



# Building Permit Checklist

Building and Licensing-Development Services Division

171 Main St. | Penticton B.C. | V2A 5A9

P: (250) 490-2571 | E: [buildinginfo@penticton.ca](mailto:buildinginfo@penticton.ca)

penticton.ca

## Building Permit – Demolition Checklist

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

Please provide clear, legible, and precise information. If incomplete applications are submitted, the Permit Process will not be expedited in a timely manner. **ALL Builders/Contractors to have current City of Penticton Business Licence or an OSICBL.**

Office Use Only

DOCUMENTS: (■ Required at time of application / □ May be required)		Required	Submitted	Accepted
<b>1. Completed and Signed Building Permit Application</b>	Please complete application and sign. All registered owners to sign application or agency agreement. Include requested demolition date. This is needed to coordinate utility removal. For current fees refer to <a href="#">Fees and Charges Bylaw-Appendix 4</a>	■	□	□
<b>a) Delayed Demolition Request -</b> Requesting the permit to be issued prior to service disconnects or hazardous materials remediation.	Provide a written request for the <b>Delayed Demolition Permit</b> process. Please include information you would like staff to consider when reviewing your proposal. If approved, a Security Deposit is required in lieu of Utility Disconnection.	□	□	□
<b>2. Owner's Acknowledgement Form</b>	All permit applications that include a new foundation or the use of heavy equipment on the property must include a signed Owner's Acknowledgement Form. If damage noted, please take photos and send to <a href="mailto:buildinginfo@penticton.ca">buildinginfo@penticton.ca</a>	■	□	□
<b>3. Development Permit (DP) Approvals</b>	Please confirm your application does not require a DP (Hillside, Riparian, and/or Environmental, etc.). If Planning applications required, approvals are required prior to application.	■	□	□
<b>4. Building Agency Agreement</b>	If a third party is representing the owner of the property for building permits, a signed and completed Building Agency Agreement form is required.	□	□	□
<b>5. Dimensioned Site Plan</b> (Metric - 1:200 or Engineer - 1" = 20' 0" preferred scale).	Include all buildings with dimensions, landscape features such as retaining walls and pools, covenants, rights-of-way, easements. Indicate all Structures to be demolished.	■	□	□
<b>6. Pre-demolition Hazardous Materials Survey (Assessment)</b>	Required for any pre-1991 structures in accordance with <b>OHS Regulation 20.112.</b>	■	□	□
<b>7. Clearance Report</b>	A Clearance Report for abatement of any items reported in the Pre-Demo Hazardous Materials assessment, is <b>required at time of application.</b>	■	□	□

### Requirements involving other Departments/Agencies

<b>8. Utility Billing Account and Disconnection</b>	<b>The Utility Customer/Account Holder</b> must apply to finalize their utility billing account. <b>The Property Owner</b> must apply for "disconnection/service removal" of the Electrical and Water Services or have arrangements made, prior to application.	■	□	□
<b>9. RDOS Waste Disposal Application for Demolition and Renovation Waste</b>	Be aware of RDOS Landfill approvals for waste disposal of demo and renovation waste. See website at <a href="http://www.rdos.bc.ca/departments/public-works/solid-waste/demolition-renovation-and-construction-waste/">http://www.rdos.bc.ca/departments/public-works/solid-waste/demolition-renovation-and-construction-waste/</a>			

Permit Submission (Office Use)		
Screened by:	Date:	<input type="checkbox"/> <b>Insufficient information</b> for application as noted – Re-submit
Comments:		<input type="checkbox"/> <b>Accepted</b> for Application

**Excerpt from City of Penticton [Building Bylaw](#) – Section 16**

16.1 Without limiting Section 6.3 of this bylaw, a person must not demolish or partially demolish a building or structure without making application and receiving a valid building 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 application fee as prescribed in the City of Penticton 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 remediation clearance letter for buildings constructed prior to 1992;
  - (f) pay capping fees as set out in the City’s bylaws governing water, electrical and sewer utilities; and
  - (g) ensure that all municipal services and other services are capped and terminated at the property line in a City standards.
- g) where required for industrial and commercial demolition sites the Environmental Management Act shall apply.

**Delayed Demolition Requests**

- 16.4 Upon written request by the owner, a demolition permit may be issued without service disconnects or hazardous materials remediation for a period of up to 180 days.

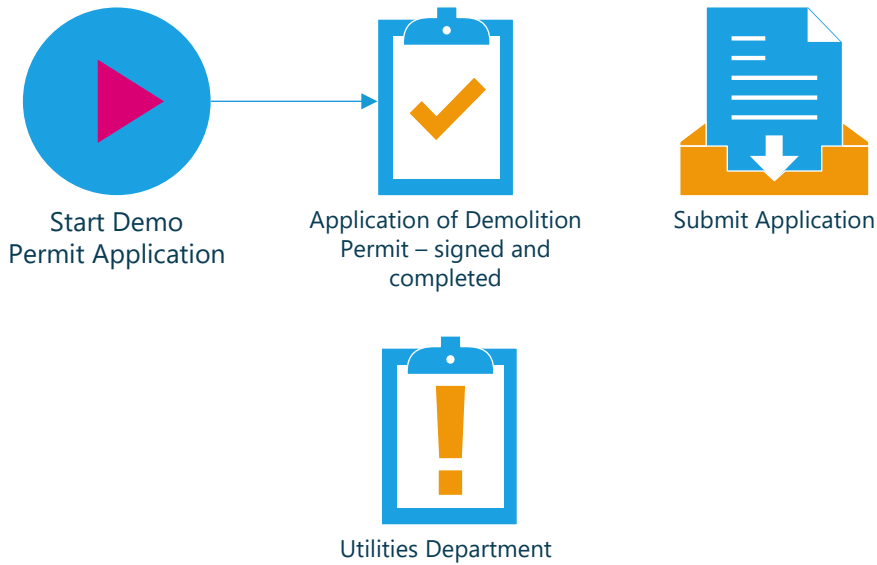
**Security for Demolitions**

- 16.5 Security deposits for demolition permits shall be required for all demolitions of buildings or structure requiring a permit in an amount prescribed within the City of Penticton Fees and Charges Bylaw.
- (a) the security deposit shall be held by the City until the site is restored to a safe and tidy condition to the satisfaction of the building official;
  - (b) if the owner fails to leave the site in a clean and tidy condition to the satisfaction of the building official within the 90 day time limit the City or its agent may enter, clean and tidy the site at the expense of the owner and costs shall be deducted from the security deposit;
  - (c) if the security deposit is insufficient to cover the costs of tidying and cleaning the site the owner shall within 30 days of invoice from the City pay the balance of the costs over the amount of the security deposit; and
  - (d) if the costs are unpaid on the 31st day of December in the year on which the demolition occurred the costs shall be added to and form part of the property taxes payable as taxes in arrears.

**Demolition sites**

- 16.3 The following items shall be required at demolition sites to the satisfaction of the building official:
- a) the demolition of buildings and structures shall be in accordance with Part 8 of the Building Code “Safety Measures at Construction and Demolition Sites”;
  - b) all construction material and debris, including concrete foundations and septic tanks are to be removed from the site;
  - c) all services and utilities are to be disconnected at the property lines;
  - d) the site shall be left in a clean and tidy condition within 90 days from the date of issuance of the demolition permit;
  - e) should demolition not have commenced by the 90 day expiry date the building official may at his or her discretion cancel the permit by written notification. There shall be no refund for the demolition inspection permit and where applicable the security deposit shall be returned;
  - f) any request to extend the 90 day time limit shall be received 30 days prior to the date of expiry. The request shall be in writing from the owner or their agent and approved in writing by the building official; and

Application Process



**Documents Required:**

- Application form
- Building Agency Agreement form (if required)
- Owner’s Acknowledgement
- Ensure Property doesn’t need any Development Permits (DPs)
- Pre-Demo Hazardous Assessment (prior to 1992 buildings)
- Clearance Letter of Hazardous Materials
- 2 copies of dimensioned site plan indicated the building(s) to be removed
- Application fee (\$)
- Security Deposit fee (\$ for delayed demo’s only)
- Delayed Demolition Request via writing for Delayed Demolitions

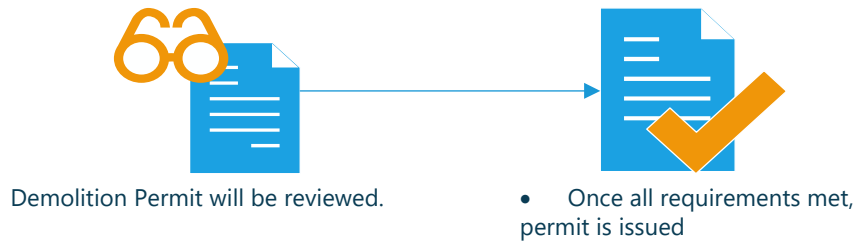
**Utilities Department:**

- Arrange to disconnect your services. Please consider any remediation work required before water and electrical are disconnected.
- Physical disconnections for electrical and water meters will be carried out. Wait times vary based on request values.
- Confirmation of disconnection for electrical and water will be issued internally to the Building Department.
- If Gas Disconnections required, contact FortisBC at 1-888-224-2710

**Be aware of RDOS (Regional District Okanagan-Similkameen)**

- Apply for a Waste Disposal Application for Demolition and Renovation Waste

Permit Processing



**Common Roadblocks:**

- Utilities disconnections not complete.
- Remediation not complete – clearance letter not provided.
- Application paperwork not complete.

**Permit Requirements:**

- Once all requirements met, permit is issued.

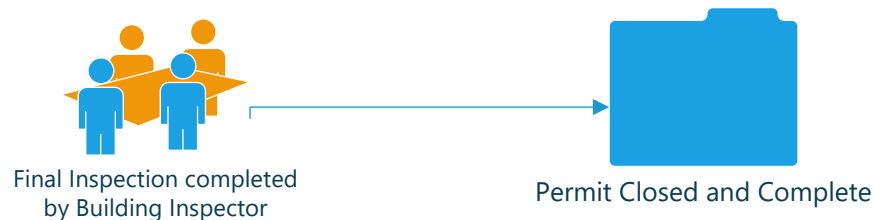
Demolition Phase



**Site Safety:**

- Site Made Safe
- Removal of waste, dirt stockpiles and debris.
- Excavation of foundation leveled, sides made safe with 45° slopes at sides.
- If required, safety fencing installed to protect excavated area.

Permit Closure



**Permit Closure**

- Once final inspection is approved, permit file is closed.
- Delayed Demolition Deposits are refunded.



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

**Construction Value: \$** \_\_\_\_\_ **Est. Start Date:** \_\_\_\_\_

Permit Type:	Description: (Choose all that apply to this project)	
<input type="radio"/> Single Family Dwelling <input type="radio"/> Manufactured/Mobile Home <input type="radio"/> Duplex <input type="radio"/> Multi-Family Residential <input type="radio"/> Accessory Building <input type="radio"/> Commercial <input type="radio"/> Industrial <input type="radio"/> Institutional	<input type="radio"/> New Construction <input type="radio"/> Addition* <input type="radio"/> Alteration/Reno* <input type="radio"/> Tenant Improvement* <input type="radio"/> Demolition* <input type="radio"/> Garage/Carport (detached) <input type="radio"/> Secondary Suite <input type="radio"/> Carriage House	<input type="radio"/> Locate/Relocate (home or mobile home) <input type="radio"/> Driveway (new access or parking area) <input type="radio"/> Swimming Pool <input type="radio"/> Retaining Wall <b>Other:</b> _____ <b>Mobile Home(s)/Manufactured Home(s):</b> Registration Number: _____ Serial Number: _____

**\*All Alteration/Reno and most Demo applications must be accompanied by a City of Penticton Hazardous Materials Form**

**Description of Project:**  
 (Please be as specific as possible)  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**For Residential New Construction:** Are you applying for Plumbing/Mechanical at this time?  Yes  No

**ALL Builders/Contractors to have current City of Penticton Business Licence or an OSICBL.**

**Agent:** (if applicant is other than owner, attached signed Agency Agreement Form required)  
 Company Name: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
Unit/House/Street City Province Postal Code  
 Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Property Owner:**  
 Company Name: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
Unit/House/Street City Province Postal Code  
 Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Builder:**  
 Company Name: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
Unit/House/Street City Province Postal Code  
 Email: \_\_\_\_\_ Phone: \_\_\_\_\_


**Owner/Agent acknowledges:**

I hereby apply for a Building Permit for the construction as described herein and I hereby certify that the above information is correct and I agree to comply with all pertinent Bylaws whether the detailed information is contained herein or not, and that, if I am not the owner of the property upon which the above construction is to be carried out on, I have been authorized by way of an Agency Agreement, by the Owner as his/her Owner’s Agent to act on his/her behalf.

If I am an owner of a partial interest in the property upon which the above construction is to be carried out on, I hereby represent and warrant to the City of Penticton that I have been duly authorized by each owner who holds an interest in the property to make this application on their behalf.

**Owner/Agent acknowledges:**

In consideration of the granting of the permission applied for I/we hereby agree to indemnify and keep harmless the City of Penticton (Corporation) against all claims, liabilities, judgments, costs and expenses of whatsoever kind, which may in any way accrue against the said Corporation in consequence of and incidental to the granting of this permit, if issued. And I further agree to pay the full cost of repairing any damage to the Corporation works occasioned by the building operations in respect of which this application is made.

<b>Please Print Name (owner/agent):</b>		<b>Signature (owner/agent):</b> 		
<b>For Office Use Only:</b> Building Official:	<b>Folder(s):</b> BP #:	<b>Distribution:</b> <input type="checkbox"/> Building <input type="checkbox"/> Planning <input type="checkbox"/> Engineering <input type="checkbox"/> Other _____	<b>Zone</b>	<b>Date/ Entered By:</b>
			OCP	

Information collected on this form is done so under the authority of the Freedom of Information and Protection of Privacy Act (FOIPPA) and is protected in accordance with FOIPPA. Personal information will only be used by authorized staff to fulfill the purpose for which it was originally collected, or for a use consistent with that purpose. For further information regarding the collection, use, or disclosure of personal information, please contact the Corporate Services Department at 250-490-2400.



Effective Date: June 15, 2021

**Project Address(es):** \_\_\_\_\_

**The agent is authorized to:**

1. Apply for and obtain a building permit in respect of the land from the City of Penticton under the provisions of Building Bylaw No. 2021-21;
2. Provide to the City as my agent all information and documents required by the bylaw for such an application;

**Agent Contact Information:**

Company Name: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
Unit/House/Street City Province Postal Code  
 Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Owner Responsibility:**



I/We accept and understand that during any construction I/we have the overall responsibility for assuring the building conforms to the requirements of the Building Code. The process of assessing conformity to the requirements during construction is the responsibility of the registered professionals for complex (Part 3 BC Building Code) buildings, and the designer/builder for standard (Part 9 BC Building Code) buildings.

I/we further understand that this authorization will remain in full force and effect until the permit expires, which is two (2) years after the permit has been issued OR until I/we notify the City of Penticton in writing that it has been revoked. Person(s) wishing to extend the Agency agreement must have the request in writing to the Building Official.

All registered owners or authorized signatory of Corporate Owner must sign below.

**Property Owner Information:**

Company Name: \_\_\_\_\_  
 Contact Name 1: \_\_\_\_\_  
 Contact Name 2: \_\_\_\_\_  
 Address: \_\_\_\_\_  
Unit/House/Street City Province Postal Code  
 Email: \_\_\_\_\_ Phone: \_\_\_\_\_

<b>Please Print Name (owner 1):</b>	<b>Signature (owner 1):</b> 
<b>Please Print Name (owner 2):</b>	<b>Signature (owner 2):</b> 

This information is collected by City of Penticton under section 26(c) of the Freedom of Information and Protection of Privacy Act (FOIPPA). The information collected will be used to process your application(s). If you have any questions about the collection, use or disclosure of your personal information, please contact the Head of FOI at City of Penticton at 250-490-2400.



**Owner's Acknowledgement**

**TO: CITY OF PENTICTON**

**FROM:** \_\_\_\_\_  
 (Owner/Agent)

**Applicant is:**  OWNER  AGENT

**CIVIC ADDRESS:** \_\_\_\_\_

I acknowledge I am the owner/owner's agent of the above noted property.

I acknowledge that I have read Part 9 – Owners Obligations of Building [Bylaw 2021-21](#)(see the reverse side of this memo). I further acknowledge that I understand the definition of damage with respect to the depositing of dirt, debris, and other material on the road right of way.

I understand that as owner of the property noted above under section 9.5 and 9.6, I am responsible for the cost of repair and/or cleanup of any damage to City works or property that occurs as a result of the construction on my property. If I am an owner of a partial interest in the property, I hereby represent and warrant to the City of Penticton that I am duly authorized by each owner who holds an interest in the property to provide this acknowledgement of responsibility on their behalf.

I understand that if the damage is not corrected within the time limit set by the inspector, the City will repair and/or cleanup the damage. Further, if the invoice for the cleanup is not paid within 30 days the amount will be added to the property taxes.

I understand a security deposit with the City of Penticton in accordance with Sections 14.19 and 14.20 *may be* required to protect against damages if I am working (excavation or construction) on lands within 3.0 meters of works or services owned by the City.

**Please Select One:**

- 1. I have inspected the City works and property adjacent to my property and find it in good condition and I observed no damage.
- 2. I have inspected the City works and property adjacent to my property and found the following damage (ex. Broken sidewalk, laneway cracked, etc.).

(If there is any existing damage, report it to the Building Official prior to commencing any work.)

<b>Please Print Name (owner/agent):</b>	<b>Signature (owner/agent):</b>
---	---------------------------------

This information is collected by City of Penticton under section 26(c) of the Freedom of Information and Protection of Privacy Act (FOIPPA). The information collected will be used to process your application(s). If you have any questions about the collection, use or disclosure of your personal information, please contact the Head of FOI at City of Penticton at 250-490-2400.



## **PART 9. OWNER'S RESPONSIBILITIES**

### **Owner's Obligations**

9.1. Every owner must

- (a) comply with the Building Code, the requirements of this bylaw and the conditions of a permit, and must not omit any work required by the Building Code, this bylaw or the conditions of a permit;
- (b) ensure that all permits, all plans and specifications and supporting documents on which a permit was based, all municipal inspection certificates, and all professional field reviews are available at the site of the work for inspection during working hours of the building official, and that all permits are posted conspicuously on the site during the entire execution of the work; and
- (c) prior to the issuance of a building permit, execute and submit to the City an owner's undertaking in the prescribed form, where required by the building official.

9.2. Every owner and every owner's agent, must carry out construction or have the construction carried out in accordance with the requirements of the Building Code, this bylaw and other bylaws of the City and none of the issuance of a permit under this bylaw, the review of plans and supporting documents, or inspections made by a building official or a registered professional shall relieve the owner, or his or her agent, from full and sole responsibility to perform the work in strict accordance with this bylaw, the Building Code and all other applicable codes, standards and enactments.

9.3. Every owner must allow a building official to enter any building or premises at any reasonable time to administer and enforce this bylaw.

9.4. Every owner to whom a permit is issued must, during construction,

- (a) post a civic address on the property so that it may be easily read from the public highway from which the property takes its address;
- (b) post the permit placard on the property so that it may be easily read from the public highway from which the property takes its address;
- (c) provide building officials with safe access to the work site and all areas requiring inspection.

### **Damage to Municipal Works**

9.5. Every owner to whom a permit is issued is responsible for the cost to repair any damage to municipal works or land that occurs during and arises directly or indirectly from the work authorized by the permit.

9.6. In addition to payment of the security deposit under City bylaws, every owner must pay to the City, within 30 days of receiving an invoice for same from the City, the cost to repair any damage to public property or works located on public property arising directly or indirectly for which a permit was issued.

### **Notice**

9.7. Every owner must, at least 24 hours prior to commencing work at a building site, give written or online notice to a building official of the date on which the owner intends to begin such work.

9.8. Every owner must give written or online to a building official of any change in or termination of engagement of a registered professional, including coordinating registered professional, during construction, within 24 hours of when the change or termination occurs.

9.9. If an owner or a registered professional terminates the engagement of the registered professional, including a coordinating registered professional, the owner must terminate all work under a building permit until the owner has engaged a new registered professional, including a coordinating registered professional, and has delivered to a building official new letters of assurance in the form of a Schedule A and or B as outlined in the Building Code.

9.10. Without limiting Sections 14.45 to 14.50, every owner must give at least 24 hours' online or written notice to a building official

- (a) of intent to do work that is required or ordered to be corrected during construction;
- (b) of intent to cover work that is required under this bylaw to be, or has been ordered to be inspected prior to covering; and
- (c) when work has been completed so that a final inspection can be made.

9.11. Every owner must give notice in writing to a building official and pay the non-refundable fee set out in the City's Fees & Charges Bylaw immediately upon any change in ownership or change in the address of the owner, which occurs prior to the issuance of an occupancy permit.

9.12. Every owner must give such other notice to a building official as may be required by the building official or by a provision of this bylaw.

9.13. Every owner shall obtain, prior to the occupancy of a building or part thereof, written permission from the building official to occupy the building or part thereof, pursuant to Part 14.



## Asbestos hazards in demolition, renovation, and salvage

Asbestos causes more worker deaths than any other workplace disease – what can you do?

Asbestos is extremely hazardous to people's health. Demolishing or renovating houses containing asbestos products can release asbestos fibres, which are extremely fine and can stay in the air for hours.

Unprotected workers exposed to asbestos-contaminated air can breathe in the fibres. This may cause serious health problems, such as lung disease and cancer.

### What is asbestos?

Asbestos is a strong, fire-resistant mineral fibre. In the past, asbestos was used as insulation against heat or noise, and for fire protection. It was also added to materials such as cement and plaster to give them more structural strength.

### Where was asbestos used in older homes?

Until the late 1980s, more than 3,000 products containing asbestos were used in house construction. The drawing on the back of this page shows potential sources of asbestos once commonly used in residential construction. When demolishing or renovating older houses, there is a high probability of encountering asbestos-containing materials, which may release asbestos fibres and put unprotected workers at risk.

### What are my responsibilities as an employer or owner/builder?

You are responsible for ensuring the health and safety of all workers present at your workplace. You are also responsible for protecting the public from any asbestos-contaminated air.

When doing any demolition, renovation, or salvage work, you must follow WorkSafeBC OHS regulations, specifically Part 20: Demolition and Part 6: Asbestos.

### What do I have to do before demolishing, renovating, or salvaging buildings or structures?

1. You must have a qualified person inspect the site to identify any asbestos that may be handled, disturbed, or removed. OHS Guideline G6.6-3 outlines the acceptable qualifications for persons conducting asbestos hazard assessments.

2. You must submit to WorkSafeBC a Notice of Project form for asbestos at least 24 hours before any asbestos removal or other work begins.
3. You must have trained and qualified asbestos-removal workers properly remove and dispose of all material containing asbestos.

You should receive written confirmation that the asbestos specified for removal on the Notice of Project form has been properly removed.

For more information, refer to OHS Guideline G20.112, which explains the hazards associated with the uncontrolled release of asbestos. It also provides information on the following topics:

- What constitutes a compliant asbestos inspection.
- Arranging for and confirming the safe removal of asbestos.
- What to do if you encounter more materials suspected to contain asbestos during demolition or salvage work.

### What should I do if I find more asbestos-containing material once work has started?

Stop work immediately. Have trained and qualified asbestos-removal workers properly remove these materials before resuming work.

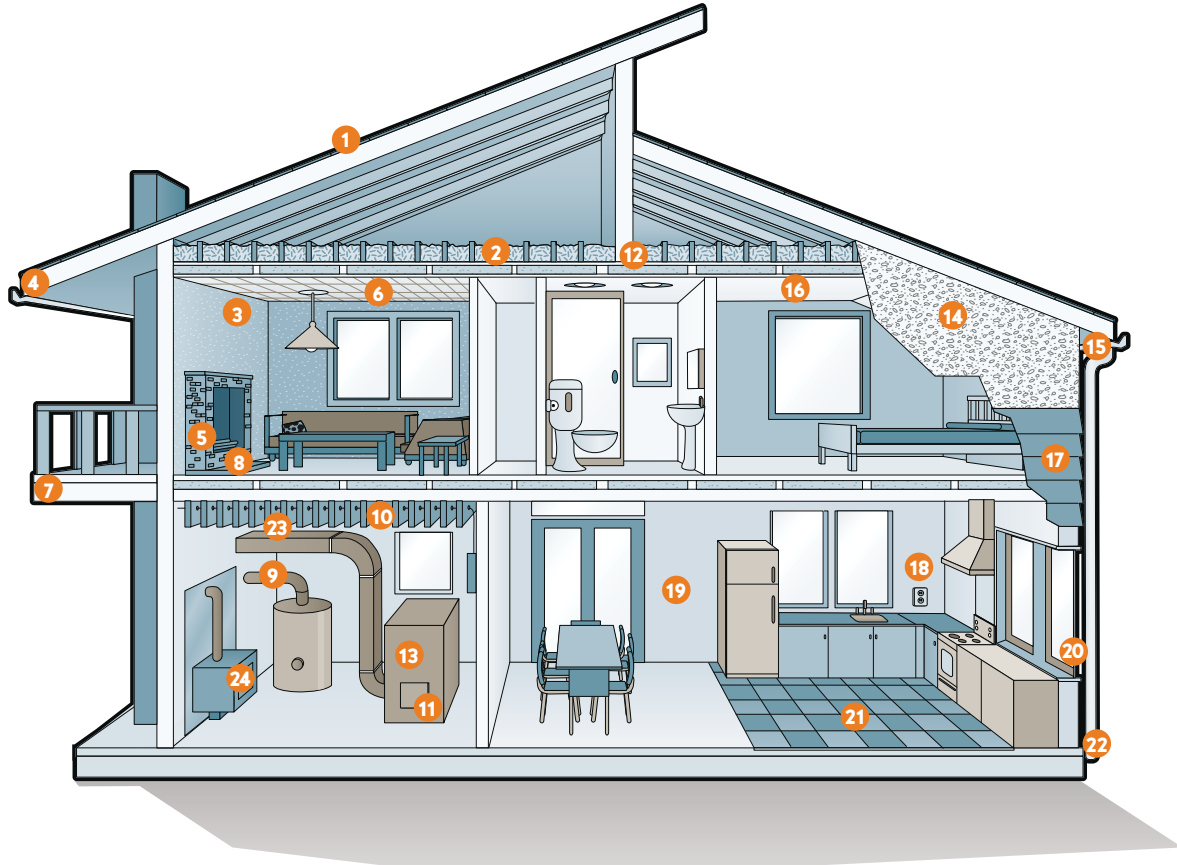
### Where can I find additional information about asbestos and Notice of Project forms?

You can submit a Notice of Project form online at [worksafebc.com](http://worksafebc.com). Asbestos survey and removal companies can be found in the Yellow Pages under Asbestos Abatement & Removal, Health & Safety Consultants, or Environmental Consultants.

For more information about asbestos and what your responsibilities are, check out [hiddenkiller.ca](http://hiddenkiller.ca) or go to [worksafebc.com](http://worksafebc.com) for the following resources:

- *Safe Work Practices for Handling Asbestos* booklet
- Safety at Work Construction webpage
- OHS Guideline G6.8: Procedures for abatement of asbestos-containing material during house and building demolition/renovation

# Potential sources of asbestos in the home.



- |   |   |  |   |
|---|---|--|---|
| 1 Roof felt and shingles                          | 9 Pipe insulation   | 15 Soffit boards can be made of asbestos cement or asbestos insulating board             | 20 Window putty   |
| 2 Loose, blown-in insulation, such as vermiculite | 10 Main panel and fuse box; each fuse wire has an individual asbestos flash guard | 16 Textured or stipple-coated walls and ceilings   | 21 Flooring: vinyl tiles and linoleum sheet flooring; flooring adhesive |
| 3 Incandescent light fixture backing              | 11 Door and gasket covers   | 17 Asbestos cement (transite) board siding and undersheeting                             | 22 Downpipes can be made of asbestos cement                             |
| 4 Roof gutters can be made of asbestos cement     | 12 Backing behind recessed lighting   | 18 Outlets and switches  | 23 Insulation on electrical wires                                       |
| 5 Artificial fireplace logs and ashes             | 13 Boiler and furnace insulation  | 19 Gypsum board filling compound, and patching and joint compound for walls and ceilings | 24 Heat reflector for wood stove  |
| 6 Acoustic tiles                                  | 14 Asbestos can be found in stucco  |  |   |
| 7 Deck under-sheeting                             |   |  |   |
| 8 Asbestos pad under the fireplace hearth         |   |  |   |

**Please note:** This floor plan depicts a typical older home. Asbestos use has declined significantly; homes built before 1990 are more likely to contain asbestos products.

# Before Demolishing, Renovating, Altering a Structure

Summary of Required Steps for Owner/Agent, Assessment & Abatement Contractor, Hauler

1

## AGENCY AGREEMENTS

Is the owner(s) of the structure filling out the required paper work, or hiring an Agent/Contractor to act on the owner(s) behalf?

If hiring an Agent/Contractor to fill out and submit the required paper work, check with the local Municipal or Regional District Building Department if an **Agency Agreement Form** is required.

### IS A DEMOLITION PERMIT REQUIRED?

### IS A BUILDING PERMIT REQUIRED?

Check with your local Municipal Building Department or rural RDOS Building Department:

**Renovating or Altering** a structure may require a **Building Permit**.

**Demolishing a** structure may require a **Demolition Permit**.

FOR DETAILED INFORMATION, review "Required Steps" on the RDOS website.

FOR DETAILED INFORMATION, review "Required Steps" on the RDOS website [www.rdos.bc.ca/demo](http://www.rdos.bc.ca/demo)

Co-Mingled Materials? Sort to Save!  
Asbestos?  
New Construction?  
Burned Structures?  
➡ SEE OTHER SIDE

2

## ARE HAZARDOUS MATERIALS PRESENT?

Obtain Hazard Assessment Report from a Qualified Professional

Contact Hazard Assessment Contractor, and for reference, provide Contractor with a blank copy of WDA - see 3

### WERE HAZARDOUS MATERIALS IDENTIFIED?

**Hazardous Materials MUST be abated (remove, dispose safely)**

Contact Hazard Abatement Contractor

### IS ALL GARBAGE REMOVED?

Ensure safe removal and disposal of all loose or bagged garbage (including all contents from drawers & cabinets), furnishings, appliances, mattresses.

Keep & Submit ALL Disposal Receipts

### OBTAIN CLEARANCE LETTER

from Hazard Assessment Contractor

FIND THESE DOCUMENTS on the RDOS website:

- List of Hazard Assessment & Abatement Contractors
- Guide to Asbestos (ACM) Disposal
- RDOS Landfill Asbestos Disposal Checklist

3

## IS A WDA REQUIRED?

If you intend to haul to an RDOS Administered Landfill, an approved **RDOS Waste Disposal Application (WDA)** is required.



Download the WDA at [rdos.bc.ca/demo](http://rdos.bc.ca/demo)

Tip: Fill in electronically – save to your computer first!

IF **NOT HAULING TO AN RDOS LANDFILL:**

Inquire with facility for safe disposal procedures.

After hazardous materials are removed and disposed of, submit for review your completed WDA, along with all disposal receipts & documents

4

**DO NOT DEMOLISH STRUCTURE or HAUL MATERIALS to an RDOS Administered LANDFILL until you have an Approved RDOS WDA and a Demolition or Building Permit (if applicable).**

An **Approved RDOS WDA** allows conforming co-mingled assessed demolition/renovation materials to be accepted at the Okanagan Falls Landfill – DRC Sorting Site (servicing all communities in the South Okanagan & Similkameen) at a **significantly lower tipping fee rate** than at Campbell Mountain or Oliver Landfills.

FOR BYLAW INFORMATION, REFER TO:

- RDOS Regulatory Bylaw, and RDOS Fees & Charges Bylaw - see Regional Bylaws

## WHAT TO DO with RENOVATION PACKAGING MATERIALS?

- **SEPARATE & RECYCLE** as much packaging as possible
- Place **NON-RECYCLABLE PACKAGING** into **GARBAGE**  
**DO NOT MIX Packaging Materials OR Garbage with Demolition/Renovation Building Materials**

# Are you wanting to dispose of CO-MINGLED Demolition/Renovation Materials?

The Regional District of Okanagan-Similkameen has developed a **Materials DRC Sorting Site** at the **Okanagan Falls Landfill** with the mandate to safely sort **co-mingled Demolition/Renovation waste** into its constituent material components.

The maximization of the recycling of materials and the corresponding extension of local Landfill life is of tremendous environmental and financial benefit to the Communities within the Regional District.

*The best way to achieve a significantly lower TIPPING FEE at RDOS administered Landfills for Co-Mingled Demolition/ Renovation Materials is to follow and complete the Required Steps (see Summary on other side) with the goal of delivering conforming loads to the Okanagan Falls Landfill - Demolition Sorting Site.*

The Okanagan Falls Landfill - DRC Sorting Site offers **significantly lower tipping fees for co-mingled assessed demolition materials** with an **Approved RDOS WDA** and with conforming loads (generated both in Service Area and outside Service Area) than at Oliver or Campbell Mountain Landfill.

If you require additional hours of operation to complete the project, extended operation hours for the Okanagan Falls Landfill - DRC Sorting Site can be arranged.

For details, please contact the RDOS.

## **SORT TO SAVE!**

Sort to save – if the structure is de-constructed, tipping fees can be **substantially lower** when materials are source separated, not contaminated, and are disposed of in the landfill's designated location.

***Materials that can be source separated include wood, treated wood, concrete, metal, asphalt, asphalt shingles, tar and gravel roofing and gypsum board.***

**FOR DETAILED INFORMATION,**  
**review this document on the RDOS website:**

- RDOS Fees & Charges Bylaw for applicable tipping fees

### **IMPORTANT NOTE: BEFORE DEMOLISHING, RENOVATING OR ALTERING A STRUCTURE,**

the BC Occupational Health & Safety Regulation requires that a qualified professional (Hazard Assessment Contractor) be contacted to prepare a **Pre-Demolition or Pre-Renovation Hazardous Assessment Report**.

## **Asbestos Containing Materials (ACM)**

Are you within an RDOS Landfill Service Area and wanting to haul **Asbestos Containing Materials (ACM)** to an RDOS Landfill?

If the answer is YES, review and follow the Guide to Asbestos Disposal, and complete the RDOS Landfill Asbestos Disposal Checklist before hauling.

## **Burned Materials from a Structure**

Are you within an RDOS Landfill Service Area and wanting to haul **BURNED MATERIALS** from a structure?

If the answer is YES, review and follow the BURNED MATERIAL Landfill Acceptance Procedures.

## **New Construction**

Are you generating materials just from new construction, where no existing structure has been altered, and wanting to haul those materials co-mingled?

If the answer is YES, see the CONSTRUCTION MIXED LOAD form (generated within Service Area, and Non-Service Area), for significant savings on TIPPING FEES.

e-mail: [info@rdos.bc.ca](mailto:info@rdos.bc.ca)  
phone: 250-492-0237  
toll free: 1-877-610-3737



[www.rdos.bc.ca](http://www.rdos.bc.ca)

## Demolition Hazard Assessment/Abatement Contractors

The following firms have **self-identified themselves** as performing hazard assessments and/or abatements for structures. **The RDOS does not guarantee work or qualifications.**

<b>'Assessment Contractors' - Primarily provide hazard assessments and inspections</b>			
Assessment Contractors	E-mail	Office Location	Office Location
ABT HazPro	testing.hazpro@gmail.com	Penticton	250-486-0819
Apex EHS Services	jwidmer@apexehs.ca	Kelowna	250-868-0667
Chase Valley Environmental Inc.	environmental@chasevalley.ca	Penticton	250.486.4322
Compass Environmental Solutions	atiel.cve@gmail.com	Penticton	250-486-0818 cell
Keltech Environmental Ltd.	arobison@shaw.ca	Kelowna	250-870-2939
Mission Hills Environmental Services Inc.	missionhillsenvironmental@gmail.com	W. Kelowna	250-826-8494
Peak Environmental	info@peakenvironmental.ca	West Kelowna	1-877-518-7325
Pinchin West	dshearer@pinchinwest.com	Kelowna	250-868-8090
Skyview Inspection Services—Penticton	bc@skyviewinspectionsservices.com		250-490-1118
TerraWest Environmental Inc.	mbarnett@terrawest.ca	Kelowna	250-469-3322
WSP	paul.ell@wsp.com	Kelowna	250-491-9778

<b>'Abatement Contractors' - Primarily provide abatement services to remove hazards</b>			
Abatement Contractors	E-mail Provided	Office Location	Phone
Alpine Abatement Ltd.	alpineabatement@gmail.com	Kelowna	250-878-3199
Cotter's Haz Mat Abatement & Demo	dcotter@telus.net	Penticton/Valley	250-493-6308
Empire Abatement Services Inc.	empireabatement@gmail.com	West Kelowna	250-826-9541
Grayhawk Industries	rocky.becker@grayhawkindustries.com		250-765-1531
MacDonald Builders Ltd.	maccid@telus.net	Penticton	250-809-6820
NorHaz Solutions Inc.	info@norhaz.com	Penticton	1-844-466-7429
Napp Enterprises Ltd.	geoff@napp.ca	Kelowna	250-317-4864
Okanagan Restoration Services Ltd	Kelowna.reception@okrestore.com	Kelowna	250-491-0224
Stutters DKI	scr@stutters.com	Okanagan Valley	1-877-763-1540
TGM Contractors Ltd.	tim@tgmcontractors.com	Kelowna	250-317-3629

[WORKSAFE BC OHS Regulation 20.112 Hazardous materials](#) (updated February 1st, 2015), requires an assessment and abatement of hazardous material (asbestos etc.) be done by a qualified professional before any demolition or salvage of machinery, equipment, a building or a structure, or the renovation/alteration of a building or structure.

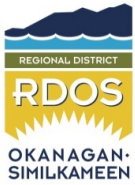
**Disposal criteria for RDOS Landfills: See RDOS Landfill Waste Disposal Application page 2 "Hazard Assessment Documentation".**

**"Qualified"** means being knowledgeable of the work, the hazards involved and the means to control the hazards, by reason of



**Regional District of Okanagan Similkameen Solid Waste Information:**  
**Phone:** 250-490-4144 **Toll free** 1-877-610-3737  
**E-mail:** info@rdos.bc.ca **Web:** www.rdos.bc.ca /demo





**RDOS LANDFILL  
WASTE DISPOSAL APPLICATION  
for  
DEMOLITION & RENOVATION WASTE**

RDOS File Number: \_\_\_\_\_

Date Received: \_\_\_\_\_

**PART 1 - SOURCE SITE INFORMATION**

**To be completed by or for the owner of the source site and structure(s) from which the demolition material originates.**

Electoral Area, Municipality or Indian Band \_\_\_\_\_

Folio Number \_\_\_\_\_

Anticipated Demo/Reno Start Date \_\_\_\_\_

Demo/Reno Location (civic address) \_\_\_\_\_

**BUILDING TYPE:**  Residential  Commercial  Industrial  Other – specify: \_\_\_\_\_

**Is this a DEMOLITION of entire STRUCTURE?**  YES  NO

Describe structure to be demolished: \_\_\_\_\_

**Number of floors/levels** \_\_\_\_\_

**Is this a RENOVATION/ALTERATION?**  YES  NO

Room types to be renovated: \_\_\_\_\_

**Number of floors/levels** \_\_\_\_\_

**Approximate age of structure(s) - may require verification** \_\_\_\_\_

**Approximate size (square footage) of structure(s)** \_\_\_\_\_

**Approximate age of structure(s) - may require verification** \_\_\_\_\_

**Approximate size (square footage) of rooms to be renovated** \_\_\_\_\_

**CONTACT INFORMATION – REGISTERED OWNER**

Registered Owner Name \_\_\_\_\_

Phone \_\_\_\_\_

Mobile \_\_\_\_\_

Email \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

Province \_\_\_\_\_ Postal Code \_\_\_\_\_

**CONTACT INFORMATION - AGENT**

Agent Name \_\_\_\_\_

Phone \_\_\_\_\_

Mobile \_\_\_\_\_

Email \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

Province \_\_\_\_\_ Postal Code \_\_\_\_\_

**CONTACT INFORMATION - DEMO/RENO CONTRACTOR**

Contractor Company Name \_\_\_\_\_

Contact Name \_\_\_\_\_

Office Phone \_\_\_\_\_

Mobile Phone \_\_\_\_\_

Email \_\_\_\_\_

**CONTACT INFORMATION - HAULER**

Hauler Company Name \_\_\_\_\_

Contact Name \_\_\_\_\_

Office Phone \_\_\_\_\_

Mobile Phone \_\_\_\_\_

Email \_\_\_\_\_

**DEMO/RENO Materials hauling to RDOS LANDFILL (after removing HAZ WASTE, APPLIANCES & GARBAGE) – check all that apply:**

- |  |                                     |   |                                     |  |   |
|--|-------------------------------------|---|-------------------------------------|--|---|
| <input type="checkbox"/> Brick                                 | <input type="checkbox"/> Ceramics   | <input type="checkbox"/> Concrete               | <input type="checkbox"/> Electrical | <input type="checkbox"/> Furnace/Ducts | <input type="checkbox"/> Glass                  |
| <input type="checkbox"/> Gypsum                                | <input type="checkbox"/> Insulation | <input type="checkbox"/> Plumbing               | <input type="checkbox"/> Shingles   | <input type="checkbox"/> Siding/Stucco | <input type="checkbox"/> Flooring (non-ceramic) |
| <input type="checkbox"/> Steel (no longer than 8 foot lengths) | <input type="checkbox"/> Wood       | <input type="checkbox"/> Other – specify: _____ |                                     |  |   |

YES  NO **Will the structure be deconstructed and materials SOURCE SEPARATED?**

*TIPPING FEES are substantially less when SOLID WASTE materials are SOURCE SEPARATED, not CONTAMINATED, and are DISPOSED of in the landfill's DESIGNATED LOCATION*



## PART 2 - HAZARD ASSESSMENT DOCUMENTATION AND SPECIAL CONDITIONS

- a) Complete the Checklist below and submit disposal receipts & documentation.
- b) **Proof of safe disposal of Hazardous Materials is required** before this application is approved to ensure that all demolition and/or renovation waste have been assessed for the presence of Hazardous Materials, and are in compliance with OHS Regulations, and RDOS Bylaws.
- c) Ensure that your Pre-Demo Hazardous Assessment Report addresses all items in the Documentation Checklist. **Asbestos testing** is required on structures built prior to 1991 (proof of age is required if not testing for Asbestos). **Lead Testing** is required on **all non-commercial** structures built prior to 1997, and on all commercial structures built prior and after 1997. Proof of age may be required.
- d) RDOS Landfill designation of a Lead Containing Material is based upon the 'presence' of lead not the degree of 'leachability'. The primary safety concern is preventing lead to become airborne during the Landfill Sorting or Chipping Process. **The lead testing methodology must be able to indicate lead concentrations as low as 90mg/kg (0.009%, 90ppm). If the lead concentration is 90mg/kg (0.009%, 90ppm) or greater, the material must be removed & disposed of separately prior to demolition.**
- e) **Remove all furnishings** (anything not nailed down) **and appliances** and reuse, recycle or dispose.
- f) **Remove garbage** (all loose garbage, bags of garbage, all contents of cabinets, drawers, etc.) and dispose safely.
- g) **Sort & save!** If deconstructing the structure, tipping fees vary for the various sorted materials and if sorted correctly and deposited in the correct landfill designated location, tipping fees are substantially cheaper than co-mingled assessed demolition waste, or co-mingled non-assessed.
- h) **After completing the checklist below and PART 3A (next page)**, email all Documents & Disposal Receipts (or verification of Disposal) as per the below checklist, this Waste Disposal Application (WDA), and questions to: [info@rdos.bc.ca](mailto:info@rdos.bc.ca) or hand-deliver to: RDOS, 101 Martin St. Penticton V2A 5J9, Attention: PW/Solid Waste.

<b>Documentation Checklist:</b>		<b>(Yes) if Completed or (NA) if Not Applicable</b>	<b>Yes or (NA)</b>
1	<b>Pre-Demolition Hazardous Materials Assessment Report</b> (identifies hazardous materials prior to demolition)	9	<b>Underground Storage Tanks removed</b> (Required, viewing/venting port minimum 35 cm by 35 cm) Disposal Receipt Attached
2	If Asbestos is present, a <b>WorkSafeBC Notice Of Project (NOP)</b> , and	10	<b>Biological Contaminates removed</b> Mould or Other (State):
3	<b>Asbestos Transportation Manifest (Movement Document)</b> See <i>RDOS Guide to Asbestos Disposal</i>	11	<b>Other Hazardous Materials removed</b> (such as smoke detectors, household batteries, cleaning products, etc.) Disposal Receipt Attached
4	<b>Lead-Based Paint Materials removed</b> - Disposal Receipt and NoP Attached If the presence of lead is 90mg/kg (0.009%, 90ppm) or greater, material must be removed & disposed of separately.	12	<b>Electronic Waste (E-Waste) removed</b> (small appliances, personal electronics, etc.) Disposal Receipt Attached
5	<b>Mercury-Containing Materials removed</b> (baseboard heaters and/or wall thermostats with switches, fluorescent tubes & bulbs, etc.) Disposal Receipt Attached	13	<b>Garbage removed</b> (loose waste (garbage), bags of garbage, mattresses, furnishings, and contents of drawers & cabinets, etc.) Disposal Receipt Attached <b>(Non-Contaminated Mattresses</b> can be recycled at the landfill; <b>Furnishings</b> if possible reuse or dispose to garbage at the landfill).
6	<b>Items containing Ozone-Depleting Substances removed</b> (refrigeration units, Fire Extinguishers, Foam, etc.) Disposal Receipt Attached	14	<b>Metal Appliances removed</b> (stove, washer, dryer, etc.) Disposal Receipt Attached (Hot water tank, Furnace and ducting may remain in the structure).
7	<b>PCBs removed</b> (fluorescent light ballasts, etc.) Disposal Receipt Attached	15	<b>Hazardous Materials Clearance Letter</b> to confirm that hazardous & garbage materials were removed
8	<b>Toxic/Flammable/Explosive Materials removed</b> (Household Hazardous Waste such as paints, bleach, oils, gasoline, pesticides, etc.) Disposal Receipt Attached	16	<b>Other Documents (State):</b>

**➔ NEXT: Signature required - see PART 3A**

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

RDOS File Number: \_\_\_\_\_

**PART 3 – SIGNATURES – Owner/Agent, RDOS & Hauler**

- RDOS will email the approved application to the Owner/Agent, Contractor & Hauler.
- Hauler signs PART 3C and gives this page to Scale Staff with each load hauled to the Landfill

**3A) Owner/Agent to complete:**

I, the undersigned, hereby acknowledge and declare the information contained in PARTS 1 & 2 accurately describes the correct source-site and that the described structure(s) **has been or will be** demolished in accordance with the Occupational Health and Safety Regulation, the Workers Compensation Act and **is/will be free** of Hazardous Materials before arriving to the RDOS Landfill. Further, I will ensure that all permits, manifests and other regulatory and safety requirements that may apply are met.

Has a Demolition or a Building Permit been applied for?  Yes  No  Not Applicable

➔ Signature of Source-Site Owner/Agent: (electronic acceptable)

Date (Month, Day, Year):

Print name:

**3B) RDOS to complete:**

I, the undersigned have reviewed the application and attached documentation and approve the acceptance of the Co-Mingled Assessed Demolition/Renovation Materials that are free of Hazardous Materials at the:

Okanagan Falls Landfill DRC Sorting Facility  In-Service Area Tipping Fee  Non-Service Area Tipping Fee

**For more details and before hauling see RDOS email.**

**Hauler to inform Scale Attendant when final load is hauled for this application.**

RDOS Designate:

Date (Month, Day, Year):

Print name:

**3C) Hauler to Complete and submit a copy to Landfill Scale Staff with EACH LOAD**

I, the undersigned, hereby acknowledge and declare that the above information contained in PARTS 1 & 2 accurately describes the source site and matches the on-site Assessment and Abatement Documentation for the Demolition, Renovation, Construction Material transported to the Sanitary Landfill for the load specified in PART 3.

➔ Signature of Hauler:

Load Content:

Print name:

Date (Month, Day, Year):

**PART 4 - To Be Completed by RDOS Landfill Scale Staff upon receipt of load**

Load Net Wt:

Company Hauling: \_\_\_\_\_

Vehicle License: \_\_\_\_\_

Site: \_\_\_\_\_

Site Official Signature: \_\_\_\_\_

Date (Month, Day, Year): \_\_\_\_\_