

## DEMOLITION PERMITS

*This guide has been prepared to provide information only and is neither a bylaw nor legal document. Should there be any discrepancy between this guide and the relevant City Bylaws and/or applicable Codes, the text of the Bylaws and Codes shall be the legal authority.*

### **BACKGROUND**

Before a demolition application will be accepted, a service disconnection application must be made through the City of Langley Engineering Department. Once Engineering has confirmed with the Building Department that the disconnections are complete, a demolition application can be made. For further information, please call 604-514-2997.

### **DEMOLITION PERMIT APPLICATION SUBMISSION**

Applications must include the following:

- Approval from the Engineering Department
- Demolition permit application form
- Deposit Return Form (\$10,000.00 damage bond required)
- Two aerial photos clearly identifying building(s) being demolished
- Site plan. (note all buildings on the property that will be demolished and/or retained)
- Current title search. (Within 48 hours prior to permit application)
- If the owner is a registered company a letter is required from the registered company approving the demolition.
- Agent Authorization form (if applicable)
- A copy of the WorkSafeBC notice of project
- Pest Abatement and Control Declaration (from Qualified Pest Control company) certifying that all buildings and structures have been inspected for pest infestation and measures taken.
- Site Profile (applicable to commercial and industrial properties. Guide available on the Ministry of Environment website.)
- Demo Contractor BL # \_\_\_\_\_ Current? ☐ Yes ☐ No

### **RECYCLING**

Material from the construction, demolition and renovation of buildings makes up one-third of our region's waste. Metro Vancouver is aiming to reduce construction and demolition waste going to landfill by 80%. In order to help meet this target, the City of Langley requires a statutory declaration stating that all gypsum board, hazardous materials, and all recyclable materials were separated from other demolition debris and disposed of in accordance with provincial and other applicable regulations and standards

### **FINAL INSPECTION**

24 hours prior to final inspection, a **notarized** demolition statutory declaration. (blank form will be included in the permit package) is to be submitted to the City of Langley.

### **WORKSAFEBC**

Prior to issuance of the permit, a copy of the WorkSafeBC notice of project is to be provided. For further information, please contact WorkSafeBC at: 604-276-3100.

### **BC HYDRO**

To terminate electrical service to the building(s), please contact BC Hydro at: 1-800-224-9376.

### **FORTIS BC**

Please phone: 1-888-224-2710 to have your natural gas shut off.

### **BEFORE YOU DIG**

Please phone BC One Call at: 1-800-474-6886 or search on-line at: [bc1c.ca](http://bc1c.ca)

Please contact the City of Langley Building Department at 604-514-2804 if further information is required.



# DEMOLITION APPLICATION

BUILDING DIVISION inspections@langleycity.ca 604-514-2804

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## TYPE OF DEMOLITION PROPOSED

House ☐ Townhouse ☐ Multi-family ☐ Commercial ☐ Industrial ☐ Institutional ☐ Interior Demo ☐

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## LOCATION & PROPERTY INFORMATION

Construction Address: \_\_\_\_\_

Legal Description: Lot \_\_\_\_\_ DL \_\_\_\_\_ SEC \_\_\_\_\_ TWN \_\_\_\_\_ Plan \_\_\_\_\_ PID# \_\_\_\_\_

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## DESCRIPTION

Has the Engineering Dept. confirmed services disconnected? YES ☐ NO ☐Is the building Vacant? YES ☐ NO ☐ if NO, expected date of vacancy: \_\_\_\_\_Will lot be clear? YES ☐ NO ☐ if NO, what structures will remain? \_\_\_\_\_

Please explain in detail the scope of work (full/partial demo) : \_\_\_\_\_

Construction Value: \_\_\_\_\_

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## CONTACT INFORMATION

**INSPECTION CONTACT EMAIL:** \_\_\_\_\_**Applicant** Company Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal: \_\_\_\_\_

**Owner** Name: \_\_\_\_\_ Contact Person Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal: \_\_\_\_\_

**Demolition Contractor** Company Name: \_\_\_\_\_ Business Licence #: \_\_\_\_\_

Contact Person : \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Postal: \_\_\_\_\_

**PLEASE ENSURE YOU COMPLETE BOTH SIDES OF THIS FORM ➡**

Any personal information collected on this form will be managed in accordance with the Freedom of Information and Protection of Privacy Act. Direct enquiries, questions, or concerns regarding the collection, use, disclosure, or safeguarding of personal information associated with this form to: Head of Freedom of Information, City of Langley, 20399 Douglas Crescent, Langley, BC V3A 4B3, [info@langleycity.ca](mailto:info@langleycity.ca) or 604.514-4591

## CONSENT TO DEMOLISH

### ALL REGISTERED OWNERS MUST PRINT AND SIGN NAME(S):

- ☐ if more than two (2) owners, please submit a separate letter
- ☐ If the registered owner of the property is a company or not-for-profit corporation, then an authorized signatory as identified by the solicitor must submit a separate letter **OR** all persons on the Company Title Certificate / Society Summary must sign the Letter of Authorization. A copy of the Company Title Certificate / Society Summary must also be provided.
- ☐ All signatures must be original. Photocopies, scans, or digital copies are not accepted.

This is to confirm that:

- a. I/We, the Registered Owner(s) of the property described above do hereby authorize the demolition of the building(s) on the subject property; and
- b. I/We have notified and received the consent of all charge holders to the demolition of the building(s) on the subject property.
- c. I/We give authorization to my/our Authorized Agent to represent myself/us in the application.

Print

Signature

Date

Print

Signature

Date

**Authorized Agent's Name:**

**Address:**

**Phone/Cell:** \_\_\_\_\_ **Email:** \_\_\_\_\_

## DEMOLITION APPLICATION CHECKLIST

- |  |   |
|--|---|
| <input type="checkbox"/> Development Permit (DP) approved (if applicable)  | <input type="checkbox"/> Deposit Return Form (\$10,000.00 damage bond required)   |
| <input type="checkbox"/> Engineering disconnections completed.   | <input type="checkbox"/> Two aerial photos clearly identifying building(s) being demolished   |
| <input type="checkbox"/> Current title search (within 48 hours of application)   | <input type="checkbox"/> Site plan showing all structure(s) / building(s) being demolished  |
| <input type="checkbox"/> Owner is a registered company? <input type="checkbox"/> No <input type="checkbox"/> Yes<br>(if yes, a letter is required from registered company to approving the demolition) | <input type="checkbox"/> Site Profile (applicable to commercial and industrial properties. Guide available on the Ministry of Environment website.) |
| <input type="checkbox"/> Agent Authorization (if applicable)   | <input type="checkbox"/> Demo Contractor BL # _____ Current? <input type="checkbox"/> Yes <input type="checkbox"/> No                               |
| <input type="checkbox"/> Hazardous Materials Clearance form (for existing structures constructed in year 1990 or prior)  |   |
| <input type="checkbox"/> Copy of the WorkSafe BC notice of project   |   |
| <input type="checkbox"/> Pest Abatement and Control Declaration  |   |
| <input type="checkbox"/> Permit Fee  |   |

*This checklist is meant to assist the applicant with the documentation needed to make a demolition permit application. Additional items or information may be requested at the time of the application depending on the conditions of the property and complexity of the project.*

I hereby make an application for a Demolition Permit in accordance with the information stated above and declare that the information provided is complete. In consideration of the granting of the permission applied for, I/we hereby agree to indemnify and keep harmless the City of Langley against all claims, liabilities, judgments, costs and expenses of whatsoever kind, which may in any way accrue against the said City in consequence of, and incidental to, the granting of this permit, and I/we agree to pay the cost of repairing any damage to the sidewalk and/or curb by reason of the building operations in respect of which this permit is applied for, and I/we further agree to conform to all requirements of the building by-law and all other statutes and bylaws in force in the City of Langley, and I/we further acknowledge that the City accepts no responsibility for the accuracy of the information contained herein. I understand that payment of fees or acceptance of application does not guarantee that a building permit will be issued.

<b>Name of Applicant:</b>	<b>Signature:</b>	<b>Date:</b>
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## OWNER'S ACKNOWLEDGEMENT

BUILDING DIVISION [inspections@langleycity.ca](mailto:inspections@langleycity.ca) 604-514-2804

**Civic Address of the Project:** \_\_\_\_\_

**Legal Description:** \_\_\_\_\_

**Project Name and Description:** \_\_\_\_\_

I acknowledge that the owner of the land in respect of which this permit application is made is solely responsible for carrying out the work in accordance with the Building Code and other applicable laws respecting safety.

I acknowledge that the owner of the land is solely responsible for determining whether the work contravenes any covenant, easement, right of way, building scheme or other restriction affecting the building site, and whether the work requires the involvement of an architect under the Architect's Act or an engineer or geoscientist under the Engineers and Geoscientists Act.

I acknowledge that the City of Langley provides a limited monitoring service in relation to the building construction and does not, by accepting or reviewing plans, inspecting construction, monitoring the inspection of construction by others or issuing building or occupancy permits, make any representation or give any Assurance that the construction authorized by the permit for which application is made complies in every or any respect with the Building Code or any other applicable laws respecting safety.

If the City of Langley so indicates on any permit issued pursuant to this application, I acknowledge that the City has issued the permit in reliance on the certification of a registered professional, engaged by me to provide such a certification, that the plans for the work authorized by the permit comply with the Building Code and other applicable enactments, and that the fee for the permit has been accordingly reduced. I acknowledge that the City of Langley, by issuing this permit or any occupancy permit, makes no representations to me or any other person as to any such compliance.

### ALL REGISTERED OWNERS MUST PRINT AND SIGN NAME(S):

Name of Registered Owner(s)

Print

Signature

Date

Print

Signature

Date

- ☐ if more than two (2) owners, please submit a separate letter
- ☐ If the registered owner of the property is a company or not-for-profit corporation, then an authorized signatory as identified by the solicitor must submit a separate letter **OR** all persons on the Company Title Certificate / Society Summary must sign the Letter of Authorization. A copy of the Company Title Certificate / Society Summary must also be provided.
- ☐ All signatures must be original. Photocopies, scans, or digital copies are not accepted.

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## AGENT AUTHORIZATION

BUILDING DIVISION inspections@langleycity.ca 604-514-2804

I/We, \_\_\_\_\_ (List of ALL Owners)

Contact Phone No: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Own the land described below and confirm the appointment of:

Agent's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No: \_\_\_\_\_ Email: \_\_\_\_\_

**As agent with respect to the \_\_\_\_\_ (permit application type)  
regarding the property described as:**

Civic Address: \_\_\_\_\_ PID: \_\_\_\_\_ Folio: \_\_\_\_\_

Legal Description: Lot: \_\_\_\_\_, Dist. Lot: \_\_\_\_\_, Plan: \_\_\_\_\_

It is understood that:

1. the City of Langley shall deal exclusively with the above noted agent with respect to all matters pertaining to the application mentioned above and is under no obligation to communicate with the owner(s) or any other person;
2. the above-noted agent has authority to make all necessary arrangements with the City of Langley to perform all matters and to take all necessary proceedings with respect to the application mentioned above; and
3. A written letter is required from the Owner to cancel this appointment.

Further, I/We hereby agree that all information, including personal information, contained on this document and on the application mentioned above may be made available to the public.

**ALL REGISTERED OWNERS MUST PRINT AND SIGN NAME(S):**

Name of Registered Owner(s)

Print

Signature

Date

Print

Signature

Date

- ☐ if more than two (2) owners, please submit a separate letter
- ☐ If the registered owner of the property is a company or not-for-profit corporation, then an authorized signatory as identified by the solicitor must submit a separate letter **OR** all persons on the Company Title Certificate / Society Summary must sign the Letter of Authorization. A copy of the Company Title Certificate / Society Summary must also be provided.
- ☐ All signatures must be original. Photocopies, scans, or digital copies are not accepted.

**FOR STRATA TITLE PROPERTIES PLEASE COMPLETE Page 2 AS WELL**

**STRATA TITLE PROPERTIES**  
Strata Corporation Authorization

Consent of a Strata Corporation is required for work that will involve or affect Common Property and Limited Common Property. In accordance with the Strata Property Act:

“Common Property” means

- (a) that part of the land and buildings shown on a strata plan that is not part of a strata lot, and
- (b) pipes, wires, cables, chutes, ducts and other facilities for the passage or provision of water, sewage, drainage, gas, oil, electricity, telephone, radio, television, garbage, heating and cooling systems, or other similar services, if they are located
  - (i) within a floor, wall or ceiling that forms a boundary
    - (A) between a strata lot and another strata lot,
    - (B) between a strata lot and the common property, or
    - (C) between a strata lot or common property and another parcel of land, or
  - (ii) wholly or partially within a strata lot, if they are capable of being and intended to be used in connection with the enjoyment of another strata lot or the common property.

“Limited Common Property” means common property designated for the exclusive use of the owners of one or more strata lots.

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I am a member of the Strata Council for the Strata Corporation of the above-noted property and hereby confirm on behalf of the Strata Council that the Strata Corporation consents to:

- ☐ Release of archived copies of building plans related to the Property.
- ☐ Work that will alter Limited Common Property adjacent to Unit Number \_\_\_\_\_
- ☐ Work in Unit Number \_\_\_\_\_ that will affect Common Property, Limited Common Property or both owned by the Strata Corporation

The work permitted is as follows (provide description of building, plumbing, electrical work):

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Strata Council Member

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

*Personal Information collected on this form as per the Freedom of Information and Protection of Privacy Act, Sec 26 (c), is for the sole purpose of processing the access to records request and will be managed in accordance with the Act. Questions regarding the collection and use of your Personal Information may be directed to the Corporate Officer at [kkenney@langleycity.ca](mailto:kkenney@langleycity.ca)*



## HAZARDOUS MATERIALS CLEARANCE REQUIREMENT

This form is to be completed and submitted in association with an application for a Building Permit where the proposed works include **demolition, alterations or renovations within an existing structure** constructed prior to 1990.

A Clearance Letter must be posted, signifying the building is safe to enter once the hazardous materials are removed. The Hazardous Materials Assessment Report must be available and produced upon request for inspection purposes.

If a Clearance Letter prepared by a qualified person (as per WorkSafeBC Guidelines Part 20) cannot be produced, the Building Official may stop the inspection to ensure their safety.

**Building Permit No.:** \_\_\_\_\_

**Project Address:** \_\_\_\_\_

Was the existing building constructed prior to 1990?

Yes ☐ No ☐ Year of Construction \_\_\_\_\_

Has a Hazardous Material Assessment Report as per WorkSafeBC Guidelines Part 20 been completed for this structure?

Yes ☐ No ☐

\_\_\_\_\_  
*Applicant (Print)*

\_\_\_\_\_  
*Applicant Signature*

\_\_\_\_\_  
*Date*

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## PEST ABATEMENT AND CONTROL DECLARATION

### Company Information

Company name		Phone number	
Address		City	Postal code
BC Pesticide License Number (Structural Category)	City of Langley Business License Number		
Inspector's name			

- ☐ I hereby declare that I am qualified and licenced to apply structural pest management techniques to manage and control rodent infestations.

### Property Address:

The property and building(s) have been inspected and evaluated for the presence of rodents. Necessary actions have been taken using appropriate and best management pest control practices to clear the property and building(s) from pests and rodents.

### Signature:

As of this date, I confirm there was no evidence of rodent activity on the subject property.

\_\_\_\_\_  
Inspector's signature

\_\_\_\_\_  
Inspector's name

\_\_\_\_\_  
Date (mm/dd/yyyy)



## DEPOSIT RETURN FORM

The **APPLICANT/DEPOSITOR** information will be attached to all Invoices, Payments and Refunds

TYPE: **BUILDING**      **ENGINEERING**      **FILM**      **PLANNING**

PERMIT NUMBER: \_\_\_\_\_

TYPE OF DEPOSIT	AMOUNT	DEPOSIT RETURN	TYPE OF DEPOSIT	AMOUNT	DEPOSIT RETURN
<b>OFFICE USE ONLY</b>					
Highway Use			Cleanup		
Hydrant Use			Damage - BP		
Service Disconnection			Damage– Demo		
Water			Landscaping		
Water Meter					
Sanitary 4,6,8"			Off-Site Works		
Storm 4,6,8"			On-Site Works		
City Works			Dept Transportation		

**RETURN THE DEPOSIT TO:** *(If this information changes please inform the City in writing)*

**DEPOSITS FOR SERVICE DISCONNECTS OR NEW CONNECTIONS WILL BE KEPT FOR  
A MINIMUM OF 6 MONTHS FROM THE DATE THE WORK IS COMPLETED**

Refund Cheque Payable To: \_\_\_\_\_

Send Refund to Attention of: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_  
(Applicant's Signature)

\_\_\_\_\_  
(Date)



### GENERAL CONTACT INFORMATION

<b>LANGLEY CITY HALL</b>	604-514-2804	<a href="mailto:inspections@langleycity.ca">inspections@langleycity.ca</a>	20399 Douglas Cr., Langley BC V3A 4B3	Mon-Fri: 8:30 to 4:30pm
<b>LANGLEY CITY FIREHALL</b>	604-514-2880	<a href="mailto:fireinfo@langleycity.ca">fireinfo@langleycity.ca</a>	5785 203 St., Langley BC V3A 9L9	Mon-Fri: 8:30 – 4:30pm
<b>RCMP NON-EMERGENCY</b>	604-532-3200	<a href="mailto:langleyrcmp@rcmp-grc.gc.ca">langleyrcmp@rcmp-grc.gc.ca</a>	22180 48A Ave., Langley, BC V3A 8B7	Various hours
<b>LANGLEY PUBLIC HEALTH UNIT / HEALTH PROTECTION</b>	604-514-6121	<a href="mailto:LangleyHP@fraserhealth.ca">LangleyHP@fraserhealth.ca</a>	Suite 110, 6470 201 Street, Langley, BC V2Y 2X4	Mon-Fri: 8:30am – 4:30pm
<b>GAS &amp; ELECTRICAL TECHNICAL SAFETY BC</b>	1-866-566-7233	<a href="mailto:contact@technicalsaftybc.ca">contact@technicalsaftybc.ca</a>	104-9525 201 St., Langley BC V1M 4A5	Mon-Fri: 8:30am – 12:30pm
<b>BC HYDRO</b>	1-800-224-9376	<a href="http://bc1c.ca">bc1c.ca</a> <a href="http://Bchydro.com">Bchydro.com</a>	6911 Southpoint Dr., Burnaby BC	Mon-Fri: 8am – 4pm
<b>FORTIS BC</b>	1888-224-2710	<a href="http://Fortisbc.com">Fortisbc.com</a>	16705 Fraser Hwy., Surrey, BC V4N 0E8	Mon-Fri: 7am – 8pm
<b>BC ONE CALL</b>	1-800-474-6886	<a href="mailto:info@bc1c.call">info@bc1c.call</a>	130-4299 Canada Way, Burnaby BC V5G 1H3	Mon-Fri: 7am – 5pm
<b>WORKSAFE BC (SURREY) Prevention Information Line</b>	604-276-3100 1-888-621-7233	<a href="http://contactus.online.worksafebc.com">contactus.online.worksafebc.com</a>	100-5500 152 <sup>nd</sup> St., Surrey BC V3S 5J9	24hrs
<b>LANGLEY REGIONAL AIRPORT</b>	604-534-7330	<a href="mailto:ynjoperations@tol.ca">ynjoperations@tol.ca</a>	5385 216 St., Langley BC V2Y 2N3	8am – 4pm
<b>BC ASSESSMENT AUTHORITY</b>	1-866-825-8322	<a href="http://bcassessment.ca">bcassessment.ca</a>	240-31935 South Fraser Way, Abbotsford BC V2T 5N7	
<b>HOMEOWNER PROTECTION OFFICE</b>	604-646-7050 1800-407-7757	<a href="http://bchousing.org">bchousing.org</a>	203-4555 Kingsway, Burnaby BC V5H 4T8	Mon-Fri: 8:30am – 4:30pm
<b>LAND REGISTRY OFFICE</b>	604-630-9630	<a href="mailto:customerservice@ltsa.ca">customerservice@ltsa.ca</a>	500-11 Eighth St., New Westminster BC V3M 3N7	Mon-Fri: 8am – 4:30pm
<b>BC GOVERNMENT AGENTS OFFICE</b>	604-466-7470		175-22470 Dewdney Trunk Rd Maple Ridge, BC V2X 5Z6	Mon – Fri: 9am – 4:30pm
<b>DEPARTMENT OF FISHERIES &amp; OCEANS</b>		<a href="http://www.dfo-mpo.gc.ca">www.dfo-mpo.gc.ca</a>		
<b>MINISTRY OF ENVIRONMENT</b>	604-582-5200	<a href="mailto:servicebc@gov.bc.ca">servicebc@gov.bc.ca</a>	200-10470 152 <sup>nd</sup> St., Surrey, BC V3R 0Y3	