



Before Demolishing, Renovating, Altering a Structure Required Steps For Owner/Agent, Assessment & Abatement Contractor and Hauler

Prior to Demolition/Renovation/Altering follow Step 1, Step 2, Step 3

Step 1 - Agency Agreements & Permits, **Step 2** - Hazardous Assessment Report/Abatement

Step 3 - Preparation of Assessed Demolition/Renovation Materials,

Step 4 – Prior to Delivery to an RDOS Administered Landfill

1) Step 1 - Agency Agreements and Demolition/Building Permits:

- A) Is the owner(s) of the structure filling out the required paper work, or hiring an Agent/Contractor to act on the owner(s) behalf? If hiring an Agent/Contractor:
- An Agency Agreement Form may be required if the owner(s) wants an Agent/Contractor to fill out and submit all the required paper work (applying for permits etc.). If multiply owners, each may be required to sign an Agency Agreement. Check with the local Municipal or Regional District Building Department.
 - If required, obtain the Agency Agreement Form from the local Municipal or Regional District Building Department. RDOS does require an Agency Agreement Form (ask for a Form 3).
 - If there are hazardous materials to remove from the structure, the owner(s) may also be required to complete an Agency Agreement Form from the Ministry of Environment, and from WorkSafeBC.
- B) **Is a Demolition Permit Required? Is a Building Permit required?** Demolishing a structure may require a Demolition Permit, and Renovating or Altering a structure may require a Building Permit from your local Regional or Municipal Building Department. Contact the applicable Building Department to enquire if a Demolition Permit is required (when demolishing an entire structure), or if renovating or altering a structure if a Building Permit is required.
- a) If YES, obtain the applicable Permit Application, ask what are the fees and what documents are required to accompany the application (example: a Site Plan showing which structure(s) is being demolished, or altered, a Title Search, a Waste Disposal Plan that states what you are doing with the demolition or renovation waste, and where it is being disposed of, a Hazardous Assessment Report etc.).
- b) Submit the documents with the completed Permit Application, and pay the required fees.
- c) The Building Department will review to ensure the application is correctly completed, and then will submit for processing. Processing can take up to 2 weeks or more.
- d) All structures being renovated or demolished require that a qualified professional complete a Hazardous Assessment Report (see **Step 2**). If hazardous materials have been identified, ask the applicable Building Department if you require the Approved Permit before removing the hazardous materials. Generally final permit approval from the Building Department is not given until those hazardous materials are removed and disposed of safely – and confirmation provided (a Clearance Letter, and proof of safe disposal).
- e) If you are planning on hauling the demolition or renovation materials to an RDOS Administered Landfill, such as the Okanagan Falls – DRC Sorting Site, complete the RDOS Landfill Waste Disposal Application for Demolition & Renovation Waste (WDA), and submit for review. Tipping fees are significantly cheaper with an Approved WDA and conforming loads (see **Step 2, Step 3, and Step 4**).
- f) **Utility and Gas Supplier:** If applicable, contact your utility and gas suppliers to discuss and set a shut off date and a date to disconnect utility and gas connections from structure.
- 2) **Step 2 – Hazardous Assessment & Abatement:** Before beginning the Demolition, Renovation or altering of a structure, the BC Occupational Health & Safety Regulation requires that a qualified professional (Hazard Assessment Contractor) prepare a Pre-Demolition or Pre-Renovation **Hazardous Assessment Report**. Structures can contain hazards including asbestos, lead paint and other harmful materials.

How to obtain a Hazardous Assessment Report and Clearance Letter and what are the Requirements:

- a) As per the Province of BC Occupational Health & Safety Regulation, all structures of any age being renovated or demolished require that a qualified professional complete a Hazardous Assessment, and;
- b) If hauling waste to an RDOS administered landfill, the Hazardous Assessment Report must follow the requirements of the RDOS Landfill Waste Disposal Application for Demolition/Renovation Waste (WDA). A checklist of common Hazardous Materials is available within the WDA Part 2. Please provide a copy of the WDA - Part 2 to your Hazardous Assessment Contractor.
- c) Asbestos testing is required on structures built prior to 1992. Proof of age may be required.

- d) Lead testing is required to be identified on all non-commercial structures built prior to 1997, & on all commercial structures built prior to & after 1997 for the presence of any lead (leachable or non-leachable). Proof of age may be required.
- e) A Pre-Demo Hazardous Assessment Report will also identify any other hazardous materials in the structure, and all hazardous materials are to be removed prior to demolition. For your convenience, RDOS has developed a list of Hazardous Assessment Contractors, and Abatement Contractors who have self-identified themselves.
- f) **If hazardous materials are identified**, then these materials must be abated (removed safely) prior to starting the demolition/renovation, and disposed of in accordance with BC Occupation, Health and Safety Regulations, WorkSafeBC, Environmental Management Act, and RDOS Bylaws.
 - If a structure contains Asbestos, it is the law to obtain a Notice of Project (NoP) from WorkSafe BC, and depending on the amount hauled, a Transportation Manifest may be required from the Ministry of Environment. Retain all Asbestos-Containing Material (ACM), documents and disposal receipt(s).
 - Before hauling ACM a minimum of a 24 hour email notice to the RDOS administered landfill, along with a confirmation email from the RDOS is required (refer to the 'Disposal Guide for ACM', and the 'ACM Disposal Checklist', located on the RDOS website). If hauling to another landfill, check what their receiving rules are.
 - If the presence of any lead is indicated (leachable or non-leachable), those lead materials must be removed & disposed of separately. Retain landfill disposal receipt(s).
 - Remove and safely dispose of any other Hazardous Materials identified in the Hazardous Assessment Report or discovered after the report. Retain landfill disposal receipt(s).
- g) **Note:** Whether there are hazardous materials identified in the Hazardous Assessment Report or not, the owner/agent needs to ensure safe removal and disposal of all loose or bagged garbage (including all contents from drawers & cabinets), furnishings, appliances, mattresses. If there are any needles (Sharps), contact Interior Health for safe disposal. Recycle all batteries and do not dispose of in garbage. These materials cannot be mixed with demolition/renovation materials. Furnace, ducting and the hot water tank may remain in the structure and be included with hazardous free demolition/renovation materials.
- h) **Obtain a Clearance Letter** from your Hazardous Assessment Contractor when all Hazardous Materials have been removed. The Clearance Letter confirms that all Hazardous Materials identified in the Pre-Demolition Hazardous Assessment Report have been removed. Book a date and time with your Hazardous Assessment Contractor to complete a walkthrough of the structure, and he/she may want to review abatement documents (showing safe removal and disposal). Retain a copy of the Clearance Letter.

3) Step 3 - Before Demolition: Preparation of Hazardous Free - Assessed Demolition/Renovation Materials:

- a) Once hazardous materials are abated (removed) from a structure, or if no hazardous materials were identified, and you want to haul the Assessed Demolition or Renovation Materials to an RDOS administered Landfill, the applicant must complete, sign, and submit for review the **RDOS Landfill Waste Disposal Application for Demolition/Renovation Waste (WDA)**.
- b) The WDA may be downloaded from the RDOS website, saved to your computer and filled in electronically.
- c) In order to obtain the best tipping rates, anyone intending to haul a mixed load of demolition or renovation materials to an RDOS administered landfill should fill out, sign and submit for review the completed WDA along with any applicable documents and disposal receipts (listed in PART 2 of WDA) to the Public Works Department for review. Submit by email to wda@rdos.bc.ca or hand-deliver to the RDOS Public Works Department at 101 Martin Street, Penticton, BC.
- d) The RDOS will review the technical aspects of the WDA and determine conformity with RDOS disposal criteria. If approved, the WDA will be emailed to the Applicant along with any applicable instructions. The RDOS approval process for the WDA identifies that hazardous materials were disposed of safely, and all garbage removed before demolition, thus ensuring protection of landfill staff and contractors.
- e) A completed WDA takes 1 to 4 business days to review. If approved, an RDOS Designate will complete PART 3 and will then email PARTS 1, 2 & 3 to the Applicant, the Hauler, the Building Department, and the applicable Landfill Scale House.
- f) The Hauler must supply a copy of the Approved WDA - PART 3 with every mixed load taken to a Landfill (see below **Step 4** Delivery to the Landfill).

IMPORTANT NOTES:

- a) Check with the applicable local Municipal Building Department or rural RDOS Building Department if a Demolition Permit, or a Building Permit is required and if so, what those requirements are. An application for a Municipal or Regional Demolition or Building Permit is a separate application from the RDOS Landfill Waste Disposal Application (WDA) (see **Step 1**).

- b) **Do not demolish structure or haul demolition or renovation materials** until you received Authorization (the Approved WDA Application) from the RDOS Public Works Department, and if applicable the approved Demolition Permit or Building Permit from your local Building Department.
- c) **If you are not hauling your hazardous free demolition or renovation materials to an RDOS administered landfill:** Check with the applicable landfill for their rules. Check with your local Municipal or Regional District Building Department if they require a copy of the Hazardous Assessment Report, and if hazardous materials are identified, do they require a copy of the Hazardous Material Disposal Receipts, & a Clearance Letter.
- d) It is against the law to burn demolition/renovation materials, as the materials when burned release toxic waste into the air we all breathe.

RDOS Administered Landfill TIPPING FEES:

- a) An Approved RDOS WDA allows conforming co-mingled ASSESSED DEMOLITION/RENOVATION MATERIALS generated within the respective Service Areas to be accepted at the Campbell Mountain or Oliver Landfills at a Tipping Fee Rate of \$500/ Metric Tonne (MT) or materials generated within all Landfill SERVICE AREAs at the Okanagan Falls Landfill – DRC Sorting Site at a significantly lower tipping fee rate of \$125/ Metric Tonne (MT) within landfill SERVICE AREA, and NON-SERVICE AREA rate of \$150/MT.
 - b) The reason for the significantly lower rate is the Regional District of Okanagan-Similkameen has developed a Materials Sorting Site at the Okanagan Falls Landfill with the mandate to safely sort co-mingled Demolition/Renovation/Construction into it's constituent material components. The maximization of the recycling of materials and the corresponding extension of local Landfill life is of tremendous environmental and financial benefit to the Communities within the Regional District.
 - c) Non-conforming loads or loads without an Approved WDA will be charged a much higher tipping fee rate. **Non-conforming** loads or loads without an Approved WDA arriving at the SITE without appropriate documentation shall be determined to be NON-ASSESSED DEMOLITION AND RENOVATION MIXED LOADs, and when hauled to Campbell Mountain (Penticton) and Oliver Landfills the rate is \$700/MT and if hauled to the Okanagan Falls Landfill the rate is \$500/MT. Out of landfill service area loads are not accepted.
 - d) **Sort to save** – if the structure is de-constructed, tipping fees can be substantially lower when materials are source separated, not contaminated, and are disposed of in the landfill's designated location. Materials that can be source separated include wood, treated wood, concrete, metal, asphalt, asphalt shingles, tar and gravel roofing and gypsum board. Review the current RDOS Fees and Charges Bylaw for applicable tipping fees.
 - e) RDOS does not accept metal frames over 8 feet in length or width. Contact metal scrap yards for options.
 - f) **Landfill Penalties:** Jurisdiction ends at the Landfill Gate, so any penalties or restrictions that Landfill Staff levy are directed at whoever hauls materials through the Landfill Gate.
- 4) **Step 4 - Delivery to a RDOS Administered Landfill:**
- a) For the reduced tipping fee rate, an Approved WDA and conforming loads is required prior to hauling a mixed load of demolition/renovation materials to Okanagan Falls, Campbell Mountain (Penticton) or Oliver Landfills. Every load hauled must have a copy of the Approved WDA (see **Step 3**). The Okanagan Falls Landfill – DRC Sorting Site offers a significantly lower tipping fee (generated both in Service Area and outside Service Area). Non-conforming loads or loads without an Approved WDA arriving at the Landfill Site without appropriate documentation shall be determined to be NON-ASSESSED DEMOLITION AND RENOVATION MIXED LOAD.
 - b) The **Applicant** shall provide the Hauler with photocopies of Approved WDA - PART 3 (contains Owner/Agent and RDOS Designate signatures).
 - c) **A separate copy of PART 3 must accompany each load hauled to the Landfill** (Chain of Custody). Only materials represented in the application shall be accepted.
 - d) The **Hauler** completes PART 3 Section C of the Approved WDA with each load and provides PART 3 to Scale Attendant.
 - e) **The Scale Attendant provides the Hauler with instructions** to proceed to a specific disposal location and notifies the Site Operator.
 - f) **After the Hauler deposits the load and returns to the scale house**, the Site Operator confirms with Scale Attendant the Load composition/deposit location, a Landfill Disposal Receipt is issued and RDOS staff files the completed PART 3.
 - g) **Confirm Landfill Hours of Operation with the RDOS Public Works Department** - note extended hours of operation can be arranged at additional cost.
 - h) **Note:** If the applicant wants the hauler to charge the loads to the applicants credit card or wants to set up an account, this needs to be discussed and approved prior to hauling.