

APPLICATIONS WILL BE ACCEPTED
BETWEEN 8:30 AM – 4:00 PM

DEMOLITION APPLICANT CHECKLIST

INCOMPLETE SUBMISSIONS WILL NOT BE ACCEPTED

Civic Address: _____

Permit Submission Requirements:

- Completed Application Form and Fees. **Applications will not proceed into permit queue until building permit fees have been paid in full. Permits will not be issued until utility disconnect fees have been paid in full.**
- Completed Letter of Authorization (**Each** owner of the Land must sign this Authorization Form)
- Title search (*retrieved within the last 30 days*)** for each property involved must be submitted with this application. A **\$25 fee for document retrieval** will be required if the application does not include this document at time of submission
- Utility Disconnect Form
- Site Plan identifying all building(s) and structures on the property and indicating the building(s) or structure(s) that will be demolished.
- CAUTION FOR FUTURE DEVELOPMENTS** — If any portion of the property has been identified in the Official Community Plan as within proximity to a steep slope (Steep Slope Development Permit (SSDP) and/or within proximity to a mapped watercourse or sensitive ecosystem (Natural Environment Development Permit (NEDP) Areas) any proposed new construction or additions *may be limited or prohibited*. **Applicant Initials:**__

PROPERTY INFORMATION

Civic Address: _____

Legal Description: _____

APPLICANT INFORMATION

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

Name: _____

Business Name (if applicable): _____

Mailing Address: _____

City: _____ Postal Code: _____

Phone: _____ Email: _____

REGISTERED OWNER(S) of the property

Name: _____

Mailing Address: _____

City: _____ Postal Code: _____

Phone: _____ Email: _____

PRIMARY CONTACT INFORMATION *If not the same as applicant

Name: _____

Mailing Address: _____

City: _____ Postal Code: _____

Phone: _____ Email: _____

CONTRACTOR INFORMATION City of Abbotsford requires that all businesses have a valid City of Abbotsford or Intermunicipal Business Licence.

Name: _____

Business Name: _____

Mailing Address: _____

City: _____ Postal Code: _____

Phone: _____ Email: _____

City of Abbotsford Business Licence #: _____ Intermunicipal Licence: _____

STRUCTURE TO BE DEMOLISHED

| Type of structure(s) being demolished <i>(check ALL applicable boxes)</i> | Sq. Ft. | Year built |
|---|---------|------------|
| <input type="checkbox"/> Residential: _____ | _____ | _____ |
| <input type="checkbox"/> Accessory Bldg <i>(specify):</i> _____ | _____ | _____ |
| <input type="checkbox"/> Agricultural Bldg <i>(specify):</i> _____ | _____ | _____ |
| <input type="checkbox"/> Commercial Bldg <i>(specify):</i> _____ | _____ | _____ |
| <input type="checkbox"/> Industrial Bldg <i>(specify):</i> _____ | _____ | _____ |
| <input type="checkbox"/> Institutional Bldg <i>(specify):</i> _____ | _____ | _____ |
| <input type="checkbox"/> Special Case — Residential use <i>(specify):</i> _____ | _____ | _____ |
| <input type="checkbox"/> Mobile Home Demolition: _____ | _____ | _____ |
| <input type="checkbox"/> Moved out of Abbotsford: _____ | _____ | _____ |
| <input type="checkbox"/> Moved within Abbotsford: _____ | _____ | _____ |

ADDITIONAL INFORMATION *(check and complete applicable box)*

Development Permit Number _____

Development Variance Permit Number: _____

Rezoning Number: _____

Subdivision Number: _____

DEMOLITION REQUIREMENTS — Any contravention of the following requirements may result in fines or legal action under Bylaw 2883-2018

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

Signature: _____

Date: _____

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 initialing 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.

Initials of Applicant: _____

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 or mail to: City of Abbotsford, 32315 South Fraser Way, Abbotsford BC V2T 1W7

CONSENT TO RELEASE PERSONAL INFORMATION

Pursuant to Section 22 of the Freedom of Information and Protection of Privacy Act, I understand that all information provided to the City of Abbotsford is subject to the provision of the Freedom of Information and Protection of Privacy Act. I consent to the City of Abbotsford releasing my personal information related to this application.

Initials of Applicant: _____

The owner/applicant is responsible for ensuring compliance with the BC Heritage Conservation Act, including steps to determine whether or not a site is an archaeological site. It is against the law to alter an archaeological site without first obtaining a permit to do so from the Archaeology Branch, Ministry of Tourism, Sport and the Arts.

WAIVER, RELEASE AND INDEMNIFICATION AGREEMENT

BY SUBMITTING THIS PERMIT APPLICATION, YOU, OR THE PARTY ON WHOSE BEHALF YOU ACT, ARE GIVING UP CERTAIN LEGAL RIGHTS, INCLUDING THE RIGHT TO SUE, AND ASSUMING CERTAIN OBLIGATIONS, SUCH AS THE OBLIGATION TO INDEMNIFY THE CITY OF ABBOTSFORD

PLEASE READ THE FOLLOWING PROVISIONS CAREFULLY

In consideration and as a condition of the City of Abbotsford (the "City") granting the permit applied for, each of the Owner, the Owner's Authorized Agent (for himself and on behalf of and with instructions from the Owner and any other party on behalf of whom the Authorized Agent acts) and the Applicant (if not Owner of the Owner's Authorized Agent), jointly and severally agree as follows:

Waiver - I/we hereby waive any and all claims whatsoever that I/we may have, or may have in the future, against the City, its directors, officers, elected officials and employees (collectively, the "Releasees") as a result of the issuance of this permit or any work undertaken pursuant to this permit or for any inspection or other action undertaken as a result of this permit, due to any cause whatsoever, including but not limited to negligence or breach of any statutory or other duty of care.

Release - I/we hereby remise, release and forever discharge the Releasees from any and all claims, actions, demands, obligations, liabilities, costs and expenses whatsoever, whether direct or indirect, including without limitation with respect to any damage to person or property, that I/we may suffer or incur, due to any cause whatsoever including negligence or breach of any statutory or other duty of care, as a result of the issuance of this permit or any inspection or action undertaken by the City as a result of this permit..

Indemnity - I/we hereby agree to indemnify and hold harmless the Releasees from and against any and all claims, actions, demands, obligations, liabilities, costs or expenses whatsoever and howsoever arising, including arising out of or with respect to any damage to any person or property incurred by myself, the party for whom I act as agent, or any other party, which may in any way arise or accrue against the Releasees as a result of or incidental to the issuance of this permit.

No Representations, Warranties or Guarantees -The City has not made any representations, warranties or guarantees with respect to any matter relating to this permit or any work to be undertaken pursuant to this permit, including without limitation compliance with City bylaws or any other provincial or federal act or regulation in force in the City. I/we hereby agree that I/we will be solely responsible for ensuring that all work carried out pursuant to this permit is in compliance with all applicable City bylaws and any other provincial or federal act or regulation in force in the City. I/we further agree that I/we do not rely on the City to notify me/ us of any defects in this permit Application or supporting documentation and that any inspection or other actions undertaken by the City are not intended to ensure and will not ensure that any work complies with the applicable City bylaws or any other provincial or federal act or regulation in force in the City.

I agree to conform to all applicable requirements of City of Abbotsford bylaws and all other applicable provincial or federal statutes in force in the City of Abbotsford.

Initials of Applicant: _____

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LETTER OF AUTHORIZATION (BUILDING PERMITS)

Civic Address: _____

Legal Description: _____

Brief Description of Work: _____

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 the referenced Permit Application(s) for the above referenced property, including the authority to endorse application documents on my/our behalf.

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. This authorization supersedes any previous agent authorization

REGISTERED OWNER(S)

Name(s): _____

*(List **all owners** as they appear on title. All Owners must sign this section)*

| | | |
|--|----------------------|------|
| Signature of owner | Owner's name (print) | Date |
| Signature of 2 nd owner (if applicable) | Owner's name (print) | Date |
| Signature of 3 rd owner (if applicable) | Owner's name (print) | Date |
| Signature of 4 th owner (if applicable) | Owner's name (print) | Date |

AUTHORIZED AGENT (person acting on behalf of another person or group)

Name: _____

Business Name (if applicable): _____

Mailing Address: _____

City: _____ Postal Code: _____

Phone: _____ Email: _____

| | | |
|-------------------------------|----------------------|------|
| Signature of Authorized Agent | Agent's name (print) | Date |
|-------------------------------|----------------------|------|



Utility Disconnect - Engineering

All highlighted fields are required and must be completed for all demolition applications, regardless of whether there are City utilities currently connected to the building.

SECTION 1

Contact Name

Contact Number

Contact Email

Address on Permit Application

Building Permit No. (office use only)

Is this demolition to replace an existing house?

Yes No

Is this demolition related to a subdivision or development permit? Yes No

SECTION 2

Your property may require one or more disconnections of the utility services. For your reference below is a table with the fees required under the [City of Abbotsford, Waterworks Regulation Bylaw, 2017](#) and the [City of Abbotsford, Sewer Regulations Bylaw, 2017](#).

| | |
|---------------------------------------|------------|
| Sanitary Service Disconnect | \$787.50 |
| Storm Service Disconnect | \$787.50 |
| Water Service Turn off & Inspection | \$115.50 |
| Water Service Disconnection (Removal) | \$1,606.50 |

Prices include tax.

SECTION 3

- If your property includes Sanitary and/or Storm connection(s), you will be required to have an Inspection Chamber(s) installed. Under [Bylaw No. 2664-2017 Sewer Regulations Bylaw, 2017](#), the installation is mandatory, by either the City of Abbotsford or a private contractor.
- If the City completes the installation, the work will be completed at time of disconnection.
- The invoice for an Inspection Chamber(s) is mailed approximately two (2) months after the work is completed. Costs can be split over multiple invoices and if left unpaid, are added to property taxes.

| | |
|--|------------|
| Estimated cost of Sanitary Inspection (IC) Chamber | \$1,300.00 |
| Estimated cost of Storm Inspection (IC) Chamber | \$1,600.00 |

The actual cost may be lower, but will not exceed this estimate. Taxes are not applicable.

Do you want the City to install the Inspection Chamber(s)? Yes No

Name of contractor installing the Inspection Chamber(s): _____

Please Note:

- Utility Disconnect Permit application processing takes a minimum four weeks to complete. All applicable costs must be paid in full prior to the City scheduling work that is required to complete the disconnection process.
- Once application processing is complete, Engineering Operations will be notified. Engineering Operations scheduling is dependent on emergencies, resources and availability and takes a minimum of four (4) weeks.
- Please email any questions to utilitypermits@abbotsford.ca

Engineering Administration Use Only

| Required Disconnection & Inspection | |
|---------------------------------------|--------------------------|
| Water Service to the Property Line | <input type="checkbox"/> |
| Sanitary Service to the Property Line | <input type="checkbox"/> |
| Storm Service to the Property Line | <input type="checkbox"/> |

| |
|---------------------------------|
| NOT CONNECTED TO CITY UTILITIES |
| <input type="checkbox"/> |

Engineering Utility Clerk Signature