

Required Documents:

The following documents are required for a complete application. Missing documentation may result in delays in approval or a rejection of an application due to insufficient information. **All plans and documents listed below must be submitted electronically along with the signed and completed application form.**

- Completed Building Permit Application Form
- A copy of this requirement list showing confirmation of the documents submitted by checking the box next to each requirement
- Application fee (**Note:** you will receive a notice for payment from Planning, once your application has been processed by the Permit Clerk)
- Letter of authorization from the property owner authorizing an agent to act on their behalf for the proposed development (**Note:** This is not required if the property owner has signed the application form).
- Current copy of Certificate(s) of Title (issued not more than 30 days from the application date)
- Apply for removal of water meter at time of application. A minimum of five business days' notice is required. The water meter shall be removed no more than two weeks prior to demolition of the building. www.canmore.ca/watermeter
- Context photos of the site being demolished. If there is more than 1 building on the lot and not all are being demolished, please identify this.
- Site Plan (scaled in metric) including:
 - o Property Address
 - o Property lines
 - o Location of roads and back alleys
 - o Showing any other buildings on the site
 - o Property dimensions and area (m²)

Note: A recent RPR or Plot Plan can also be provided to satisfy this application requirement.

- Fire safety plan as required under the current National Fire Code
- Asbestos information (if applicable)

Required Documents Continued

- ATCO Gas disconnection confirmation email
- Engineering requirements as listed below:

ENGINEERING REQUIREMENTS FOR DEMOLITION

Engineering Services requires that **the following conditions be met BEFORE demolition can commence. Please sign this letter at the bottom indicating that you have read and understood these items:**

1. The termination of all services related to this demolition must be carried out in accordance with the Town of Canmore's *Engineering Design and Construction Guidelines (current version)*, *Waterworks* section.

Resource Contact Information:

- The contractor shall ensure all underground utilities are located prior to any demolition (Alberta I-Call: 1-800-242-3447).
 - For questions on Construction & Demolition Waste *Best Practices*, contact the Town of Canmore's Public Works Department (403-678-1580).
2. If applicable, 'Road Use Right-of-Way' and 'Excavation' permit application forms must be submitted, detailing use or restrictions of nearby roadways and/or sidewalks during the demolition. For additional information please contact the Engineering Department directly at Engineering@canmore.ca.
 3. Water and sewer lines shall be terminated and shut off at the main line.
 - **For Water Service:** the line shall be cut 300mm from the main line and crimped over to prevent leakage. The main stop/saddle must be repaired or replaced if in poor condition.
 - **For Sewer Service:** the service line shall be excavated back to the main line. The service to be terminated shall be cut 300mm from the main. If PVC pipe, terminated service **shall be capped**. If service is VCT, the stub shall be filled with grout (ensure **NO** grout enters the sanitary main line when filling the service stub).
 - PVC capping of water/sanitary lines is preferred; grouting of pipe or use of VCT (vitreous clay tile) **allowed only on approval basis**.
 4. It is the responsibility of the applicant to ensure that the water meter has been removed by the Town no more than two weeks prior to the demolition of the building. If the water meter is not removed prior to demolition, penalties may be levied in accordance with the Water Bylaw (39-2003) Please email water@canmore.ca if your removal date has changed.
 5. Erosion and sediment control must be maintained throughout demolition.



Building Permit Application Requirements

Demolition

6. Following construction, the site must be restored to as good or better conditions than existed prior to demolition. All work must conform to the Town of Canmore Engineering Design and Construction Guidelines (current version). The following are examples of what may require restoration:
 - Concrete Structures: Curb & Gutter, Sidewalks
 - Paved or Gravel Roadways and/or Paths
 - Landscaped Areas

7. All work shall be done in compliance with Occupational Health and Safety Regulations and Best Management Practices with respect to erosion, sedimentation control and public safety.

8. It is the applicant's responsibility to know where the property lines are in regard to the development, and protect town trees in the vicinity, in accordance with the Town of Canmore Tree Protection Bylaw.

Name of Applicant

Signature

Date

Gas Service Disconnect Application for Demolition Permits

You will be required to provide proof that you have applied for a gas service disconnect from ATCO in order to receive your demolition permit. Please follow the steps below to submit this request:

1. If you do not have an ATCO Quick Connect account yet go to quickconnect.atco.com/ and register.
2. Once you have an ATCO Quick Connect account, submit a request for a gas service disconnect request on-line.
3. You will receive an email confirmation from ATCO Gas, please include the confirmation email from ATCO Gas with your application to prove you have applied for the service disconnect.
4. If you have any issues with your ATCO Quick Connect account, you may contact ATCO at 310.5678 or quickconnect@atco.com.