

Demolition Permit Checklist

Demolishing a building or structure?

A permit from the District is required before a home or structure can be demolished. This checklist provides the requirements for a Demolition Permit application pursuant to Section 22 of "Building Bylaw 2007, No. 4247".

This CHECKLIST will help you prepare a Demolition Permit application. If you have questions or require any additional information or clarification, please contact the Building Department at 250-598-2042, extension 7496 or inspections@oakbay.ca.

REQUIRED ITEMS:

The following documents must be submitted.
Complete applications are to be emailed in PDF Format to inspections@oakbay.ca

APPLICATION

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Building Permit Application
Completed Building Permit Application (Fillable printable form available online) |
| <input type="checkbox"/> | Agent Authorization Consent Form
Completed Agent Authorization Form (Required if someone other than the property owner is applying for permit) |
| <input type="checkbox"/> | Certificate of Title
Title Search (Must be printed within 30 days of your application date) and copies of all legal notations, ROWs, easements, covenants. |
| <input type="checkbox"/> | Site Plan
Site plan that shows the location of the building(s) to be demolished and location of all trees on subject property and adjacent properties. |
| <input type="checkbox"/> | Contractual Letter of Undertaking
Completed Contractual Letter of Undertaking indemnifying and saving harmless the District of Oak Bay from any and all losses (fillable form available online) |
| <input type="checkbox"/> | General Liability Insurance
Proof of comprehensive general liability insurance coverage for works with minimum \$2 million coverage inclusive per occurrence |
| <input type="checkbox"/> | Notification to Neighbours
Written notification to neighbours within a 200 ft radius of subject property with contact information for the general contractor/site manager included. The notices must be delivered no less than 24 hours prior to commencement of demolition and a copy of the notice to be provided to District. |
| <input type="checkbox"/> | Hazmat Survey
Hazardous materials assessment. |
| <input type="checkbox"/> | Hazmat Clearance Letter
Hazardous material clearance letter confirming that asbestos has been removed. |

Storm Drain/Sanitary Sewer TV Inspections
Storm Drain/Sanitary Sewer TV Inspections for rights-of-way, if applicable.

Capping Procedures Form
Completed Capping Procedures Form. (see page 2 of this checklist and contact engineering@oakbay.ca for more information)

Water Service Installations
Installation of a hose connection vacuum breaker in tandem with a dual check valve installed above grade on water service (photo to be provided)

Tree Management Plan
Tree Management Plan showing inventory of existing trees, and identifying trees to be retained and those proposed to be removed. For additional information, please contact Oak Bay Parks at trees@oakbay.ca or call 250-592-7275

CAPPING PROCEDURES DOCUMENTATION

This form must be completed and submitted prior to issuance of a Demolition Permit.

Prior to the demolition of a building, the Contractor is required to locate the existing sanitary sewer and storm drain laterals from the property to the public sewer main within the municipal right-of-way using a CCTV camera and sonde equipment. Measurements for location and depth should be recorded on the sheet below and sketched out on the following page or on the site plan that can be downloaded from [Oak Bay's Mapping Service](#).

In addition, the Contractor is required to:

- Stake where the sewer and storm drain laterals cross the property line. Record depth and measurements relative to property line, and sketch on site plan.
- Locate and mark where laterals connect at the main. Record depth and measurements relative to property line and sketch on site plan. Marks to include asphalt nails with orange flagging or a low stake with orange flagging if mains are within the grassed boulevard.
- Cap existing sewer lateral and storm lateral at property line.
- Where a sewer easement (SRW) exists on or adjacent to the property, CCTV video footage of the pipe(s) is to be submitted for review showing condition before and after demolition (2 submissions).
- Submit photos including the building to be demolished, the excavation with the capped services at property line, a photo showing the building and the excavated hole in the same picture frame and photos of asphalt nails or stakes within the road right of way.
- Stake preferred locations for new sewer, storm, and water services at property line. Note: water services are required to be separated a minimum 3 metres from sewers, gas and electric. Stakes are to be maintained until Public Works arrive to install the new services.
- Submit paperwork and photos to Oak Bay's engineering department to engineering@oakbay.ca

Important: Public Works will confirm lateral locations are properly located and marked before municipal crews install the new services. If locations are missing or insufficient, or have not been provided, the Owner could expect delays with servicing or incur additional costs from the District.

CAPPING MEASUREMENTS

Date _____

Contractor _____

Address _____

PLEASE ENSURE TO MARK ON DRAWINGS THE APPROXIMATE LOCATIONS OF SEWER AND STORM LATERALS RELATIVE TO PROPERTY LINES

SEWER

Depth at Property Line _____

Depth at Main _____

Pipe Material at Main _____

STORM

Depth at Property Line _____

Depth at Main _____

Pipe Material at Main _____

Signature _____

CAPPING MEASUREMENTS CONTINUED

Sketch measurements for location and depth on site plan below
PLEASE ENSURE TO MARK ON DRAWINGS THE APPROXIMATE LOCATIONS OF
SEWER AND STORM LATERALS RELATIVE TO PROPERTY LINES



Submit paperwork and photos, and any questions to Oak Bay’s Engineering Department: engineering@oakbay.ca

APPLICATION FEES

Demolition Permit application fees are due at the time of issuance. Permit fees are payable by debit, cash, cheque (**Made payable to the Corporation of the District of Oak Bay**), and by credit card up to \$15,000 (note: credit card payments can only be accepted over the phone). Application fees are as follows:

\$600 per building or structure under 2,000 sq ft; \$1,000.00 per building or structure exceeding 2,000 sq ft

\$1,000 bonding / security as prescribed in “Building and Plumbing Bylaw 2007, No. 4247”