



Permits and Inspections Division
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 Victoria, BC V8W 1P6

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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.

Digital Application must adhere to the following file naming and submission standards.

- **File Naming Standards:** [yyyy-mm-dd][document title].pdf
 The following Application Requirements list includes document names which are bolded and underlined for reference.
 Example: the pdf of the application form would be named as **2021-01-25 APPLICATION FORM.pdf** (USE ALL CAPS)
- **Separate Files Required:** Each applicable document marked (pdf) must be a separate file and named according to the above standard.
- **Your complete Permit Application can be submitted by email to permits@victoria.ca. If you are experiencing issues submitting by email due to file size, please click [here](#).**
- **If you are unable to submit electronically, please contact Permits Services Representatives at 250-361-0344 to make alternative arrangements for paper submissions.**

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

APPLICATION REQUIREMENTS	FOR OFFICE USE
<input type="checkbox"/> ANY APPLICABLE DEVELOPMENT PERMITS MUST BE ISSUED BEFORE APPLYING FOR BUILDING PERMITS.	
<input type="checkbox"/> PERMIT APPLICATION FEE	
APPLICATION DOCUMENTS	
<input type="checkbox"/> (pdf) <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> - APPLICABLE FOR BUILDINGS OPERATED UNDER A STRATA CORPORATION.	
<input type="checkbox"/> (pdf) <u>HAZMAT SURVEY</u> OF BUILDING PROPOSED TO BE DEMOLISHED	
<input type="checkbox"/> <u>PLUMBING PERMIT APPLICATION</u> TO CAP-OFF OF EXISTING SANITARY SEWER, STORM WATER AND POTABLE CONNECTIONS	

APPLICATION REQUIREMENTS - CONTINUED ITEMS MARKED (pdf) MUST BE SUBMITTED AS A DIGITAL FILE	FOR OFFICE USE
<input type="checkbox"/> PLUMBING PERMIT APPLICATION FOR INSTALLATION OF A BACKFLOW PREVENTER IF WATER SERVICE IS TO BE MAINTAINED ON SITE POST-DEMOLITION.	
<input type="checkbox"/> (pdf) SCHEDULE A & B – (AS APPLICABLE) <input type="checkbox"/> STRUCTURAL <input type="checkbox"/> GEOTECHNICAL	
(pdf) SITE PLAN: METRIC 1:100 or 1:200, INCLUDING:	
<input type="checkbox"/> NORTH ARROW	
<input type="checkbox"/> MUNICIPAL ADDRESS AND LEGAL DESCRIPTION	
<input type="checkbox"/> PROPERTY LINES	
<input type="checkbox"/> INDICATE EXTENT OF WORK AREA AND NOTE MATERIALS AND ASSEMBLIES TO BE REMOVED	
<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 ² .	
<input type="checkbox"/> RETAINING WALLS, INCLUDING HEIGHT FROM GRADE	
<input type="checkbox"/> IDENTIFY ALL EXISTING TREES ON SUBJECT PROPERTY OR IMMEDIATELY ADJACENT PROPERTIES <ul style="list-style-type: none"> <input type="checkbox"/> LABEL EACH TREE AS EITHER REMOVED OR RETAINED <input type="checkbox"/> 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”. <input type="checkbox"/> INDICATE CANOPY SPREAD OF EACH TREE <input type="checkbox"/> INDICATE PROTECTED ROOT ZONE OF EACH TREE <input type="checkbox"/> INDICATE LOCATION OF TREE PROTECTION FENCING 	
<input type="checkbox"/> IDENTIFY PROPOSED TREES <ul style="list-style-type: none"> <input type="checkbox"/> LABEL EACH PROPOSED TREE INCLUDING SPECIES, CALIPER, AND CANOPY SPREAD. 	
<input type="checkbox"/> (pdf) ARBORIST REPORT AN ARBORIST IS REQUIRED FOR ALL DEVELOPMENT RELATED APPLICATIONS. REFER TO TREE PROTECTION BYLAW FOR DEFINITION OF “DEVELOPMENT RELATED”.	

APPLICATION REQUIREMENTS - CONTINUED

FOR OFFICE USE

ITEMS MARKED (pdf) MUST BE SUBMITTED AS A DIGITAL FILE

(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

PHASE1 – IN FORCE SEPTEMBER 12, 2022: DEMOLITION OF SINGLE-FAMILY DWELLINGS AND DUPLEXES, BUILT BEFORE 1960, WHICH ARE BEING DEMOLISHED TO BUILD ANOTHER SINGLE-FAMILY DWELLING OR DUPLEX

PHASE 2 – IN FORCE MAY 12, 2025: DEMOLITION OF ALL SINGLE-FAMILY DWELLINGS AND DUPLEXES, BUILT BEFORE 1960, INCLUDING THOSE BEING DEMOLISHED TO BUILD MULTI-FAMILY HOUSING.

OR

DEMOLITION OF A BUILDING OTHER THAN A SINGLE FAMILY DWELLING OR DUPLEX BUILT BEFORE 1960

SCREENED BY:

DATE:

PROJECT ADDRESS: