



BUILDING BULLETIN DEMOLITION

JULY 21, 2025

Bulletin No 25-03

DEMOLITION PERMITS

Requirements and procedures for applying for a building permit relating to demolition

PURPOSE

To provide guidance to contractors and the public on what is required before, during and after acquiring a demolition permit.

REFERENCE

Building Bylaw 2022-002 PART 16 DEMOLITION PERMITS

IMPLEMENTATION

A person must not demolish or partially demolish a building or structure without making application and receiving a valid building permit.

APPLICATION REQUIREMENTS

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) include the applicable fees as prescribed in the District of Summerland Fees and Charges Bylaw;*
- c) provide a site plan showing all buildings and structures and servicing locations;*
- d) provide a Fire Safety Plan;*
- e) provide a vacancy date;*
- f) provide hazardous materials assessment and remediation clearance letter for buildings constructed prior to 1992;*
- g) include payment of capping fees as set out in the District's bylaws governing water, electrical and sewer utilities; and*
- h) ensure that all municipal services and other services are capped and terminated at the property line in accordance with District standards.*





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DEMOLITION SITES

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

All construction materials and debris, including concrete foundations and septic tanks are to be removed from the site.

The site shall be level or graded or made safe if levelling and grading are not possible.

The site shall be left in a clean and tidy condition within 90 days from the date of issuance of the demolition permit.

FIRE SAFETY PLAN

The following shall apply to construction/demolition fire safety plans for the District of Summerland:

- a) *Drawings of the fire safety plan should be oriented to the perspective of a viewer facing the building*
- b) *on the address side*
- c) *Site plan signage shall be site oriented relative to the location where the sign is installed.*
- d) *Fire Safety Site Plans should include:*
 - a. *Title Block with address, project name, and date that the drawings were produced*
 - b. *North Arrow indicator*
 - c. *Address street and cross streets*
 - d. *Fencing and Gates – BCBC Section 8.2 Protection of the Public*
 - e. *Municipal Hydrants and any private / temporary hydrants / Water tanks / Water Source*
 - f. *BCFC Section 5.6 BC Fire Code*
 - g. *Building footprint(s), including below grade structures*
 - h. *Assembly point(s)*
 - i. *Temporary power installations (if applicable)*
 - j. *First Aid Station(s)*
 - k. *Construction Fire Safety Plan location on site*
- e) *The Fire Safety Plan and Site Map must be kept on site during the demolition.*



The demolition permit application includes a sample of the Letter of Intent for a Fire Safety Plan.



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SECURITY FOR DEMOLITIONS

A security deposit shall be required for a demolition permit in an amount prescribed within the District of Summerland Fees and Charges Bylaw. This deposit will be held by the District until the site is restored to a safe and tidy condition to the satisfaction of the Building Official.

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 District 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. 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 District pay the balance of the costs over the amount of the security deposit. If the costs are unpaid on the 31st day of December in the year in which the demolition occurred, the costs shall be added to and form part of the property taxes payable as taxes in arrears.

For more information, please review District of Summerland Building Bylaw No 2022-002