



Deconstruction Permit Process

Building Division

604.469.4534 • www.portmoody.ca

How do I apply for a deconstruction permit?

Download the form from our website at www.portmoody.ca/building and bring it in with you when you pay for your permit at City Hall.

What is the process in order for the City to issue a deconstruction permit?

1. Applicants must submit three forms: a deconstruction permit application, a waste management plan and a utility service connection form, along with payment.
2. Engineering staff will schedule your service disconnections. It normally takes 4–6 weeks for services to be temporarily capped. You will be invoiced once the disconnect work is complete. This invoice is payable upon receipt.
3. Applicants must then submit a Hazardous Materials Clearance Letter and Notice of Project (WorkSafe BC) to the City.
4. Applicants must submit a report from a Vector Control company that there are no Vectors present on the property or that any Vectors found have been successfully removed.

Once all these steps are completed, the City can issue a deconstruction permit.

What is the Deconstruction Waste Management Bylaw?

The Deconstruction Waste Management Bylaw is intended to regulate and minimize the amount of waste sent to landfills for disposal. A waste management plan is required at the time of application, and a waste management fee is charged to the applicant.

How much does a deconstruction permit cost?

The deconstruction permit and waste management fee are based on the square footage of the building being deconstructed. The City determines the fee at the time of application.

Will a portion of the fees be returned?

In order to receive the maximum refundable amount of your waste management fee at least 80% of recyclable or reusable project waste must be recycled or reused. Submit a compliance report to a Building Official, along with receipts from recycling facilities and landfills showing the amounts of each material recycled and disposed of.

How long do I have to submit the compliance report and receipts?

Submit your compliance report and receipts within 90 days of completing the project to receive a Waste Management Fee refund.