Demolition-Deconstruction Permit Application

Information: crd.ca/building Phone: 250.360.3230 Questions: bpapplication@crd.bc.ca

Project Information	Site Address:
City:	Postal Code:
Legal Description:	PID:
Short Description of work (140 characters max): _____ _____	

Applicant	
Name:	
Mailing Address:	
Telephone :	Email:
☐ If different from the Owner, complete and attach Appointment of an Authorized Agent Form	

Builder	
Name:	
Mailing Address:	
Telephone:	Email:
☐ If different from the Owner, complete and attach Appointment of an Authorized Agent Form	

Owner	
Name:	
Mailing Address:	
Telephone:	Email:
☐ If the owner is a company or society, include a copy of the Statement of Directors and Registered Office.	

Definitions:

- **Demolition** is the complete removal of a building or structure.
- **Deconstruction** is the taking apart of a building or structure whereby at least 70% of the framing members of the building or structure are removed in salvageable form and are capable of being reused as framing members.

Information to be Submitted with the Demolition-Deconstruction Permit Application:

Demolition & Waste Resources:

- Sewage Systems - BC Guidelines and Resources
- Sewage Systems – CRD Septic Regulations & Bylaw
- Demolition & Deconstruction Permits
- Demolition Renovation Waste – CRD Residential & Commercial Customers

Select all that are applicable to your project. If you need assistance, please email bpapplication@crd.bc.ca

☐ **Appointment of an Authorized Agent** form is required when an owner is giving an agent, applicant, architect or contractor permission to act on their behalf. If there is more than one legal owner, all owners must sign.

☐ **Site Photographs** of building to be demolished or deconstructed.

☐ **Site Plan** showing: location of septic tank and disposal field, well, existing buildings that will remain and buildings to be demolished or deconstructed.

☐ **Statement of Directors and Registered Office** if the owner is a corporation or society**.**

☐ **Title Search** is required for all permit applications and must be dated within 30 days of application. Visit LTSA or check here ☐ to order for $25.

Submit Application using ZendTo:

(1) Go to 'ZendTo' (no account set-up required).
(2) Click on 'drop-off'.
(3) Add your name, organization, and email. Click 'Send confirmation'.
(4) An email will be sent to you with a link. Click on the link.
(5) Add the recipient 'CRD Building Inspection' and email: bpapplication@crd.bc.ca. Click 'Add and Close'.
(6) Add PDF attachment by selecting 'Click to Add Files or Drag Them Here' and select the PDF from your computer. Once attached the PDF will be listed on the screen. All PDFs **must be unlocked including Schedules and Drawings.** Please relay this to your Engineer, Designer or Architect prior to uploading.
(7) Click 'Drop-off Files'.
(8) A message will appear on the screen notifying you that 'Your files have been sent successfully'.
(9) Once the CRD has retrieved your PDF file from ZendTo, you will receive a confirmation email.

Non-refundable **Application Fee of $300**

The application will be reviewed, once approved an invoice for the application fee will be emailed to the applicant. Payment can then be made by: cheque, credit card, money order, bank draft, debit or cash at CRD offices in Victoria, Juan de Fuca, Pender Island or Salt Spring Island or mailed to:

Capital Regional District
Attention: Building Inspection
625 Fisgard Street
Victoria, BC V8W 1R7

Limitation of Liability

Neither the issuance of a permit under this bylaw nor the acceptance or review of plans, drawings, or specifications or supporting documents, nor any inspections made by or on behalf of the Capital Regional District shall in any way relieve the owner or his or her representatives from full and sole responsibility to perform the work in full accordance with the British Columbia Building Code, the Building Regulation Bylaw of the CRD and all other applicable enactments, codes, and standards.

Notice of Collection of Personal Information

The CRD is committed to protecting your privacy. Personal information contained on this form is collected under sections 26 (a) and (c) of the *Freedom of Information and Protection of Privacy Act* (FOIPPA) and will be used to process this application, as well as for any purpose contemplated under Part 9 of the *Local Government Act*. Please note that as a result of this application, copies of any associated permits, plans and/or other related property records (excluding any personal information therein) may be available to the public, either on a routine basis or by request under FOIPPA. If you have questions regarding the collection of personal information on this form, please contact: Building Inspection Manager 250-360-3230 permitquestion@crd.bc.ca.

All building in the CRD Electoral Areas is regulated by Building Regulation Bylaw No. 3741.

Signature Required:

_____	_____	_____
Name of Applicant	Signature of Applicant	Date (dd/mm/yyyy)