



Regional District of Okanagan-Similkameen

101 Martin Street, Penticton, BC V2A 5J9

Telephone: (250) 490-4205 Fax: (250) 492-0063

E-mail: buildinginfo@rdos.bc.ca Website: www.rdos.bc.ca

APPLICATION FOR DEMOLITION*/RELOCATION PERMIT

(*must include a demolition Waste Disposal Plan)

Please refer to RDOS Demolition & Renovation regulations on our website: www.rdos.bc.ca

		Permit Fee	Title Search \$25 if applicable	Total
<input type="checkbox"/>	Demolition Permit	\$200		
<input type="checkbox"/>	Relocation of Structure Permit	\$200		
FOR OFFICE USE ONLY				
Folio #		Date Paid		Receipt #

LAND OWNER INFORMATION

(add additional page if more than two owners)

Registered Owner:		Registered Owner:	
Address:		Address:	
Province:		Province:	
Postal Code:		Postal Code:	
Tel. (home)		(work)	
Tel. (home)		(work)	
Fax:		E-mail	
Fax:		E-mail	

AGENT INFORMATION (if applicable)

Name:		Name:	
Address:		Address:	
Town/Province:		Postal Code:	E-mail:
Tel. (home)		(work)	
Tel. (home)		Fax:	

LAND UNDER APPLICATION

Location (civic address of property):							
If property does not have civic address, please provide legal description.					Parcel Identifier		
Lot		Block		District Lot		Plan	

DEMOLITION DETAILS

- RDOS Waste Disposal Application - if waste going to RDOS landfill**
- Copy of Hazard Assessment & Remediation reports**

Description of structure to be demolished: _____	
Age of structure: _____	Year it was constructed: _____
Type of Construction <input type="checkbox"/> Frame <input type="checkbox"/> Log <input type="checkbox"/> Steel <input type="checkbox"/> Engineered <input type="checkbox"/> Concrete <input type="checkbox"/> Masonry <input type="checkbox"/> Reinforced Concrete <input type="checkbox"/> Preserved wood foundation <input type="checkbox"/> Timber <input type="checkbox"/> Plumbing/heating/wiring <input type="checkbox"/> Other _____	
Are there any buildings occupying any portion of said land? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, state Use: _____ _____	
(Note – all structures on the property must be identified on the site plan)	
RDOS Building Bylaw 2805 (excerpt)	
16.0 DEMOLITION PERMITS	
16.1 Without limiting section 5.1 of this bylaw, a person must not demolish or partially demolish a building or structure without making application and receiving a valid permit.	
Application Requirements	
16.2 An application for a building permit with respect to a demolition permit must:	
a) Be made in the prescribed form and signed by the owner, or a signing officer if the owner is a corporation; b) Pay applicable fees pursuant to the RDOS Fees and Charges Bylaw; c) Provide a site plan showing all buildings and structures and servicing locations; d) Provide vacancy date; e) Provide a hazardous materials assessment and clearance letter for buildings or structures constructed prior to 1992; f) Include a Waste Disposal Plan or a Waste Disposal Application for Demolition and Renovation Waste in a form prescribed by the Regional District	
16.3 Applications for demolition permits will not be processed until the Disposal Plan or Waste Disposal Application is approved by the Regional District.	

RELOCATION DETAILS

Description of structure to be relocated: _____	
Type of foundation: _____	Foundation to be demolished? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, a Waste Disposal Plan is required.
Location where structure will be placed: _____	
If this structure is to be relocated within the Regional District Okanagan-Similkameen (except for Electoral Areas “B” or “G”) a building permit is required BEFORE it can be placed.	
<ul style="list-style-type: none"> • All services must be properly disconnected. Please contact the service provider. • A permit from the Ministry of Transportation & Infrastructure may be required to move your structure. <p><i>This information is provided for convenience. The property owner must ensure that their project complies with all applicable local government bylaws, Provincial or Federal codes or other laws.</i></p>	

SUPPORTING INFORMATION

- SUBMIT a recent (no older than 30 days) copy of the Certificate of Title or title search print for the subject property or properties** (see information below – RDOS can obtain this information on your behalf).
- Yes No Are there any restrictive covenants registered on the subject property?
- Yes No Are there any registered easements or rights-of-ways over the subject property?
- Yes No Is there legal access to the subject property?
- Yes No Is there a watercourse on the subject property or within 30 m of your project?

COMPLETION CHECKLIST:

- I have completed all relevant sections of this application form
- I have included a recent State of Title Certificate or Title Search (not more than 30 days old)
- I have included copies of all covenants, easements and right of ways registered against the title
- I have included two copies of a site plan showing the structure under application, with all required information
- I have included the **Waste Disposal Plan (for all demolitions)**
- All owners listed on the title have signed the application form and Owner’s Undertaking
- I have included the correct fee (\$200) and \$25 for title search, if applicable

Important: Your application will **not** be considered complete unless it contains all the information above. The processing of your application will be delayed if it is incomplete. Contact a staff person for assistance.

Additional material or more detailed information may be requested by the Regional District upon reviewing your application.

A note about obtaining the State of Title Certificate/Title Search and Covenants. The State of Title Certificate/Title Search and covenants may be obtained through our office or from the Land Title Office for a fee.

Please obtain copy of current title search and/or required covenants, easements and right of ways. I understand the applicable charge(s) will be applied to my permit costs.

Initial

DECLARATION

I/We, the undersigned, hereby certify that the information provided with respect to this application is full and complete and is, to the best of my knowledge, a true statement of the facts related to this application.

Signature of Owner/Agent

Date

Print name of Owner or Authorized Agent*

Signature of Owner/Agent

Date

Print name of Owner or Authorized Agent*

***If application is signed by Agent, a signed Letter of Authorization form is required.**

Protecting your personal information is an obligation the Regional District of Okanagan-Similkameen takes seriously. Our practices have been designed to ensure compliance with the privacy provisions of the Freedom of Information and Protection of Privacy Act (British Columbia) ("FIPPA"). Any personal or proprietary information you provide to us for this permit application, is collected, used and disclosed in accordance with FIPPA. Contact the Freedom of Information Officer at the Regional District Okanagan-Similkameen for information.



SANITARY LANDFILL REGULATION WASTE DISPOSAL PLAN

All WASTE generated from within the LOCAL SERVICE AREA shall be reused, recycled, composted or disposed of in a manner and location that is acceptable to the MINISTRY OF ENVIRONMENT, the REGIONAL DISTRICT and WORKSAFE BC.

Section 16.4 of the Building Bylaw #2805 states:

The demolition of buildings and structures shall be in accordance with Part 8 of the *Building Code* "Safety Measures at Construction and Demolition Sites".

Address of demolition: _____

Material Requiring Disposal	Landfill	Alternate Disposal
<i>(example) Concrete</i>	<i>(example) OK Falls Landfill</i>	<i>(example) sell to Acme Concrete</i>

I/We, acknowledge that:

- I/We will review the procedures for the Landfill(s) indicated above to ensure that any necessary applications will be submitted; and
- All works undertaken are required to meet WorkSafe BC requirements for demolition of buildings or structures; and
- I/We understand that construction, renovation and demolition waste materials disposed of at RDOS operated landfills without completion of the Landfill Waste Disposal application for Demolition & Renovation Waste (WDA) and approval by RDOS Public Works employees is subject to substantially higher tipping fees.

Signature of Applicant

Date

Signature of Applicant

Date

.....
RDOS USE ONLY

ACCEPTANCE OF PROPOSED WASTE DISPOSAL PLAN		WDA TO RDOS SOLID WASTE	
Signature	Date	Signature	Date

This Disposal Plan **must** be attached to Demolition Permit application.



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Building Inspection - Letter of Authorization

PROPERTY

ADDRESS: _____

LEGAL

DESCRIPTION: _____

OWNER'S INFORMATION:

Registered Owner		Registered Owner (2 nd)	
Mailing Address		Mailing Address	
Cell phone	Alternate phone	Cell phone	Alternate phone
E-mail		E-mail	

Signature

**if owner is a company or corporation, proof of signing authority is also required*

Date

Signature

Date

As owner(s), of this property as defined in the current RDOS Building Bylaw, I/we hereby authorize:

REPRESENTATIVE'S INFORMATION:

Name	
Mailing Address	
Cell Phone	Alternate Phone
E-mail	
<input type="checkbox"/> Apply for/obtain a Building Permit <small>(includes plumbing, farm building, temporary building, solid fuel fired appliance)</small> <input checked="" type="checkbox"/> Apply for/obtain a Demolition/Relocation Permit <input type="checkbox"/> View/obtain copies of building permit plans	

Signature

Date

In executing this acknowledgement as the agent of the owner, I represent to the Regional District Okanagan-Similkameen that I am authorized by the owner.