



CHECKLIST DEMOLITION PERMIT

CITY OF COQUITLAM
Building Permits Division
3000 Guildford Way
Coquitlam, BC V3B 7N2
604-927-3441
permits@coquitlam.ca

Permit Address: _____

PROJ# (If Applicable): _____ **Date:** _____

This checklist is a means to ensure all required documents are provided to enable staff to review the submitted application proposal. Please note, this may not constitute a complete list of requirements. Further information, documentation and/or actions may also be required as part of the permit issuance review, including but not limited to hazmat for asbestos of buildings built prior to 1990, pest control, good neighbor, capping, etc.

The following checklist items must be complete for the demolition permit application to be accepted.

Checklist			
Document	Details	Included	Comments
Application Form	<ul style="list-style-type: none"> A demolition application form must be completed and signed at time of submission. Where the property Owner is a company, the signature required must come from a representative with signing authority. 		
Agent Authorization Form	<ul style="list-style-type: none"> Provide this form if the Applicant is not the Owner or if there is more than one (1) Owner registered on the current Title. 		
Strata or Property Management Company Approval Document	<ul style="list-style-type: none"> Provide this document for stratified property applications. Approval document is in the form of a letter on Strata or Property Management Company letterhead or Strata meeting minutes indicating site address, scope of work, approval status and name of Applicant/Agent. 		
Current Title	<ul style="list-style-type: none"> A copy of the current Title (dated not more than 30 days prior to the application date) from the Land Title Office. 		
Owner's Acknowledgment Regarding Damage to City Property	<ul style="list-style-type: none"> A form completed and signed by all property Owner(s) registered on the current Title. Where the property Owner is a company, the signature required must come from a representative with signing authority. 		
Tenant Relocation Strategy Plan & 3 rd Reading Stage for RZ	<ul style="list-style-type: none"> For residential rental buildings only and as approved by Community Planning for <u>Conditional</u> demolition permit application issuance 		

The Owner is responsible for the completeness and correctness of any permit application, the supporting

documentation and for compliance of the proposed work with all applicable Bylaws, Codes and regulations. This checklist is not exhaustive and further documentation may be required.

I, the **Applicant**, certify that the attached submission is complete, accurate, and includes all of the above required checklist items.

Applicant's Name (please print)

Applicant's Signature

Date (DD-MM-YYYY)