

## Demolitions Permit Application Checklist

Please include a completed copy of this checklist document with your Demolition Permit Application. By checking the "Included" boxes below, you are confirming that the required documents/details have been included with your application package. **All items listed below are required, applications will not be accepted for review until deemed complete.**

**IMPORTANT:** A detailed guide for supporting document requirements is available on the City's Building Department webpage. Please review the guiding document to ensure document compliance prior to submitting. Only documents including all specified details will be reviewed.

Included	Required Details
	Completed Application Form (see attached), Permit Fee (\$100) & Damage Deposit (\$500)
	Site Disclosure Statement (if applicable)
	Summary of proposed structure demolition and subsequent land use.
	Confirmation that AFTER demolition and site clearing is complete, the applicant will notify the City of Port Alberni's Building Department. Building Officials can then perform a site visit to confirm completion.  *No additional permits will be issued for a property if a post-demolition site visit has not occurred.
	Title Search (current within 30 days of application) with attached copies of any statutory right-of-ways, copies of covenants, and easements registered against the title (if applicable).
	Demolition Fire Safety Plan (see Fire Safety Plan Guidelines Document for required details) to be submitted to Fire Prevention Officer
	City Services Disconnection Request
	Site plan (see Building Permit "Submission Guideline Documents" for required details)

\*Additional documents may be requested at the discretion of City of Port Alberni Planning & Development staff. If you are unclear about document requirements or whether they apply to your project, please contact the City by email at [building@portalberni.ca](mailto:building@portalberni.ca) or by phone at 250-720-2835.



CITY OF PORT ALBERNI  
PLANNING & BUILDING DEPARTMENT

DATE RECEIVED

**DEMOLITION PERMIT  
APPLICATION**

I, \_\_\_\_\_ HEREBY APPLY UNDER THE PROVISIONS OF THE **BUILDING BYLAW**

(NAME OF APPLICANT – PLEASE PRINT)

FOR PERMISSION TO DEMOLISH (Select One):

Interior Structures Only

Exterior & Interior Structures

**SUBJECT PROPERTY INFORMATION**

SITE ADDRESS \_\_\_\_\_

LEGAL DESCRIPTION: LOT \_\_\_\_\_ BLOCK \_\_\_\_\_ DL \_\_\_\_\_ ALD PLAN \_\_\_\_\_ P.I.D.: \_\_\_\_\_

Applicant's Name(s) (Please Print): \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant's Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_

**Note:** Where the applicant is NOT the property owner, the following certification must be signed by all Registered Owners or their Solicitor/s:

This application is made with my consent and full knowledge of the particulars of the above request.

All Owners on Title(s) Name(s) (Please Print): \_\_\_\_\_

Contact Address: \_\_\_\_\_

Phone (s): \_\_\_\_\_

All Owner's Signature(s): \_\_\_\_\_

Date: \_\_\_\_\_

**SUMMARY OF DEMOLITION & SUBSEQUENT LAND-USE PLAN**

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Personal Information collected on this form is collected for the purpose of processing this application for administration and enforcement. The personal information is collected under the authority of the Local Government Act and the City's bylaws. If you have any questions about this collection, contact the Clerk's Department, City of Port Alberni, 4850 Argyle Street, Port Alberni, BC V9Y 1V8. Phone 720-2810. Personal information or business information submitted on this form is not to be considered as supplied in confidence.

**PLEASE INITIAL TO ACKNOWLEDGE THAT YOU HAVE READ THE ABOVE ✕ \_\_\_\_\_**

Application is hereby made under the provisions of the Bylaws of the said City for permission to construct the above mentioned building(s). The applicant agrees to cause the work to be done in accordance with all the Bylaws of the City and in a workman-like manner and to have all building material, rubbish and litter cleared from the streets and site upon completion of the building. Plans of the proposed building(s) are submitted herewith. It is understood and agreed that any misrepresentation in the particulars given herein shall cancel the permit issued hereon and render the same invalid. Plans accompanying this application are to be left for two clear days at least for examination and approval by the Building Inspector before a permit is issued hereon. The acceptance of filed plans or issuance of a building permit constitutes no approval of same, or relaxation from any Municipal Bylaw or regulations made by other authority.

Date (mm/dd/yy) \_\_\_\_\_ ✕ Signature of **Applicant** \_\_\_\_\_

### **SITE DISCLOSURE STATEMENT**

Has the subject property been used for any industrial or commercial uses described in SCHEDULE 2 of the Contaminated Sites Regulation? Yes                      or                      No

**IMPORTANT:** If you answered "Yes" above, you must complete a provincial Site Disclosure Statement (Schedule 1) online at <https://submit.digital.gov.bc.ca/app/form/submit?f=32a95812-f9db-4fd2-99eb-7e362b0253b1> and submit a copy with this application. Be sure to review Part 2, Division 3 of the Contaminated Sites Regulation to determine whether you are exempt from submitting a Site Disclosure Statement.

If you answered "Yes" above but are exempt, please site the exemption reason as stated in the Contaminated Sites Regulation \_\_\_\_\_

✕ Signature of **Applicant** \_\_\_\_\_ Date (mm/dd/yy) \_\_\_\_\_

### **POST-DEMOLITION NOTIFICATION**

After demolition and site cleaning is complete, the applicant must contact the City of Port Alberni Development Services Department to notify the Building Officials of project completion. City Building Officials will then perform a site visit to confirm. Subsequent permits will not be issued for a property if a post-demolition site visit has not occurred.

By signing below, the applicant confirms that they will contact the City Building Officials once demolition and site cleaning is complete to arrange a site visit: \_\_\_\_\_



CITY OF PORT ALBERNI  
PLANNING & BUILDING DEPARTMENT

**OWNERS UNDERTAKING FORM**

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

Legal Description: Lot \_\_\_\_\_ Block \_\_\_\_\_ DL \_\_\_\_\_ ALD PLAN: \_\_\_\_\_ P.I.D.: \_\_\_\_\_

Registered Owner(s): \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Email(s): \_\_\_\_\_

**OWNER'S ACKNOWLEDGMENT & SIGNATURE(S)**

The undersigned acknowledges the following:

1. Issuance of a permit pursuant to this application will not relieve me from my primary responsibility for complying with the federal, provincial and City regulations governing the work authorized by the permit, including the BC Building Code and the City's building bylaw, not from the responsibility for obtaining information about such regulations, whether the work is undertaken by me or by those whom I may retain or employ to provide design or construction services.
2. Construction must be carried out in accordance with the permit and all applicable laws, and in accordance with good construction practices.
3. It is my responsibility to establish the legal boundaries of the building lot and, unless the building official deems it unnecessary, to provide to the City a building survey certificate prepared by a BC Land Surveyor after the building foundations have been constructed.
4. Issuance of a permit does not entitle me to construct anything on the building lot in contravention of any covenant, easement, right of way, statutory building scheme, or other restriction or charge registered against the title to the land, responsibility for the identification and interpretation of which rests wholly on me.
5. I am responsible for requesting inspections by the City's building official at the following stages of construction unless field reviews are being provided by a registered professional: footings and foundation framework; perimeter drainage and damp proofing before backfilling; water, sewage and storm drainage connections before backfilling; framing; plumbing; insulation and vapor barrier; and final inspection.
6. I will be liable to the City for the cost of repairing any damage to public works or highways that results from the construction authorized by this permit.
7. If the project involves any plumbing work, other than the repair or replacement of a valve, faucet, fixture or sprinkler, the clearance of a stoppage, or repair of a leak, requiring in each case no change in piping, a separate plumbing permit is required.
8. Neither the issuance of a permit pursuant to this application, nor the review or acceptance of plans, specifications, or drawings or the conduct of inspections by the City of Port Alberni constitutes a representation, warranty, or assurance that the work authorized by the permit complies with the BC Building Code, the City's building bylaw, or any other applicable enactment, code or standard, or meets any standard of materials or construction.

In consideration of the granting of a permit pursuant to this application, I release and indemnify the City of Port Alberni, its Councilors, Officers and employees from and against any liability, demands, claims, causes of action, suits, judgments, losses, damages, costs and expenses of whatever kind which I or any other person, partnership, corporation or our respective heirs, successors, administrators or assignees may have or incur, in consequence of or incidental to the granting of the permit or any representation, advice, certification, inspection, approval, enforcement or failure to enforce the BC Building Code of the City's building bylaw in respect of the work authorized by the permit, and agree that the City owes me no duty of care in respect of these matters.

As owner or owner's agent, I have verified that the information contained within this document and associated applications and plans is correct, and describes a use, a building or a work which complies with all relevant bylaws and statutes. I understand that personal information contained in this form will not be released to the public except as required by law; however, all associated applications and plans will be made publicly available during the development or building application process. I acknowledge that responsibility for by-law compliance rests with the owner and the owner's employees, agents and contractors. I will indemnify and save harmless the City of Port Alberni, its officials, employees and agents against all claims, liabilities and expenses of every kind, in respect to anything done or not done pursuant to this application or ensuing permit, including negligence and/or the failure to observe all by-laws, acts or regulations.

Registered Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Registered Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_



CITY OF PORT ALBERNI  
PLANNING & BUILDING DEPARTMENT

**EXISTING DAMAGE TO  
MUNICIPAL WORKS**

Subject Property Civic Address: \_\_\_\_\_

Provide summary and reference photos of any existing damage to Municipal Works.

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Upon completion of the work and prior to occupancy, the City will inspect the municipal works and assign value to any observed damage. This cost must be paid before an occupancy permit will be issued and will be used towards the future replacement cost.

I hereby acknowledge that I personally inspected the Municipal Works immediately adjacent to the above noted property and have accurately stated the damage to Municipal Works.

Registered Owner(s) or Agent Signature: \_\_\_\_\_

Date: \_\_\_\_\_



CITY OF PORT ALBERNI  
PLANNING & BUILDING DEPARTMENT

**HAZARDOUS MATERIALS  
ASSESSMENT**

This form is to be completed and submitted in association with an application for a Building Permit where the proposed **works include alterations or renovations within an existing structure**. The information provided here is intended to assist the Building Official in determining if a Hazardous Material Survey report, in compliance with WorkSafeBC Guidelines Part 20, has been completed. If a Hazardous Materials Survey report has not been completed, the Building Official will request further information regarding the scope of the project, and the presence of any potentially hazardous-containing materials, prior to the entry of the structure. If deemed necessary, a Building Official may ask that a report be produced. If a report prepared by a qualified person (as per WorkSafeBC Guidelines Part 20) cannot be produced, the Building Official may stop the inspection to ensure his/her safety.

Hazardous Materials Assessment information can be found on the City's Building Permit web page at: <https://portalberni.ca/content/application-forms-building-and-renovations>

Subject Property Civic Address: \_\_\_\_\_

Applicant Name (please print): \_\_\_\_\_

Was the existing building constructed prior to 1990?

- ☐ Yes
- ☐ No

Has a Hazardous Material Survey report as per WorkSafeBC Guidelines Part 20 been completed for this structure?

- ☐ Yes
- ☐ No

Please note, if a Hazardous Materials Survey report has been completed, documentation, including the report and evidence that the material was removed and disposed of properly, must be available and produced upon request for inspection purposes. Once the hazardous materials are removed, an "All Clear" letter must be posted, signifying the building is safe to enter.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_