



Demolition Permit Number 25 117613 00 DM

Site Address:	566 Cottonwood Ave V3J 2S2	Permit #:	25 117613 00 DM
Legal:	Lot: 1 Plan: LMP18795	Issued:	
Zone:	RS-3	Work Proposed:	DEMOLITION
Location:		Expiration Date:	
Building Type:	Single Family Dwelling		
Description:	Conditional Demolition Permit - subject to satisfaction of the conditions set out below Demolition of Single Family Dwelling		

Agent	City of Coquitlam Pierce Redon
Contractor	City of Coquitlam Pierce Redon 604-218-7085
Owner	City of Coquitlam

Building Vacant? Y/N	Yes	# of Units Lost through Conversion	1
Fire Damaged	No	Asbestos Found?	No
Street Frontage (metres)			

****DEMOLITION NOT PERMITTED AT THIS TIME**** Before the structure located at the above noted address can be demolished, the Owner or Agent must comply with the conditions outlined in the Demolition Checklist (Form 2018 001) for the purposes of abatement and preparation of the structure for demolition. Once all of the conditions have been met and approved/inspected by City staff, then the Owner or Agent will be permitted to demolish the structure. Please note that this Demolition Permit does not include authorization to begin excavation activity, however removal of the existing foundation is permitted once the structure is demolished. Upon completion of demolition work, the site is to be returned to natural grade. If the conditions set out in this Demolition Permit have not been met by the date which is 12 months after the date of issue then this Demolition Permit expires and the Owner or Agent will have to apply for a new Demolition Permit.

OWNER/AGENT TO READ PRIOR TO SIGNING PERMIT: In the event that new service connections or reconnections are required I hereby apply to have services supplied to the buildings on the said premises, subject to payment of the charges in effect at the time of connection. I agree: 1) that I will be bound by all provisions of the City of Coquitlam bylaws insofar as applicable; 2) that I will protect and save harmless the City of Coquitlam against all claims, liabilities, judgements, costs and expenses of any kind, which may in any way accrue against the said City in consequence of, and incidental to, granting of this permit; and 3) to pay the costs of repairing any damage to public works by reason of the building operations in respect of which this permit is granted. The granting of this permit and the acceptance of any plan, specification or document submitted in support of this permit does not release the applicant, occupant or owner/agent from conforming to all requirements of every pertinent bylaw and regulation in force within the City of Coquitlam.

Signature of owner/Agent:

Print Name of Owner/Agent:

Title of Owner/Agent:

Company Name:

Date:

Inspector's Signature

City of Coquitlam | Planning and Development

Good Neighbour Development Policy



Adopted September 3, 2019

The Good Neighbour Development Policy outlines expectations of developers in Coquitlam during the design, construction and through to the occupancy phases of a development project.

City of Coquitlam – Good Neighbour Development Policy



1.0 Purpose

This policy outlines the City's expectations of developers to follow Good Neighbour Development practices during the design, construction and through to the occupancy phases of development. The purpose of this policy is to:

1. highlight City regulations relevant to Good Neighbour Development practices;
2. place greater onus on the developer to follow those regulations;
3. manage and monitor development for compliance with all applicable requirements;
4. encourage early and ongoing communication between the developer and neighbours from the design stage and through the construction process;
5. ensure quality and respectful design along property edges;
6. support the quality of life and enjoyment of existing residential neighbourhoods; and,
7. protect and enhance the health of the natural environment.

While the City has a number of existing bylaws, policies, regulations and guidelines to address these issues, collecting them into one policy document is important for clear, transparent communication of expectations and requirements. City staff have a system in place to provide coordinated response and enforcement through the City's Engineering and Public Works, Building Permits, and Bylaw Enforcement departments.

2.0 Background

The City is occasionally asked to intervene in private property issues on behalf of a property owner adjacent to a new development due to concerns regarding actual or potential damages, neighbourhood disturbance, or potentially unsafe work. Many of the issues and complaints are on low to medium density infill residential projects, such as single-detached houses, Heritage Revitalization Agreement projects, Small-Scale Housing projects, and townhouse developments.

Common issues that arise for construction projects fall into two categories:

1. **Construction impacts** (e.g. unsightly construction sites, tracking of dirt and debris onto roadways, airborne dust, heavy use of on-street parking by contractors and workers, construction noise and activities outside of allowable hours, encroachment of construction activities and excavation onto City or private property, siltation and runoff, site safety and security, lack of communication with neighbours, damage or removal of existing vegetation or trees, and damage or removal to existing fences and retaining walls)
2. **Concerns with the development** (e.g. the size and scale of the new buildings, the design of fences and retaining walls, the design of new buildings)

3.0 Scope

This policy aims to address low-to-medium density residential projects, from single-detached developments to townhouses, noting that denser and more complex projects generally require more detailed construction management plans.

The policy applies to many types of development applications, including rezoning, subdivision, development permit, demolition permit and building permit.

In the earlier stages of a project involving a pre-application, rezoning, development permit, or subdivision, developers will be notified of the policy through the application review letter prepared by staff.

At the demolition or building permit stage, developers or their agents will be responsible for reviewing the Good Neighbour Development Policy and acknowledging, through a signed declaration, the expectations and regulations they, their contractors, and all sub-trades are to be held to throughout the entirety of the construction and occupancy process. They would also be responsible for disseminating the information and regulations to all parties involved in the development and acting as the primary point of contact with the City.

Should a new agent take over the project, that new agent is also required to sign the declaration and assume all of the roles listed above.



4.0 Relevant Bylaws

All development that takes place in Coquitlam is expected to adhere to all of the City's bylaws, policies, regulations and guidelines, many of which are directly relevant to construction and development. Depending upon the infraction that may occur, one or more of these bylaws may be used as an enforcement tool to ensure that development takes place in a manner that respects the neighbourhood. Property owners, developers, general contractors, and sub-trades are all subject to these bylaws. Note that the list below is provided for convenience only; it is not a comprehensive list of all relevant bylaws, nor do the details of the list supersede the bylaws themselves.

Disclaimer: The City is unable to control or resolve private disputes between property owners, such as trespassing, breach of contract or damage to private property.

Zoning Bylaw

- In addition to regulating key land use issues like density, permitted uses, and building height and siting, the Zoning Bylaw also regulates specific issues that can directly affect the interaction between neighbouring properties, such as the height of fences and retaining walls and the location of outdoor mechanical equipment.
- The regulations found in the bylaw exist as both general requirements of all zones (such as those found in Part 5 – General Regulations or Part 7 – Off-Street Parking and Loading) and specific requirements of the zone under which the development is taking place. All development in the city must comply with the Zoning Bylaw unless otherwise authorized.

Building Bylaw

- The Building Bylaw regulates construction within the city in the general public interest, and provides the authority to Building Inspectors to carry out on-site inspections and, when necessary, suspend a permit issued under the bylaw.

Street and Traffic Bylaw

- Development activities, such as demolition, excavation and construction, may result in changes to traffic volumes in a neighbourhood.
- Delivery of construction materials and equipment is limited to between 7:00 am and 6:00 pm Monday through Friday and between 8:00 am and 5:00 pm on Saturdays.
- Developers are expected to provide for the parking of trade workers' vehicles in such a way as to not disrupt traffic flow, obstruct neighbouring properties and driveways, or use all of the on-street parking available on a block. Alternative arrangements, such as car-pooling or shuttling from a nearby parking lot where that property owner has agreed to provide that service are encouraged.
- Any dirt or debris that is tracked from the development site onto the street or boulevard by a vehicle must be cleared by the end of day.
- The developer must prevent the flow of any water or debris from the site onto the street to prevent damage to City infrastructure or enter the City's storm water system.
- No storage of equipment or materials is permitted on City property (boulevards, sidewalks, streets or lanes) without prior authorization from the City.
- Developers requiring road closures as a part of the construction process must obtain a permit in compliance with the Street and Traffic Bylaw.

City of Coquitlam – Good Neighbour Development Policy



Boulevard Maintenance Bylaw

- Throughout the excavation, demolition, and construction processes, developers are expected to keep the boulevard (the area from the property line to the curb) clean and clear of rubbish or debris, protect existing boulevard trees from damage, and clear snow and ice from sidewalks bordering the property.
- Any material on the boulevard is to be cleared by the end of each work day.
- Following completion of construction, the Boulevard Maintenance Bylaw also stipulates what types of materials and landscaping may be used in the boulevard area.
- Safe pedestrian passage past the site must be maintained at all times, even on unimproved roads.

Litter and Desecration Prohibition Bylaw

- The appearance of the public realm surrounding an active development site plays a key role in the well-being of the community and the relationship of that community with the developer. Throughout construction, developers must not dispose of waste (such as plant material, construction debris, food or liquid waste) in a public place, nor shall any damage to public places be done, such as removing or damaging a tree not located on private property.

Unsightly Premises Bylaw

- All properties within the city are required to be held to an appropriate level of cleanliness at all times, including during the construction process. Developers are required to maintain an orderly site and prevent the build-up of water, dead plant material, dirt, rubbish, and construction materials. Work sites must be left in a clean and orderly state at the end of each work day.

Stream and Drainage System Protection Bylaw

- Without proper Erosion and Sediment Control Facilities being put in place, wastes or harmful substances may be washed from a development site during rainy periods, potentially damaging City infrastructure or creek habitats. All construction sites are required to have Erosion and Sediment Control Facilities installed and maintained so that the drainage system and nearby creeks are protected.

Noise Regulation Bylaw

- While some construction noise is expected, to prevent excessive neighbourhood disturbance, the Noise Regulation Bylaw limits the hours during which construction-related noise is permitted to between:

- **7:00 am and 8:00 pm on Monday through Friday**
- **9:00 am and 6:00 pm on Saturdays**

- No excessive or disturbing noise is permitted on Sundays or statutory holidays. However, exceptions to these times, such as home owners undertaking renovations or work impossible or impractical to undertake during the above times, may be permitted.
- Workers at a work site are expected to behave in a manner that is respectful of the neighbourhood, and refrain from playing loud music, using foul language, or otherwise disturbing the quiet, peace, rest or comfort of those in the neighbourhood.



Tree Management Bylaw

- While all efforts should be made through building or site design to protect existing trees, new development often necessitates removal of some trees on site. Trees 20 centimetres or more in diameter measured 1.4 metres from the base of the tree stem are considered “protected trees”, and must therefore meet certain criteria before they may be removed. The Tree Management Bylaw lays out those criteria, such as allowing for the removal of up to two protected trees per year on lots with fewer than 40 trees, or on sites undergoing a development application in a neighbourhood plan area. Tree cutting permits and tree replacement plans may be required as part of the development of a site.
- Trees on neighbouring properties may also be affected by development. Precaution should be taken to protect neighbouring trees during construction, including both the canopy and the root zone; both of which may extend into the development site. Hiring a consulting arborist can greatly increase the chance of safely retaining trees. Should those trees on a neighbouring property need to be removed, a signed civil agreement with the neighbouring property owner is required to allow for removal.
- Special regulations exist for trees near streams and watercourses, and further details should be sought from City staff to ensure the proper protection of trees and environmentally sensitive areas.

Bylaw Notice Enforcement Bylaw

- The enforcement of City bylaws is undertaken by Bylaw Enforcement Officers, and may include verbal or written warnings, as well as fines. Further infractions may result in inspection holds, permit holds, or work stoppages.

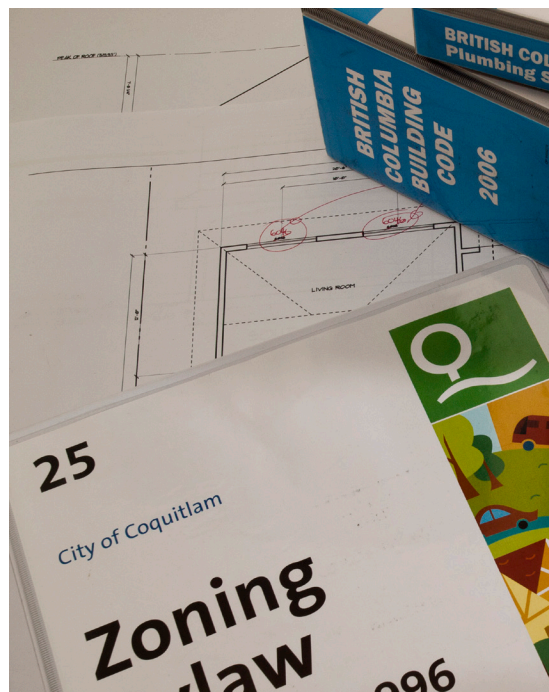
Business Licence Bylaw

- Anyone carrying on a business in the city must apply for and maintain a business licence and must post that licence in a conspicuous place. For licencees that do not maintain a premises, vehicle, or other place in the city related to the business licence, they must carry that licence on their person while conducting their business.

Development Permit Guidelines

- In order to strive for the best form of development in our neighbourhoods, the City's Official Community Plan includes Development Permit Guidelines that specifically address Good Neighbour Development principles for development. While certain forms of development (e.g., single-detached homes) do not require a development permit, the guidelines should be consulted during the design and permit application process to ensure high quality design for all current and future residents of the city. Low-to-medium density projects (i.e., duplex up to townhousing) require a development permit and must conform to the approved development permit plans and specifications.

City of Coquitlam – Good Neighbour Development Policy



5.0 Common Courtesies

The following are common courtesies that will help to maintain a positive relationship between developers and the neighbourhoods they work in.

- Maintain frequent and open communication with nearby residents and businesses as to the nature of ongoing work, planned road or sidewalk closures, and other expected disturbances. If contacted by a resident or business owner, respond promptly to work with them to answer questions and help address any concerns.
- Developers, contractors, and sub-trades should perform their duties on site with the care, attention and respect as if their families lived on the neighbouring properties. Avoid using foul language, especially when neighbours or children are nearby.
- Provide temporary power and avoid the use of power generators to reduce noise disturbances.
- No trespassing: always ask permission to enter a neighbour's property or to use their water supply or power.
- Develop a plan for parking trade workers' vehicles so they don't obstruct other properties, boulevards, or driveways, or use up all available on-street parking.
- Provide a bathroom facility on site for trade workers, and ensure its placement will not cause a nuisance for neighbours.
- Secure the property to protect adjacent properties and prevent unauthorized access. Additional measures may be necessary at sites adjacent to schools or parks.

6.0 Pre-Construction Requirements and Recommendations

Prior to being issued a permit for demolition, excavation or construction for projects under the Good Neighbour Development Policy, developers/builders are required to sign a declaration and communicate with neighbouring properties as outlined below.

Acknowledgment and Declaration

A signed declaration (see Section 10.0) is required to ensure developers/builders have read, and agree to uphold, the Good Neighbour Development Policy. This declaration effectively serves as a "warning" with respect to potential future bylaw or policy infractions; the first on-site infraction may immediately proceed to a fine, hold, or stop work order being issued without a verbal or written warning. The developer is also required to provide photos of the existing condition of any fences, retaining walls, or trees within 4 metres of a property line, along with written documentation of how those conditions will be replaced or preserved. Photos of those same items are required prior to the finalization of the demolition permit.



Communication with Neighbours

Developers are required to provide the following information to the owners of adjacent property, and property within a reasonable distance where impacts from construction are anticipated:

- A copy of the Good Neighbour Development Policy Handout
- A copy of the site topographic plan, showing the location of:
 - the new building;
 - all existing and proposed fences and retaining walls with top and bottom elevations, including those on neighbouring properties within four metres of the subject site. The developer will require consent from the neighbours to have a surveyor enter any adjacent properties;
 - all existing trees, including those on neighbouring properties within four metres of the subject site, with indications of tree protection zones for trees that are to be retained.
- A letter on company letterhead outlining the following information:
 - description of the project and the construction activities that will be occurring;
 - expected timelines and duration of demolition, excavation, and construction;
 - approximate extent of excavation on the property, including distances from property lines;

- details on what (if any) fences or retaining walls shared by the two properties are proposed to be removed, and how they will be replaced;
- details on how any trees that share a root zone or drip line between the two properties will be protected, removed, and/or replaced;
- contact information for the developer, property owner, and lead contractor.

Developers are encouraged to enter into a civil agreement prior to the start of work with any neighbours sharing a fence line, retaining wall, or tree to ensure that expectations for protection, retention, and/or replacement of those elements are established. Removal or a change to any of these shared site elements will require permission from the neighbour(s). It is recommended that this agreement include photos of the existing conditions of those shared elements. This could help to protect both parties from future disagreements over the intended final condition of the two sites. When retaining walls are involved, drainage issues can often arise, so expectations around how drainage will be addressed should also be included in this agreement.

City of Coquitlam – Good Neighbour Development Policy

7.0 Inspection And Enforcement

Throughout the demolition, excavation, construction and occupancy processes, regular inspections are scheduled to ensure that development is taking place in line with all of the applicable permits, policies and bylaws. Inspections may also take place during a routine patrol or following a complaint from a resident.

Developers and contractors should work with the City's Bylaw Enforcement Officers, Environmental Services and Work Site Bylaw Officers, and Construction Site Officers to address any issues that arise.

Should an infraction be discovered during an inspection, the City may impose one or more of the following:

- Bylaw enforcement tickets (fines) as detailed in the Bylaw Notice Enforcement Bylaw. Additional penalties may be issued if the offence is not quickly resolved.
- Illegally or unsafely parked vehicles may be towed.
- Permit or inspection holds can be put in place by inspectors or construction site officers. Following a hold, a permit would not be released, or an inspection granted, until compliance is demonstrated.
- A stop work order may be issued for all work or a portion of the work. Until the issue is resolved, no further work can be undertaken on site.

8.0 Associated Documents

Good Neighbour Development Template Letter
Good Neighbour Development Brochure

9.0 Key City Contacts

For issues pertaining to zoning, site layout, or form of development:

- **Planning and Development**
DevInfo@coquitlam.ca
604-927-3430

To apply for building permits, schedule inspections, or for questions about excavation, demolition or construction:

- **Building Permits**
permits@coquitlam.ca
ConstructionSiteOfficers@coquitlam.ca
604-927-3441

For issues around dirty or damaged boulevards and City utilities, damaged street trees, or run-off from a construction site on the street:

- **Engineering and Public Works**
EPW@coquitlam.ca
604-927-3500

For concerns about the health or loss of on-site trees:

- **Urban Forestry**
UrbanForestry@coquitlam.ca
604-927-3482

For enforcement of bylaws, such as the Noise Bylaw or Unsightly Premises Bylaw and parking enforcement:

- **Bylaw Enforcement**
BylawEnforcement@coquitlam.ca
604-927-3580 (7 days a week)

10.0 Acknowledgement And Declaration

By signing here, I have read and understand the requirements of the Good Neighbour Development Policy. This signature also acknowledges that the neighbours have been informed of the project per the requirements of Section 6.0 of this Policy. I have provided copies of this policy to all neighbours, as well as workers, contractors and sub-trades.

Name: _____

Title: _____

Company: _____

Address: _____

Phone: _____

Email: _____

Signature: _____

Date: _____



CHECKLIST GOOD NEIGHBOUR DEVELOPMENT POLICY

City of Coquitlam
Building Permits Division
604 927-3441 / permits@coquitlam.ca

Permit Address: _____

Date: _____ Cost of Construction: _____

COMMUNICATION WITH NEIGHBOURS CHECKLIST			
(The following Checklist provides an itemized list of material the developer is to provide to neighbouring properties of the development in order to promote good communication. For complete details, please see page 7 of the Good Neighbour Development Policy)			
ITEM	PROVIDED / INCLUDED	NOT APPLICABLE	COMMENTS
Copy of the Good Neighbour Development Policy			
Copy of the Site Topographic Plan that shows the following:			
• Location of the new building(s)			
• All existing and proposed fences within 4m of the construction site, including those on neighbouring properties			
• All existing trees within 4m of the construction site, including those on neighbouring properties			
• Approximate extent of excavation, including distances from neighbouring properties			



CHECKLIST

GOOD NEIGHBOUR DEVELOPMENT POLICY

City of Coquitlam
Building Permits Division
604 927-3441 / permits@coquitlam.ca



COMMUNICATION WITH NEIGHBOURS CHECKLIST			
(The following Checklist provides an itemized list of material the developer is to provide to neighbouring properties of the development in order to promote good communication. For complete details, please see page 7 of the Good Neighbour Development Policy)			
ITEM	PROVIDED / INCLUDED	NOT APPLICABLE	COMMENTS
Letter on COMPANY letterhead with the following information:			
<ul style="list-style-type: none"> Description of the project and the construction activities that will be occurring 			
<ul style="list-style-type: none"> Expected timelines and duration of: <ul style="list-style-type: none"> demolition, excavation, and construction 			
<ul style="list-style-type: none"> Details on what (if any) fences or retaining walls shared by properties are proposed to be removed and how they will be replaced 			
<ul style="list-style-type: none"> Details on how (if any) trees that share a root zone or drip line between the two properties will be protected, removed, and/or replaced 			
<ul style="list-style-type: none"> Contact information for the developer, property owner, and lead contractor 			
Copy of the Policy to workers, contractors and sub-trades			

**Please see the end of this Checklist for a Sample of the Form Letter from the Developer.*



CHECKLIST
GOOD NEIGHBOUR
DEVELOPMENT POLICY

City of Coquitlam
Building Permits Division
604 927-3441 / permits@coquitlam.ca

MATERIAL TO BE PROVIDED TO CITY OF COQUITLAM BUILDING PERMITS DIVISION			
CHECKLIST			
(The following Checklist provides an itemized list of material the Developer is required to provide to Building Permits Division Staff. For complete details, please see page 7 of the Good Neighbour Development Policy)			
ITEM	PROVIDED/ INCLUDED	NOT APPLICABLE	COMMENTS
Signed Declaration (see Section 10.9 of the Policy)			
Photos (clearly indicating the addresses of neighbouring properties**) showing:			
• Existing condition of any fences, retaining walls or trees within 4m of the property line			
Copy of the letter sent to neighbouring properties			
Copy of the Topographic Plan provided to neighbours			
Copy of the checklists			

Neighbouring Properties of the Construction Site**

Address:	
Address:	
Address:	
Address:	
Address:	

***Neighbouring properties are those that share the property line of the proposed construction site. If there are no neighbouring properties to the construction site, please advise the City in writing.*



CHECKLIST
GOOD NEIGHBOUR
DEVELOPMENT POLICY

City of Coquitlam
Building Permits Division
604 927-3441 / permits@coquitlam.ca



COMMENTS
<p>DRAFT CONDITIONAL DEMOLITION PERMIT FOR INFORMATION</p>

Note: The proponent is responsible for the completeness and correctness of the requirements of this policy. Missing/ incorrect information or documents may result in delay of issuance of permit(s).



SAMPLE LETTER FROM THE DEVELOPER

City of Coquitlam
Building Permits Division
604 927-3441 / permits@coquitlam.ca

On Company Letterhead

Dear Neighbour,

_____ is building _____
Developer Name Development Description (# of units/type of Development)
at address _____, under City of Coquitlam Building Permit _____
Address Permit Number

Anticipated Schedule	Start Date	Completion Date
Site Preparation/Fencing		
Demolition		
Excavation		
Construction		

Details on what (if any) fences or retaining walls shared by the two properties are to be removed, and how they will be replaced are as follows:

Details on how many trees (if any) that share a root zone or drip line between the two properties which will be protected, removed, and/or replaced are as follows:

Permitted Hours for Construction Noise

Per the City's Noise Control Bylaw No. 1233, 1982, construction-related noise is restricted to the following hours:

- Monday to Friday: 7:00 am to 8:00 pm; and
- Saturday: 9:00 am to 6:00 pm

Any work undertaken outside of these hours will require special permission from the City.

Contact Information

Property Owner: _____ Phone: _____

Developer: _____ Phone: _____

Lead Contractor: _____ Phone: _____

City of Coquitlam Building Permits:	604-927-3441
City of Coquitlam Planning & Development:	604-927-3430
City of Coquitlam Engineering & Public Works:	604-927-3500 (7 days a week)
City of Coquitlam Bylaw Enforcement:	604-927-7387 (7 days a week)

Note: attach a copy of the City of Coquitlam Good Neighbour Development Policy



City of Coquitlam
Fire/Rescue Department
1300 Pinetree Way, Coquitlam, BC
604-927-6400

Vacant Building Securing Procedures

There are potential fire and life safety issues associated with vacant properties which pose risks to members of the community and city staff.

In the City of Coquitlam, it is the responsibility of the property owner to secure and maintain the security of their vacant premises, until demolition is achieved.

The property owner(s) or their agent(s) who have vacant properties are responsible for:

- securing and maintaining the condition of their property (structures and land)
- reducing the risk of fire and other life safety matters
- inspecting regularly and taking corrective measures

The hazards and risks associated with vacant premises are mitigated through the enforcement of maintaining and securing vacant premises under the powers of the Fire Prevention and Life Safety Bylaw No. 3712 as defined below.

Regulations

3.1 VACANT BUILDING means a building or structure:

- (i) that has remained unoccupied by the owner or an occupier for a continuous period of 30 days;
- (ii) in respect of which a water, sewer, gas, or electrical service has been intentionally disconnected other than for temporary maintenance; or
- (iii) where a demolition permit has been applied for in respect of that building or structure, a building that has actually been left vacant, regardless of the amount of time it has been left vacant.

16.2 Every registered owner of property on which a vacant building or structure is located must comply with Subsection 2.4.6 of Division B of the Fire Code which requires that the building or structure be secured against unauthorized entry.

16.3 Where, in the opinion of the Fire Chief the securement of a vacant building undertaken pursuant to section 16.2 of this Bylaw is insufficient to prevent unauthorized entry, the Fire Chief may require the registered owner to take specific measures to secure the vacant

building or structure against unauthorized entry.

16.4 Where a registered owner fails to meet the requirements of sections 16.2 or 16.3, the City may, after making reasonable efforts to contact the registered owner or occupier of the vacant building or structure, or the Contact Person where applicable, to advise them of the need to secure the vacant building or structure under this section, instruct its employees or agents to board up the vacant building or structure to the extent required by this section. The cost of such boarding will be invoiced to the registered owner of the property on which the vacant building or structure is situated and will be payable within 30 days of receipt of the invoice.

Procedures

Security Measures

1. 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, 2x4 braces and screws from the interior side of the building. Particle board, water board, Masonite, or other similar material shall not be used for purposes of boarding-up a building.
2. Window openings that are at least 10' from ground level which are 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.
3. Window openings containing broken glass shall be secured from the interior and exterior sides of the building.
4. Large openings such as garage doors may be secured using the existing door if the locking mechanism and door are in good condition.
5. Contact Coquitlam Fire/Rescue for an inspection of the building upon completion of the security measures described in this guide. Inspections can be requested by phone 604-927-6433 or via email at firerescue@coquitlam.ca.

Vacant Building Securing Procedures

Page 2

Materials

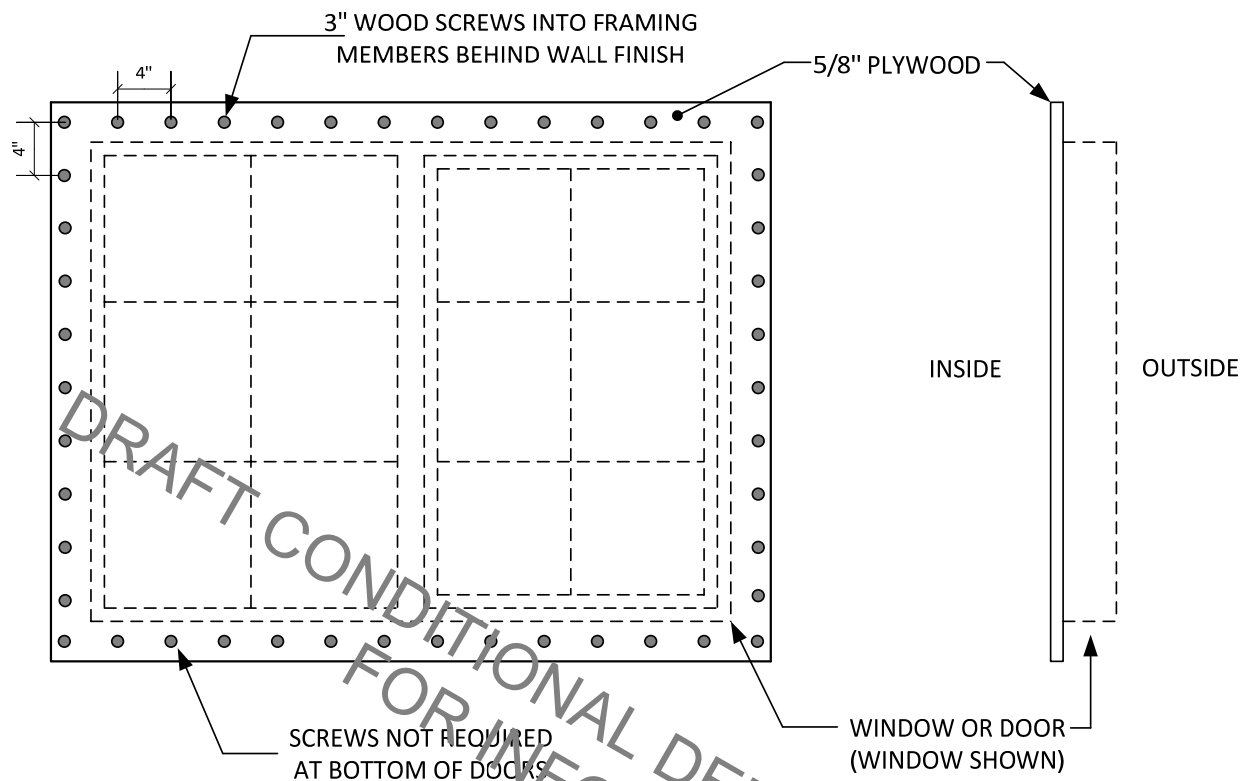
1. 5/8" plywood.
2. Braces – 2 x 4 lumber.
3. 3" wood screws for securing plywood to building frame.
4. 5" wood screws for securing 2 x 4 bracing to building frame.

Barrier Assembly

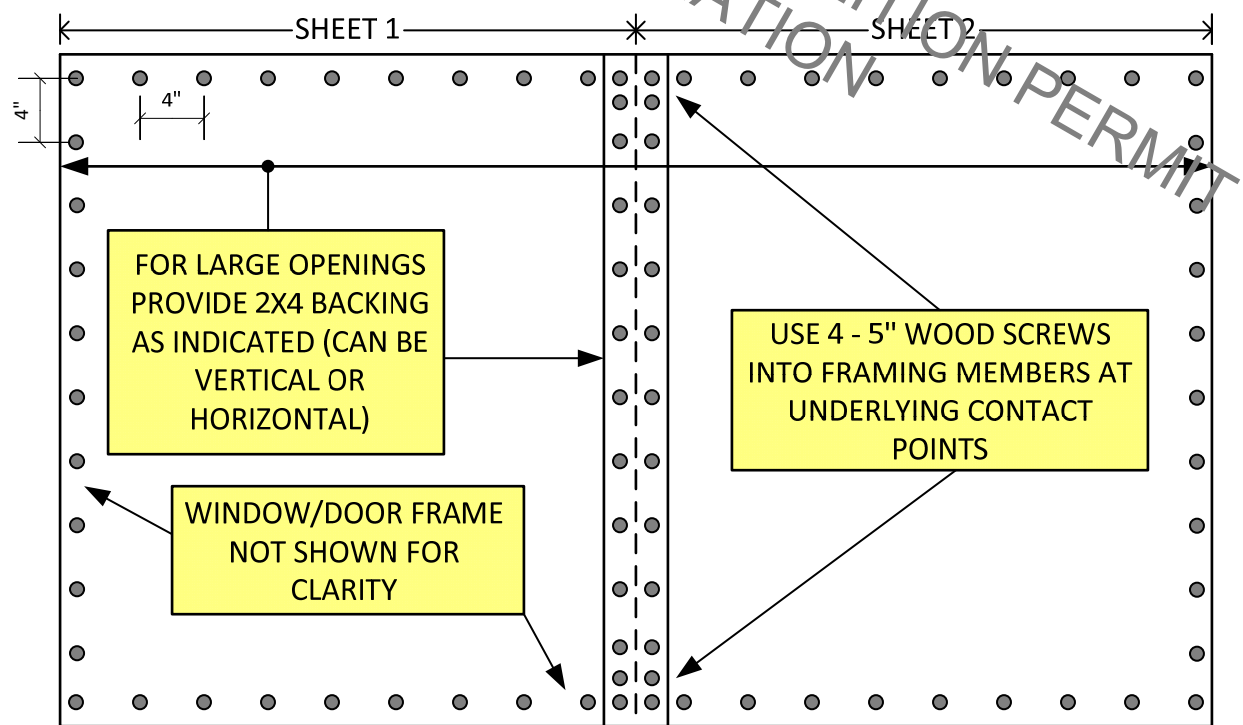
1. Applying barriers is accomplished with carpenters and appropriate tools and supplies.
2. Plywood shall be cut to fit over the window and door openings, so that the outside edges extend past the underlying building framing members.
3. Plywood shall be installed on the interior side of the opening.
4. 2 x 4 braces, when required, shall be cut to fit the horizontal or vertical dimension of the plywood.
5. All plywood edges shall be secured into building framing members with 3" wood screws at 4" on centre.
6. 2 x 4 bracing ends shall be secured into building framing members with 4 - 5" wood screws.

For buildings that require access by authorized personnel, a single door that is visible from the street may be secured using a solid core wood or steel door. There shall be no windows or other openings in this door. The door shall be securely locked using a padlock and hasp assembly that is bolted through the door. The lock loop portion of the hasp is attached to the door frame using a minimum of 3-inch-long wood screws.

SECURITY DETAILS - SMALL OPENINGS



SECURITY DETAILS - LARGE OPENINGS





WASTE MANAGEMENT DECLARATION FORM

City of Coquitlam
Building Permits Division
604 927-3441
permits@coquitlam.ca

Project Address: _____

Building Type: ☐ Residential ☐ Commercial/Industrial ☐ Other: _____

Square footage of building(s): _____

Type of Construction (wood frame, concrete, steel, etc.): _____

Name of Owner/Agent on Permit: _____

Phone Number: _____ **Email:** _____

I, _____, (Name
of owner/agent)
of, _____,
(Address)

declare:

- 1) THAT all hazardous materials will be/were separated from other demolition debris and disposed of in accordance with provincial regulations and standards.
- 2) THAT the following recyclable materials from the above noted property will be separated from other demolition debris and deposited at the following Recycling Facilities:

Material	Quantity	Recycling Facility Name & Location
Wood / Plywood / OSB	Kg.	
Cement / Concrete	Kg.	
Metals / Wires	Kg.	
Gypsum / Drywall	Kg.	
Others	Kg.	



WASTE MANAGEMENT DECLARATION FORM

City of Coquitlam
Building Permits Division
604 927-3441
permits@coquitlam.ca

- 3) THAT the remaining demolition materials (excluding hazardous and recycled) from the above noted property will be deposited at the following Disposal Facilities:

Material	Quantity	Recycling Facility Name & Location
	Kg.	
	Kg.	

(Signature of owner/agent)

(Date)

Please note that personal information contained in your response is collected under the authority of the *Freedom of Information and Protection of Privacy Act (FIPPA)* and will only be used for the purpose of evaluating this proposal / project. Please note that your response will be treated as public information and may be posted on the City website as part of a Council agenda. Questions about the collection of your personal information may be referred to, Planning & Development Services at (604) 927-3441, City Hall, 3000 Guildford Way, Coquitlam, BC, V3B 7N2.

Waste Generation Rates for Demolition Projects

Use this chart as a reference to help estimate the amount of waste your site will produce.

Type of Building	Waste Generation Rates	Composition (by weight)					
		Wood	Drywall	Metals	Concrete / Asphalt	Corrugated Cardboard	Misc.
Residential	Single Family 547 kg. / sq. m (111 lbs. / sq. ft.)						
	----- Multi-Family 626 kg. / sq. m (127 lbs. / sq. ft.)	44%	2%	3%	25%	-	26%
Commercial	764 kg. / sq. m (155 lbs. / sq. ft.)	16%	-	5%	68%	-	11%

Source: DLC Waste Management Toolkit- A Guide for the Building Construction Industry – www.metrovancouver.org

WASTE MANAGEMENT DECLARATION FORM

City of Coquitlam
Building Permits Division
604 927-3441
permits@coquitlam.ca

Recyclable Materials:

- Appliances
- Asphalt
- Asphalt roofing shingles
- Bricks, blocks and ceramic tile
- Cabinetry
- Cardboard – Banned from disposal in landfill, all must be recycled
- Concrete
- Dirt and soil
- Doors - Reusable, or may be recyclable, check with recycler
- Drywall - Banned from disposal in landfill, all must be recycled
- Fixtures (lighting, plumbing, etc.) - Reusable, or may be recyclable, check with recycler
- Glass
- Greenwaste (shrubs, lawn, small trees) - Banned from disposal in landfill – Reusable or compostable
- Metal (steel, aluminum, copper, brass, etc.) – May need to be cut up prior to recycling
- Metal (cable and wiring)
- Paper
- Plastic (rigid buckets, pails, etc., wrapping and bags)
- Windows in frames
- Wood (structural, including pallets, plywood, particle board, OSB)
- Wood (roofing-shakes and wood shingles) - Reusable, or may be recyclable, check with recycler

Non-Recyclable Materials

- Carpet & underlay
- Fibreglass (including insulation)
- Plastic (PVC, foam packing, insulation, vinyl window frames)
- Wood (treated, pressure treated, creosoted, timbers, telephone poles)
- Hazardous Materials – All hazardous wastes must be disposed of to WorkSafe BC and the Ministry of the Environment requirements, along with any additional requirements imposed by the disposal facility.



Erosion & Sediment Control Submission Form

(For Demolitions)

This form to be delivered to the Engineering Environment Division or emailed to: escteam@coquitlam.ca

Erosion and Sediment Control Best Management Practices available at the Building Permits counter, Development Servicing counter and Engineering counter as well as from the City's website.

In Accordance With the Stream and Drainage System Protection Bylaw, No. 4403, 2013

This form is a submission requirement for a Demolition Permit application for single family/duplex residential development. Failure to submit a completed form will result in the Demolition Permit Application being rejected.

Part 1. Developer (or duly authorized agent)

Name: _____

Address: _____

Phone: _____ Email: _____

Part 2. Identification of land where demolition will occur

Legal Description: _____

Civic Address: _____

Size of Developable Area* (approximate hectares): _____

Expected start date: _____ Expected finish date: _____
dd/mm/yr dd/mm/yr

Mandatory ESC Facilities Checklist

The following *ESC Facilities* from the City publication *Erosion & Sediment Control Best Management Practices* must be implemented for all demo permits, but it is the *Developer's* responsibility to include any additional *ESC Facilities* as necessary to ensure compliance with the City of Coquitlam **Stream and Drainage System Protection Bylaw No. 4403, 2013** (the Bylaw).

ESC Facility	Included
Access/Egress Controls	<input type="checkbox"/>
Perimeter Control Measures	<input type="checkbox"/>
Storm Inlet Protection	<input type="checkbox"/>
Disturbed Surfaces Protection	<input type="checkbox"/>
Paved Surfaces Sweeping/Maintenance	<input type="checkbox"/>

(Boxes must be ✓ checked before submission)

Developer Signoff for Single Family/Duplex Developments

I (*Developer*) hereby declare that the information included in this form is correct and true. At a minimum, I commit to install and maintain the *ESC Facilities* as identified in the above checklist, and as described in the City publication *Erosion & Sediment Control Best Management Practices*. I have read and understand the provisions of the Bylaw, and I will abide by all applicable provisions of said Bylaw and such other terms and conditions as may be imposed by the City.

Dated: _____
dd/mm/yr

Name of Developer or Duly Authorized Agent: _____

Signature of Developer or Duly Authorized Agent

DRAFT CONDITIONAL DEMOLITION PERMIT
FOR INFORMATION