



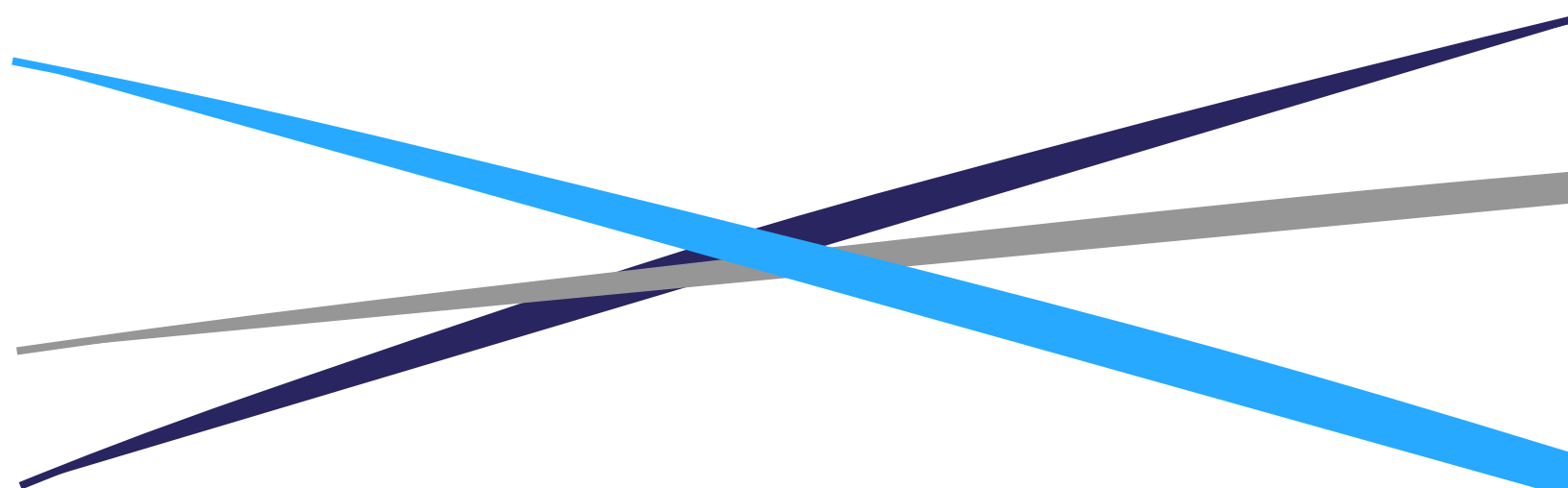
Non-Residential Demolition Permits
2020

Town of Bassano

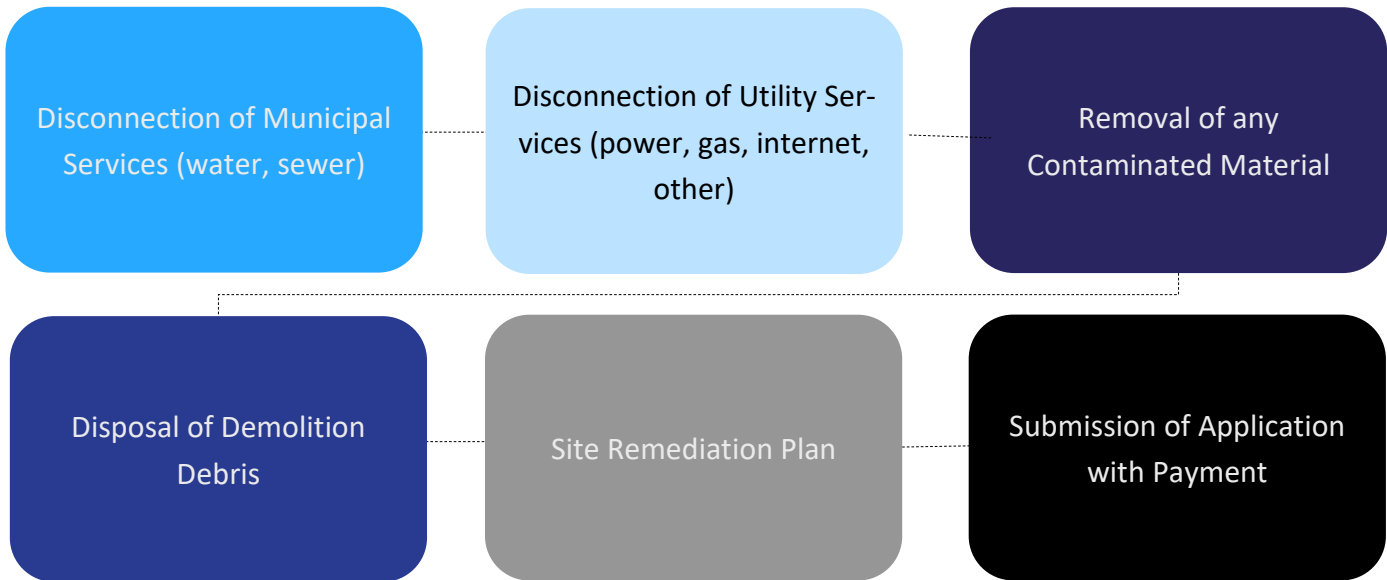
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Development Office Contact Information can be found on the back cover



A development permit is required for the demolition or removal of any building or structure that exceeds 100 ft². When preparing for the demolition or removal of any building or structure, planning is required as shown below.



Step 1 *Planning*

An applicant must prepare for the disconnection of all municipal services and utility services at the property prior to the commencement of any demolition. The cost to disconnect municipal services at the property shall be borne by the applicant. The cost to reconnect municipal services at the property shall be borne by the applicant. Upon the issuance of a development permit for the demolition or removal of a building or structure, the applicant must provide a minimum of seven (7) business days notice to the Town of its intention to have municipal services disconnected.

The Town will whenever possible aim to accommodate the oversite and disconnection of municipal services having received a minimum of seven (7) business days notice of the applicants request to have municipal services disconnected.

The applicant must contact each utility service provider to request the disconnection of services. The process to disconnect the utilities and any associated fees are independent from the Town.

The applicant may be responsible for the removal of any contaminated materials on or within the building or structure. An environmental assessment may be required prior to the demolition or removal of the building or structure. The applicant must arrange for the disposal or demolition material in a certified site. If this is not possible, approval must be obtained from Alberta Environment and Parks.

Step 2 *How to Apply for a Demolition Permit*

The applicant must complete a development permit for the Demolition/Removal of a Building and include a detailed site plan and grading plan. The site plan must include:

- A civic address and north arrow.
- All buildings and structures on the property. The size of the buildings must be listed (e.g. 40' x 20' shop).
- The distances between all buildings and structures from the front, side, and rear property lines.
- Clearly define the building or structure that the applicant intends to demolish or remove.

Why Am I Required to Obtain a Building Permit for Demolition?

1. To ensure all utilities and services are safely disconnected from at the property.
2. To remove the building or structure from the tax roll.
3. To protect municipal infrastructure.
4. To protect the environment.
5. To protect neighboring property's infrastructure.

General Information About Demolition

- No person shall commence or cause to be commenced the demolition or removal of any building or structure, or portion thereof, until all necessary permits have been obtained.
- A development permit must be obtained for the demolition or removal of any building or structure greater than 100 ft².
- It is a minimum requirement when issuing a development permit for the demolition or removal of a building or structure that the lot shall be cleared, with all debris removed, and left in a graded condition upon completion of the demolition or removal to the satisfaction of the development authority.
- The development authority may as a condition of a development permit for the demolition or removal of a building or structure require the applicant to provide a cash deposit, irrevocable letter of credit or other acceptable form of security in such amount to cover the costs of reclamation to any public utility or Town property.
- Whenever a demolition or removal of a building or structure is carried out, the property owner shall, at his or her own expense, protect any wall, structure, sidewalk or roadway liable to be affected by such demolition or removal, including those on neighboring properties, from damage or displacement.
- A security fence and/or screening shall be installed around the perimeter of the property to ensure public safety during the demolition of a building or structure and during site remediation when an excavation is present.
- The controlled burn of a building or structure is not permitted within the Town's corporate limits.

Submission Checklist

Use the checklist provided to confirm that you have met the minimum requirements to submit your development permit application for the demolition or removal of a building or structure.

	Fill out the development permit application for a building removal in its entirety.
	Complete a site plan that addresses all principal and accessory structures (including the distance from the front, side and rear property lines plus distance between structures).
	Define the building or structure that is proposed for demolition or removal.
	Attach utility disconnect letter for each onsite service .
	Attach a site remediation plan to include grading.
	Submit your development permit application with the applicable fee to the Town of Bassano's development officer for processing.

Newell Regional Solid Waste
Management Authority

W. www.newellwastemanagement.com

P. 403-362-5188

L. SW34-19-W4M

Additional Information

- The information presented in this package is subject to change. The information provides a general overview and may not address every development matter. It is intended to be used as a guideline. There are other aspects of the LUB that may impact your development. Always remember to request a preliminary meeting with the development officer prior to submitting a development permit application.
- Non-Residential developments could be impacted by other statutory plans as a result of their proposed location to include (but not limited to), the Municipal Development Plan and the Inter-Municipal Development Plan.
- Your development may also be impacted by other legislation governed by provincial or federal regulators such as Alberta Transportation or Alberta Environment and Parks. It is your responsibility to ensure that any other legislation is reviewed in advance to prevent delays in your development. Obtaining a development permit from the Town is once step in the overall process.
- All construction sites must be secured. Excavations must be fenced, and precaution signs posted. Unauthorized personnel are not permitted on construction sites. Contractors are reminded that members of the general public do not represent municipal employees and are not permitted to be onsite.
- A civic address is required on the front and rear of all properties in accordance with the Town’s Fire Bylaw.
- A development permit application must be submitted prior to any new construction following a demolition or removal or a building or structure.

Fees

Demolition Permit Fees

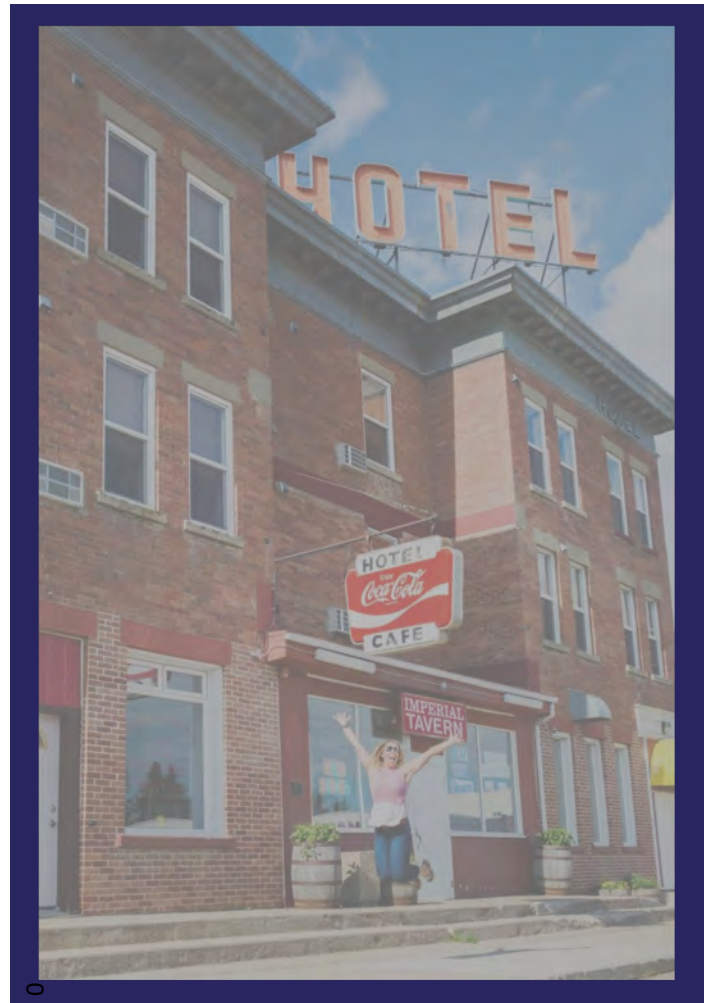
Demolition Application	\$50.00
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Additional fees for commencement of a development without a permit are applicable.

The turnaround time on development permit applications is dependent upon the completeness of your application. Therefore, all applicants are encouraged to set up a preliminary meeting with the development officer prior to submitting a development permit application so that any questions may be answered in advance – this saves us all time, money and energy.

Business License

- If you are operating a business in the Town of Bassano, you must obtain a business license from the Town and pay the applicable fee to operate. Business licences are valid for one-year (January 1 – December 31) regardless of when you purchase the license.
- Business license fees \$70.00 for in-town/local businesses and \$120.00 for out of town businesses.
- All contractors and subcontractors are required to obtain a business licence from the Town prior to the commencement of any work.



Development takes time. The Town of Bassano is committed to working with all investors to ensure the development process is as seamless as possible. This requires open communications from the start of the process until the end of the process.

Other Permits

Once you have received an approved **Development Permit** you are required to submit discipline permits to Superior Safety Codes:

- Building permit application
- Electrical permit application (if applicable)
- Plumbing permit application (if applicable)
- Gas permit application (if applicable)
- Sewer permit application (if applicable)

Superior Safety Codes enforces the Alberta Building Code on behalf of the Town of Bassano. All discipline permits have associated fees. For information on the Alberta Building Code, or to apply for discipline permits:

P: 1-866-999-4777

E: info@superiorsafetycodes.com

W: superiorsafetycodes.com

Development Officer Contact Information

Town of Bassano

Attention: Amanda Davis

502 – 2nd Avenue

P.O. Box 299

Bassano, AB T0J 0B0

P. 403-641-3788

E. cao@bassano.ca

W. www.bassano.ca

R. Land Use Bylaw (LUB) 845/13

“Our vision is to be the most attractive and affordable urban community under 2,500 in Alberta where industry leaders want to invest, where tourists come for a new experience, and where people choose to live, work and play.”