

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

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

TYPE OF DEMOLITION PROPOSED

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

LOCATION & PROPERTY INFORMATION

Construction Address: _____

Legal Description: Lot _____ DL _____ SEC _____ TWN _____ Plan _____ PID# _____

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: _____

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: _____ 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 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
(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"/> 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.

Name of Applicant:

Signature:

Date:

CONSTRUCTION ACTIVITY SIGN

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.

The City of Langley Noise Bylaw No. 3273 provides information as it relates to sound from construction activity or equipment. Sound from construction activity or from construction equipment may occur only between the hours of:

- Monday to Friday 7:00am to 8:00pm
- Saturday 7:00am to 6:00pm

Sound from construction activity or sound from construction equipment is **NOT PERMITTED at any time on Sundays and Statutory Holidays.**

Construction activity includes, but is not limited to; erecting, altering, repairing, relocating, dismantling, adding, installing, demolishing, structural maintenance, moving, land clearing, earth moving, grading, excavating, shoring, laying of pipe or conduit (whether above or below ground level), street and highway building, concreting, equipment installation, concrete clean up, structural installation of construction components and material in any form, or for any purpose, and includes any work being done in connection therewith and warming up of equipment either on arrival or departure of the contractor or trades person.

Contractors are to install a Construction Activity Sign prior to the building permit being issued for projects where the construction value exceeds \$500,000.00. The location and a sample of the construction activity sign is to be incorporated in the permit application drawings, installed at the site, and accepted by the City prior to the building permit being issued.

If work cannot be completed within the hours of the Bylaw, (large concrete pours for example), an application for an exemption must be submitted to the Engineering Department, to work outside the permitted hours. The application is to be submitted 7 days before the commencement of the work. If the application is found acceptable, the neighbouring property owners are to be notified in writing, 3 days before work starts.

For an exemption application or a sample construction notification letter please contact the Engineering Department at 604-514-2997.

For other sound-related complaints, please contact the Community Safety (Bylaw Enforcement Department) at 604-514-2851.

Construction Activity Sign

The Construction Activity Sign must:

- Be posted in a prominent location on the parcel of land that is clearly visible from at least one adjacent street;
- Have a height of no more than 3.0m above grade;
- Be a minimum of 1.5m X 1.5m in size;
- Contain lettering that is at least 5.0cm high with 2.5cm spacing and a colour that contrasts with the background of the sign
- Set out the hours permitted for construction under the Noise Bylaw and exemptions to the construction hours which may have been granted;
- State the name of the general contractor for the construction, the name and telephone number of an individual representative of the general contractor;
- Give a monitored 24 hour telephone contact number for complaints and concerns, and the City of Langley telephone number.

Sample Sign (not to scale)

Permitted Construction Activity Hours

Mon. – Fri.	7am – 8pm
Sat.	7am – 6pm
Sunday & Holidays**	PROHIBITED

Project name / Description

Name of the General Contractor of the Construction

24Hr Contact Number
604-555-5555 - M. Jones

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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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.

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):

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

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
OFFICE USE ONLY					
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

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