trees. Many birds common to the City of Coquitlam and regional area make their nests on the ground, in shrubs or blackberry bushes, in tree cavities, or in sheds, barns and vacant buildings. For further information, consult the Province of British Columbia's Natural Resource Best Management Practices where construction or development is involved.

coquitlam.ca/treemanagement



IMPORTANT

Failure to call for a final inspection prior to December 31 of the previous calendar year may affect your utilities.

Vacant Building Securing Procedures

There are potential fire and life safety issues related to vacant properties and it is the responsibility of the property owner to secure and maintain the security of their vacant premises, until demolition. The property owner(s) or their agent(s) are responsible for:

- Securing and maintaining the structures and land,
- Reducing the risk of fire and other life safety matters, and
- Inspecting structures and land regularly and taking corrective measures if necessary.

Security Measures

- 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 (particle board, wafer board, Masonite, or other similar material are not permitted).
- Window openings that are at least 10' from ground level (not accessible from a porch, balcony, roof, or other climbing point) are considered secure if the window is in good condition and can be locked from the interior.
- Window openings containing broken glass shall be secured from both the interior and exterior sides of the building.
- Large openings such as garage doors may be secured using the existing door if the locking mechanism and door are in good condition.
- Property may require fencing around the site.
- Site shall be monitored on a regular basis to ensure the building/structure is secure.
- Maintain a yard clear of unsightly accumulations of filth, discarded materials, rubbish or graffiti.

Contact **Coquitlam Fire/Rescue** for more details and to receive a complete Vacant Building Securing Procedures document and to arrange an inspection of the building upon completion of the security measures.

604-927-6433
firerescue@coquitlam.ca



Contact Information

City of Coquitlam Building Permits

coquitlam.ca/buildingpermits

3000 Guildford Way, Coquitlam, V3B 7N2

604-927-3441

Fax: 604-927-3445

permits@coquitlam.ca

City of Coquitlam Engineering & Public Works Department

604-927-3500

epw@coquitlam.ca

City of Coquitlam Urban Forestry & Parks Services

604-927-6300

parks@coquitlam.ca

FortisBC

fortisbc.com

Call BC One Call, **1-800-474-6886** to locate a natural gas connection.

To have your natural gas shut off, call **1-888-224-2710**.

WorkSafe BC

worksafebc.com

604-276-3100

After the demolition has been completed and the site has been cleared of all debris, please arrange for final **Building Inspection** through our **Touchtone Inspection Booking Service** at **604-927-3426**, or online at coquitlam.ca/webpermits.