



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.

Notice of Commencement

Receiving a notice of commencement means you may now start your development.

Notice of Completeness (NOC)

Receiving a NOC means your permit application is complete and will be processed.

Notice of Decision (NOD)

Receiving a NOD means your permit has been approved.

Notice of Deficiencies

Receiving a notice of deficiencies means your permit application was not complete and cannot be processed.

Principal Building

A building which is the primary use of the lot.

Secondary Front

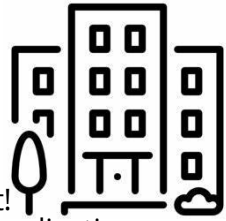
The street frontage on a corner lot, which is not the yard the entrance to the primary building is on.

Single Unit Dwelling

A principal building occupied by one household or family.



WELCOME



Lets Get Started on Your Permit!

This guide will help you prepare your permit application. Keep in mind, 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 and demolitions 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**.

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 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

Apply to Superior Safety Codes for a building permit for demolition.

STEP 7

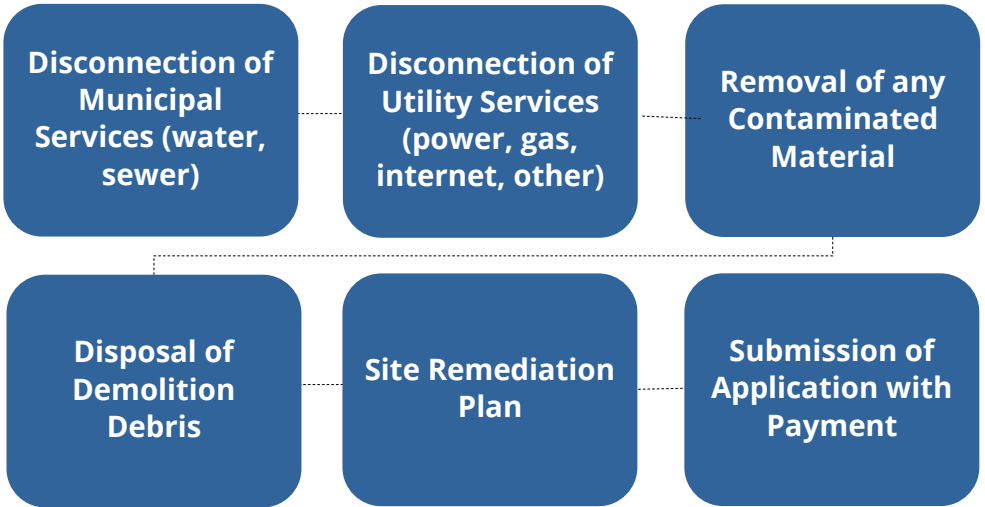
Once you have your permits, you can begin your demolition.

STEP 1

Review Guidelines

The Guidelines section provides you with a breakdown and simplification of the LUB sections that apply to residential demolitions. It is important to understand the requirements of a demolition in the planning phase to ensure you meet the requirements and that your permit will be approved as quickly as possible.

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 costs 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 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 of demolition material in a certified site. If this is not possible, approval must be obtained from Alberta Environment and Parks.



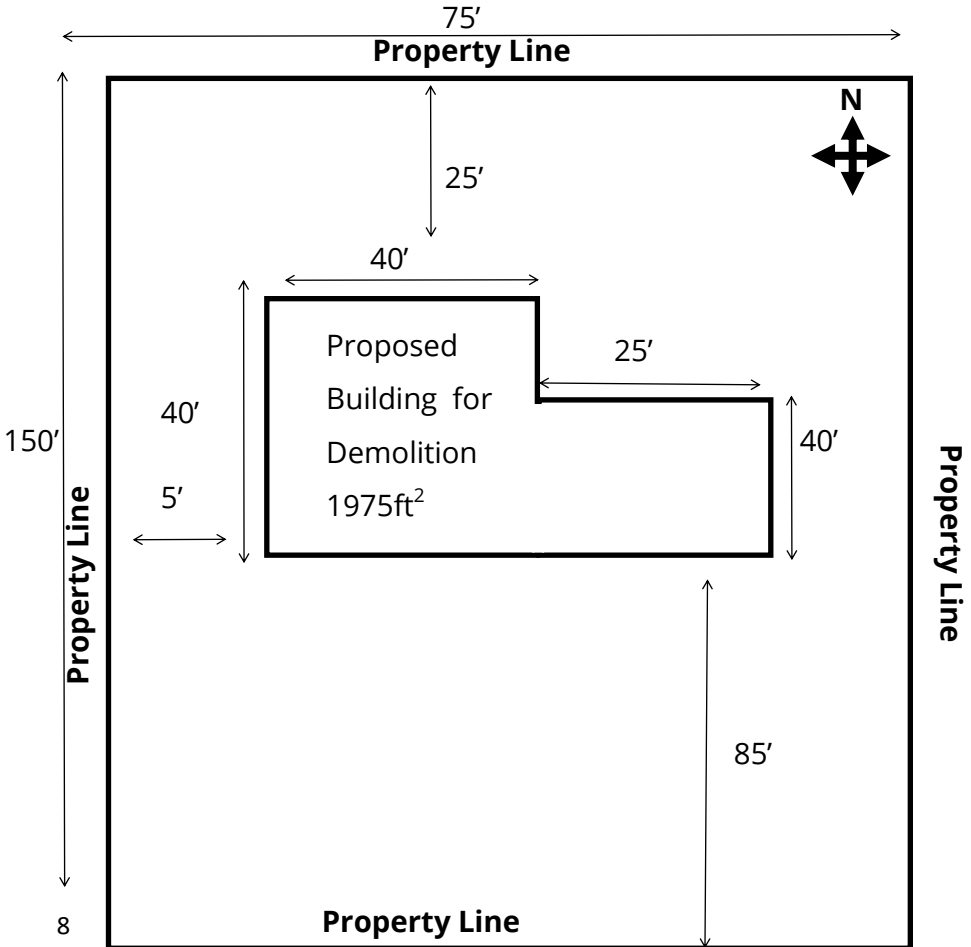
STEP 2

Site Plan—Standards

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

Prepare a **site plan**. A site plan is a simple sketch of your property. It is a one-dimensional drawing that shows where all the structures on your property are located, and defines the building or structure that is proposed for demolition. Show all buildings that remain on site after the demolition

100—100 St.—Example Site Plan



Site plans must be one dimensional and include:

- A civic address and north arrow
- All building and structures on the property. The size of the buildings and structures must be listed (i.e. 40' x 20' shop)
- 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

It is important that you explain in writing your demolition plans. More specifically, you need to describe which building or structure will be removed and how you plan to remove it. You will also need to include 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 labelled *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

How to Prepare a Draft Application

Define the building or structure you plan to demolish and verify the LUB requirements with the Development Officer.

Once verified:

- Complete a residential permit for a demolition application.
- Contact utility providers to have the necessary utilities disconnected. Letters must be attached to your application.
- A site remediation plan must be included with your application.
- It is highly recommended to meet with the Development Officer to review your draft application.

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.



STEP 4

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 5

Final 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 principal and accessory structure (including the distance from the front, side, and rear property lines. Include the distances between structures).
	Define the building or structure that is proposed for demolition.
	Attach utility disconnect letters for each onsite service
	Attach site remediation plan
	Submit permit application with the applicable fee to the Development Officer for processing.

DEMOLITION PERMIT FEES

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

STEP 6

Superior Safety Codes Permit

Once you have received an approved Permit from the Town, you are required to submit a **building 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 building permit application will be provided to you by the Development Officer in your pre-application meeting. The building permit fee will be directed by and payable to Superior Safety Codes



STEP 7

Once your permits are approved you may begin your demolition.



KEY FACTS



You Need to Know!

- 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 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 civic address is also required on the side of a corner lot.
- A fire permit must be obtained from the Town in accordance with the Fire Bylaw (#885119) if a firepit is planned for at the development.

A black and white photograph of two women in business attire shaking hands. The woman on the left is smiling broadly. In the background, other people are visible, and a laptop is on a desk. The text 'KEEP IT LOCAL' is overlaid in large white letters on the left side of the image.

KEEP IT LOCAL

Do you need help financing your development plans? Our Local Banks are here to help!

Our local banking institutions are happy to assist with financing options related to your home improvement plans. Contact the local ATB Financial or Connect First Credit Union to get started on your home improvement plans today!

There are many reputable tradespeople in Bassano that can assist you with your development. Check out the business directory at www.bassano.ca or the Contacts page more information.

All your building supply needs can be purchased right here in Bassano—prices are competitive. Stop in at the Bassano Building Centre and the Creaky Floor Hardware Store to get started today!

BUSINESS LICENCES

- If you are operating a business in Bassano you must obtain a business license from the Town and pay the applicable fee to operate. Business licenses 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 license from the Town prior to the commencement of any work

WE ARE HERE TO HELP



Our goal is to help you obtain the permits you need as quickly and efficiently as possible. We strive to ensure your permit needs are met and that we are available to help you with any development questions we can. Call or visit us today and we will help you get the information you need!

TIMELINE

START

Get your ideas on paper!

1

Prepare

Prepare for your meeting with the Development Officer by gathering questions, concerns, and details about your demolition

2

3

Plan

Set a meeting with the Development Officer.

4

Collaborate

Meet with the Development Officer and discuss your demolition plans.

Gather

Gather documents requested in the meeting by the Development Officer.

5

Disconnection

Prepare for the disconnection of all municipal services. Contact each utility provider to request the disconnection of services.

6

Complete & Submit

Complete and submit a permit application along with fees owing.

7

Receive Notice of Completeness (NOC)

The Development Officer shall send the NOC within 20 days of receiving the application. If you receive a Notice of Deficiencies your application was not complete and cannot be processed.

8

Application Processed

The application will be processed by the Development Officer for approval. We aim to do this within 14 days.



Receive Notice of Decision

A Notice of Decision indicates that the permit has been approved and will include an outline of any permit conditions.

14 Day Appeal Period Begins

Residents of the Town may appeal the Notice of Decision within 14 days of it being publicly posted



Superior Safety Codes Permit

Apply to Superior Safety Codes for a building Permit for a demolition



Notice of Commencement

21 days after the Notice of Decision is publicly posted the applicant will receive a Notice of Commencement indicating the development may commence.



Remediation

After your demolition is complete restore the site through means set out in your remediation plan (grading, seeding, disposing of debris, etc.) and approved within your demolition permit.



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

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