



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.**

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

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

<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) <u>SITE PLAN</u>: 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"/>	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 <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 <input type="checkbox"/> LABEL EACH PROPOSED TREE INCLUDING SPECIES, CALIPER, AND CANOPY SPREAD.
<input type="checkbox"/>	(pdf) <u>ARBORIST REPORT</u> 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**