



CITY OF  
PRINCE GEORGE

**Current  
Planning and  
Development  
Division**

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*This guide has been prepared to provide convenient information only. It is neither a bylaw nor a legal document. If any contradiction between this guide and the relevant Municipal Bylaws and/or applicable codes is found, such bylaws and/or codes shall be the legal authority.*

*March 2005*

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# CIRCULAR

DEVELOPMENT SERVICES DEPARTMENT

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## Requirements for Demolition Permits Information Circular 25

- 1) Complete documentation and payment:
  - Submit application for Demolition Permit at 2<sup>nd</sup> floor of City Hall (Development Services)
  - Submit \$75.00 permit fee
  - Submit \$2,000.00 refundable security deposit
  - Fax disconnection of services sheet (provided) to Terasen, Hydro, Telus, Shaw Cable and City Utilities
  - Complete Contaminated Site Profile (provided) and return to Development Services
- 2) The following steps must be completed prior to the approval of your Demolition Permit
  - Each Utility must inform the City of Prince George (in writing) of the date of disconnection of services
  - The Contaminated Site Profile must be approved by The City of Prince George Environmental Services
  - The application must be approved by a City of Prince George Building Inspector
- 3) The Building Inspector approves and issues the Demolition Permit
- 4) The Applicant receives the Demolition Permit and is then permitted to demolish the building
- 5) The building is demolished; when the site is clean and safe, the applicant requests a site inspection
- 6) A City of Prince George Building Inspector verifies the site is safe and clean and authorizes the release of the \$2,000.00 security deposit
- 7) The security deposit cheque is issued within 14 working days and mailed to the applicant

*PLEASE NOTE: The speed with which your Demolition Permit application is processed and released as a "PERMIT" is directly related to the speed at which the above requirements are met.*