

Application Checklist

Demolition Permit Checklist for Commercial and Multi-residential

(This form must be completed by the Applicant and attached to the submission)

*Documents marked with an asterisk are required at the time of application.

Included ?	Document/ Action	Notes	Staff Use Only	
			Copies Attached?	OK ?
Y	*Building Permit Application Form	Provide one copy of Building Permit Application Form		
Y	*Authorization Letter	If the Applicant is not the Registered Owner of the property, provide one copy of Registered Owner's Letter of Authorization		
Y	*Erosion and Sediment Control Plan	Provide 5 sets showing the erosion and sediment control that will be done on site		
Y	*Traffic Management Plan for Demolition	Provide 5 sets of the TMP including all information on the Traffic Management Plan handout		
Y	*Fire Safety Plan for Demolition Phase	Provide 3 sets of the Fire Safety to be carried out onsite during the demolition		
<input type="checkbox"/>	Site Profile Form & Fee	Provide the application and the fee		
<input type="checkbox"/>	Architect Summary	Summarize the floor areas, type of occupancy and number of residential units being demolished		
Y	*Rodent and Avian Pest Control Plan	Provide 1 set of plan produced by an extermination company. Once abatement is completed, provide follow-up letter.		
<input type="checkbox"/>	Notice of Project	Provide one copy of Notice of Project Form obtained from WorkSafeBC		

Included ?	Document/ Action	Notes	Staff Use Only	
			Copies Attached?	OK ?
<input type="checkbox"/>	Hazardous Materials Report	Provide one copy of a Hazardous Materials Report completed by a certified company (Must obtain Manager's Approval Document to remove hazmat. See Demolition Permit Policy Handout for more information on how to obtain the document.)		
<input type="checkbox"/>	Hazardous Materials Clearance Letter	Provide one copy of a Hazardous Materials Clearance Letter completed by a certified company (once all hazardous materials are safely removed)		
<input type="checkbox"/>	Demolition Waste Checklist	Provide one copy of a Demolition Waste Checklist completed by the licenced demolition contractor <ul style="list-style-type: none"> • Demolition contractor must have a business licence valid in the City of North Vancouver • Please note that the materials should be recycled. Metro Vancouver list of active recycling facilities. 		
<input type="checkbox"/>	Fee	Application Fee		
<input type="checkbox"/>	Book Site Safety Inspection	Book a "Pre-permit Inspection" by calling the 24hr inspection line at 604-990-4249 to confirm: <ul style="list-style-type: none"> • Site safety fence installed • Construction Activity Hour/Contact signage is posted at street and lane • Buildings secured to prevent vandalism- Doors/windows are boarded • Site clear of debris 		

** Prior to the final inspection for the demolition permit, provide a copy of the weight tickets from recycling facilities indicating the amounts of each material recycled. The facility and materials on the weight tickets should correspond with the Demolition Waste Checklist. **