



**DISTRICT OF HOPE**  
**APPLICATION TO DEMOLISH A STRUCTURE**  
**INSTRUCTIONS TO APPLICANT**

01. **Prior to submitting your application and before any demolition takes place, you must:**
  - a) Contact Fortis BC at 1-888-224-2710 to disconnect natural gas to the property.
  - b) Contact BC Hydro at 1-800-224-9376 to disconnect power to the property.
  - c) Contact Telus at 310-2255 (for residential) or 310-3100 (for business) to disconnect telephone service to the property.
  - d) Contact any other companies that service your property (ie: Shaw Cable).
  - e) If necessary, contact BC ONE CALL at 1-800-474-6886, anyone planning to excavate is required to call.
02. **Submit the completed Conditions of Issuing a Permit to Demolish Form and Building Department Permit Application.** Please also provide a site plan indicating all structures on the property, their usage, and specify which structures are to be demolished.
03. You are required to pay a \$100 non refundable fee at the time of application. The Building Department will review your application and contact you when the permit is approved, at that time you must pay the \$500 municipal deposit and any additional fees.
04. If property was ever used for industrial or commercial purposes, then you must determine if you need to fill out a Contaminated Site Profile Form. Forms are available at the District Of Hope Office. If you have any questions regarding completing this form, please contact the Building Department at 604-869-5671.
05. Please keep all landfill receipts as the District of Hope Building Department may ask for them to ensure that construction wastes are disposed of in an environmentally safe manner.
06. When signing off services, the property owner will be responsible to ensure that the work is completed. If the District of Hope is required to make a service trip to cap off lines after the demolition is complete, the property owner will be charged all costs.
07. Remember to **CALL BEFORE YOU DIG: 1-800-474-6886.**



# CONDITIONS OF ISSUING A PERMIT TO DEMOLISH

This form **must** be submitted along with a completed **Building Department Permit Application**.

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

SERVICE DISCONNECTIONS REQUIRED	SIGNATURE	DATE
<input type="checkbox"/> Water Disconnected and Capped P/W Fee \$ _____	_____ <i>(Public Works Signature)</i>	_____
<input type="checkbox"/> Sanitary Sewer Disconnected and Capped P/W Fee \$ _____	_____ <i>(Public Works Signature)</i>	_____
<input type="checkbox"/> Storm Sewer Disconnected and Capped P/W Fee \$ _____	_____ <i>(Public Works Signature)</i>	_____
<input type="checkbox"/> Gas Disconnected and Capped	_____	_____
<input type="checkbox"/> Hydro Disconnected	_____	_____
<input type="checkbox"/> Telephone Disconnected	_____	_____
<input type="checkbox"/> Other	_____	_____

Date of Demolition: \_\_\_\_\_

Available for Cut Off After: \_\_\_\_\_

Method of Demolition: \_\_\_\_\_

Disposal of Materials: \_\_\_\_\_

District of Hope Landfill, Dump Fee(s) Paid: \$ \_\_\_\_\_

**The owner, or the owner's authorized agent, agrees to ensure that all utilities are disconnected to the satisfaction of the various Utility Companies PRIOR to Demolition.**

**The owner, or authorized agent agrees to dispose of all or any hazardous or contaminated materials or soils in a Landfill Site designed for the disposal of such materials.**

**The owner, or authorized agent, further agrees to remove all construction material from the site and to leave the site in a clean, safe and level condition.**

**In consideration of permission being granted as herein requested, I the undersigned agree to and hereby do, indemnify the District of Hope from all claims arising for damages to persons and properties, including sidewalks, curbs and drains arising out of any or all acts or works done in connection with the work outlined above.**

Owner/Agent: \_\_\_\_\_  
Signature Print Name

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