

Bulletin: Demolition

Of a Building or Structure



Bulletin # 25-04
Created: September 22, 2025

Purpose

This bulletin is to inform staff, developers, builders, subcontractors, and homeowners of the requirements when demolishing a building or structure.

General

Wherever a permit would be required to place a building or structure under the City of Kelowna's building bylaw and/or the current British Columbia Building Code, a permit is therefore required to remove the building or structure

Requirements

This bulletin is for informational purposes only. Please be sure to consult the relevant City of Kelowna bylaw.

- City of Kelowna Building Permit
 - Building permit application form, tick "Other", fill all other portions out in full
 - Owners Authorization form signed by all owners on title, *where a company owns this property include a schedule of directors noting signing authority to match signature provided
 - Owners Acknowledgement form
 - Site plan, marked up showing the building or structure that is to be removed
 - A letter from a certified hazardous waste contractor that has a business licence to operate in the City of Kelowna stating Company name, BL number and ONE of the following (where required, ie the space was used as a dwelling or a conditioned space)
 - They have been retained to abate the property of all hazardous materials
 - They have tested the property and now hazardous materials were found
 - UNSIGNED statutory declaration – to be signed at City Hall at time of application in front of a Commissionaire for taking Oaths or a Notarized copy. The City of Kelowna will perform this service at no additional charge to applicants
 - \$ 175 application fee and \$1,000 bond.

NEW – where 5 or more dwellings in one building or structure are to be demolished a copy of your approved development permit showing conformance and approval of your Tenant Protection Plan is required. Permits of this type will be held for review and sign off by planning prior to issuance.

Building and Permitting
1435 Water Street
Kelowna, BC V1Y 1J4
TEL 250-469-8960
FAX 250-862-3314
developmentsservicesinfo@kelowna.ca

Inspections to be booked as soon as the site is clean and safe and fencing removed. Inspections are required by City of Kelowna Inspectors to complete all permits.

Conclusion

Permits can be applied for in person at City Hall, 1435 Water St, 2nd Floor. Required forms and application requirements can be found at www.kelowna.ca.