

# Demolition Permit

The purpose of this brochure is to inform owners, developers, and contractors of the requirements of a demolition permit.

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*"This information is provided for convenience only and is not in substitution of applicable City Bylaws or Provincial or Federal Codes or laws. You must satisfy yourself that any existing or proposed construction or other works complies with such Bylaws, Codes or other laws."*

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## **Other Brochures related to this topic**

- [Demolition Waste Diversion](#)
- [Construction & Demolition Waste Diversion Bylaw](#)

## **When do I need a demolition permit?**

You need a demolition permit to **completely** remove any type of buildings or structures. For example, if you need to demolish an existing house in order to build a new house you will need a demolition permit and a building permit.

If you are demolishing only a portion of a building or a structure or demolishing interior partitions, you need to obtain a building permit (not a demolition permit) to alter the building.

## **Demolition Permit for a single or two-family dwelling building and constructing a new dwelling**

If you are demolishing, an existing home and constructing a new home you can use the same permit [application form](#). Just check the "yes" box for demolition permit on the application form. You can read the brochures regarding [Building Permit Application Requirements for Single and Two Family Dwellings](#) and [Permits and Inspections for New Single and Two Family Dwellings](#) for more details.

## **Demolition Permit Application**

For demolition permit application for all buildings other than the situation mentioned above, your application must include the following:

- [Application Form for Demolition Permit](#)
- [Schedule "F" Owner's Undertaking](#)

- Building Agent Authorization if the applicant is not the property owner, or there are multiple owners on title
- One copy of the Tree Plan. For more details please read the brochure on *Tree Cutting Permit (With Development)*
- Fee as per the current fee schedule

Effective on **2022 October 01** for demolition of multi-family and all non-residential buildings and on **2023 March 01** for demolition of single and two-family dwellings a Demolition Waste Permit is also required. An approved Waste Diversion Plan is required prior to the issuance of a Demolition Permit. At the time of applying for demolition permit you must:

- submit a Waste Diversion Plan
- pay a non-refundable Demolition Waste Permit Fee
- pay a refundable Waste Diversion Deposit

For more detail, please refer to the city webpage on *Demolition Waste Diversion*.

## Demolition Permit Process

Your application will be circulated to:

- Engineering Department for a pre-demolition inspection to do an inventory of the condition of city property at or near the construction site and to assess the amount of damage deposit as per the current fee schedule or any other applicable fees and you will be informed by Engineering Department accordingly. You are responsible for the cost to restore any damage to the city properties during demolition. For more details please read the Boulevards brochure.
- Tree Technician to determine if a tree permit is required. For more detail, please refer to our *Tree Removal & Tree Removal & Replacement* page.
- Climate Action & Energy Division to review the Waste Diversion Plan if applicable. For more detail, please refer to the *Demolition Waste Diversion* page.

In addition to the above-mentioned documents, as required by provincial statute a site profile may be required for a demolition permit for buildings that are located on land that is or was used for industrial or commercial activity. You can contact Engineering Department for more details.

## BC One Call

It is the responsibility of the owner and/or contractor to locate and disconnect all services prior to commencement of any demolition or construction activities. You can call BC One Call at 1-800-474-6886 and they will locate those buried services for you. You can visit the website of *BC One Call* for more information.

## WorkSafeBC

Before applying for a demolition permit, property owners should contact WorkSafeBC to determine if a hazardous materials assessment needs to be done. For more information, please refer to Section 20.112 and 20.113 of the Occupational Health and Safety Regulations (B.C. Regulation 296/97).

## Inspection

The Building Department does not conduct inspection during demolition. Please call 604-294-7130 to arrange a final inspection when demolition, including the removal of foundation, have been completed.

**ALL** existing structures on the property that are required to be demolished must be removed before starting construction of any new building. This includes all concrete foundations and walls, as well as swimming pool.

If you are constructing a new building after demolition, we will do the final demolition inspection at the same time as the form inspection for the new building. If existing structures have not been removed, the form inspection will be rejected and a stop work order will be issued by the Building Inspector.

## After Demolition Complete

For those demolitions that are subject to Waste Diversion, you may be eligible to apply for a refund of all or portion of the Waste Demolition Deposit upon the completion of the demolition work. To request for the refund please submit the following documents to the Climate Action and Energy Division within 90 days:

- a Waste Diversion Compliance Report
- copies of receipts and weight bills

## For More Information

For more information, regarding site profiles please contact the Engineering Department at 604-294-7460 or [Engineering@burnaby.ca](mailto:Engineering@burnaby.ca).

For more information regarding Demolition Waste Diversion, please contact the Climate Action & Energy Division at 604-294-7850 or [climateactionandenergy@burnaby.ca](mailto:climateactionandenergy@burnaby.ca).

If you have any question about demolition permits, please contact the Building Department at 604-294-7130.