



**Development Services**  
City of West Kelowna  
2760 Cameron Road  
West Kelowna, BC V1Z 2T6  
Phone: 778-797-8830  
Fax: 778-797-1001

## Demo Permit Checklist

\*In order to speed up the application process to issue permits to demolish a building or structure, applications will not be accepted without the following documentation:

### DOCUMENTS (AS REQUIRED)

- Completed Building Permit Application Form
- A site plan showing the location of all structures to be removed
- Owner's Authorization Letter (if an agent or contractor is applying for a permit on behalf of owner)
- A copy of your "Notice of Project" (NoP) from Worksafe BC
- Certificate of Title (Current within last 90 days) including and covenants, easements and right-of-ways
- A copy of the Fire Safety Plan form (this will be referred to the Westside Fire Department for approval prior to commencing demolition)
- As buildings constructed before 1990 may contain various amounts of materials deemed hazardous by Worksafe BC, they require the owner to retain the services of a qualified person to prepare a hazardous materials risk assessment prior to demolishing or renovating a structure.
- Copy of materials disposal receipt will be required for final inspection to be completed.



**Building Permit Application No. :** \_\_\_\_\_ **Development Permit. #** \_\_\_\_\_

**BUILDING SITE ADDRESS:** \_\_\_\_\_

**BUILDING SITE LEGAL:** Lot \_\_\_\_\_ Plan \_\_\_\_\_ Dist. Lot \_\_\_\_\_

**CONSTRUCTION VALUE: \$** \_\_\_\_\_ **SQUARE METRES/FEET:** \_\_\_\_\_

**DESCRIPTION OF WORK:** \_\_\_\_\_

**WORK CLASS & TYPE:**    RESIDENTIAL    COMMERCIAL    INDUSTRIAL    INSTITUTIONAL  
 NEW    ADDITION    ALTERATION    MOVE    DEMO

<p><b><u>OWNER(S) - NAME &amp; ADDRESS</u></b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p><b>CONTACT NUMBERS: (Phone, Fax, E-mail)</b></p>	<p><b><u>CONTRACTOR/AGENT - NAME &amp; ADDRESS</u></b>  <b>Or attach business card.</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p><b>CONTACT NUMBERS: (Phone, Fax, E-mail)</b></p>
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- I acknowledge that if I am granted a building permit pursuant to this application that I am responsible for compliance with the Code, this bylaw and any other applicable enactment, code, regulation or standard relating to the work in respect of which the permit is issued, whether or not the said work is undertaken by me or by those whom I may retain or employ to provide design and/or construction services;
- I acknowledge that neither the issuance of a permit under this bylaw, nor the acceptance or review of plans, specifications, drawings or supporting documents, nor inspections made by or on behalf of the City constitute a representation, warranty, assurance or statement that the Code, the bylaws of the City or any other applicable enactment, code, regulation or standard has been complied with;
- Where the City requires that Letters of Assurance be provided by a Registered Professional pursuant to Section 290 of the *Local Government Act*, I confirm that I have been advised in writing by the City that it relied exclusively on the Letter of Assurance of "Professional Design and Commitment for Field Review" prepared by \_\_\_\_\_ in reviewing the plans, drawings, specifications and supporting documents submitted with this application for a building permit;
- I confirm that I have relied only on the said Registered Professional for the adequacy of plans, drawings specifications and supporting documents submitted with this application; and,
- I understand that I should seek independent legal advice in respect of the responsibilities I am assuming upon the granting of a permit by the City pursuant to this application and in respect of the execution of this acknowledgement.

\_\_\_\_\_  
**Signature of Owner or Authorized Agent**

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

**NOTE:**

- The personal information on this form is collected under the authority of the *Local Government Act/Community Charter* for the purposes of processing this application, and is subject to the *Freedom of Information and Protection of Privacy Act*. Any questions regarding this collection should be directed to the Corporate Services Department, City of West Kelowna, phone 778-797-2250.
- All documents applicable to your project as specified in the "Required Information" hand-out must be submitted with this application prior to processing.
- All contractors and subcontractors require a valid business licence to operate within the City of West Kelowna.

**OFFICE USE ONLY:**

**ZONING:** \_\_\_\_\_ **DP AREA:** \_\_\_\_\_ **LOT SIZE (acres):** \_\_\_\_\_

**APPLICATION FEE:**   **\$ 100.00 for construction value up to \$200,000.00**  
                                  **\$ 500.00 for construction value over \$200,001.00**

**OWNER'S AUTHORIZATION OF AGENT**

The undersigned registered **owner** of land in the City of West Kelowna legally described as:

\_\_\_\_\_

and having a civic address of:

\_\_\_\_\_

hereby authorizes \_\_\_\_\_ to:

1. apply for and obtain a building permit in respect of the land from the City of West Kelowna under the provisions of Building Bylaw No. 0086;
2. provide to the City as my agent all information and documents required by the bylaw for such an application;
3. execute and deliver to the City, as my agent, a document in the form set out on the attached page when obtaining the permit.

\_\_\_\_\_  
Signature of Registered **Owner** or  
Authorized Signatory of Corporate **Owner**

\_\_\_\_\_  
Date of Authorization

\_\_\_\_\_  
Name of Registered Owner (please print)

**Acknowledgements of Owner's Agent**

I acknowledge that the owner of the land in respect of which this permit is issued is solely responsible for carrying out the work authorized by this permit in accordance with the *Building Code* and other applicable laws respecting safety, including the requirements of the *Building Code* in relation to soil conditions for building foundations.

I acknowledge that the owner of the land is also solely responsible for determining whether the work authorized by this permit contravenes any covenant, easement, right of way, or other restriction affecting the building site, and whether the work requires the involvement of an architect under the *Architects Act* or an engineer or geoscientist under the *Engineers and Geoscientists Act*.

I acknowledge that the City of West Kelowna provides a limited service in relation to building construction and does not, by issuing building or occupancy permits, make any representation or give any assurance that the construction authorized by this permit complies in every or any respect with the *Building Code* or any other applicable laws respecting safety.

If the City of West Kelowna has so indicated on this permit, 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 set. I acknowledge that the City, by issuing this permit or any occupancy permit, makes no representations to me or any other person as to any such compliance.

In executing this acknowledgement as the agent of the owner, I represent to the City of West Kelowna that I am authorized by the owner to receive this permit and make these acknowledgements on the owner's behalf, and the owner is aware that the owner is solely responsible for carrying out the work authorized by this permit in accordance with the *Building Code* and other applicable laws respecting safety.

\_\_\_\_\_  
Signature of Authorized **Agent**

\_\_\_\_\_  
Date of Application

\_\_\_\_\_  
Name of Authorized **Agent** (please print)

# City of West Kelowna Fire Safety Plan

For Demolition and Renovation Permits

Owner's Name:
Address:
Contractor's Name:
Contractor's Address:
Project Address:
Building Type:
Describe Safety Measures You Have Implemented For This Project:
Proof of Insurance:

## HYDRANTS:

Have you applied to use the City of West Kelowna Hydrant System?      Yes                      No

Approximate distance to the nearest hydrant from the construction site is: \_\_\_\_\_ (m/ft)

## FIRE EXTINGUISHERS:

How many Fire Extinguishers will be on site during demolition? \_\_\_\_\_

What types of fire extinguishers are you using? \_\_\_\_\_

Please follow these procedures to control fire hazards in and around the project area:

- Regular removal of all combustible materials
- Provide unobstructed access to fire protection equipment, emergency vehicles, hydrants, fire department connections and portable extinguishers

\_\_\_\_\_  
Owner/ Authorized Agent

\_\_\_\_\_  
Date

## EMERGENCY PROCEDURES TO BE USED IN THE EVENT OF A FIRE:

- Sound air horn or other alarm device
- Call Fire Department 911 and Clear Premises
- Attempt to control fire with portable fire extinguishers
- Meet Fire Department and advise them on location and details of emergency and location of further emergency equipment and hydrants