

## Posting Your House for Move or Salvage?

To post your house for move or salvage, please pick up a Consent to Disclosure of Information form from Richmond City Hall or download a form at [www.richmond.ca/demomoveandsalvage](http://www.richmond.ca/demomoveandsalvage) and email it to: [housemoveandsalvage@richmond.ca](mailto:housemoveandsalvage@richmond.ca)

## Applying for a Move a Building Permit?

House moving companies must obtain a permit to move a house. Please pick up an application at Richmond City Hall or download an application at [www.richmond.ca/demomoveandsalvage](http://www.richmond.ca/demomoveandsalvage) and submit it along with all required documentation and fees at Richmond City Hall.

For any further information, please contact the **House Moving and Salvage Program Coordinator** at 604-276-4356.

## Relocation of a Building Within Richmond

If moving a building from outside or within Richmond to a new location in Richmond, a separate building permit application must also be submitted for the new site where the building is to be relocated.

**Note:** The building permit application must be submitted prior to moving the building.

## After the Move

**Note:** After a building has been removed, the demolition of the remaining foundation requires a separate Demolition Permit.

## Untidy and Unsightly Premises

After a building is removed, the site must be cleaned up and all discarded materials and rubbish of any kind removed, as specified in the Unsightly Premises Regulation Bylaw 7162.

## Inspection After Building is Removed

Please schedule a site inspection with the Engineering Inspection Office at 604-244-1263. The site will be inspected to confirm the building no longer exists and to identify no damage to city property has occurred.

- A Water Turn-On Order should be requested when you are ready to use the water service.

## Refunds

After a building has been demolished or removed, applicants must request a refund by calling the Engineering Inspections Office at 604-244-1263. The refund is **not** automatically sent out. After an inspection has taken place and no damage to City property has been identified the applicant must apply for a refund of their damage deposits.

The Building Approvals Department would like to thank you for your cooperation and interest in the House Moving and Salvage Program.



# House Moving and Salvage Program



## City of Richmond

6911 No. 3 Road, Richmond, BC V6Y 2C1  
[www.richmond.ca](http://www.richmond.ca)  
BA-B-9 / February 14, 2018

Building Approvals Department  
[www.richmond.ca/demomoveandsalvage](http://www.richmond.ca/demomoveandsalvage)

Are you in the process of demolishing your house? Are you looking for sustainable ways to reduce your demolition waste? Do you prefer to earn value for the house you have set for demolition?

**The House Moving and Salvage Program can be the answer!**

**By moving a house and/or salvaging the materials within the house, homeowners can:**

- ✓ Earn from the sale of their house.
- ✓ Save on demo fees for the house.
- ✓ Save on recycling fees for house demolition waste.
- ✓ Ensure reuse of liveable house.

Prior to a demolition, the program offers a unique opportunity for homeowners to list their properties on the City of Richmond website. Through the online listing, house moving and materials salvaging companies can contact homeowners to establish a contract to purchase and move the house or salvage reusable materials within the house.



Please ensure the following steps are complete when submitting the permit application:

**Proof of Ownership**

If our records indicate previous owner(s), then proof of ownership is required from either:

- A **Freehold Transfer**; or
- Letter from Lawyer** indicating the ownership, legal description and registered deed number from Land Titles; or
- Letter of Authorization** addressed to the City of Richmond from all other owners on title **also** for an applicant acting on behalf of the owner.

**Disconnection of Services**

**Water Service**

Apply in person at City Hall, for either a Water Connection Removal or Water Turn-Off Order.

**Plumbing**

There cannot be any unused open ends in the drainage system and all dead ends must be graded so that water will not collect.

**Septic Tanks and Soap Boxes**

The effluent must be pumped out and removed by a licensed septic tank plumbing service. To avoid accidents, the abandoned boxes must be filled immediately with clean compacted soil or sand.

**Disconnection of Utilities and Route Approval**

Each utility company with overhead lines must provide written approvals of the route.

To disconnect and remove the electric and gas meters and telephone services please contact the corresponding local utility companies.

**Tree Protection or Removal Permit**

As specified in Tree Protection Bylaw 8057, any trees with dbh greater than 20cm or 7 7/8 inches on demolition sites or on adjoining property require an inspection for demolition impact. Only approved trees may be removed.

**Transportation Clearance**

Before a Move a Building Permit is issued, the Transportation Department will approve the move route and issue a Building Move Trip Permit. Please contact the Transportation Department at 604-276-4388 for further information.

**Liability Insurance**

As specified in Traffic Bylaw 5870, before a permit is issued the applicant must provide a bond of indemnity or copy of an insurance policy to secure payment to the City of the cost of repairing or reconstructing any highway or other City property damaged by the reason the permit is granted. Ensure that General Liability Insurance is in place in the minimum amount of \$5,000,000.00 satisfactory with the City of Richmond, with the City named as additional insured.

**Fees and Damage Deposits**

All fees and damage deposits must be paid at the time of submitting an application for a permit.

**Move a Building Permit – Fee Schedule 2018**

| Description   | Amount                      | Billing Department |
|---|-----------------------------|--------------------|
| Application Fee (Non-Refundable)                                    | \$464.00                    | Building Approvals |
| Inspections Fee (Non-Refundable) Two Inspections of Public Property | \$179.00                    | Engineering        |
| Damage Deposit for Protection of Public Property                    | \$1,500.00                  | Engineering        |
| Inspections Fee (Non-Refundable) Two Inspections of Dike Crossing   | \$179.00 (if applicable)    | Engineering        |
| Dike Crossing Damage Deposit  | \$10,000.00 (if applicable) | Engineering        |
| Building Move Trip Permit   | \$50.00                     | Transportation     |
| Tree Removal Permit Fee – No Fee for Removal of Up to Two Trees     | \$59.25 (if applicable)     | Building Approvals |
| Water Disconnection – Temporary                                     | \$165.00                    | Public Works       |
| Water Disconnection – Permanent                                     | \$1,100.00                  | Public Works       |