

Demolition Permit Policy

The purpose of this handout is to clarify the requirements relating to the demolition of buildings in the City of North Vancouver. In order to comply with the City's [Construction Regulation Bylaw](#) and [WorkSafeBC's](#) requirements, certain site preparation work must be completed before the City is able to permit demolition activities. Please review this information carefully, as the requirements have recently changed.

The following list outlines the process required to demolish an existing building. If further clarification is required, please contact the Community Development Department before any on-site construction activity commences.

1. Apply for a [Building Permit for Demolition](#). Documents required at the time of application include: Building Permit Application Form, Authorization Letter, Erosion and Sediment Control Plan, Traffic Management Plan for Demolition, Fire Safety Plan for Demolition Phase, and Rodent and Avian Pest Control Plan.
2. Speak with the owners or occupants of the neighbouring properties. Don't forget the properties across the lane, if applicable. Provide them with a copy of the City's [Good Neighbour Policy](#), as well as information on your demolition process and schedule.
3. Install site safety fencing and [signage](#). Once these are in place, please call the City's 24-hour inspection booking line at 604-990-4249 to book a 'site safety inspection'. Submit a copy of a Hazardous Material Assessment Report and WorkSafe NOP for Asbestos Removal.
4. Once the inspection has been passed by the Building Inspector, contact the City to request the Manager's Approval Permit to start Hazardous Materials Removal. **City Contact – Kelsey Versteeg Plan Checking Assistant - 604-982-3911 or kversteeg@cnv.org**. Please note: if the home is on the [Heritage Registry](#) additional approvals may be required. Please contact planning@cnv.org prior to any abatement or demolition work.
5. Once you receive your Manager's Approval Permit to remove the hazardous materials, you must post the authorization on your site safety fencing. You are then able to proceed with the removal of the materials. Following this, please present your hazardous material assessment report and clearance letter to the City.
6. Severances of existing City services to the property are performed by the Engineering Department after fees are paid by the applicant. The demolition of the building cannot take place without these services being severed. Please work closely with the Engineering Department to ensure their application requirements are met as soon as possible to limit processing delays. To arrange an appointment to speak with an Engineering representative, please contact: 604-983-7333
7. Onsite water service required - with backflow prevention and protection from freezing - to be operational for all demolition and construction work. No plumbing permit required, inspector will check when on site.
8. At this stage, City staff will now ensure the necessary clearances throughout City Hall that are required to allow the demolition of the building to proceed are in place.
9. Once the previous steps have been completed, the City will be able to issue a Building Permit for Demolition.

Before the final inspection for the demolition permit, we will request copies of the weight tickets from recycling facilities, including the previously specified waste facility. This is to ensure recycling and proper disposal of items removed from the site.

Please note that a Building Permit for demolition of an existing structure does not include authorization to begin excavation activity. Removal of existing foundations is permitted; consultation with a qualified professional may be required. Upon completion of demolition work, the site is to be returned to natural grade.