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.
- **Digital documents (pdf) must be unlocked to allow stamps to be added**
- **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.**

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, confirmation of owner’s authorization, and other details will be collected through the online 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 Buildings constructed fully or partially before 1990 have the potential to release asbestos fibres or other hazards. Refer to WorkSafeBC for additional information.
☐	**(pdf) Erosion And Sediment Control Plan – required for demolitions associated with new development projects containing more than four dwelling units or non-residential** Refer to 4.G Erosion and Sediment Control (page 147) of the Engineering Standards and Specifications (ESS) manual and follow plan content requirements as specified in the ESS manual section 4.54 (page 148)
☐	**Plumbing Permit Application** to cap-off of existing sanitary sewer, storm water and potable connections

☐	**Plumbing Permit Application** for installation of a backflow preventer if water service is to be maintained on site post-demolition.
☐	**(pdf) Schedule** A & B – (as applicable) ☐ **Structural** ☐ **Geotechnical**
☐	**Tenant Assistance Plan Compensation Report – DO NOT submit with Building Permit application, must be submitted through TAP Reporting Tool. Contact housing@victoria.ca for details.** For projects subject to the Tenant Protection During Development Bylaw with delegated development permit / development permit / delegated development variance permit / development variance permit issued after October 2, 2025.
☐	**Tenant Assistance Plan – DO NOT submit with Building Permit application, must be submitted through TAP Reporting Tool. Contact housing@victoria.ca for details.** For projects subject to the Tenant Protection During Development Bylaw with a delegated development permit / development permit / delegated development variance permit / development variance permit issued prior to October 2, 2025.
☐	**Development Permit Issuance** For projects with direct building permit applications resulting in the loss of a rental unit.
☐	**Copies of Notices To End Tenancy – DO NOT submit with building permit application, must be submitted to housing@victoria.ca** For projects subject to the Tenant Protection During Development Bylaw with tenants residing on the property to be redeveloped in the last six months.
(pdf) Site Plan: metric 1:100 or 1:200, including:	
☐	North arrow
☐	Municipal address and legal description
☐	Property lines
☐	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 $10m^2$.
☐	Retaining walls, including height from grade

☐ Identify all existing trees on subject property or immediately adjacent properties

- □ Trees proposed for removal shall be identified with a red X
- □ Label each tree with an ID number that corresponds to the arborist report
- □ Indicate critical root zones and canopy spread for trees to be retained (Trunk – Scaled circle to represent the trunk where it meets the ground, PRZ – Scaled Solid bold circle, Canopy – Scaled fine dotted-line circle)
- □ Indicate the location of tree protection fencing

☐ **(pdf) Arborist Report**

An arborist report is required if there are bylaw protected trees on the subject lot, on adjacent properties or on the municipal frontage. The report must be specific to demolition activities and discuss potential tree impacts, outline mitigation measures and recommend trees that require removal for demolition of the building.

☐ **(pdf) Tree Management Plan**

A Tree Management Plan must be provided with an arborist report and must show:

- Tree protection fencing for demolition
- Trees proposed for removal to facilitate demolition
- Site access, material staging, capping of services and areas of grubbing
- Identify areas where arborist supervision is required

Wood Salvage

☐ Determine if the Demolition Waste And Deconstruction Bylaw applies:

□ **Demolition of a single family dwelling or duplex built before 1960**

☐ **Codes of Practice Registration Form** must be submitted

☐ **(pdf) Landscape Agreement** (including landscape estimate and landscape plan)

For applications where a Development Permit or Building Permit has not been approved for new construction. Contact developmentservices@victoria.ca for more information.