

BUILDING PERMIT APPLICATION FOR BUILDING DEMOLITION

1. Please send an email to inspections@mission.ca explaining what you are demolishing and the address. Also specify if there is more than one building on the property that is being demolished. Please include pictures of the exterior and interior of the building(s) for the Heritage Building Review as stated in number 5.
2. Prior to application, please review the attached Burning Bylaw and WorkSafeBC and asbestos abatement related information. A confirmation letter is required from your contractor indicating in writing that all asbestos material has been removed.
3. The demolition permit fee is \$210.00 to demolish a building. (If you are located in the Mission City Downtown Action Plan Area the fee is \$105.00.)
4. Engineering Fees will also apply to the demolition permit. Engineering staff will determine the fees applicable to your permit application. They will contact you directly to advise of the required engineering fees (typically within 5 – 7 business days).
5. A Heritage Building review will be done by the Planning Department. Your email with the pictures of the exterior and interior of the building you are demolishing will be circulated to the Planning staff for their review. A demolition permit cannot be issued without Planning's approval.
6. Once you receive the engineering fees, please submit your completed application forms to the Welton Common office and make payment of all fees (Engineering fees plus \$210.00 Demolition fee). At present the City of Mission only accepts cash, cheque, or debit.
7. The City of Mission strongly recommends that effective rodent control is implemented prior to the demolition of the structure to eliminate/mitigate the dispersal of any rodents to adjacent properties.
8. Demolition permit application form. (See attached – please complete all highlighted areas).
9. Owner's Undertaking Form (see attached – please complete all highlighted areas) signed by the owner of the property stating they are aware of the changes that are happening on the property.

10. Agent Appointment form (see attached – please complete all highlighted areas). Should a person other than the owner wish to make an application for a building permit to demolish a structure the Agent Appointment form must explicitly state that the authority includes the authorization to demolish the building(s) on the property and be signed by an owner of the property registered on Title.
11. A Title Search for proof of ownership is required as part of the building permit application; the Title must not be dated more than 30 days from the date of submission. Your building permit application to demolish cannot be accepted without this Title search information. You can obtain a copy of the property's Title search from the Land Title Office (phone number 604-660-8141), through a private firm (typically a lawyer or notary public can provide this service), or you can search the internet using "Title Service".
12. Complete copies of all pertinent Covenants, Easements and Right-of-Ways listed on the property's Title Search must be provided for all structures to be demolished with any portion of the structure at or within 60 centimeters of a property line.
13. Please be advised that if the property is owned by a corporate entity, you must also submit a Corporate Search (this too must be completed within the previous 30 days), to identify the directors/officers of the company. The applicant for the building permit to demolish must be one of the directors/officers identified in the Corporate Search or the Agent appointed to act on behalf of the Company.

Note: The City of Mission Building Division notifies WorkSafeBC when permits for demolitions are issued.