CITY OF Vernon
COMMUNITY SERVICES BUILDING
3001 32 Avenue, Vernon BC V1T 2L8
Phone:(250) 550-3634
Email: buildingcounter@vernon.ca
www.vernon.ca

# DEMOLITION PERMIT CHECKLIST

- ☐ MyCity Account Login Credentials (**required**). If you don't already have an account: register here
- ☐ Owner Information: full name, phone, mailing address, and email (**required**)
- ☐ Agent Information: full name, phone, mailing address, and email (required - if an Agent represents the Owner)
- ☐ Builder Information: full name, phone, mailing address, and email (if applicable)
- ☐ Demolition Start Date, Units Lost and Number of Bedrooms removed (**required)**
- ☐ Description of work: detailed project summary (**required**), including:
    - ☐ Other permits if applicable, such as:
        - o Tree Removal Permit #
        - o Building Permit #
        - o Development Permit or Development Variance Permit #
- ☐ Confirm your property's heritage status before beginning; if heritage, you are required to submit heritage assessment form —this will be a required question in the application process
- ☐ Confirm whether your property is within 30 metres of a watercourse (lake or stream) before beginning—this will be a required question in the application process
- ☐ Before demolition can begin, you must confirm that all utility services have been safely disconnected. Provide the confirmation number and disconnection date for each service:
    - ☐ FortisBC Gas – confirmation number and removal date as required (Contact: 1-888-224-2710)
    - ☐ BC Hydro – confirmation number and removal date as required (Contact: 1-877-520-1355)
- ☐ Damage to Public Works completed form (**required**)
- ☐ Title Search dated within 30 days of application (**required**) *Applicable City of Vernon, Regional District of the North Okanagan, Provincial and Federal title charges *may* be required
- ☐ Owner's Undertaking completed form (**required**)
- ☐ Appointment of Agent completed form (required if the applicant is acting on behalf of the property owner)

Personal information is collected for the purposes of processing your application. Any collection, use, or disclosure of personal information is in accordance with section 26(c) and 26(e) of the Freedom of Information and Protection of Privacy Act (FOIPAA). For more information, about collection use or disclosure, contact the Freedom of Information and Protection of Privacy Head at **foirequest@vernon.ca** or at 250-545-1361

- ☐ Proof of ownership (applicable if property owner is a business e.g. Register of Directors)
- ☐ Demolition Waste Management Plan (**required**): The plan must be approved by the Regional District of North Okanagan (RDNO). Email RDNO to request approval, then save the approved confirmation as a PDF and upload it with your demolition permit application
  Contact RDNO: 250-550-3700 | solidwaste@rdno.ca
- ☐ Hazardous Materials Summary Form (required when altering a building constructed prior to 1990)
- ☐ Site Disclosure Statement (required if the site has been used for industrial or commercial purposes or activities described in SCHEDULE 2 of the Contaminated Sites Regulations. A $100 review fee may be applicable depending upon the application)
- ☐ Fire Safety Planning for Construction and Demolition Sites when required, the Fire Department will contact the owner/applicant to confirm fire safety planning requirements and advise on next steps. A $100 Fire Safety Plan review fee may be applicable, depending on the application.

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