



Non-Residential Demolition

Permit Guide



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Disclaimer

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 Land Use Bylaw #921/21 that may impact your development.

DEFINITIONS

Demolition

The pulling down, tearing down, or razing of a building or structure.

Land Use Bylaw (LUB) #921/21

A Town bylaw that regulates the use, conservation and development of land, habitat, buildings, and signs in pursuit of the objectives of Town's statutory plans.

Secondary Front

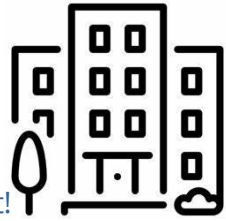
The street frontage on a corner lot, which is not the yard the entrance to the primary building is on.

IMPORTANT FACT

Permits are valid for 12-months from the date of issue. Please plan your development accordingly to prevent the need to reapply for your permit and to save on additional permit fees.



WELCOME



Lets Get Started on Your Permit!

This guide will help you prepare your permit application. Keep in mind, that this is a general permit guide – additional information may be required based on your specific needs.

WHY DO I NEED A DEVELOPMENT PERMIT FOR A DEMOLITION?

The permit process focuses on making certain that developments align with the rules and regulations set out in the LUB. The permit process is implemented to ensure the **safety and health** of our community, as well as to aid in creating **meaningful and highly valued spaces**.

All land in Bassano is divided into districts (also referred to as zones). Each district has its own set of development rules. The LUB lists these rules, which were established in part to ensure that everyone has an opportunity to seek approval for a development project or to express concerns about a project.

A Permit for a Demolition Ensures:

- All utilities and services are safely disconnected from the property
- The building or structure will be removed from the tax roll
- Municipal infrastructure will be protected
- The environment will be protected
- Neighboring property's infrastructure will be protected

STEPS

STEP 1

Review the Permit Guide.

STEP 2

Prepare your draft permit application (fill out the application form, draw your site plan, and explain in writing all the facts about your demolition). Know your land use district. This package is for the non-residential district only.

STEP 3

Set up a meeting with the Development Officer to review your draft application. We invite you to contact the Town Office if you have questions while you are working through your draft application (403-641-3788).

STEP 4

Prepare for the disconnection of municipal services and utility services. Contact each utility service provider to request the disconnection. Arrange for the disposal of demolition material in a certified site and prepare a site remediation plan.

STEP 5

After the Development Officer reviews your draft application, they will provide a checklist if additional information is required. If everything is complete, you will pay the permit fee and the Development Officer will process your application.

STEP 6

A Building Permit must be obtained through Superior Safety Codes prior to the demolition of a building. The Building Permit cannot be obtained until you receive your demolition permit from the Town.

STEP 7

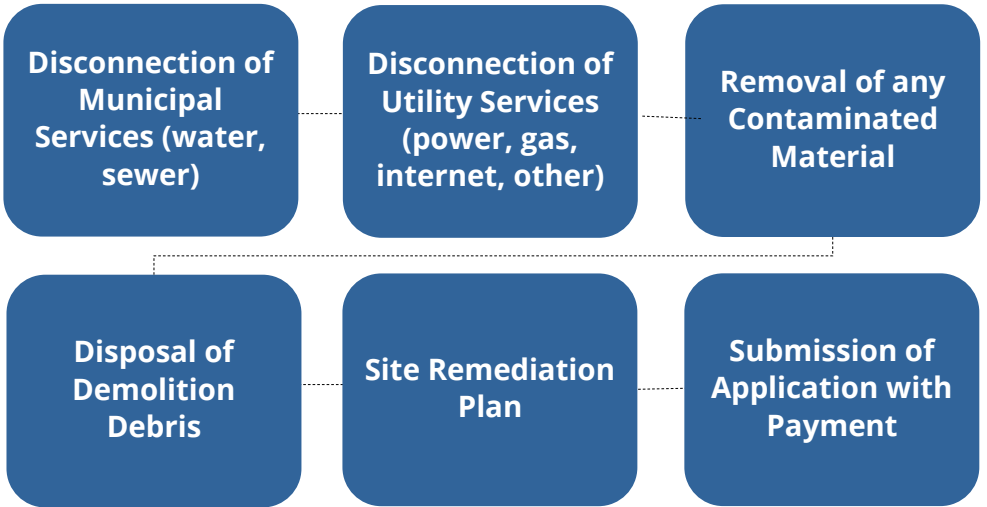
Once you have your permits, you can begin your demolition.

STEP 1

Review Guidelines

The Guidelines section provides you with an overview of the LUB sections that apply to non-residential demolitions. It is important to understand the requirements of a demolition when you start to plan your project.

You Must Plan The:



Planning happens before you submit your demolition application.



What is permitted?

- All necessary permits must be obtained prior to the demolition commencement.
- **A permit must be obtained for the demolition or removal of any building or structure greater than 9.3m² (100ft²) in size.**
- When a permit is issued for a demolition, it is a condition of the permit that the lot must be cleared, with all debris removed, and left in a graded condition when the demolition is finished to the satisfaction of the Development Authority.
- The Development Authority may require the applicant to provide a cash deposit, irrevocable letter of credit, or other acceptable form of security in such amount as to cover the cost of reclamation to any public utility.
- The property owner must protect any wall, structure, sidewalk, or roadway that may be affected by the demolition including those on neighboring properties from damage or displacement.
- The property owner must ensure that adequate measures are taken by way of screening and fencing to ensure public safety.

Disposal

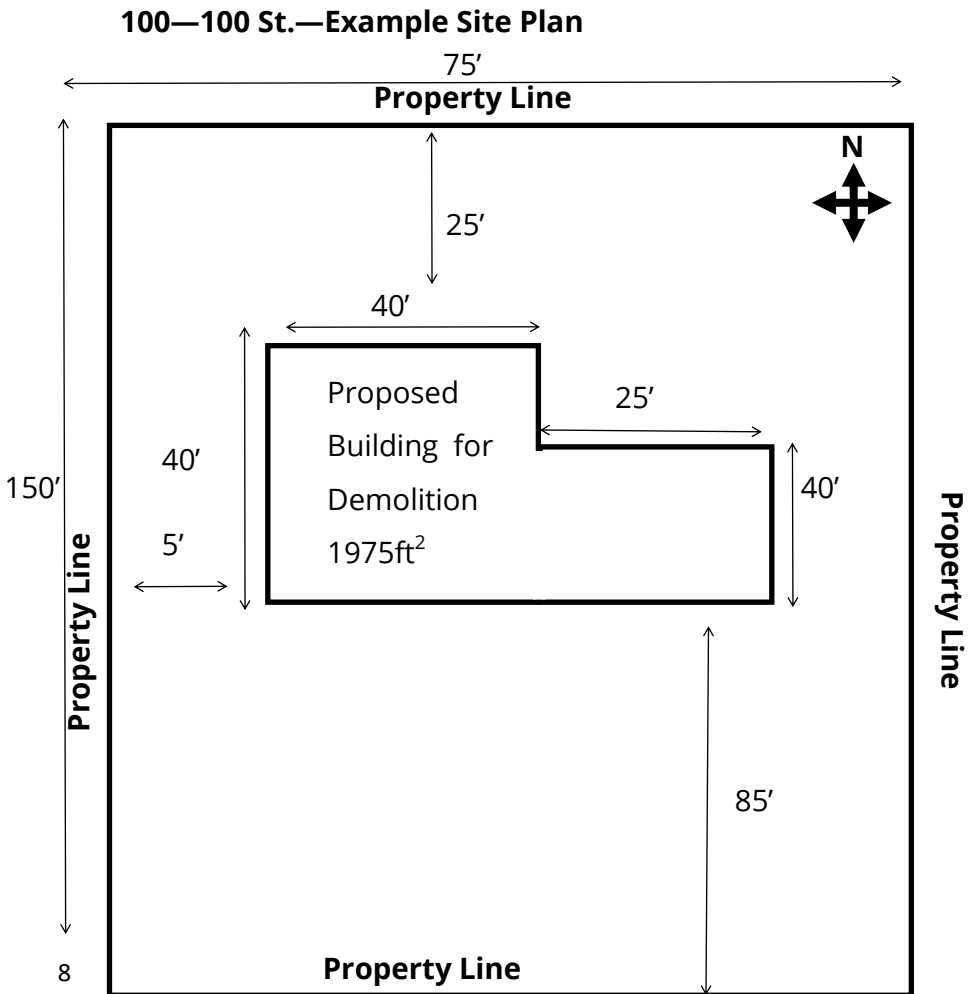
You are responsible for the removal of any contaminated materials on or within the structure. An environmental assessment may be required prior to the demolition of the structure. The applicant must arrange for the disposal of demolition material in a certified site. If this is not possible, approval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



STEP 2—Prepare a Draft Permit Site Plan—Standards

The Site Plan section provides you with specific requirements from the LUB that apply to non-residential demolitions regarding specific site standards.

Begin by preparing a site plan. A site plan is a simple sketch of your property. It is a one-dimensional drawing that shows where all the current structures are located and defines the structure that is proposed for demolition.



Site plans must be one-dimensional and include:

- A civic address and north arrow
- All buildings and structures on the property. The size of structures must listed (i.e., 40' x 20' shop to be demolished)
- The distance between all buildings and structures from the front, side, and rear property line
- Define the building or structure that is planned for demolition

WRITTEN DESCRIPTION— Standards

In addition to the site plan, you must explain in writing your demolition plans. More specifically, you need to describe which structure will be removed and how you plan to remove it. You will also need to describe how you plan to ensure the safety of neighboring properties and roadways (i.e., screening, fencing) during the demolition process.



There is a small section on the permit application labeled *Description*. If you do not have enough space to explain your demolition plans, add a separate sheet. Fill in all the blanks on the demolition permit application form that you know.

STEP 3—

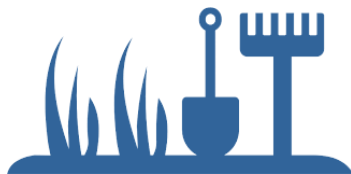
Disconnection of Services

Prepare for the **disconnection of municipal and utility services** at the property prior to the commencement of the demolition. The cost to disconnect municipal services at the property will be borne by the applicant.

Upon the issuance of the permit, you must provide a minimum of 7 business days notice to the Town of your intention to have municipal services disconnected.

| Municipal Services | Other Services |
|--|---|
| <ul style="list-style-type: none">• Water• Sewage | <ul style="list-style-type: none">• Gas• Electrical• Internet• Power• Any other shallow utilities |

Ensure your site will be remediated after the demolition is complete. A site remediation plan is what you as the applicant must prepare to use as a guideline for remediation. A remediation site plan proposes procedures such as grading and seeding to ensure the site will be clean and will prevent damage to the environment and human health.



STEP 4—Meet with The Development Officer

Prepare a Draft Application



To set you up for success, after you fill in your draft development permit application for a demolition, contact the Town Office to set up a meeting with the Development Officer to review the application.

The Development Officer will complete a preliminary review of your draft application to ensure it meets the minimum bylaw requirements and advise of any required changes. If no changes are needed, you can submit the final submission with the applicable permit fee.

STEP 5—Final Submission

After meeting with the Development Officer (Step 4), you can put together your final development permit application for submission.

Document Checklist

| |
|---|
| Fill out the permit application for a demolition, if you completed a draft application submit the revised version |
| Complete a site plan that addresses all structures (including the distance from the front, side, and rear property lines. Include the distances between structures) |
| Define the structure that is intended for demolition |
| Attach utility disconnect letters for each onsite service |
| Attach site remediation plan |
| Submit a permit application with the applicable fee to the Development Officer for processing. |

DEMOLITION PERMIT FEES

| Demolition | Non- Residential Permit |
|---|-------------------------|
| <i>Please note that additional fees for commencement without a permit are applicable.</i> | \$50.00 |

STEP 6—Discipline Permits

Superior Safety Codes

Once you have received an approved development permit from the Town, you shall submit a **discipline permit application for a demolition to Superior Safety Codes**. Superior Safety Codes enforces the Alberta Building Code on behalf of the Town. All discipline permits have associated fees. A copy of the Superior Safety Codes demolition permit application will be provided to you by the Development Officer in your pre-application meeting. The demolition permit and fee must be sent by the applicant to Superior Safety Codes.



STEP 7

Once your permits are approved you may begin your demolition.



KEY FACTS



You Need to Know!

- Non-residential developments may be affected by other statutory plans as a result of their proposed location to include (but not limited to) 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.

- All construction sites must be secured. Excavation must be fenced, and precaution signs posted. Unauthorized personnel are not permitted on construction sites. Contractors are reminded that members of the 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 civic address is also required on the side of a corner lot.



KEEP IT LOCAL

Do you need help financing your home improvement plans? Have you considered the use of local tradespeople and suppliers? Our local banks, building stores, and tradespeople are here to help. We have everything you need.

Check out the business directory at www.bassano.ca or the Contacts page for more information.

BUSINESS LICENCES

A business license is required to operate a business in Bassano.

- In-town \$70/annum
- Out-of-town \$120/annum

All contractors and subcontractors are required to obtain a business license from the Town prior to the commencement of any work.





**WE ARE
HERE TO
HELP**

**Call or visit the Town of Bassano
Today!**



TIMELINE

START

Get your ideas on paper!

1

Prepare

Gather questions, concerns, and details about your demolition in preparation for your meeting with the Development Officer. Bringing a Draft application to review with the Development Officer is highly recommended.

2

3

4

Gather

Assemble documents requested in the meeting by the Development Officer.

5

Plan

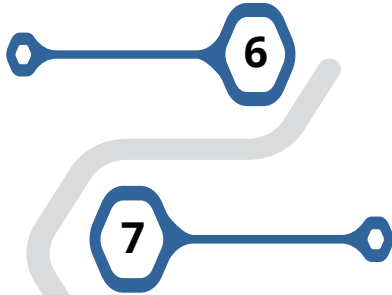
Set a meeting with the Development Officer.

Collaborate

Meet with the Development Officer and discuss your demolition plans.

Complete & Submit

Complete and submit a permit application along with fees owing.



Receive Notice to Commence

The Development Officer shall send a notice to commence the demolition after processing the application pending it is complete. If the application is not complete, the Development Officer will send a Notice of Deficiencies and the Demolition may not commence.

Discipline Permits

Prepare the appropriate discipline permits and submit to Superior Safety Codes.



Demolition Commences

Once a development permit and the appropriate discipline permits are obtained, you may begin your demolition.

Permit Expiry Date

Your Permit will expire 12 months after the approval date.



CONTACTS



Town of Bassano



Amanda Davis

Development Officer



403-641-3788



cao@bassano.ca



Newell Regional Solid Waste
Management Authority



403-362-5188



www.newellwastemanagement.com



Superior Safety Codes



1888-717-2344



www.superiorsafetycodes.ab.ca

CONTRACTORS & CONSTRUCTION

Bassano Building Centre Ltd.
403-641-4000

Chance Built Ltd.
403-376-0765

Hillside Excavating Inc.
403-641-2198

Rob Woodstock
403-835-2924

RyBar Contracting
403-501-9265

Matrix Electric
403-641-4645

Ric's Electric
403-641-3563

SSM Heating and Air
Conditioning Ltd.
403-641-3179

FINANCE

ATB Financial
403-641-3041

Connect First Credit
Union
403-641-0002

ELECTRICAL, GAS, PLUMBING & HEAT

Bassano Plumbing and
Heating
403-641-3602

RETAIL SALES

Creaky Floor Hardware
Store
403-641-3783