

**BULLETIN 2015-008-EV**

*Revised March 31, 2016*

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## **DEMOLITION AND ABATEMENT REPORTING REQUIREMENTS**

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This bulletin explains applicable by-laws and regulations, permit and reporting requirements for hazardous materials management in demolition and additional environmental requirements.

### **INTRODUCTION**

In accordance with the City of Vancouver's green initiatives it is imperative that demolition materials be disposed of in a responsible manner: reusing as much as possible, recycling as much as possible, and disposing of hazardous materials safely. Exposure to hazardous materials such as asbestos can have serious health consequences including lung disease and cancer. Proper removal and disposal of hazardous materials is crucial for the health and safety of our workers, our community and the environment. It is essential to have a qualified professional available to ensure all hazardous materials are managed correctly.

### **HAZARDOUS MATERIALS MANAGEMENT**

Hazardous materials include asbestos, lead, polychlorinated biphenyls (PCBs), mercury, ozone depleting substances, the contents of above ground or underground storage tanks (USTs), abandoned household chemicals and others as defined by the BC Hazardous Waste Regulation. Hazardous materials must be identified, removed and recycled or disposed of in accordance with all applicable regulations prior to demolition or renovation work. Non-asbestos drywall, while not hazardous on its own, is banned from landfills because it produces toxic hydrogen sulphide gas during decomposition. This drywall must be removed and recycled prior to demolition.

Applicable regulations may include and are not limited to the following: the Environmental Management Act, the Hazardous Waste Regulation, the Workers Compensation Act, and the Occupational Health and Safety Regulation (OHSR).

### **PERMIT REQUIREMENTS**

Effective April 1, 2016 a separate Building Permit to salvage and abate (Salvage and Abatement Permit) will be issued for removal of both hazardous and salvageable building materials prior to demolition \*\*As this permit is issued with a Building Permit to demolish or deconstruct (Demolition or Deconstruction Permit) there are no additional fees.\*\* No other demolition work will be permitted at the site until the requirements of the Salvage and Abatement Permit have been met. The permit must be posted on site in a conspicuous area with the Construction Safety Plan as described in Article 8.1.3.3 of the 2014 City of Vancouver Building By-law 10908. Residential buildings constructed after 1990 are exempt.

WorkSafeBC (WSBC) requires a survey for hazardous materials be completed by a qualified person, as defined in OHSR 20.112, before any demolition or renovation work begins. Effective February 1, 2015 WSBC also requires written confirmation that all hazardous materials identified in the survey have been

either safely contained or removed. Both the Hazardous Materials Inspection Report (HMIR) and Post-Abatement Inspection Report (commonly known as a Clearance Letter) are required by WSBC to be available at the worksite. The HMIR, Post-Abatement Inspection Report and the City's 2015 Hazardous Materials Report Form (Attachment 1) must be submitted to the City for approval as condition of the Salvage and Abatement Permit. The Demolition or Deconstruction Permit will not be issued until all required documents have been satisfactorily completed and accepted by the City.

Depending on the scope of a renovation project, submission of the Hazardous Materials Report Form (Attachment 1) and supporting documentation may be required. A City Inspector may ask that the HMIR be produced prior to or during an inspection. If it cannot be produced, the Inspector may refuse the inspection and issue a Stop Work Order to ensure his/her safety and the safety of those around.

#### QUALIFIED PROFESSIONAL

The City's Hazardous Materials Report Form (Attachment 1) must be completed by a qualified professional, as defined by the City. The City defines a qualified professional (or QP) as a professional that is an active member of a recognized professional body and experienced in the recognition, evaluation, and control of hazardous materials that may be encountered during demolition or renovation work, including asbestos. Acceptable designations for a qualified professional include Certified Industrial Hygienist (CIH), Registered Occupational Hygienist (ROH), Certified Safety Professional (CSP), Canadian Registered Safety Professional (CRSP), or Professional Engineer (P. Eng.). Other professional designations with appropriate specializations (e.g. ASCT with a specialization in Occupational Health & Safety) may be accepted upon approval by the City.

The QP is expected to provide a degree of project oversight such that they are able to ensure hazardous materials are being managed in accordance with all applicable regulations. The QP must be declared on the Building Permit Application Form and they must sign and seal the Qualified Professional Declaration Form. Their emergency contact information must be included in the Construction Safety Plan. Upon completion of salvage and abatement work the QP must sign and seal the Hazardous Materials Report Form (Attachment 1) certifying that, to the best of their knowledge, all hazardous materials have been identified and managed according to all applicable regulations.

In the event that the QP determines hazardous materials cannot be safely removed prior to demolition of the structure (e.g. a fire damaged building that is unsafe to enter) the QP must provide a risk assessment and detailed summary of the materials and how they should be managed at the demolition stage. Confirmation of disposal must be provided once complete.

#### SALVAGING BUILDING MATERIALS FOR REUSE

Non-structural building components may be salvaged prior to abatement work once the Salvage and Abatement Permit has been issued. A survey for hazardous materials must be completed prior to any salvage work. Proper procedure and controls must be in place to manage asbestos and lead hazards. If the salvage work has the potential to disturb asbestos containing materials (ACM) a Notice of Project Asbestos (NOPA) must be submitted to WorkSafeBC and the work must be performed in accordance with WSBC regulations.

Building components that may be salvaged include lighting, bathroom and kitchen fixtures, cupboards, wood trim and shelving, flooring, counters, doors, windows, radiators and household hardware. If windows and doors are removed, the building must be left secured by other means. During salvage and abatement the building interior is a worksite and must be in compliance with WSBC regulations. Items

that are required to maintain a safe work environment such as guardrails and handrails should not be removed unless a temporary replacement is constructed.

#### **SITE CONDITION AND PROTECTION OF TREES**

The site must be maintained in a neat and tidy condition. Procedures for waste management must be included in the Construction Safety Plan. Building materials may not be thrown out windows or haphazardly piled in yard. All hazardous areas on the site must be secured against unauthorized entry at all times when workers are not present on the site. All windows, doors and other openings must be secured with barricades or boarding. The interior of the building must be left in a safe condition, in compliance with WorkSafe BC regulations.

All trees on the site must be protected during work in compliance with the City of Vancouver Protection of Trees Bylaw 9958. All trees on adjacent properties or boulevard trees that are in danger of being damaged must be protected as well. No disposal bins, heavy equipment or vehicles are permitted to be placed on or driven over the City boulevard or private yard until tree protection barriers have been installed and inspected by a City Inspector.

Disposal bins placed on City streets require a Street Use Permit in compliance with the City of Vancouver Street and Traffic Bylaw 2849.

#### **ENVIRONMENTAL REQUIREMENTS**

Under section 40 of the Environmental Management Act, a person who knows or reasonably should know that a site has been used or is used for industrial or commercial purposes or activities must in certain circumstances provide a Ministry of Environment Site Profile. Schedule 2 of the Contaminated Sites Regulation sets out the types of industrial or commercial purposes or activities to which site profile requirements apply. Residential properties are not exempt if an activity listed in Schedule 2 has occurred on the site. Some activities that may have occurred on a residential property include controlled substance manufacturing or operations or contamination from an off-site source. This includes marijuana grow operations, clandestine drug labs, or contamination from a neighbouring property that has a leaking fuel UST. Permit application for demolition is a trigger for the site profile process, therefore if any Schedule 2 activities are known or suspected to have occurred, a Site Profile must be completed and submitted with the report form to the City.

USTs that have been out of service for two years must be removed immediately as per Section 5.3 of the Sewer and Watercourse By-law 8093. The by-law also requires that contaminated soil be removed and backfilled with clean fill. If a UST is present on a site being redeveloped (including USTs that have been abandoned in-place) it must be removed at the demolition stage. Any contaminated soil must be remediated prior to construction. This includes residual soil contamination from past UST removals. A separate Fire Permit is required to remove the UST and an environmental report confirming the site meets the Contaminated Sites Regulation applicable land use standards (e.g., residential, commercial) must be submitted to the City prior to construction. Presence of a UST or residual contamination must be reported on the Hazardous Materials Report Form (Attachment 1). For more information refer to Bulletin 2014-002-ECT Residential Underground Storage Tank Removal.

**All documentation must be submitted electronically to: [enviro.reporting@vancouver.ca](mailto:enviro.reporting@vancouver.ca)**

Failure to remove hazardous materials or provide documentation may result in a **Stop Work Order** or further action being taken by the City.

Information provided on the report form will be placed in the City's files and will be subject to the *Freedom of Information and Protection of Privacy Act*.

For further information contact Environmental Protection at 3-1-1 or 604-873-7000 outside of Vancouver

(Original signed by)

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J. Smith, RPBio, CSAP  
ASSISTANT MANAGER  
ENVIRONMENTAL PROTECTION

(Original signed by)

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P. Ryan, M.Sc., P.Eng.  
CHIEF BUILDING OFFICIAL  
DIRECTOR, BUILDING CODE & POLICY

Attachment 1

## HAZARDOUS MATERIALS REPORT FORM

This report form must be completed by a Qualified Professional (QP) as defined by City of Vancouver Bulletin 2015-008-EV. The form must be submitted to the City of Vancouver with the Hazardous Materials Inspection Report, Post-Abatement Inspection Report, WSBC Notice of Project and other supporting documentation prior to issuance of a building permit to demolish or deconstruct.

**Electronic submissions must be submitted by QP to: [enviro.reporting@vancouver.ca](mailto:enviro.reporting@vancouver.ca)**

### 1. PROJECT INFORMATION

Salvage & Abatement Permit No. \_\_\_\_\_

Demolition Permit No. \_\_\_\_\_

Date of Application: \_\_\_\_\_

Site Address: \_\_\_\_\_

Building Type:       Single Family       Single Family w/ Secondary Suite       Multiple Family  
                          Commercial       Institutional       Industrial       Other \_\_\_\_\_

### 2. CONTACT INFORMATION

#### Owner Information:

Owner's Name: \_\_\_\_\_

Owner's Civic Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Alternate Number: \_\_\_\_\_

Email: \_\_\_\_\_ Business License: \_\_\_\_\_

#### Applicant Information (Leave blank if same as above):

Applicant's Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Alternate Number: \_\_\_\_\_

Email: \_\_\_\_\_ Business License: \_\_\_\_\_

#### Person Completing Form (Qualified Professional):

Consultant's Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Alternate Number: \_\_\_\_\_

Email: \_\_\_\_\_ Business License: \_\_\_\_\_

### 3. AREAS OF POTENTIAL ENVIRONMENTAL CONCERN

Answer the following questions to the best of your knowledge using the property owner as a reference.

- a. Was this property present or previously use for commercial or industrial purposes?  
Yes  No
- b. Has this property previously been used for a controlled substance operation (e.g. marijuana grow operation or clandestine drug lab)?  
Yes  No
- c. Has a notification of likely or actual migration been issued for this property or suspected contamination by migration of substances from an offsite source?  
Yes  No

If you answered yes to any of the above questions complete and attach a site profile:  
[http://www.env.gov.bc.ca/epd/remediation/forms/pdf/electronic\\_forms\\_v2/csr\\_site\\_profile.pdf](http://www.env.gov.bc.ca/epd/remediation/forms/pdf/electronic_forms_v2/csr_site_profile.pdf)

- d. To the best of your knowledge is there an underground storage tank (UST) used for **residential heating oil** present or previously removed from this property?  
Yes  No

If you **checked present or abandoned**, the UST must be removed at the demolition stage. A separate fire permit is required from the Fire Prevention Office located at Suite 201, 456 West Broadway (telephone 604-873-7595).

- a. If removed was there residual contamination remaining after removal?  
Yes  No

**If you checked yes**, the residual contamination must be remediated at the demolition stage. An environmental report confirming the site meets the Contaminated Sites Regulation applicable land use standards (e.g. commercial, residential) must be submitted to Environmental Protection prior to construction. Refer to Bulletin 2015-007-EV *Residential Underground Storage Tank Removal* for reporting requirements.

### 4. BUILDING DESCRIPTION

Year Built: \_\_\_\_\_ Major Renovation Year: \_\_\_\_\_ Size: \_\_\_\_\_  
 Number of Floors: \_\_\_\_\_ Roof Type: \_\_\_\_\_  
 Heating System: \_\_\_\_\_ Insulation? Yes  No  Type: \_\_\_\_\_  
 Exterior Finish: \_\_\_\_\_ Drywall? Yes  No  Approx. Quantity: \_\_\_\_\_

### 5. HAZARDOUS MATERIALS SUMMARY

A Hazardous Materials Inspection Report completed by a qualified person, as defined in WSBC OHSR 20.112, **must** be submitted electronically with this form. Analytical lab report must be attached.

**Hazardous Materials Inspector:**

Consultant's Name and Company: \_\_\_\_\_



**Attached Document Checklist:**

- Hazardous Materials Inspection Report  Mandatory
- Post Abatement Inspection Report  Mandatory (unless no hazmat identified)
- WSBC Notice of Project  NOPA #: \_\_\_\_\_
- Contractor Clearance Letter
- Air Monitoring Report
- Waste Manifest  Reference #: \_\_\_\_\_
- Disposal Receipts

**Abatement Contractor (where applicable):**

Contractor's Name and Company: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_ Business License: \_\_\_\_\_

**Risk Assessment:**

Risk Level: Low  Moderate  High

**Person Conducting Air monitoring (where applicable):**

Consultant's Name and Company: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_ Business License: \_\_\_\_\_

**Asbestos Waste Disposal (where applicable):**

Receiver Name and Address: \_\_\_\_\_  
 Disposal Date: \_\_\_\_\_

**7. ADDITIONAL INFORMATION**

**8. CERTIFICATION**

*To be completed by the qualified professional.*

I, \_\_\_\_\_, certify that the information provided on this form is consistent with the findings of the attached Hazardous Materials Inspection Report and supporting documentation. I have reviewed the Hazardous Materials Inspection Report, agree with its findings and confirm that all materials identified have been removed and disposed of in accordance with all applicable regulations.

\_\_\_\_\_  
Signature (with digital stamp or designation)

\_\_\_\_\_  
Date