



CHECKLIST DEMOLITION BUILDING PERMIT APPLICATION

CITY OF COQUITLAM
Building Permits Division
604 927-3441
permits@coquitlam.ca

Permit Address: _____

PROJ#: _____ **Date:** _____

To ensure the safety of workers and the public, the City of Coquitlam has implemented procedures to ensure all demolition activities within the City are undertaken in a safe, reasonable and sustainable manner. It is the responsibility of the building owner and employer to ensure all asbestos containing materials are inventoried and risk assessments completed. Visit [WorkSafeBC Health-Safety Hazards-Exposures - Asbestos](#) for more information on the hazards of asbestos

The owner of an unoccupied or vacant property is required to protect the building or property against risk of fire, accident or other danger by preventing the entrance of unauthorized persons.

The following information must be complete prior to the issuance of your demolition permit. To avoid delays in obtaining your demolition permit, ensure all the required items listed below have been fulfilled.

CHECKLIST ITEMS:

WHEN MAKING YOUR APPLICATION			
ITEM	INCLUDED	NOT APPLICABLE	COMMENTS
Completed Demolition Permit Application Form			
Agent Authorization Form (If applicable)			
Current Title Search			
Erosion and Sediment Control (ESC) Submission Form for Demolitions submitted to Engineering & Public Works			
Discuss capping of underground services with the Engineering & Public Works Division			
Vacant Building Securing Procedures (requirements of Coquitlam Fire & Rescue)			



PRIOR TO DEMOLITION PERMIT ISSUANCE			
ITEM	INCLUDED	NOT APPLICABLE	COMMENTS
Hazardous Materials Inspection Report provided by a qualified environmental consultant*			
Notice of Project* - before abatement contractors remove/ disturb asbestos, the owner or prime contractor must file a Notice of Project (NOP) with WorkSafeBC, at least 24 hours before starting the project			
Clearance Letter* - a document stating that the asbestos has been removed and the building is safe to demolish			
Waste Manifest Document* - a document for the transportation of hazardous waste			
Pest Control Inspection Report (to be dated no sooner than 30 days prior to issuance of permit) certifying that all buildings and structures have been inspected for infestation, specifically rats, and that if any were found, measures have been taken to remove them			
Waste Declaration Form – required by landfill sites that list the landfill's name, amount and type of material that was removed			
Capping of underground services must be completed by the Engineering & Public Works Division			
Urban Forestry Requirements assessment of the lot to determine if any city trees will require protection			
Demolition Contractor Information			
Good Neighbour Development Policy Requirements			

* Documents for Asbestos Abatement must be to WorkSafe and Ministry of Environment standards and will be reviewed by City staff at submission. Any concerns found during review may be forwarded to WorkSafe and/or the Ministry of Environment for investigation, which can cause delays to the issuance of the demolition permit. Further documentation may be required prior to the issuance of the demolition permit.

The applicant 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.

I, the **Applicant**, certify that this application is being made with the full knowledge and consent of all Owners of the property in question.

X _____ X _____
Applicant's Name (*please print*) Applicant's Signature

X _____ X _____
Address Phone

X _____ X _____
Email Date

Completed by: _____

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.

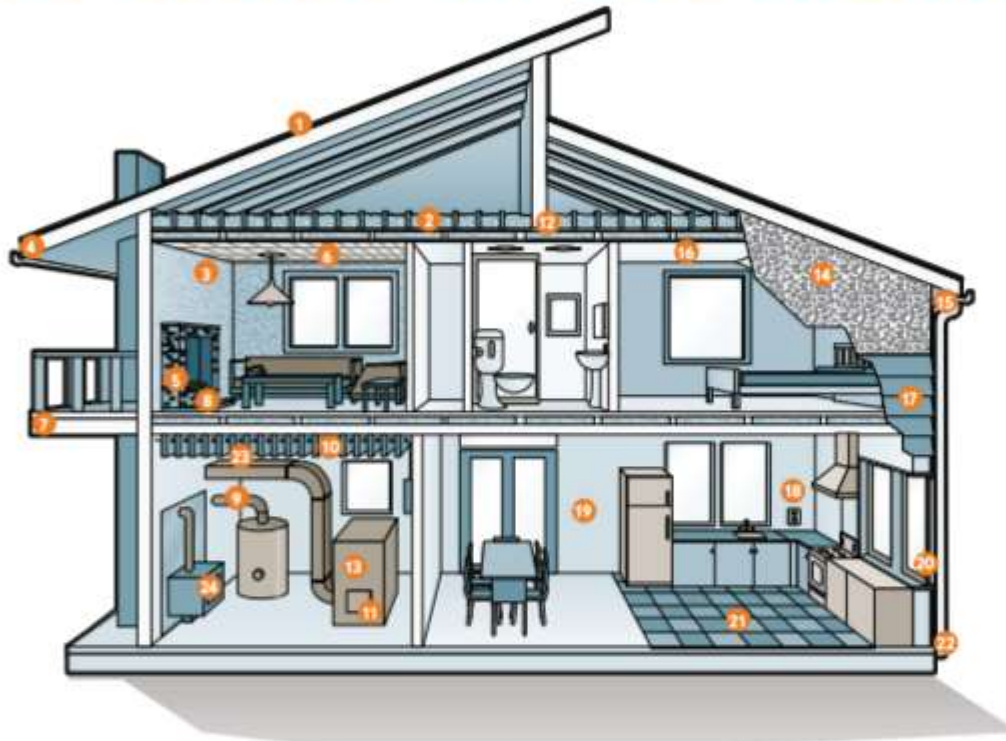
Where can I find additional information about asbestos and Notice of Project forms?

You can submit a Notice of Project form online at worksafebc.com. 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 or go to 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 | 4 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.



DEMOLITION BUILDING PERMIT APPLICATION

City of Coquitlam
Building Permits Division
3000 Guildford Way
Coquitlam, BC V3B 7N2
Tel: 604-927-3441
permits@coquitlam.ca

Permit Address: _____

PROJ#: _____

Date: _____

Checklist Included? Yes No

- Sub Type:** Residential Single Family Residential Two Family Residential w/Secondary Suite
Check One Residential w/Carriage House Carriage House Garden Cottage
 Commercial Multi-Family / Townhouse Industrial
 Institutional Other

- Invoice To:** Owner Agent Contractor

Scope of Work: _____

PLEASE READ CAREFULLY AND COMPLETE ACCURATELY

- Is the owner aware of the application? Yes No
If appointing a representative, has the Agent Authorization section been completed? Yes No
Does the property contain a purpose built rental? Yes No
Is the subject property contaminated? Yes No
A Site Profile or Approval in Principle from the Province must be submitted to the City if the property is contaminated
Is the building built pre 1990? Yes No
Buildings built prior to 1990 may require hazardous materials testing prior to permit issuance
Are there any Development undertakings affecting the property? Yes No
Examples: Development Permits, Development Variance Permits, Conservation Permits, Subdivision requirements, etc.
Are there any easements or restrictive covenants affecting the property? Yes No
If yes, provide copies with the current title search for all properties
Are there any environmental or tree cutting concerns affecting the property? Yes No
Is the property adjacent to a ravine/slope or a stream/creek? Yes No
Describe any steep slopes, watercourses, trees, or significant environmental features on or near the site:

Owner(s) of Property

<u>Owner:</u>	<u>Address:</u>	<u>Phone Number:</u>	<u>Email:</u>



DEMOLITION BUILDING PERMIT APPLICATION

Contractor Information

X _____ X _____
Contractor Company Name (please print) Contact (please print)

X _____ X _____
Address Phone

X _____ X _____
Email City of Coquitlam Business Licence

Applicant Acknowledgement (attendee at counter)

I, the **Applicant**, certify that, to the best of my knowledge, the information provided in this application and supplemental documentation submitted in support of the issuance of Building Permits by the City of Coquitlam is true and correct. I acknowledge that any material falsehood or any intentional or unintentional omission of any material fact with respect to this application made by the **Applicant** may result in an issued Building Permit becoming null and void. Fees are not refundable except as outlined in the Fees and Charges Bylaw and do not guarantee approval of application in any way.

I, the **Applicant**, certify that this application is being made with the full knowledge and consent of all Owners of the property in question.

X _____ X _____
Applicant's Name (please print) Applicant's Signature

X _____ X _____
Address Phone

X _____ X _____
Email Date

Please note:

The personal information collected on this form is collected in accordance with the *Freedom of Information and protection of Privacy Act*. The City has authority to collect your information for the purposes of administering the Building Permitting System in accordance with Division 9 of the *Community Charter*. Should you have any questions or concerns about the collection of your personal information, please call the Front Counter Supervisor at 604-927-3441. (NOTE: Business contact information is not considered personal information and will be released on request).

The issuance of a permit, the review of plans and supporting documents, or inspections by the building and/or plumbing inspector or a registered professional are not a guarantee that the development complies with the BC Building Code or other applicable enactments and do not in any way relieve the owner, or his or her agent, from responsibility of carrying out construction in substantial compliance with the requirements of the BC Building Code, the City of Coquitlam Building and Zoning Bylaws and any other applicable bylaws of the City.

Failure to call for a final inspection prior to December 31st of the previous calendar year may affect your Utility Charges the following year.



**OWNER'S ACKNOWLEDGEMENT
REGARDING DAMAGE TO CITY PROPERTY**

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

Address

Date

I/we, the registered owner(s) of the **above-noted address**:

X _____
Owner's name (please print)

X _____
Owner's name (please print)

HEREBY ACKNOWLEDGE:

- A. As the **owner** of the property noted above, I am fully responsible for the cost of repair and/or cleanup of any damage to City property that occurred during any construction on my property.
- B. If an Engineering & Public Works Inspector identifies construction damage and/or deficiencies resulting from construction on my property, that I, as the **owner** of the property noted above, am fully responsible for completely remediating the construction deficiencies within the timeframe provided to me by the Engineering & Public Works Inspector.
Failure to comply with this deadline may result in the City undertaking one or more of the following actions:
 - 1. the Chief Building Official may suspend the building permit, which suspension may cause a delay in either:
 - a) issuance of an occupancy certificate; or
 - b) finalization of a permit;
 - 2. fix the damage and recover the costs from the **owner** of the property; and/or
 - 3. issue Bylaw Enforcement Notices under the City's:
 - a) *Litter and Desecration Prohibition Bylaw No. 4762, 2017;*
 - b) *Boulevard Maintenance Bylaw No. 4853, 2018;*
 - c) *Building Bylaw No. 3598, 2003.*

I have read and acknowledge my understanding of the requirements noted above:

Signature of owner

Signature of owner

Signed this _____ day of _____, 20_____.



AGENT AUTHORIZATION FORM FOR PERMIT APPLICATION AND/OR FILE ACCESS

City of Coquitlam
Building Permits Division
3000 Guildford Way,
Coquitlam, BC V3B 7N2
Tel: 604-927-3441
permits@coquitlam.ca

Address

Date

I/we, the registered owner(s) of the **above-noted address**:

X _____
Owner's name (please print)

X _____
Owner's name (please print)

Hereby authorize **either** the following **company OR individual** representative to act as my/our Agent:

X _____
Agent's company or firm name – if applicable (please print)

OR X _____
Agent's individual name – if not a firm or company (please print)

X _____
Company/firm contact – if applicable (please print)

X _____
Company/firm Contact's phone number

X _____
Company/firm Contact's address

X _____
Company/firm Contact's email

To (check all that apply):

- obtain file access and/or copies of plans;
- make an **application** for a permit; or
- act as my authorized agent for any matter pertaining to a permit

SIGNED BY

X _____
Owner's signature

X _____
Owner's signature

X _____
Owner's address

X _____ X _____
Owner's phone Owner's email

Upon signing this form, it is understood, that:

1. "Owner" means a person registered in the records as the owner of land or of a charge on land, whether entitled to it in the person's own right or in a representative capacity or otherwise, and includes a registered owner.
2. "Agent" or "owner's representative" includes a person, firm or company representing the owner by designation or contract.
3. The City of Coquitlam shall deal with the above-noted Agent with respect to all matters pertaining to the building permit and is under no obligation to communicate with the Registered Owner or any other person while this appointment remains in effect.
4. The above-noted agent has authority to make all necessary arrangements with the City of Coquitlam, to perform all matters and to take all necessary proceedings with respect to the building permit.
5. A written letter from the Registered Owner(s) is required to cancel this appointment.
6. This document must be dated within 30 days of submission to the City of Coquitlam.
7. All information, including personal information, contained in this document and the building permit may be made available to the public.



RODENT INSPECTION AND CONTROL DECLARATION

City of Coquitlam
Building Permits Division
604 927-3441
permits@coquitlam.ca



I, _____,
print name

hereby declare I am qualified and licenced to apply structural pest management techniques to manage and control rodent infestations.

I declare that the building and property located at:

Civic address

has been inspected by me and evaluated for the presence of rodents. My findings are summarized as follows:

I have taken all necessary actions, using appropriate integrated pest management techniques, to eradicate any rodents found inside the building and on the property.

Specifically, (check the options that apply):

- No control measures were required as no evidence of current rodent activity was found
- Mechanical traps and/or bait stations were used to check for current rodent activity
- Use of mechanical trapping methods were necessary to control rodents
- Use of approved rodenticides were necessary to control rodents

As of the date below, I confirm there was no evidence of rodent activity on the subject property.

Signature: _____ Date: _____

Business Name: _____

Business Address: _____ Phone: _____

BC Pesticide Licence Number (Structural Category): _____

Coquitlam Business Licence Number: _____

Note: Your contact information is considered business contact information and it will be released on request.



EROSION & SEDIMENT CONTROL SUBMISSION FORM (for Demolitions)

This form to be submitted to the Engineering Environmental Services Division.

Erosion and Sediment Control Best Management Practices available at the Building Permits counter, Development Servicing counter and Engineering counter as well as from the City's website.

In Accordance With the Stream and Drainage System Protection Bylaw, No. 4403, 2013

This form is a submission requirement for a Demolition Permit application for single family/duplex residential development. Failure to submit a completed form will result in the Demolition Permit Application being rejected.

Part 1. Developer (or duly authorized agent)

Name: _____

Address: _____

Phone: _____ Email: _____

Part 2. Identification of land where demolition will occur

Legal Description: _____

Civic Address: _____

Size of Developable Area* (approximate hectares): _____

Expected start date: _____ Expected finish date: _____
mm/dd/yr mm/dd/yr

Mandatory ESC Facilities Checklist

The following ESC Facilities from the City publication *Erosion & Sediment Control Best Management Practices* must be implemented for all demo permits, but it is the Developer's responsibility to include any additional ESC Facilities as necessary to ensure compliance with the City of Coquitlam **Stream and Drainage System Protection Bylaw No. 4403, 2013** (the Bylaw).

ESC Facility	Included
Access/Egress Controls	<input type="checkbox"/>
Perimeter Control Measures	<input type="checkbox"/>
Storm Inlet Protection	<input type="checkbox"/>
Disturbed Surfaces Protection	<input type="checkbox"/>
Paved Surfaces Sweeping/Maintenance	<input type="checkbox"/>

(Boxes must be checked before submission)

This form to be submitted to the Engineering Environmental Services Division.

Developer Signoff for Single Family/Duplex Developments

I (*Developer*) hereby declare that the information included in this form is correct and true. At a minimum, I commit to install and maintain the *ESC Facilities* as identified in the above checklist, and as described in the City publication *Erosion & Sediment Control Best Management Practices*. I have read and understand the provisions of the Bylaw, and I will abide by all applicable provisions of said Bylaw and such other terms and conditions as may be imposed by the City.

Dated: _____
mm/dd/yr

Name of Developer or Duly Authorized Agent: _____

Signature of Developer or Duly Authorized Agent



WASTE MANAGEMENT DECLARATION FORM

City of Coquitlam
Building Permits Division
604 927-3441
permits@coquitlam.ca

Project Address: _____

Building Type: Residential Commercial/Industrial Other: _____

Square footage of building(s): _____

Type of Construction (wood frame, concrete, steel, etc.): _____

Name of Owner/Agent on Permit: _____

Phone Number: _____ **Email:** _____

I, _____, (Name
of owner/agent)

of, _____,
(Address)

declare:

- 1) THAT all hazardous materials will be/were separated from other demolition debris and disposed of in accordance with provincial regulations and standards.
- 2) THAT the following recyclable materials from the above noted property will be separated from other demolition debris and deposited at the following Recycling Facilities:

Material	Quantity	Recycling Facility Name & Location
Wood / Plywood / OSB	Kg.	
Cement / Concrete	Kg.	
Metals / Wires	Kg.	
Gypsum / Drywall	Kg.	
Others	Kg.	

3) THAT the remaining demolition materials (excluding hazardous and recycled) from the above noted property will be deposited at the following Disposal Facilities:

Material	Quantity	Recycling Facility Name & Location
	Kg.	
	Kg.	

(Signature of owner/agent)

(Date)

Please note that personal information contained in your response is collected under the authority of the *Freedom of Information and Protection of Privacy Act (FIPPA)* and will only be used for the purpose of evaluating this proposal / project. Please note that your response will be treated as public information and may be posted on the City website as part of a Council agenda. Questions about the collection of your personal information may be referred to, Planning & Development Services at (604) 927-3441, City Hall, 3000 Guildford Way, Coquitlam, BC, V3B 7N2.

Waste Generation Rates for Demolition Projects

Use this chart as a reference to help estimate the amount of waste your site will produce.

Type of Building	Waste Generation Rates	Composition (by weight)					
		Wood	Drywall	Metals	Concrete /Asphalt	Corrugated Cardboard	Misc.
Residential	Single Family 547 kg. / sq. m (111 lbs. / sq. ft.)						
	----- Multi-Family 626 kg. / sq. m (127 lbs. / sq. ft.)	44%	2%	3%	25%	-	26%
Commercial	764 kg. / sq. m (155 lbs. / sq. ft.)	16%	-	5%	68%	-	11%

Recyclable Materials:

- Appliances
- Asphalt
- Asphalt roofing shingles
- Bricks, blocks and ceramic tile
- Cabinetry
- Cardboard – Banned from disposal in landfill, all must be recycled
- Concrete
- Dirt and soil
- Doors - Reusable, or may be recyclable, check with recycler
- Drywall - Banned from disposal in landfill, all must be recycled
- Fixtures (lighting, plumbing, etc.) - Reusable, or may be recyclable, check with recycler
- Glass
- Greenwaste (shrubs, lawn, small trees) - Banned from disposal in landfill – Reusable or compostable
- Metal (steel, aluminum, copper, brass, etc.) – May need to be cut up prior to recycling
- Metal (cable and wiring)
- Paper
- Plastic (rigid buckets, pails, etc., wrapping and bags)
- Windows in frames
- Wood (structural, including pallets, plywood, particle board, OSB)
- Wood (roofing-shakes and wood shingles) - Reusable, or may be recyclable, check with recycler

Non-Recyclable Materials

- Carpet & underlay
- Fibreglass (including insulation)
- Plastic (PVC, foam packing, insulation, vinyl window frames)
- Wood (treated, pressure treated, creosoted, timbers, telephone poles)
- Hazardous Materials – All hazardous wastes must be disposed of to WorkSafe BC and the Ministry of the Environment requirements, along with any additional requirements imposed by the disposal facility.



Vacant Building Securing Procedures

There are potential fire and life safety issues associated with vacant properties which pose risks to members of the community and city staff.

In the City of Coquitlam, it is the responsibility of the property owner to secure and maintain the security of their vacant premises, until demolition is achieved.

The property owner(s) or their agent(s) who have vacant properties are responsible for:

- securing and maintaining the condition of their property (structures and land)
- reducing the risk of fire and other life safety matters
- inspecting regularly and taking corrective measures

The hazards and risks associated with vacant premises are mitigated through the enforcement of maintaining and securing vacant premises under the powers of the Fire Prevention and Life Safety Bylaw No. 3712 as defined below.

Regulations

3.1 VACANT BUILDING means a building or structure:

- (i) that has remained unoccupied by the owner or an occupier for a continuous period of 30 days;
- (ii) in respect of which a water, sewer, gas, or electrical service has been intentionally disconnected other than for temporary maintenance; or
- (iii) where a demolition permit has been applied for in respect of that building or structure, a building that has actually been left vacant, regardless of the amount of time it has been left vacant.

16.2 Every registered owner of property on which a vacant building or structure is located must comply with Subsection 2.4.6 of Division B of the Fire Code which requires that the building or structure be secured against unauthorized entry.

16.3 Where, in the opinion of the Fire Chief the securing of a vacant building undertaken pursuant to section 16.2 of this Bylaw is insufficient to prevent unauthorized entry, the Fire Chief may require the registered owner to take specific measures to secure the vacant building or structure against unauthorized entry.

16.4 Where a registered owner fails to meet the requirements of sections 16.2 or 16.3, the City may, after making reasonable efforts to contact the registered owner or occupier of the vacant building or structure, or the Contact Person where applicable, to advise them of the need to secure the vacant building or structure under this section, instruct its employees or agents to board up the vacant building or structure to the extent required by this section. The cost of such boarding will be invoiced to the registered owner of the property on which the vacant building or structure is situated and will be payable within 30 days of receipt of the invoice.

Procedures

Security Measures

1. All openings in the basement, first floor doors and windows, and any point of entry accessible from a porch, balcony or other potential climbing point shall be barricaded with plywood, 2x4 braces and screws from the interior side of the building. Particle board, wafer board, Masonite, or other similar material shall not be used for purposes of boarding-up a building.
2. Window openings that are at least 10' from ground level which are not accessible from a porch, balcony, roof, or other climbing point are considered secure if the window is in good condition and can be locked from the interior.
3. Window openings containing broken glass shall be secured from the interior and exterior sides of the building.
4. Large openings such as garage doors may be secured using the existing door if the locking mechanism and door are in good condition.
5. Contact Coquitlam Fire/Rescue for an inspection of the building upon completion of the security measures described in this guide. Inspections can be requested by phone 604-927-6433 or via email at firerescue@coquitlam.ca.

Vacant Building Securing Procedures

Materials

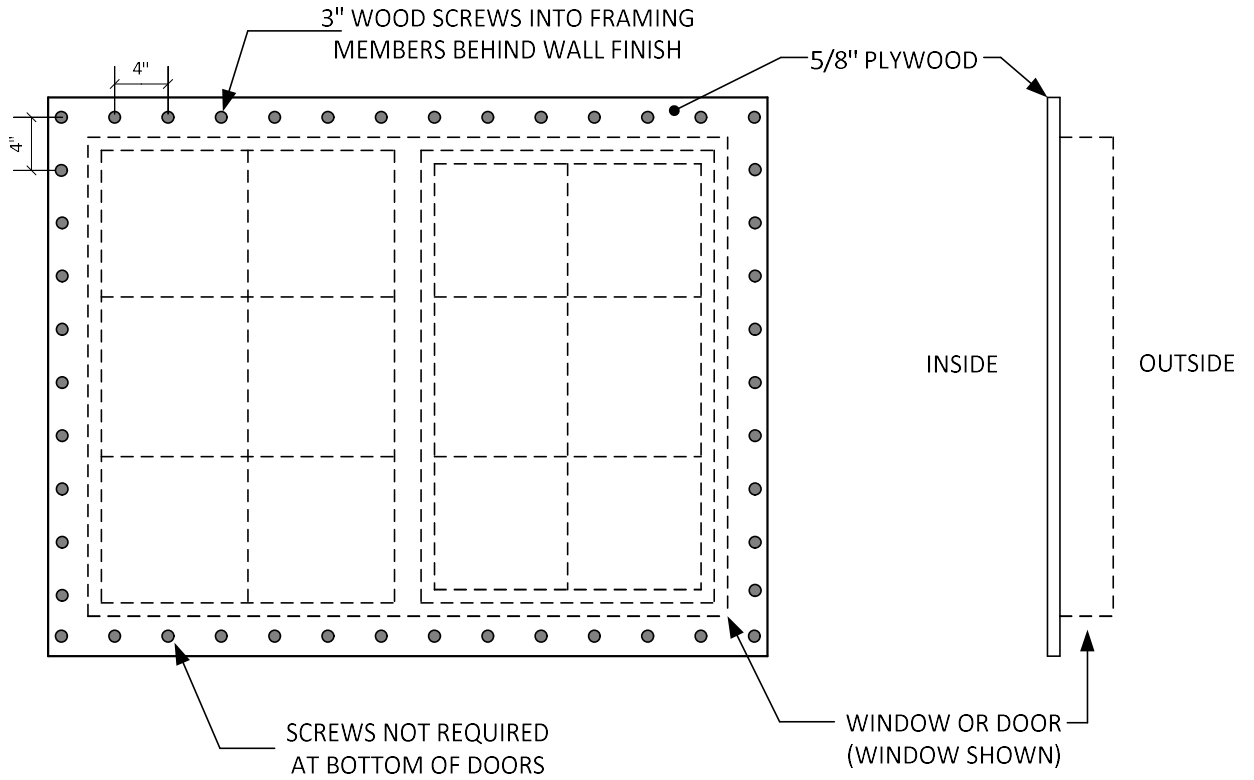
1. 5/8" plywood.
2. Braces – 2 x 4 lumber.
3. 3" wood screws for securing plywood to building frame.
4. 5" wood screws for securing 2 x 4 bracing to building frame.

Barrier Assembly

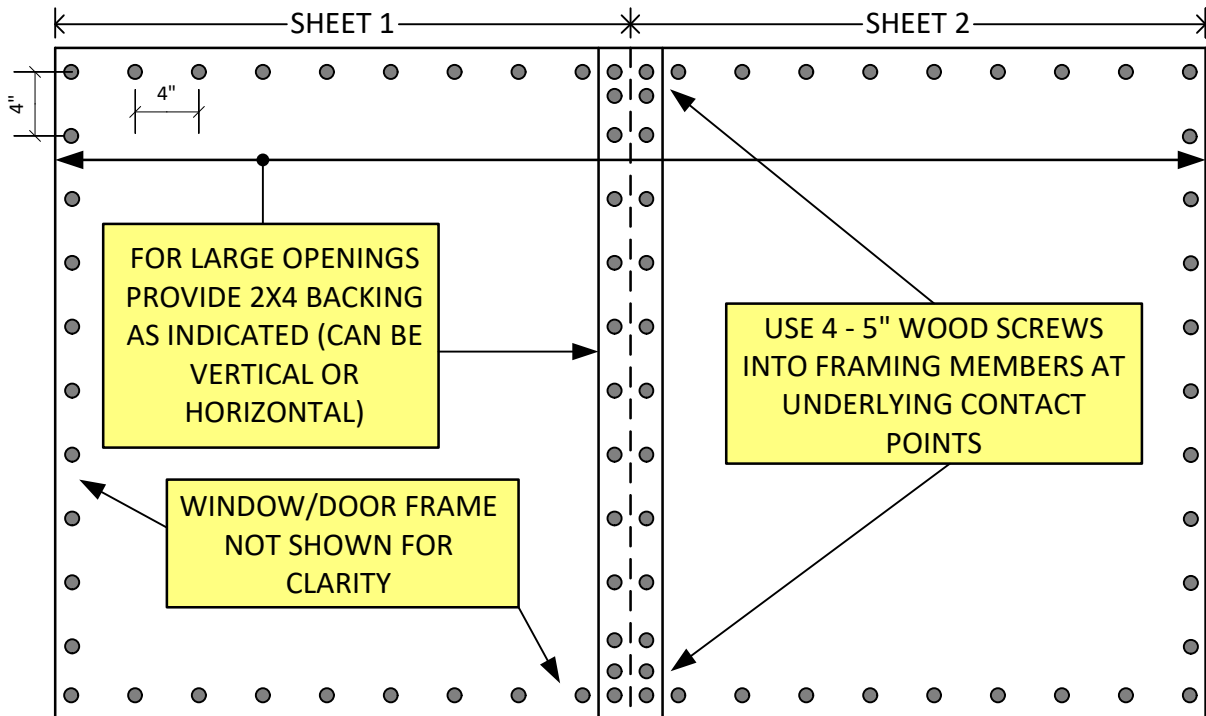
1. Applying barriers is accomplished with carpenters and appropriate tools and supplies.
2. Plywood shall be cut to fit over the window and door openings, so that the outside edges extend past the underlying building framing members.
3. Plywood shall be installed on the interior side of the opening.
4. 2 x 4 braces, when required, shall be cut to fit the horizontal or vertical dimension of the plywood.
5. All plywood edges shall be secured into building framing members with 3" wood screws at 4" on centre.
6. 2 x 4 bracing ends shall be secured into building framing members with 4 - 5" wood screws.

For buildings that require access by authorized personnel, a single door that is visible from the street may be secured using a solid core wood or steel door. There shall be no windows or other openings in this door. The door shall be securely locked using a padlock and hasp assembly that is bolted through the door. The lock loop portion of the hasp is attached to the door frame using a minimum of 3-inch-long wood screws.

SECURITY DETAILS - SMALL OPENINGS



SECURITY DETAILS - LARGE OPENINGS



Permit Address: _____

Date: _____ Cost of Construction: _____

COMMUNICATION WITH NEIGHBOURS CHECKLIST			
(The following Checklist provides an itemized list of material the developer is to provide to neighbouring properties of the development in order to promote good communication. For complete details, please see page 7 of the Good Neighbour Development Policy)			
ITEM	PROVIDED / INCLUDED	NOT APPLICABLE	COMMENTS
Copy of the Good Neighbour Development Policy			
Copy of the Site Topographic Plan that shows the following:			
• Location of the new building(s)			
• All existing and proposed fences within 4m of the construction site, including those on neighbouring properties			
• All existing trees within 4m of the construction site, including those on neighbouring properties			
• Approximate extent of excavation, including distances from neighbouring properties			



COMMUNICATION WITH NEIGHBOURS CHECKLIST			
(The following Checklist provides an itemized list of material the developer is to provide to neighbouring properties of the development in order to promote good communication. For complete details, please see page 7 of the Good Neighbour Development Policy)			
ITEM	PROVIDED / INCLUDED	NOT APPLICABLE	COMMENTS
Letter* on COMPANY letterhead with the following information:			
• Description of the project and the construction activities that will be occurring			
• Expected timelines and duration of: <ul style="list-style-type: none"> - demolition, - excavation, and - construction 			
• Details on what (if any) fences or retaining walls shared by properties are proposed to be removed and how they will be replaced			
• Details on how (if any) trees that share a root zone or drip line between the two properties will be protected, removed, and/or replaced			
• Contact information for the developer, property owner, and lead contractor			
Copy of the Policy to workers, contractors and sub-trades			

**Please see the end of this Checklist for a Sample of the Form Letter from the Developer.*



MATERIAL TO BE PROVIDED TO CITY OF COQUITLAM BUILDING PERMITS DIVISION CHECKLIST			
(The following Checklist provides an itemized list of material the Developer is required to provide to Building Permits Division Staff. For complete details, please see page 7 of the Good Neighbour Development Policy)			
ITEM	PROVIDED/ INCLUDED	NOT APPLICABLE	COMMENTS
Signed Declaration (see Section 10.0 of the Policy)			
Photos (clearly indicating the addresses of neighbouring properties**) showing:			
<ul style="list-style-type: none"> • Existing condition of any fences, retaining walls or trees within 4m of the property line 			
Copy of the letter sent to neighbouring properties			
Copy of the Topographic Plan provided to neighbours			
Copy of the checklists			

Neighbouring Properties of the Construction Site**

Address:	
Address:	
Address:	
Address:	
Address:	

***Neighbouring properties are those that share the property line of the proposed construction site. If there are no neighbouring properties to the construction site, please advise the City in writing.*



COMMENTS

Note: The proponent is responsible for the completeness and correctness of the requirements of this policy. Missing/ incorrect information or documents may result in delay of issuance of permit(s).



SAMPLE LETTER FROM THE DEVELOPER

City of Coquitlam
Building Permits Division
604 927-3441 / permits@coquitlam.ca

On Company Letterhead

Dear Neighbour,

_____ is building _____
Developer Name Development Description (# of units/type of Development)
at address _____, under City of Coquitlam Building Permit _____
Address Permit Number

Anticipated Schedule	Start Date	Completion Date
Site Preparation/Fencing		
Demolition		
Excavation		
Construction		

Details on what (if any) fences or retaining walls shared by the two properties are to be removed, and how they will be replaced are as follows:

Details on how many trees (if any) that share a root zone or drip line between the two properties which will be protected, removed, and/or replaced are as follows:

Permitted Hours for Construction Noise

Per the City’s Noise Control Bylaw No. 1233, 1982, construction-related noise is restricted to the following hours:

- Monday to Friday: 7:00 am to 8:00 pm; and
- Saturday: 9:00 am to 6:00 pm

Any work undertaken outside of these hours will require special permission from the City.

Contact Information

Property Owner: _____ Phone: _____

Developer: _____ Phone: _____

Lead Contractor: _____ Phone: _____

City of Coquitlam Building Permits:	604-927-3441
City of Coquitlam Planning & Development:	604-927-3430
City of Coquitlam Engineering & Public Works:	604-927-3500 (7 days a week)
City of Coquitlam Bylaw Enforcement:	604-927-7387 (7 days a week)

Note: attach a copy of the City of Coquitlam Good Neighbour Development Policy