



# DEMOLITION PERMIT APPLICATION FORM

## Planning & Development Department

1100 Patricia Blvd. | Prince George, BC, Canada V2L 3V9

p: 250.561.7600 | www.princegeorge.ca

### DEMOLITION PERMIT

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#### Applicant

Name \_\_\_\_\_

Corporation (if applicable) \_\_\_\_\_

Phone 1 \_\_\_\_\_ Phone 2 \_\_\_\_\_

Email \_\_\_\_\_

Mailing Address \_\_\_\_\_ Postal Code \_\_\_\_\_

#### Subject Property

Civic Address \_\_\_\_\_

Legal Description \_\_\_\_\_

Parcel ID \_\_\_\_\_

#### Proposal

Please describe the buildings(s)/structure(s) to be demolished on the subject property.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What is the building area to be demolished (m<sup>2</sup>) \_\_\_\_\_

Will the construction debris be retained or removed on-site?

\_\_\_\_\_  
\_\_\_\_\_

Will the foundation be removed?

Yes  No

Is there a water meter?

Yes  No

Are the service and City Services disconnected?

Yes  No  There were no service connections

Are the private services disconnected?

Yes  Fortis  Hydro  No  
 Shaw  Telus

If yes, please identify the date the water meter was returned to the City of Prince George Utility Division located at 3990 18<sup>th</sup> Avenue. \_\_\_\_\_

Day/Month/Year

**Application Fee(s)**

- Base application fee .....\$75 per building
- Deposit fee .....\$2,000 per building
- Title Search .....\$20 per title
- Total ..... \$ \_\_\_\_\_

**Application Checklist**

- Application form
- Application fees
- Current Title Search + a copy of all relevant charges on file (*if applicable*)
- Appointment of Agent (*if applicable*)
- All Utility Services disconnected from the property (Fortis BC, BC Hydro, Telus, Shaw Cable, City Utilities)
- Liability Insurance (3 million) City of Prince George named as additional insured
- Asbestos Abatement Letter / Report (*if applicable*)
- Valid Business Licence (*if using demolition/moving company*)
- Building Permit/Plumbing Permit (*if applicable*)

**Declaration to City of Prince George**

I/WE HEREBY declare that I/we:

- a) have read the attached documents, information and drawings and that they are true and correct to the best of my knowledge and belief;
- b) agree to submit further documents, information and drawings to assist in the consideration of the application, as determined by the City of Prince George;
- c) agree that misrepresentation or failure to disclose, or failure to submit the appropriate application fee, may be deemed sufficient cause for the rejection by the City of Prince George of the application; and
- d) agree that later discovery of an omission or misrepresentation made in the attached statements, documents, information and drawings may be grounds for a determination of ineligibility or revocation of any future license, permit or approval that may be granted.

AND I/WE HEREBY acknowledge that if the City of Prince George grants a license, permit or approval, it will be granted only to the person(s) named in the application, or to the private corporation having the directors and/or officers named in the application, or to the public corporation or society having the directors and/or officers named in the application.

AND I/WE HEREBY acknowledge that this application and all documents, information and drawings submitted with the application become part of the City of Prince George's records and are subject to the Freedom of Information and Protection of Privacy Act, and may become a public record and be published online as part of City Council's public meeting Agenda. Any personal information on this form is collected under the authority of the Community Charter, Local Government Act and the City of Prince George's bylaws for the purpose of processing this application and for administration and enforcement.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date Signed



# Demolition Permit Process

## Planning and Development Department

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This circular will help guide the applicant (property owner and/or agent) through the Demolition Permit Process. Please see below steps and information needed throughout this process.

### Step 1 - Disconnection of Utilities (Applicant)

- Please contact the City of Prince George (Utility Division) by phone at 311 to initiate the disconnection of utilities from the curb (e.g. water and sanitary).
- Please remove any water meters from the building, and return to the Public Works yard located at 3990 18<sup>th</sup> Avenue. Any further questions or comments in regards to water meters may be directed to the Utility Division at 250-561-7550.
- If the building is used for commercial, industrial or institutional purposes, and this application includes underground fuel tank removal, please go to the link below:

<https://forms.princegeorge.ca/Community-Services/FireServices/Application-to-Remove-or-Install-Fuel-or-LPG-Tank>

- Please contact Shaw to disconnect services.
- Please contact BC Hydro's Electric Service Coordination Centre at 1-877-520-1355 or online at: <https://app.bchydro.com/accounts-billing/electrical-connections.html>
- Please contact FortisBC to cancel a service at 1-888-224-2710 or online at: <https://www.fortisbc.com/accounts-billing/open-close-or-move-your-account>
- Please contact Telus to disconnect services.
- Call before you dig to determine if there are any buried utilities on your property at 1-800-474-6886.

### Step 2 – Submit Application (Applicant)

For a complete application please provide the following items:

- Application form;
- Application fees;
- Current Title Search + a copy of all relevant charges on file (if applicable);
- Appointment of Agent (if applicable);
- Site Profile Form;

- All Utility Services disconnected from the property (Municipal and Private – FortisBC, BC Hydro, Telus, Shaw);
- Liability Insurance (\$3 million) City of Prince George named as additional insured;
- Asbestos Abatement Letter/Report (if applicable);
- Valid Business Licence (if using demolition/moving company); and
- Security.

### **Step 3 – Confirmation of Service Disconnection & Application Review (Development Services)**

Development Services will email Public Works to confirm the disconnection of city services from the building(s)/structure(s). Any questions or comments will be emailed back to the applicant for further clarification.

Please contact private utilities to confirm the disconnection of services from the building(s)/structure(s) and forward Development Services a copy of the email correspondence for proof of disconnection.

Once Development Services has received confirmation of all services being disconnected this application will be reviewed by the Building Inspection team. Please note that further information may be requested in order to complete the application review by the Building Inspector.

### **Step 4 – Demolish Building (Applicant)**

After the Demolition Permit Application has been approved by the Building Inspection team, Development Services will contact the applicant to coordinate issuance of the Demolition Permit. Once issued, the applicant may commence with the demolition of the building(s)/structure(s).

### **Step 5 - Request a Site Inspection (Applicant)**

After the building has been demolished, please contact Development Services at (250) 561-7611 to book your final inspection. Prior to the inspection please ensure the following has occurred:

- Please ensure the sanitary and/or storm sewer is capped off. This will be confirmed by the Building Inspector at the time of final inspection.
- Site is clean and safe.

### **Step 6 – Security Deposit Released (Development Services)**

After the site inspection has been completed to the satisfaction of the Building Inspection team, the security deposit will be released by mail within fourteen [14] business days.

If you have any questions about the Demolition Permit Process Checklist, please contact Development Services at 250-561-7611 for more information.



## APPOINTMENT OF AGENT FORM

1100 Patricia Blvd. | Prince George, BC, Canada V2L 3V9  
p: 250.561.7600 | www.princegeorge.ca

I/WE, \_\_\_\_\_  
Full name(s) of all registered owners as shown on title to the lands

the undersigned, being the registered owner(s) in fee simple of the following lands:

Parcel Identifier(s): \_\_\_\_\_

Civic Address(es): \_\_\_\_\_

Legal Description(s): \_\_\_\_\_

### DO HEREBY APPOINT AND AUTHORIZE:

\_\_\_\_\_, of  
Name of Agent

\_\_\_\_\_,  
Mailing Address of Agent

\_\_\_\_\_, \_\_\_\_\_,  
Phone No. of Agent Email of Agent

**TO ACT AS MY/OUR AGENT** and to act on my/our behalf with respect to all matters related to the following application(s) to the City of Prince George in connection with the above lands, including without limitation, to sign and file the application(s), to negotiate with officials and employees of the City, to enter into agreements and approve of conditions with respect to the application(s), and to represent and make submission on behalf of the undersigned to City Council:

Application(s) \_\_\_\_\_.

**AND I/WE HEREBY** ratify, confirm and adopt as my/our own, the acts, representations, replies, agreements and commitments made on my/our behalf by the above named agent;

**AND I/WE HEREBY** declare that i/we have verified that all the information contained within this document and contained within all of the documents and plans submitted in support to the above listed application(s) are true and correct in all respects;

**AND IN CONSIDERATION OF** the sum of \$1.00 now paid by the City to the undersigned, and other good and valuable consideration (the receipt and sufficiency of which is hereby acknowledged by the undersigned), each of the undersigned hereby covenants and agrees to indemnify and save harmless the City of Prince George, its elected and appointed officials, employees and agents from and against all claims, liabilities, losses, costs and expenses of every nature whatsoever, in respect of anything done or not done by either the above named agent of the undersigned in connection with the above application(s), including without limitation the failure to comply with any and all agreements, conditions or other commitments, of the failure to observe any applicable bylaws, acts or regulations. This covenant will survive the expiry or termination of this appointment of agent, and is in addition to, and shall not prejudice, any other right or remedies of the City of Prince George.

**AND I/WE HEREBY** acknowledge that this application and all documents, information and drawings submitted with the application(s) become part of the City of Prince George's records and are subject to the *Freedom of Information and Protection of Privacy Act*, and may become a public record and be published online as part of City Council's public meeting Agenda. Any personal information on this form is collected under the authority of the *Community Charter, Local Government Act* and the City of Prince George's bylaws for the purpose of processing this application and for administration and enforcement.

Signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

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**IF REGISTERED OWNERS ARE INDIVIDUALS, USE THIS SIGNING BLOCK:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Printed Name

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**IF REGISTERED OWNER IS A CORPORATION, USE THIS SIGNING BLOCK:**

\_\_\_\_\_  
Name of Corporation (as shown on the title to the lands)

**I/WE** have authority to bind the company.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Printed Name

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Signature

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Address

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Printed Name