

Demolition Permit Information Package, Checklists & Application Form



REGIONAL MUNICIPALITY
OF **WOOD BUFFALO**

Support Services, Planning and Development

Timberlea Landing

8:30 a.m. to 4:30 p.m., Monday to Friday

309 Powder Drive, T9K OM3

(780) 799-8695

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Site Cleanup Plan Guidelines



These guidelines will help you in developing your Site Cleanup Plan (the “Plan”). A Site Cleanup Plan is required as part of any application for a Demolition Permit. No Demolition Permits will be issued unless an appropriate Site Cleanup Plan is provided.

The Plan has been broken down into two phases. Several steps have been identified in each phase and each one of these steps must be addressed in the cleanup plan. Additional details for specific tasks are outlined in the “Notes” section.

Asbestos

Air and bulk ash samples were collected and analyzed for asbestos content. However, testing of asbestos was done on a broad scale and does not represent potential risk from asbestos for individual homes.

Homeowners with concerns about potential asbestos in their homes should address these concerns with their insurance providers and/or contractor; the testing of asbestos is up to the homeowner to arrange (e.g. through insurance and contractor) for their own site. This includes concerns about potential cross-contamination from other sites.

Proper Personal Protective Equipment (PPE) should be used if presence of asbestos is suspected.

- Occupational Health and Safety information It is the owner/contractor’s responsibility to ensure that all persons on the demolition site adhere to occupational health and safety requirements pursuant to the Occupational Health and Safety Act.

These guidelines are not intended as an exhaustive list of all tasks that must be done to complete demolition, nor are they an exhaustive list of all health and safety requirements and considerations. Persons undertaking demolition and debris removal do so at their own risk.

DEMOLITION AND DEBRIS REMOVAL OVERVIEW

PHASE 1 - PRE-DEBRIS REMOVAL

- Site safety protocols and PPE requirements must be identified and adhered to during the cleanup
- Identify the property; the address must be posted on the lot
- Secure site – if an open excavation is present on the site, site fencing must be in place
- Identify property corners; secure and protect any existing survey monuments
- Identify property-specific hazards (i.e. metals, propane tanks, hazardous trees, firearms/ammunition, hazardous substances) (See Note 1)
- Identify septic tank and septic field locations on each property (if applicable)
- Identify water tank location on each property (if applicable)
- Complete utility line locates
- Disconnect all utilities from the foundation and cap (See Note 3)
- Take appropriate steps to ensure neither debris nor water migrate off the demolition site (See Note 4)
- Thoroughly wet down the structural ash and debris before any removal activities begin (See Note 5)

PHASE 2 – DEBRIS REMOVAL

- Complete all necessary notifications (i.e. utilities, neighbours in adjacent homes behind, beside and across from the subject property)
- Use appropriate personal protective equipment (PPE)
- Wet the site down again before beginning removal activities
- Remove hazardous trees for recycling or disposal
- Remove hazardous materials and dispose according to all applicable regulations, professional best practices, permit conditions and landfill requirements
- Remove vehicles for recycling or disposal
- Collect, consolidate, and remove metals for recycling
- Remove ash, debris and soil for disposal (extra charges will be applied to unsorted debris) (See Note 5)
- Remove concrete for recycling. If your insurer has directed you to leave the foundation, then a structural engineering report will be required with the rebuild Building Permit application.
- Remove any contaminated soils
- Deadline for site cleanup and debris removal is Sept. 30, 2016 (which may include removal of foundations) and deadline to either backfill the hole or installing alternative means of keeping the site secure over the winter if foundations are not removed this year, is Oct. 31, 2016.
- The Regional Landfill is located off of Highway 63, south of the city. (Approximately 1 km from Highway 69 or Airport Road turn off, on the opposite side.) They may be contacted at **solid.waste@rmwb.ca**.

NOTES

1. Hazardous materials

Hazardous materials encountered, such as guns, ammunition, gas cylinders, propane tanks, drums, batteries, acetylene tanks, asbestos, etc., must be disposed of in accordance with Alberta Environment and Parks (AEP) requirements:

<http://www.rmwb.ca/hwm>

These materials must not be disposed of with debris or ash waste.

For proper disposal of firearms and/or ammunition, please contact the Regional Landfill at **solid.waste@rmwb.ca** for direction. These items must not be disposed of with debris or ash waste.

2. Trees

Trees that pose a hazard on the demolition site or to workers during debris removal activities, or that will pose a hazard during reconstruction activities, must be removed. Trees may be cut and set aside for firewood or taken offsite and recycled per the owner's instruction.

3. Disconnection of Utilities

A. UTILITIES: GAS, ELECTRICITY, TELEPHONE/INTERNET

Services must be disconnected from the foundation, cut, and capped as per ATCO Gas, ATCO Electric, Shaw and Telus' direction prior to foundation removal. When requesting utility disconnection, please be careful to note to the utility company that a physical disconnection of the service is required – not a cancellation of the account. In some cases, the utility may have already found it necessary to physically disconnect the infrastructure in your neighbourhood. Please contact Alberta One Call 1-800-242-3447 (albertaonecall.com) for a locate request prior to demolition. Please see MUNICIPAL UTILITIES: WATER AND SEWER for information on disconnection permits for municipal utilities.

- Gas - Contact the ATCO Gas Fort McMurray Office at 780-799-7940 to determine if the natural gas line has already been disconnected below ground. You can also request to have your utilities disconnected.

- Electricity - Contact the ATCO Electric Fort McMurray Office at 1-800-668-2248 to determine if the electrical line has already been disconnected below ground. You can also request to have your utilities disconnected.
- Telephone/Internet - Contact Shaw at 780-714-5364 and Telus at ftmmfire@telus.com for service disconnection requirements. You can also request to have your utilities disconnected.

B. MUNICIPAL UTILITIES: WATER AND SEWER

A Utility Connection/Disconnect permit will be required to disconnect the water and sewer services. Permits can be applied for at the Planning & Development Department office located on 309 Powder Drive. The Utility Connection/Disconnect permit can be applied for at the same time as the Demolition Permit. A site inspection by Underground Services (after the services have been disconnected) will be required to close off the permit. For more information, please contact the Planning & Development Department at 780-799-8695.

For those opting to disconnect their water and sewer services themselves (after issuance of the Utility Connection/Disconnect permit), the following steps must be taken:

- Dig and expose the water, sewer and storm services 5' or 1.5 metres from the damaged foundation. For details on service abandonment, refer to the RMWB Engineering Servicing Standards: <http://rmwb.ca/engss>
- Check whether the curb cock (CC)/curb stop has been damaged. If the water cannot be turned off completely or if you suspect there is damage to either the water or sewer service, contact Underground Services at 780-799-5823 for repairs.

Any damages incurred during demolition will be the responsibility of the owner/contractor completing the demolition.

4. Erosion Control

Erosion control requirements are identified in Section 6.25 (Sedimentation and Erosion Control) of the RMWB Engineering Servicing Standards: <http://rmwb.ca/engss>

Measures must be taken to prevent ash or soil from washing into the street, drainage courses and culverts, or onto neighbouring properties.

Stockpiled materials that are not immediately loaded for transport must be handled and stored onsite in such a manner as to avoid offsite migration. This may include wetting and covering the waste until it is loaded and transported.

5. Dust control

Ash and debris must be thoroughly wetted prior to removal. Hoses with fine spray nozzles must be used to apply water to the worksite prior to and during active debris removal. The materials must also be wetted while being loaded into trucks to prevent visible dust from crossing property lines. Care must be taken to avoid excessive use of water in order to prevent runoff. Any runoff produced must be contained onsite.

6. Structural ash and debris

Structural ash and debris must be transported to and disposed of at the Regional Landfill. Ash and debris is required to be transported and covered in accordance with Provincial requirements.

7. Final Demolition Site Prep

Foundations must be replaced or filled with suitable material, then graded and smoothed by October 31, 2016. Alternative options will be reviewed on a case by case basis.

If there is an open excavation, water pooling must be prevented and the excavation base must not freeze. Additionally, secure site fencing must remain in place if there is an open excavation.

Once site cleanup is complete, a municipal representative must conduct an inspection of the site. Contact the Planning & Development Department at 780-799-8695 or email inspections@rmwb.ca.

FAQ:

Waste Management After The Fire



These FAQs are designed to provide information about waste management and disposal of debris and damaged property as a result of the May 2016 wildfires. This guide is for general information only and may not apply to every individual circumstance.

Where is the Regional Landfill?

The Landfill is located off of Highway 63, south of the city. (Approximately 1 km from Highway 69 or the Airport Road turn off, on the opposite side.)

What are the Landfill fees?

Refer to RMWB Utility Rates Bylaw No. 10/001, Schedule "A" – Solid Waste Disposal Rates. (The bylaw is presently being amended. Revised rates to be shared with the public when available.)

What are the Landfill hours of operation?

As of July 4, 2016, hours are 8 a.m. to 8 p.m. Landfill staff are working to extend their working hours and the public will be notified when those changes are in place.

What waste characterization testing is required before disposal?

Waste characterization testing will depend on the type of property that needs to be disposed.

Residential properties (that did not have a home business attached) do not require any advance cleanup testing of the soil or the ash. This sampling has already been performed by the Regional Emergency Operations Centre team.

Residential properties that had a home business attached may require waste characterization testing. If your home business required the use or storage of hazardous materials (such as: oil, lubricants, cleaners, preservatives, asbestos, etc.), testing may be required. These properties will be dealt with on a case-by-case basis and testing will reflect the nature of the business. Please contact the Regional Landfill at solid.waste@rmwb.ca for more information.

Commercial properties will require testing of the ash and soil prior to disposal. Commercial properties will be dealt with on a case-by-case basis and testing requirements will reflect the nature of the business. Please contact the Regional Landfill at solid.waste@rmwb.ca for more information.

Not-for-profit organizations will be dealt with on a case-by-case basis and are asked to contact the Regional Landfill at solid.waste@rmwb.ca for more information.

Do I have to separate my debris?

Yes, debris must be separated prior to being disposed of at the landfill. We are asking for the following segregation to take place prior to delivering to the landfill:

- Metals: appliances, BBQs, exercise equipment, beams, railings, etc.
- Concrete: bricks, patio stones, asphalt, porcelain fixtures, etc.
- Hazardous waste: propane tanks, paint, batteries, etc.
- Electronics: TVs, computers, printers, etc.
- Trees and shrubs: burned, chipped or in manageable sizes
- Lumber: clean untreated lumber can be recycled and should be kept separate

What do I do with my damaged vehicle(s), quad, boat, etc.?

The Regional Landfill does not accept damaged vehicles, quads, boats or other similar items.

- If you have insurance, contact your insurance provider to report the loss and seek disposal directions.
- If you do not have insurance, contact a scrap metal company or a junkyard.

I had a gun cabinet, firearms or ammunition (or ammunition making supplies) in my home. How do I handle these items?

Ensure you advise any onsite contractor that these items may still be onsite. If the gun cabinet and/or ammunition appear to have survived the fire or damage, they are still dangerous. Contact the Regional Landfill immediately at **solid.waste@rmwb.ca** and we will direct you on how to safely dispose of the items. Do not place these items in with your debris or ash for disposal.

What if I have a home business, do I have to do anything special?

Depending on what your home business entailed, you may be required to dispose of debris in a special way or undertake special testing. Please contact the Landfill office at **solid.waste@rmwb.ca** for direction.

FAQ:

Site Fencing



What is considered "secure site fencing" by Building Safety Codes?

After October 31, if a property is considered hazardous, fencing constructed of standard 1.8m high (6') steel fence panels are required, provided they are wired together and adequately braced to ensure they are stable and are not easily bypassed.

What is considered as hazard?

The following items are considered hazards on a property:

- Open excavation
- Fire debris
- Contaminated soil
- Open foundations
- Depressions deeper than 24 inches
- Substantial water accumulation

When is secured fencing required on a work site?

During demolition and construction if there are any hazards on a site that presents an unsafe condition, secure site fencing (not wind fencing) must be in place around the hazard. To access the property, fencing links can be separated for access but at the end of the work day it must be re-secured.

What happens if I do not install my site fencing by October 31, 2016?

The Regional Municipality of Wood Buffalo will be installing owner fencing around the site hazards and the costs will be applied to the tax roll.

If fencing is required at my site, will my insurer cover this cost?

You should speak to your insurance adjuster. Fencing costs may be covered under your insurance policy, depending on your coverage and limits available.

Demolition Permit Application Checklist



This checklist must be **completed** and **attached** to your application for a Demolition Permit. All information on the checklist must be provided to evaluate the application. In order to expedite evaluation of applications, they must meet the following requirements:

- The application must be complete. Incomplete applications will not be considered.
- Information provided must be clear, legible, precise and be prepared to industry drafting standards. For more information, read the municipality’s Guide to Drawing Plans: <http://rmwb.ca/planguide>

Should the application be found inadequate, the application shall be deemed incomplete and will not be reviewed until all the requirements have been met to the satisfaction of the Development Officer. This checklist is a guide and may not be comprehensive. The Development Officer may request additional material to properly access the application.

All boxes shall be “CHECKED” and information indicated attached to the application.

OFFICE ✓ ✕	APPLICATION SUBMISSION REQUIREMENTS
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> 1. Site Plan: The Site Plan must include the following: <ul style="list-style-type: none"> <input type="checkbox"/> Location of all damaged building(s) and indication of which building(s) are to be demolished. Where a building is not set perpendicular to any of the property lines, a minimum of two dimensions from one side to the adjacent property line are required. <input type="checkbox"/> Illustrate and provide dimensions of all registered easements and right of ways on the property and reference registered plan number.
<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> 2. Route Haul Plan: A route haul plan will be provided when a demolition permit is issued. Applicants must nonetheless provide the following information: <ul style="list-style-type: none"> <input type="checkbox"/> A list of over-dimensional trucks and the registered owners of the trucks. <input type="checkbox"/> A Traffic Accommodation Plan, if required. <input type="checkbox"/> A Road Maintenance Plan, if required. <input type="checkbox"/> If a partial road closure is required, applicants will need to make a Road Closure Request to the Engineering Department.
<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> 3. Schedule: Must include equipment mobilization dates, intended demolition start date, intended demolition end date, hours of demolition, and time schedule for over-dimensional truck travel.
<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> 4. Stockpiling Plan: If demolished materials are not to be removed immediately, provide a plan indicating the location of stockpiled material, the time period that stockpiling will take place and erosion mitigation plans.
<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> 5. Copy of Current Certificate of Title(s): Title may be obtained at an Alberta Registries Office and must be no more than 30 days old. <ul style="list-style-type: none"> <input type="checkbox"/> If Applicant is not the registered owner, a letter of authorization (LOA) from the owner must be provided. If the owner is a company or corporation, a corporate business search must be provided. <input type="checkbox"/> Please Note: additional documents including, but not limited to, copies of any Restrictive Covenants, Caveats, Utility Rights-of-Way, or Easements, may be required at the discretion of the Development Officer.

Continued

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 6. Site Cleanup Plan: The Site Cleanup Plan must identify the environmental concerns on the demolition site and outline acceptable procedures for debris handling and removal, specifically the removal of the following: <ul style="list-style-type: none"> <input type="checkbox"/> Site Cleanup Guidelines (Phase 1, Phase 2 and notes) <input type="checkbox"/> Ash/dust and contaminated water control <input type="checkbox"/> Hazardous materials (containment and TDG requirements) <input type="checkbox"/> Separating and handling of concrete, metals and other materials (pre-landfill or processing area) <input type="checkbox"/> Contaminated soils <input type="checkbox"/> Provide a completed Hazards Checklist. Where hazards have been identified, details of how hazards will be mitigated must be included in the site cleanup plan.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 7. Utilities Management Plan
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 8. Application Fees: Fees are payable to the Regional Municipality of Wood Buffalo
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 9. Certificate of Recognition: The Applicant must provide a Certificate of Recognition (COR), Small Employer Certificate of Recognition (SECOR) or a similar industry certification demonstrating the Applicant's health and safety management system meets provincial standards.

Additional Requirements for Multi-family, Commercial, Industrial, Institutional and Select Home Businesses:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 1. Demolition Fire Safety Plan: A demolition fire safety plan must be prepared for the demolition site and must include the following: <ul style="list-style-type: none"> <input type="checkbox"/> A site plan depicting the location and relationship of neighbouring properties to the location of muster points, fire hydrants, and fire department access routes <input type="checkbox"/> The designation and organization of site personnel to carry out fire safety duties, including fire watch services if applicable <input type="checkbox"/> The emergency procedures to be followed in the event of a fire including how a fire warning will be initiated <ul style="list-style-type: none"> <input type="checkbox"/> Procedure to notify the fire department <input type="checkbox"/> Instructions for site personnel on the procedures to be followed once the warning has been initiated <input type="checkbox"/> Plan for how to confine, control, and extinguish the fire <input type="checkbox"/> Measures for controlling fire hazards in and around the buildings <input type="checkbox"/> A maintenance procedure for firefighting measures required for all of Section 5.6 of the Alberta Fire Code
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 2. Environmental Assessment: All <u>commercial businesses</u> must have an additional assessment of the property to identify additional hazardous materials on the demolition site.

The personal information on this form is collected under the authority of Section 33 (c) of the Alberta Freedom of Information and Protection of Privacy Act. The personal information will be used as contact information and to process your application. If you have any questions regarding the collection or use of this information contact the Supervisor, Support Services, Planning and Development, Timberlea Landing, 309 Powder Drive, T9K 0M3, or call (780) 799-8695.

Hazards Checklist



Registered Owner of Land: _____

Legal Description: Lot: _____ Block: _____ Plan: _____

Alberta Township Grid System: LSD: _____ Sec. _____ Twp. _____ Rge. _____ W4M

Municipal Address: _____

Existing Use of Land/Buildings: _____

	INFORMATION	YES	NO
1	Do you have a cellar (or other ground void) on the property?		
2	Are there electrical solar panels on the property?		
3	Were there aerosol cans intended for commercial or business use on the property?		
4	Are there any firearms, ammunition or ammunition making supplies on the property?		
5	Are there any compressed gas cylinders (e.g beer gas, propane, medical oxygen, nitrogen, argon, helium) on the property?		
6	Are there any explosives/fireworks/flares on the property?		
7	Are there any oxygen/acetylene welding kits on the property?		
8	Are there any fuel tanks/drums/containers on the property?		
9	Were there any swimming pool chemicals on the property?		
10	Were there any non-domestic chemicals on the property?		
11	Were there any non-domestic pesticides or herbicides on the property?		

If you checked YES to any of the above hazards please explain in a separate document the mitigation measures that will be conducted when disposing the hazardous material.

Are there any other items on the property or design aspects to the structures on the property that may be a health or safety issue for persons entering onto the property?

Yes No

If yes, please specify: _____

I, _____, the applicant/owner/authorized agent (please circle) for the
(print name)
 above-noted property, declare that I have reviewed this checklist with the registered owner(s) and we have, to the best of our knowledge, identified all the potential hazards on or about the property and that appropriate steps will be taken to address any and all identified hazards.

 Signature of Applicant

Demolition Permit Application Form



PLEASE PRINT CLEARLY. ILLEGIBLE FORMS WILL NOT BE ACCEPTED.

Applicant Information

Applicant Name: _____
Business Name, if applicable: _____
Mailing Address,
including postal code: _____
Contact Phone Number: _____
Contact Email Address: _____
Fax Number: _____

Subject Land Information

Registered Owner of Land: _____
Legal Description: Lot: _____ Block: _____ Plan: _____
Alberta Township Grid System: LSD: _____ Sec. _____ Twp. _____ Rge. _____ W4M
Municipal Address: _____
Existing Use of Land/Buildings: _____

Development Information

Proposed Development: _____
Has Development Commenced? _____
Size of Proposed Development? _____
Estimated Construction Start Date: _____
Estimated Construction End Date: _____
Estimated Construction Cost: _____

Submission of a duly signed demolition permit application authorizes the Municipality to enter the property to carry out inspections necessary for this development.

Credit Card Information

Credit Card #: _____

Card Type: _____

Name on Card: _____

Expiry Date: _____

Registered Owner Authorization

I/We, _____ hereby certify that: (check one)
(print name)

I/We am/are the registered owner(s) of the land described above.

-or-

I/We have been designated as the representative or agent of the registered owner(s)
(registered owner consent form must be attached).

Applicant Signature

Date of Application Submission

NO DEMOLITION shall commence without a valid Demolition Permit. Any work started prior shall be subject to a double fee penalty and possibly further enforcement action.

FOR OFFICE USE ONLY

Date Received: _____ Receipt No.: _____

Approval Authority: _____ Dev. Permit Fee: _____

Zoning: _____ Off Site Levy: _____

AN ADMINISTRATIVE FEE WILL BE WITHHELD FOR ANY REFUNDS. PLEASE NOTE THAT ALL APPLICABLE PERMIT REFUNDS WILL BE ISSUED BY CHEQUE ONLY.

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