



Building and Inspection Services  
1 Centennial Square  
Victoria, BC V8W 1P6

250.361.0344  
permits@victoria.ca  
victoria.ca

## DEMOLITION eAPPLY CHECKLIST

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.

### Digital Application must adhere to the following submission standards.

- Separate Files Required:** Each applicable document marked (pdf) must be a separate file.
- Permit applications for Demolition Permits are completed through the [eApply portal](#).**
- For application assistance, please contact Permits Services Representatives at 250-361-0344 or [permits@victoria.ca](mailto:permits@victoria.ca).**

Applications are screened for completeness prior to acceptance for review. Permits Services Representatives will provide instruction if an incomplete application is submitted. Once an application is complete, you will be provided with a link to pay the [\\$100 application fee](#). Once payment is received, the targeted review time for this application type is seven business days.

### APPLICATION REQUIREMENTS

- ANY APPLICABLE DEVELOPMENT PERMITS MUST BE ISSUED BEFORE APPLYING FOR BUILDING PERMITS.
- PLEASE NOTE THAT NAME, ADDRESS, COST OF CONSTRUCTION, AND OTHER DETAILS WILL BE COLLECTED THROUGH THE [eAPPLY APPLICATION](#)
- EACH BUILDING DEMOLISHED REQUIRES A SEPARATE BUILDING PERMIT. IDENTIFY BUILDING TO BE REMOVED AS "TO BE DEMOLISHED" AND REMAINING BUILDINGS AS "TO REMAIN"
- (pdf) [HAZMAT SURVEY](#) OF BUILDING PROPOSED TO BE DEMOLISHED
- [PLUMBING PERMIT APPLICATION](#) TO CAP-OFF OF EXISTING SANITARY SEWER, STORM WATER AND POTABLE CONNECTIONS

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| <input type="checkbox"/> <b><u>PLUMBING PERMIT APPLICATION</u></b> FOR INSTALLATION OF A BACKFLOW PREVENTER IF WATER SERVICE IS TO BE MAINTAINED ON SITE POST-DEMOLITION.  |
| <input type="checkbox"/> <b>(pdf) <u>SCHEDULE</u> A &amp; B – (AS APPLICABLE )</b>   |
| <input type="checkbox"/> <input type="checkbox"/> <b>STRUCTURAL</b> <input type="checkbox"/> <b>GEOTECHNICAL</b>   |
| <input type="checkbox"/> <b><u>TENANT ASSISTANCE PLAN COMPENSATION REPORT – DO NOT SUBMIT WITH BUILDING PERMIT APPLICATION, MUST BE SUBMITTED TO <a href="mailto:HOUSING@VICTORIA.CA">HOUSING@VICTORIA.CA</a></u></b>                                  |
| For projects subject to the <a href="#">Tenant Protection During Development Bylaw</a> with delegated development permit / development permit / delegated development variance permit / development variance permit issued after October 2, 2025.      |
| <input type="checkbox"/> <b><u>TENANT ASSISTANCE PLAN – DO NOT SUBMIT WITH BUILDING PERMIT APPLICATION, MUST BE SUBMITTED TO <a href="mailto:HOUSING@VICTORIA.CA">HOUSING@VICTORIA.CA</a></u></b>  |
| For projects subject to the <a href="#">Tenant Protection During Development Bylaw</a> with a delegated development permit / development permit / delegated development variance permit / development variance permit issued prior to October 2, 2025. |
| <input type="checkbox"/> <b><u>DEVELOPMENT PERMIT ISSUANCE</u></b>   |
| For projects with direct building permit applications resulting in the loss of a rental unit.  |
| <input type="checkbox"/> <b><u>COPIES OF NOTICES TO END TENANCY – DO NOT SUBMIT WITH BUILDING PERMIT APPLICATION, MUST BE SUBMITTED TO <a href="mailto:HOUSING@VICTORIA.CA">HOUSING@VICTORIA.CA</a></u></b>  |
| For projects subject to the <a href="#">Tenant Protection During Development Bylaw</a> with tenants residing on the property to be redeveloped in the last six months.   |
| <b>(pdf) <u>SITE PLAN: METRIC 1:100 or 1:200, INCLUDING:</u></b>   |
| <input type="checkbox"/> NORTH ARROW   |
| <input type="checkbox"/> MUNICIPAL ADDRESS AND LEGAL DESCRIPTION   |
| <input type="checkbox"/> PROPERTY LINES  |
| <input type="checkbox"/> ADJACENT CITY STREETS, LANES AND ADJACENT LOTS  |
| <input type="checkbox"/> RIGHT-OF-WAY SETBACKS, EASEMENTS AND UTILITY RIGHT-OF-WAY, IF ANY   |
| <input type="checkbox"/> DIMENSIONED OUTLINE OF ALL BUILDINGS INCLUDING ACCESSORY BUILDINGS AND STRUCTURE WITH A FOOTPRINT OF GREATER THAN 10m <sup>2</sup> .  |
| <input type="checkbox"/> RETAINING WALLS, INCLUDING HEIGHT FROM GRADE  |

IDENTIFY ALL EXISTING TREES ON SUBJECT PROPERTY OR IMMEDIATELY ADJACENT PROPERTIES

- LABEL EACH TREE AS EITHER REMOVED OR RETAINED
- LABEL EACH TREE WITH AN ID NUMBER THAT CORRESPONDS TO THE ARBORIST REPORT FOR ALL DEVELOPMENT RELATED APPLICATIONS. REFER TO [TREE PROTECTION BYLAW](#) FOR DEFINITION OF "DEVELOPMENT RELATED".
- INDICATE CANOPY SPREAD OF EACH TREE
- INDICATE PROTECTED ROOT ZONE OF EACH TREE
- INDICATE LOCATION OF TREE PROTECTION FENCING

IDENTIFY PROPOSED TREES

- LABEL EACH PROPOSED TREE INCLUDING SPECIES, CALIPER, AND CANOPY SPREAD.

**(pdf) ARBORIST REPORT**

- AN ARBORIST IS REQUIRED FOR ALL DEVELOPMENT RELATED APPLICATIONS. REFER TO [TREE PROTECTION BYLAW](#) FOR DEFINITION OF "DEVELOPMENT RELATED".

**(pdf) TREE MANAGEMENT PLAN**

- A TREE MANAGEMENT PLAN IS REQUIRED FOR ALL DEVELOPMENT RELATED APPLICATIONS. REFER TO [TREE PROTECTION BYLAW](#) FOR DEFINITION OF "DEVELOPMENT RELATED".

**WOOD SALVAGE**

DETERMINE IF THE [DEMOLITION WASTE AND DECONSTRUCTION BYLAW](#) APPLIES:

- DEMOLITION OF A SINGLE FAMILY DWELLING OR DUPLEX BUILT BEFORE 1960**