



Permits and Inspections Division
 1 Centennial Square
 Victoria, BC V8W 1P6

T 250.361.0344
 E permits@victoria.ca
 victoria.ca

DEMOLITION eAPPLICATION CHECKLIST Building Removal

All of the following information is necessary to facilitate a thorough evaluation and timely decision on your application. To expedite the evaluation, all materials submitted must be clear, legible and precise. To achieve this level of customer service, only complete applications that include plans prepared to professional drafting standards will be accepted. Plans/drawings stamped with “not for permit”, “not for permit application”, or similarly identified as not being suitable for the purpose of Building Permit application are not acceptable

- **File Naming Standards:** [yyyy-mm-dd][document title].pdf
 The Application Requirements list below includes document titles which are bolded and underlined for reference.
 Example: the pdf of the application form would be named as **2018-01-25application form.pdf**
- **Separate Files Required:** Each applicable document required for application must be a separate file.
- **Digital Files must be submitted on a USB Data Drive which will be returned upon acceptance of application.**

Applications require a pre-screening check prior to formal acceptance. Plans that fail to meet the pre-screening standards will not be accepted and will require amendments and resubmission.

APPLICATION REQUIREMENTS	FOR OFFICE USE
ITEMS MARKED (pdf) MUST BE SUBMITTED AS A DIGITAL FILE	
<input type="checkbox"/> APPLICATION FEE	
<input type="checkbox"/> (pdf) BUILDING PERMIT <u>APPLICATION FORM</u> (SECTION A & SECTION B – PART 6) EACH BUILDING DEMOLISHED REQUIRES A SEPARATE BUILDING PERMIT	
<input type="checkbox"/> (pdf) <u>STRATA APPROVAL LETTER</u> (IF APPLICABLE)	
<input type="checkbox"/> (pdf) <u>HAZMAT SURVEY</u> OF BUILDING PROPOSED TO BE DEMOLISHED	
<input type="checkbox"/> (pdf) <u>SITE PROFILE</u> COMPLETE AND SUBMIT WITH THIS APPLICATION, THE <u>SITE PROFILE</u> AS REQUIRED BY THE MINISTRY OF ENVIRONMENTAL PROTECTION & SUSTAINABILITY	
<input type="checkbox"/> (pdf) <u>PLUMBING PERMIT APPLICATION FORM</u> TO CAP-OFF OF EXISTING SANITARY SEWER, STORM WATER AND POTABLE CONNECTIONS	
<input type="checkbox"/> (pdf) <u>PLUMBING PERMIT APPLICATION FORM</u> FOR INSTALLATION OF A REDUCED PRESSURE BACKFLOW PREVENTER IF WATER SERVICE IS TO BE MAINTAINED ON SITE POST-DEMOLITION	
<input type="checkbox"/> (pdf) <u>SCHEDULE A & B</u> – (AS APPLICABLE) <input type="checkbox"/> STRUCTURAL <input type="checkbox"/> GEOTECHNICAL	

APPLICATION REQUIREMENTS - CONTINUED**FOR OFFICE USE****ITEMS MARKED (pdf) MUST BE SUBMITTED AS A DIGITAL FILE****1 SET OF PRINTED PLANS and 1 DIGITAL COPY (pdf) OF THE SAME INCLUDING:****(pdf) SITE PLAN: METRIC 1:100 or 1:200** NORTH ARROW MUNICIPAL ADDRESS AND LEGAL DESCRIPTION PROPERTY LINES INDICATE EXTENT OF WORK AREA AND NOTE MATERIALS AND ASSEMBLIES TO BE REMOVED ADJACENT CITY STREETS, LANES AND ADJACENT LOTS RIGHT-OF-WAY SETBACKS, EASEMENTS AND UTILITY RIGHT-OF-WAY, IF ANY DIMENSIONED OUTLINE OF ALL BUILDINGS INCLUDING ACCESSORY BUILDINGS AND STRUCTURE WITH A FOOTPRINT OF GREATER THAN 10m². RETAINING WALLS, INCLUDING HEIGHT FROM GRADE SHOW ALL TREES ON THE PROPERTY AND ADJACENT BOULEVARD AND INCLUDE INFORMATION ON SPECIES AND DIAMETER OF EACH

SCREENED BY:

DATE:

PROJECT ADDRESS: