



Moving a Building Off-Site Application Process

A demolition permit is required to move a building from a site. The demolition permit procedure ensures that the services have been disconnected prior to moving a building and that the site is safe during and after the moving process.

Demolishing or removing a detached garage requires a demolition permit.

Removing or demolishing a building affects the property assessment and; therefore, affects property taxes. If the building being demolished or removed from the site will not be replaced, notify the Assessment Department at assessment@highriver.ca or phone 403-652-2110 to have your property assessment adjusted accordingly.

Determine which utilities will be disconnected. For each utility (water, electrical, gas, etc) a separate approval signature is required.

Things you should be aware of:

- Water lines should be removed / shut off prior to gas lines being removed / shut off. This will help to avoid any risk of damage due to frozen water lines.
- Full termination at mains is required if not rebuilding within one (1) year.
- Waste Bins - If you have waste collection cart, you must ensure that the cart is empty, clean and available to be picked up on the same date as your scheduled water service disconnect appointment.

309B Macleod Trail SW, High River, AB T1V 1Z5 P: 403-652-2110 E: permits@highriver.ca W: www.highriver.ca

The information collected via this form is being collected by the Town of High River pursuant to legislation governing the information handling practices of the Town of High River, specifically Sections 33 (a) and (c) of the Freedom of Information and Protection of Privacy Act (Alberta), the Municipal Government Act (Alberta), and other legislation or bylaws governing the municipality, as may be applicable. By signing this document, you acknowledge that, in accordance with Section 17(2)(g) of the Freedom of Information and Protection of Privacy Act your name, address and other details related to your permit may be made available to the public. Should you have any questions related to the collection or disclosure of your personal information, please contact the Legislative Services division for the Town of High River at 403.652.2110.



Moving a Building Off-Site Checklist

All of the following information is necessary to facilitate a thorough evaluation and timely decision on your application. To expedite the evaluation, all materials submitted must be clear, legible and precise. To achieve this level of customer service, staff have been instructed to accept only complete applications.

For office use only	To be completed by Applicant	REQUIRED ITEMS
<input type="checkbox"/>	<input type="checkbox"/>	1. A Letter of Authorization from the registered owner of the land.
<input type="checkbox"/>	<input type="checkbox"/>	2. Color Photographs of the front and rear elevations of the building to be moved. In addition, photos of sidewalks, curb stops and swales to be provided. <i>Note: Digital photos may be e-mailed to permits@highriver.ca</i>
<input type="checkbox"/>	<input type="checkbox"/>	3. Total size (square footage) of all floors of the building to be moved
<input type="checkbox"/>	<input type="checkbox"/>	4. Name of Building Mover responsible for moving the building
<input type="checkbox"/>	<input type="checkbox"/>	5. Liability Insurance Certificate for Building Mover
<input type="checkbox"/>	<input type="checkbox"/>	6. Service Disconnection Request signed off by all applicable utility companies
<input type="checkbox"/>	<input type="checkbox"/>	7. Asbestos Abatement Information Form & Applicable Report(s)
<input type="checkbox"/>	<input type="checkbox"/>	8. Detailed Route Map showing Move from Point A to Point B
<input type="checkbox"/>	<input type="checkbox"/>	9. Transportation Permission for all highways during move of building in/ out of town
<input type="checkbox"/>	<input type="checkbox"/>	10. Checklist for Operational Services
<input type="checkbox"/>	<input type="checkbox"/>	11. Completed Application Form with all of the above requirements
<input type="checkbox"/>	<input type="checkbox"/>	12. Application Fee & Damage Deposit

For Further Information Contact:

Safety Codes

Engineering, Planning & Operational Services

Town of High River
 309B Macleod Trail SW
 High River, AB T1V 1Z5
 8:30am – 4:30pm Monday – Friday
 Phone : 403-652-2110
 E-mail: permits@highriver.ca
 Web-site: www.highriver.ca

Address: _____

Screened by: _____ Date: _____

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Service Disconnection Request

For Office Use Only:

Permit Number: _____ File Number: _____ Roll # : _____

Address of Property: _____, High River, AB

Date of Disconnection Required by: _____, 20____

Applicant must receive approvals from the following utility companies (disconnection fees may be applicable) and return completed disconnection request form with the Demolition / Moving a Building Off-Site application. Our office will accept e-mail approvals as necessary from the utility companies approving authority. All e-mail approvals must state date of disconnection and address of property along with the contact information from the utility companies approving authority.

PLEASE NOTE: It is the responsibility of the APPLICANT / CONTRACTOR to ensure that all meters and services connected have been removed PRIOR to demolition. Failure to do so could result in penalties being levied as per the Town of High River Rate Bylaw

1. **ATCO GAS** 14 4 Avenue SE, High River
Phone: 403-652-2160 / Fax: 403-652-3923

Date of Approval

Signature of Approving Authority

2. **FORTIS ALBERTA** Phone: 403-310-9473

Date of Approval

Signature of Approving Authority

3. **TELUS** Phone: 403-310-2255

Date of Approval

Signature of Approving Authority

4. **SHAW CABLE** Phone: 403-488-7429

Date of Approval

Signature of Approving Authority

5. **OPERATIONAL SERVICES, TOWN OF HIGH RIVER** 640 7 Street NW, High River
Phone: 403-652-4657

Date of Approval

Signature of Approving Authority

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Asbestos Abatement - Information Form

For Office Use Only:

Permit Number: _____ File Number: _____ Roll # : _____

In buildings to be renovated or demolished, materials having the potential for releasing asbestos fibres shall be removed prior to renovation or demolition. Refer to Standata 06-BCB-006 for additional information.

This form must be completed and submitted with your Demolition Permit before a permit will be issued.

Project Address: _____, High River, AB

Legal Description: _____

- I hereby give assurance that all *materials having the potential for releasing asbestos fibres* have been removed from the *project area* to be renovated or demolished. I confirm that waste materials have been disposed of in an approved landfill site as required by Alberta Environment. I have attached a copy of the Asbestos Abatement Report to be included with my application.

OR

- I hereby give assurance that there are no *materials having the potential for releasing asbestos fibres* in the *project area* to be renovated or demolished. I have attached a copy of the Report to be included with my application.

Name: _____ Signature _____

Representing Firm: _____

Address: _____ City _____

Phone: _____ Date: _____

Asbestos abatement requirements are located in the Occupational Health and Safety (OHS) Code administered by Workplace Health and Safety (Alberta Employment and Immigration). Occupational Health and Safety legislation requires anyone beginning an asbestos project to notify Workplace Health and Safety at least 72 hours before work starts.

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DEMOLITION / MOVE A BUILDING OFF-SITE PERMIT CHECK LIST FOR OPERATIONAL SERVICES

For Office Use Only:

Permit Number: _____ File Number: _____ Roll # : _____

- Owner/Contractor is responsible to either:
 - Disconnect town services (i.e. water, sewer, storm)
 - Remove water meter (only if safe to do so)
 - Responsible to pay the cost for the town to disconnect services at mains if they are not going to build a new building on site right after demolition.
 - Services have to be properly capped, disconnected at property line and marked for future reference (i.e. water line not damaged from hoe, sewer properly capped). Please contact Operational Services 403-652-4657 to arrange an inspection date and time PRIOR to backfilling. Please note that inspections can be arranged in advance once you know the demolition date.**
- Water meter removed and water service turned off by Town.
- Need to ensure town infrastructure is not damaged. Inspection done by Engineering Services
 - Trees - contact or circulate to Parks Department (arborist).
 - Concrete (sidewalks, curb and gutter).
 - Landscaped areas (i.e. boulevards).
- Route into and out of site may be established by town in order to protect our infrastructure or for environmental concerns.
- Proper erosion and sediment controls need to be followed.
- Weeds kept down after demolition.
- Site graded after demolition completed.
- Safety during and after construction:
 - Traffic accommodation if needed
 - Barricade off during construction
 - No dangerous trenches left unsecured
- Environmental concerns
 - Construction waste recycled?
 - Contamination of water aquifer?
 - Contamination in area reported immediately.

Note for developer/owner: If there is a Development Permit or Building Permit to follow, you are responsible for any upgrades needed (i.e. upgrade water, sewer, storm, grading, concrete) on town side that services your property as per Land Use Bylaw 4306/2011 stating that the Town can attach conditions requiring the applicant/developer to enter into a servicing agreement whereby the applicant/developer will **provide** and **pay** for the installation of gas, water, electric power, telephone, sewer service and any other infrastructure related costs including pedestrian walkways, roadways etc. Developers cover this cost without question.

I acknowledge that I have read and understand the above noted items to be completed on this demolition.

REGISTERED OWNER(S) SIGNATURE

DATE OF ACKNOWLEDGMENT

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DEMOLITION / MOVE A BUILDING OFF-SITE PERMIT APPLICATION
Fee \$300.00 + Refundable Damage Deposit \$1,000.00

FOR OFFICE USE ONLY:

ROLL #. _____ **FILE #.** _____ **PERMIT #.** _____

Application to demolish /move building located at: _____, High River

LOT _____ BLOCK _____ PLAN: _____

Registered Owner(s): _____ Phone # _____

Mailing Address: _____ City _____ Province _____

As the Registered Owner(s) of this address, I/We grant permission to the below noted contractor to handle all requirements for this application.

 Signature of Registered Owner(s) **REQUIRED**

 Date of Authorization

Description of Structure to be demolished/moved: _____ ZONING _____

Number of Storey's: _____ Height _____ Sq. Ft. _____

Estimated Commencement Date: _____ Completion on or before: _____

WASTE MATERIAL TO BE DISPOSED AT: _____

THE GENERAL CONTRACTOR AND ALL SUB-CONTRACTORS WORKING ON THIS PROJECT SHALL ACQUIRE THE NECESSARY TOWN OF HIGH RIVER BUSINESS LICENSE PRIOR TO ISSUANCE OF THIS DEMOLITION PERMIT.

Contractor: _____ Phone # _____

Contact Name: _____ E: Mail: _____

Mailing Address: _____ City _____ Province _____

Checklist with all required documentation has been attached to this application

 APPLICANT'S SIGNATURE

 DATE OF APPLICATION

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CONDITIONS OF DEMOLITION / MOVE A BUILDING OFF-SITE PERMIT

1. Demolition to conform to the requirements of Part 8 of the 2014 Alberta Building Code, i.e. – Safety at job site to be exercised at all time:
 - a) fencing off unsafe area from the public.
 - b) removal of foundation and filling excavation area.
2. Any demolition debris to be hauled to a certified landfill site.
3. Ensure no debris or material is spread outside the construction area, roads or boulevards.
4. Municipal roads are not to be blocked for any extended period of time for removal of building except by permission of the Town. (Contact: Operational Services at 403-652-4657 / operations@highriver.ca)
5. Contractor is responsible for any damage to Town property.
6. If buildings or structures are being moved the Contractor/Owner is to get necessary Permits and Approvals from Alberta Transportation.
7. Services have to be properly capped, disconnected and marked for future reference (i.e. water line not damaged from hoe, sewer properly capped). Please contact Operational Services 403-652-4657 to arrange an inspection date and time **PRIOR** to backfilling. Please note that inspections can be arranged in advance once you know the demolition date.
8. Full termination of water & sewer connections at main lines is required if not rebuilding on lot within 1 (one) year of the date of application approval.
9. **Marking Post to be visible to identify connections location upon completion of Demolition.**
10. Refer to the Town of High River Tree Protection Bylaw 4223/2009 (available at www.highriver.ca) for any concerns about Town trees being damaged by a demolition / move of building.
11. Be advised that no trespassing on adjacent lots during demolition / move of a building is allowed without written permission from the Registered Owner.
12. Upon completion of demolition / house move, please contact 403-603-3412 to schedule an inspection. Please note that damage deposits will only be refunded upon verification that there are no damages to curb stops, swales, and sidewalks.

It is the responsibility of the applicant to book the required inspections at the applicable times. Failure to do so may result in fines. I acknowledge that I have read and understand the above noted conditions of this demolition permit.

 APPLICANT'S SIGNATURE

 DATE OF ACKNOWLEDGMENT

FOR OFFICE USE ONLY

COMMENTS:

SAFETY CODES OFFICER'S
 SIGNATURE:

DATE:

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