

# Demolition Permit Application

Office Use – Received By:

Town of Sidney

Development Services Dept.

**DEMOLITION, DECONSTRUCTION, MOVING**

P: 250-656-1725 F: 250-655-4508  
E: development@sidney.ca

Civic Address \_\_\_\_\_ PID \_\_\_\_\_

Legal Lot \_\_\_\_\_ Block \_\_\_\_\_ Section \_\_\_\_\_ Range \_\_\_\_\_ Plan \_\_\_\_\_

## Contacts

### Property Owner

Please print clearly.

Name		Company	
Address		City & Province	Postal Code
Phone	Cell	Email	
Owner's Signature (required – or alternative form of authorization)		Date	

### Contractor/ Applicant

If the applicant is NOT the owner, complete "[Owner's Authorization](#)" form.

Name			
Company		Municipality & Business Licence #	
Address		City & Province	Postal Code
Phone	Cell	Email	

## Development Details

Permit Type: Demolition Deconstruction Building Move Other: \_\_\_\_\_

Building Use: SFD Duplex Multi-Family Commercial Industrial Institutional Other \_\_\_\_\_

### Describe Proposal:

### Service Size

\_\_\_\_\_ Sewer  
\_\_\_\_\_ Storm  
\_\_\_\_\_ Water

Value of Construction

\$ \_\_\_\_\_  
Total value of all works for project

Existing Number of Bedrooms	_____
Existing Total Floor Area (m <sup>2</sup> ) per floor	_____
Proposed Total Floor Area (m <sup>2</sup> ) per floor	_____
Proposed Building Area (m <sup>2</sup> )	_____
Proposed Number of Residential Units	_____
Proposed Number of Commercial Units	_____

Neither the issuance of a permit under this bylaw, nor the acceptance or review of plans, drawings or supporting documents, nor any inspections made by or on behalf of the Municipality shall in any way relieve the owner or his/her agent(s) from full and sole responsibility to perform the work in strict accordance with the Town of Sidney Building Bylaw, the Building Code and or other applicable enactments. The undersigned owner/authorized agent of the owner makes an application as specified herein and declares that the information submitted in support of the application is true and correct in all respects. I have read, understood and agreed to the above conditions.

Signature of Owner (or applicant with Owner's Authorization)

Date

Any personal information provided in this application is collected for the purpose of administering the Local Government Act, and the bylaws of the municipality under the Local Government Act, and under the authority of those enactments. Questions about the collection of the information may be directed to the Freedom of Information Office

# Demolition Permit Application Checklist

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	<a href="#">Complete Application Form &amp; Checklist</a>
	<a href="#">Appointment of Agent</a> or Strata Approval Letter - <i>Only if applicant is not the property's registered owner.</i>
	<p><b>Copies of land title &amp; registered private covenants, easements &amp; rights-of-way</b> - <i>A title search must have occurred within the past 30 days.</i></p> <p><input type="checkbox"/> By selecting this box you agree to the Town conducting this search on your behalf at a cost of \$16.00 (+ GST) per title and \$26.00 (+GST) per individual charge.</p>
	<b>Approved Environmental DP</b> – <i>For properties located within an environmentally sensitive area (OCP Bylaw No. 1920)</i>
	<b>Demolition Fire Safety Plan</b> <sup>(2)</sup>
	<b>Fire Department Agreement (OPTIONAL)</b> - <i>An agreement allows Emergency Service to use the building for training in exchange for reduced permit fees: \$500 for single family homes OR \$1,000 for all other buildings.</i>
	<b>Construction Management Plan</b> – <i>If required by Building Inspector please refer to the Town's template document</i>
	<b>Arborist Report &amp; Tree Protective Fencing</b> <sup>(5)</sup> - <i>Required when the proposed work might affect protected trees</i>
	<a href="#">Tree Removal Permit</a> <sup>(5)</sup> - <i>Required if proposing to remove or prune a protected tree</i>
	<a href="#">BC Archaeological Branch</a> email response <sup>(4)</sup> - <i>Required when a property is a known or potential archeological site</i>
	<b>Hazardous Materials Assessment Report</b> - <i>Required for buildings constructed prior to 1990</i>
	<b>Clearance/abatement letter</b> - <i>Required for buildings constructed prior to 1990</i>
	<a href="#">Right of Way Permit</a> <sup>(5)</sup> - <i>Required if proposing to occupy or obstruct the municipal right of way including on-street parking spaces</i>
	<b>Copy of <a href="#">CRD Cross Connection Control Survey form</a></b> - <i>Required when constructing an industrial, institutional, commercial and multi-family buildings OR when a property requires temporary water services (e.g. construction sites)</i>
	<b>Other</b> - <i>Additional information/permits may be requested during the application review including sewage disposal permits, highway access permits, Ministry of Health approval, etc.</i>

(1) [Building Bylaw No. 2016](#), Section 4.2.1(g) outlines requirements for this type of plan

(2) For more information, please contact Sidney Fire Department at 250-656-2121 or [firedept@sidney.ca](mailto:firedept@sidney.ca)

(3) For more details refer to the Town's [Interim Flood Construction Level Policy DV-014](#)

(4) Contact Development Services at 250-656-1725 or [developmentservices@sidney.ca](mailto:developmentservices@sidney.ca) for more information

(5) For more information contact the Engineering Department at 250-656-4502 or [engineering@sidney.ca](mailto:engineering@sidney.ca)

# Demolition Permit Important Information

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## DISCONNECTING EXISTING SERVICES

Upon capping off existing services and installation of Cross Connection Control device contact Development Services at 250-656-1725 or [developmentsservices@sidney.ca](mailto:developmentsservices@sidney.ca) to schedule an inspection.

## WATER SERVICE DURING CONSTRUCTION

Upon submitting this application, please contact the Engineering Department at 250-656-4502 or [engineeringsservices@sidney.ca](mailto:engineeringsservices@sidney.ca) to request water service be provided during the construction period.

## SAFETY MEASURES

All safety measures required by Part 8 of the BCBC must be complied with, including construction fencing and hoarding requirements.

## FEES & DEPOSITS

The following fees and deposit are payable prior to the issuance of a Demolition Permit. Staff will call or email to let you know the applicable permit fees/deposits. The Town can only accept payment in debit, cash or cheque.

Building Type	Demolition Permit Fee	Refundable Damage Deposit
Single Family	\$1,000	\$1,000
Other	1% of the value of the total improvements	\$1,000

## VICTORIA AIRPORT AUTHORITY /NavCan HEIGHT RESTRICTIONS

Victoria Airport's Zoning Regulation (AZR) provides a guide for maximum building height around the airport. In addition to the AZR, temporary tall obstacles, such as construction cranes, must adhere to the maximum height regulations as per the Obstacle Limitation Surface (OLS). For site-specific height limitations please contact Sherri Brooks, Commercial Development Officer at [sherri.brooks@victoriaairport.com](mailto:sherri.brooks@victoriaairport.com) or (250) 953-7588.