

# **PROCEDURE FOR MOVING A BUILDING**

Owner/Contractor makes an application for a Building Permit to move the building.

The application is to include;

i) details of the proposed route and schedule and a letter confirming that the foundation will be removed and excavations backfilled so that there will be no ponding of water.

Letter should also specify that the site will be left clean and clear of all demolition debris.

ii) if by land approval from the Ministry of Transportation (MOT) for highway routes and adjacent municipalities for public roadways.

iii) if by sea approval from the Department of Fisheries and Oceans (DFO) and Burrard Environmental Committee (BERC)

## **A. Moves by Sea**

1. Application is forwarded to the Building Inspector and Land Development department. Environmental Officer reviews proposal and advises District Land agent if required. He also confirms approval with DFO and BERC is satisfactory.
2. Land development portion of application is then forwarded to Land Development Technician for the creation of charges for service disconnections and appropriate damage deposit security.
3. Application with charges is then forward to Building Inspector in Permits for Building Permit issuance and collection of fees.

## **B. Moves over Land**

1. Application is forwarded to Building Inspector and Land Development department. Environmental Officer reviews for necessary sediment and erosion control measures and communicates these requirements to the contractor or owner.
2. Land development portion of application is then forwarded to Land Development Technician for the creation of charges for service disconnections and appropriate damage deposit security. He then contacts The Districts Roads Department who coordinates the route approval and possible road closures with the West Vancouver Police. Consideration is also given regarding possible temporary interruption of overhead services and other utilities and has the applicant contact those agencies for approval.
3. Application with charges is then forward to Building Inspector in Permits for Building Permit issuance and collection of fees.

Once house is moved a final inspection is required by both the Building Inspector and Land Development Technician to confirm site has been left clean and level and that there has been no damage to municipal services. Damage deposit is then returned.