

**Incomplete applications will not be accepted**

---

---

**The following items must be submitted with your application (incomplete applications will not be accepted):**

- Hazardous Materials Assessment (buildings older than 1990)
- Title search** (retrieved within the last 30 days) for each property involved must be submitted with this application, as well as copies of **all covenants** registered on the subject property(ies) as a charge or listed as a legal notation (note: this does not include mortgages, priority agreements, leases, liens, statutory building schemes, undersurface rights, or assignment of rents). A **\$25** fee per document search will be required at the time of issuance if the application does not include copies of all non-financial charges registered on the title of the subject property(ies).
- BC Company Summary** (retrieved within the last 30 days) (if property owner is an incorporated company or society).
- Completed Owner's Authorization Form (each owner of the Land must sign this Authorization Form)
- Site Plan identifying all building(s) and structures on the property and indicating the building(s) or structure(s) that will be demolished.
- Site Profile Questionnaire completed in its entirety

---

---

I/WE hereby make application as follows:

**1. STRUCTURE TO BE DEMOLISHED – Buildings older than 1990 require a hazardous materials assessment:** (Check ALL appropriate boxes)

- Residential: \_\_\_\_\_ sq.ft.: \_\_\_\_\_ Year Built: \_\_\_\_\_
- Mobile Home
  - Demolition \_\_\_\_\_ sq.ft.: \_\_\_\_\_ Year Built: \_\_\_\_\_
  - Moved out of Abbotsford (location) \_\_\_\_\_ sq.ft.: \_\_\_\_\_ Year Built: \_\_\_\_\_
  - Moved within Abbotsford (location) \_\_\_\_\_ sq.ft.: \_\_\_\_\_ Year Built: \_\_\_\_\_
- Accessory Building (specify) \_\_\_\_\_ sq.ft.: \_\_\_\_\_ Year Built: \_\_\_\_\_
- Agricultural Building (specify) \_\_\_\_\_ sq.ft.: \_\_\_\_\_ Year Built: \_\_\_\_\_
- Commercial Building (specify) \_\_\_\_\_ sq.ft.: \_\_\_\_\_ Year Built: \_\_\_\_\_
- Industrial Building (specify) \_\_\_\_\_ sq.ft.: \_\_\_\_\_ Year Built: \_\_\_\_\_
- Institutional Building (specify) \_\_\_\_\_ sq.ft.: \_\_\_\_\_ Year Built: \_\_\_\_\_
- Oil Tanks (specify) \_\_\_\_\_ sq.ft.: \_\_\_\_\_ Year Built: \_\_\_\_\_
- Special Case - Residential Use (specify) \_\_\_\_\_ sq.ft.: \_\_\_\_\_ Year Built: \_\_\_\_\_

---

---

**2. PROJECT ADDRESS**

**CIVIC ADDRESS:** \_\_\_\_\_

**PROJECT DESCRIPTION:** \_\_\_\_\_

**4. ADDITIONAL INFORMATION:** (Check and complete appropriate box)

- Development Permit Number \_\_\_\_\_
- Development Variance Permit Number \_\_\_\_\_
- Rezoning Number \_\_\_\_\_
- Subdivision Number \_\_\_\_\_

COMPLETE **ALL** SECTIONS BELOW:

The APPLICANT information will be attached to all invoices, payments and refunds. If fees for this permit are to be paid by another party, please inform staff before proceeding (complete Refund Performance Section below)

**APPLICANT**

NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_ FAX: \_\_\_\_\_

PHONE: BUSINESS: \_\_\_\_\_ MOBILE: \_\_\_\_\_

**PRIMARY CONTACT**

NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_ FAX: \_\_\_\_\_

PHONE: BUSINESS: \_\_\_\_\_ MOBILE: \_\_\_\_\_

**REFUND PERFORMANCE SECURITY DEPOSIT TO (if different from applicant)**

NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_ FAX: \_\_\_\_\_

PHONE: BUSINESS: \_\_\_\_\_ MOBILE: \_\_\_\_\_

OWNER(S) (If applicant is not the registered owner, EITHER complete the following and attach an executed Owner's Authorization Form OR indicate the name of the future owner and attach a copy of the purchase agreement)

**REGISTERED OWNER(S) of the Property (owner's authorization required from each owner)**

NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_ FAX: \_\_\_\_\_

PHONE: BUSINESS: \_\_\_\_\_ MOBILE: \_\_\_\_\_

Provide Contractor information as the City of Abbotsford requires that all businesses doing work here have a valid City of Abbotsford or Intermunicipal Business Licence.

**CONTRACTOR INFORMATION**

BUSINESS NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

Do you have a Business Licence?

City of Abbotsford Business Licence Yes (BL number) \_\_\_\_\_

Intermunicipal \_\_\_\_\_ (Issuing Municipality)

If you have any questions about this collection and use of your personal information, contact the Information and Privacy Coordinator at 604-864-5575 or FOI@abbotsford.ca City of Abbotsford, 32315 South Fraser Way, Abbotsford BC V2T 1W7

10. ACKNOWLEDGEMENT OF NOTICE OF COLLECTION OF PERSONAL INFORMATION

Personal information collected within this building permit and application file is collected for the purpose of processing this application and for administration and enforcement. The personal information is collected under the authority of the Local Government Act, the City's bylaws and Section 26 of the Freedom of Information and Protection of Privacy Act (the "Act"). Under the Act, personal information cannot be used or disclosed other than for the purpose for which it was collected, except with the consent of the individual whom the information is about or otherwise in accordance with law.

By signing this application I hereby consent that all information, including my personal information, within this building permit and application file, may be made available to the public upon request.

---

**Signature of Applicant**

---

**Date**

# SITE PROFILE QUESTIONNAIRE FOR DEMOLITION PERMITS

**MUST BE COMPLETED IN FULL**

New Provincial provisions for contaminated sites have created a system to screen for potentially contaminated sites using Site Profile Forms. This form is being submitted with an application for (please check one):

- Demolition;** no soil disturbance or soil disturbance only incidental to the demolition
- Demolition;** involving soil disturbance beyond that incidental to the demolition

City Staff will review the questionnaire and determine whether a Site Profile Form must be completed. Should you require any further information or clarification please contact Building Permits & Licences at 604-864-5525 or the Ministry of Environment at 1-604-582-5200 [www.env.gov.bc.ca/epd/remediation/site\\_profiles](http://www.env.gov.bc.ca/epd/remediation/site_profiles).

**a) SITE INFORMATION**

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

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

**b) PRELIMINARY USE ASSESSMENT**

Please indicate if there is currently or to the best of your knowledge if there has previously been any use or activity listed below. You must tick "Yes" or "No" for each purpose or activity listed:

Purpose or Activity	YES	NO
<b>A. Chemical industries and activities</b>		
1. adhesives manufacturing or wholesale bulk storage		
2. chemical manufacturing or wholesale bulk storage		
3. explosives or ammunition manufacturing or wholesale bulk storage		
4. fire retardant manufacturing or wholesale bulk storage		
5. fertilizer manufacturing or wholesale bulk storage		
6. ink or dye manufacturing or wholesale bulk storage		
7. leather or hides tanning		
8. paint, lacquer or varnish manufacturing, formulation, recycling or wholesale bulk storage		
9. pharmaceutical products, or controlled substances as defined in the Controlled Drugs and Substances Act (Canada), manufacturing or operations		
10. plastic products (foam or expanded plastic products) manufacturing		
11. textile dyeing		
12. pesticide manufacturing, formulation or wholesale bulk storage		
13. resin or plastic monomer manufacturing, formulation or wholesale bulk storage		
<b>B. Electrical equipment industries and activities</b>		
1. battery (lead acid or other) manufacturing or wholesale bulk storage		
2. communications stations using or storing equipment that contains PCBs		
3. electrical equipment manufacturing, refurbishing or wholesale bulk storage		
4. electrical transmission or distribution substations		
5. electronic equipment manufacturing		
6. transformer oil manufacture, processing or wholesale bulk storage		
7. electrical power generating operations fuelled by coal or petroleum hydrocarbons and supplying electricity to a community or commercial or industrial operation		
<b>C. Metal smelting, processing or finishing industries and activities</b>		
1. foundries or scrap metal smelting		
2. galvanizing		
3. metal plating or finishing		
4. metal salvage operations		
5. nonferrous metal smelting or refining		
6. welding or machine shops (repair of fabrication)		
<b>D. Mining, milling or related industries and activities</b>		
1. asbestos mining, milling, wholesale bulk storage or shipping		
2. coal coke manufacture, wholesale bulk storage or shipping		
3. coal or lignite mining, milling, wholesale bulk storage or shipping		
4. milling reagent manufacture, wholesale bulk storage or shipping		
5. nonferrous metal concentrate wholesale bulk storage or shipping		
6. nonferrous metal mining or milling		
<b>E. Miscellaneous industries, operations or activities</b>		
1. appliance, equipment or engine repair, reconditioning, cleaning or salvage		
2. ash deposit from boilers, incinerators, or other thermal facilities		
3. asphalt tar roofing manufacture, wholesale storage and distribution		
4. coal gasification (manufactured gas production)		
5. medical, chemical, radiological or biological laboratories		
6. rifle or pistol firing ranges		
7. road salt storage facilities		
8. measuring instruments (containing mercury) manufacture, repair or wholesale bulk storage		
9. dry cleaning facilities or operations and dry cleaning chemical storage		
10. sites which have been or likely have been contaminated by substances migrating from other properties		
11. controlled substances, as defined in the <i>Controlled Drugs and Substances Act</i> (Canada), manufacturing or operations		
<b>F. Petroleum and natural gas drilling, production, processing, retailing and distribution</b>		
1. petroleum or natural gas drilling		
2. petroleum or natural gas production facilities		
3. natural gas processing		
4. petroleum coke manufacture, wholesale bulk storage or shipping		
5. petroleum product, other than compressed gas, dispensing facilities, including service stations and card locks		
6. petroleum, natural gas or sulphur pipeline rights of way excluding rights of way for pipelines used to distribute natural gas to consumers in a community		
7. petroleum product, other than compressed gas, or produced water storage in above ground or underground tanks		
8. petroleum product, other than compressed gas, wholesale bulk storage or distribution		
9. petroleum refining wholesale bulk storage or shipping		
10. solvent manufacturing or wholesale bulk storage		
11. sulphur handling, processing or wholesale bulk storage and distribution		

Purpose or Activity	YES	NO
<b>G. Transportation industries, operations and related activities</b>		
1. aircraft maintenance, cleaning or salvage		
2. automotive, truck, bus, subway or other motor vehicle repair, salvage or wrecking		
3. bulk commodity storage or shipping (e.g. coal)		
4. dry docks, ship building or boat repair and maintenance, including paint removal from hulls		
5. marine equipment salvage		
6. rail car or locomotive maintenance, cleaning, salvage or related uses including railyards		
7. truck, rail or marine bulk freight handling		
<b>H. Waste disposal and recycling operations and activities</b>		
1. antifreeze bulk storage or recycling		
2. barrel, drum or tank reconditioning or salvage		
3. battery (lead acid or other) recycling		
4. biomedical waste disposal		
5. bulk manure stockpiling and high rate land application or disposal (nonfarm applications only)		
6. construction demolition material, including without limitation asphalt and concrete, landfilling		
7. contaminated soil storage, treatment or disposal		
8. dredged waste disposal		
9. dry cleaning waste disposal		
10. electrical equipment recycling		
11. industrial waste lagoons or impoundments		
12. industrial waste storage, recycling or landfilling		
13. industrial wood waste (log yard waste, hog fuel) disposal		
14. mine tailings waste disposal		
15. municipal waste storage, recycling, composting or landfilling		
16. organic or petroleum material land spreading (land farming)		
17. sandblasting waste disposal		
18. septic tank pumpage storage or disposal		
19. sewage lagoons or impoundments		
20. hazardous waste storage, treatment or disposal		
21. sludge drying or composting		
22. street or yard snow removal dumping		
23. waste oil reprocessing, recycling or bulk storage		
24. wire reclaiming operations		
<b>I. Wood, pulp and paper products and related industries and activities</b>		
1. particle board manufacturing		
2. pulp mill operations		
3. pulp and paper manufacturing		
4. treated wood storage at the site of treatment		
5. veneer or plywood manufacturing		
6. wafer board manufacturing		
7. wood treatment (antispain or preservation)		
8. wood treatment chemical manufacturing, wholesale bulk storage		
9. sawmills		

**c) EXEMPTION REVIEW**

Under certain circumstances, you may be exempt from applying for a site profile even if you answer "yes" in the previous section. Please review and indicate if any of the following apply:

Exemptions Related to the Site	YES	NO
1. A Site Profile that is on file at the Site Registry contains all current information about areas on the site. <i>Please state filing date and file reference number used by Ministry of Environment:</i>		
2. The Regional Manager at the Ministry of Environment has already made a decision in regards to contamination or rehabilitation, such as approval in principle, certificate of compliance, etc. <i>Please attach any correspondence from the Ministry or state the type and the date of the decision, and the Ministry of Environment file reference number:</i>		
3. The site is a Wide Area Site designated by the Regional Manager and an approved remediation plan applies. <i>Please elaborate:</i>		
4. The site has been determined by the Regional Manager at the Ministry of Environment to be contaminated, provided there is no additional or new contamination following such a determination. <i>Please state the date of this determination and Ministry of Environment file reference number:</i>		
5. The site was satisfactorily remediated before April 1, 1997, there is no change in use or activities, and there is no new site contamination. <i>Please provide written confirmation of satisfactory remediation status and Ministry of Environment file reference number.</i>		
Exemptions Related to the Application	YES	NO
1. The application for building demolition is not associated with decommissioning of the site. Please elaborate on the purpose of the application. Attach a separate sheet if required		

**d) SIGNATURE**

The person completing this questionnaire states that the above information is true, based on the person's current knowledge as of the date completed

Name \_\_\_\_\_ Company \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



## DEMOLITION REQUIREMENTS

In addition to the Site Profile requirements, work under a Demolition Permit shall be carried out in the following manner:

- In accordance with WorkSafe BC regulations
- Area shall be fenced off and kept secure until made safe
- All debris shall be disposed of in a legal fashion
- Debris shall not be buried on site
- Show consideration with respect to adjacent properties
- Demolition/construction noise prohibited before 7:00am Monday-Saturday or before 9:00am on Sundays & Statutory holidays, and after 9:00pm any day
- Maintain clean roads and sidewalks at all times
- Book a final inspection when work is completed (area shall be free of all debris)
- Excavated area shall have a slope of 3:1 (horizontal to vertical) and shall remain fenced off
- If area is leveled off, no fence is required

**Any contravention of the above requirements may result in fines or legal action under Bylaw 1274-2003**  
If you have any questions, call the Building Permits & Licences division at 604-864-5525.

# OWNER'S AUTHORIZATION / ACKNOWLEDGEMENT FORM

## City of Abbotsford BUILDING PERMIT APPLICATION APPENDIX OWNER'S AUTHORIZATION FORM

**Civic Address:** \_\_\_\_\_

**Legal Description:** \_\_\_\_\_

This document shall serve to notify the City of Abbotsford that I am/we are the legal owners (s) of the property described above and do authorize the person indicated below (Authorized Agent) to act on my/our behalf on all matters pertaining to any of the Permit Application(s) indicated below for the property described above, including the authority to endorse on my/our behalf application documents.

**Name of property owner(s):** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Phone (business): \_\_\_\_\_ Phone (mobile): \_\_\_\_\_

**The following section needs to be completed if the Registered Property Owners are not the applicant for this building permit.**

**Name of Authorized Agent:** \_\_\_\_\_

Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Phone (business): \_\_\_\_\_ Phone (mobile): \_\_\_\_\_

**Description of work:** \_\_\_\_\_

It is understood that until the City is advised in writing that the Authorized Agent no longer acts on behalf of the Owner, the City will deal with the Authorized Agent with respect to all matters pertaining to the Permits referred to in this Authorization Form. I/we hereby authorize the Authorized Agent to act on our behalf in accordance with the terms of this Owner's Authorization Form. This authorization supersedes any previous agent authorization. **Initials of Applicant:** \_\_\_\_\_

_____ Signature of owner	_____ Owner's name (print)	_____ Date
_____ Signature of owner	_____ Owner's name (print)	_____ Date
_____ Signature of owner	_____ Owner's name (print)	_____ Date
_____ Signature of owner	_____ Owner's name (print)	_____ Date
_____ Signature of Authorized Agent	_____ Agent's name (print)	_____ Date