

## Asbestos hazards in demolition, renovation, and salvage

Asbestos causes more worker deaths than any other workplace disease – what can you do?

Asbestos is extremely hazardous to people's health. Demolishing or renovating houses containing asbestos products can release asbestos fibres, which are extremely fine and can stay in the air for hours.

Unprotected workers exposed to asbestos-contaminated air can breathe in the fibres. This may cause serious health problems, such as lung disease and cancer.

### What is asbestos?

Asbestos is a strong, fire-resistant mineral fibre. In the past, asbestos was used as insulation against heat or noise, and for fire protection. It was also added to materials such as cement and plaster to give them more structural strength.

### Where was asbestos used in older homes?

Until the late 1980s, more than 3,000 products containing asbestos were used in house construction. The drawing on the back of this page shows potential sources of asbestos once commonly used in residential construction. When demolishing or renovating older houses, there is a high probability of encountering asbestos-containing materials, which may release asbestos fibres and put unprotected workers at risk.

### What are my responsibilities as an employer or owner/builder?

You are responsible for ensuring the health and safety of all workers present at your workplace. You are also responsible for protecting the public from any asbestos-contaminated air.

When doing any demolition, renovation, or salvage work, you must follow WorkSafeBC OHS regulations, specifically Part 20: Demolition and Part 6: Asbestos.

### What do I have to do before demolishing, renovating, or salvaging buildings or structures?

1. You must have a qualified person inspect the site to identify any asbestos that may be handled, disturbed, or removed. OHS Guideline G6.6-3 outlines the acceptable qualifications for persons conducting asbestos hazard assessments.

2. You must submit to WorkSafeBC a Notice of Project form for asbestos at least 24 hours before any asbestos removal or other work begins.
3. You must have trained and qualified asbestos-removal workers properly remove and dispose of all material containing asbestos.

You should receive written confirmation that the asbestos specified for removal on the Notice of Project form has been properly removed.

For more information, refer to OHS Guideline G20.112, which explains the hazards associated with the uncontrolled release of asbestos. It also provides information on the following topics:

- What constitutes a compliant asbestos inspection.
- Arranging for and confirming the safe removal of asbestos.
- What to do if you encounter more materials suspected to contain asbestos during demolition or salvage work.

### What should I do if I find more asbestos-containing material once work has started?

Stop work immediately. Have trained and qualified asbestos-removal workers properly remove these materials before resuming work.

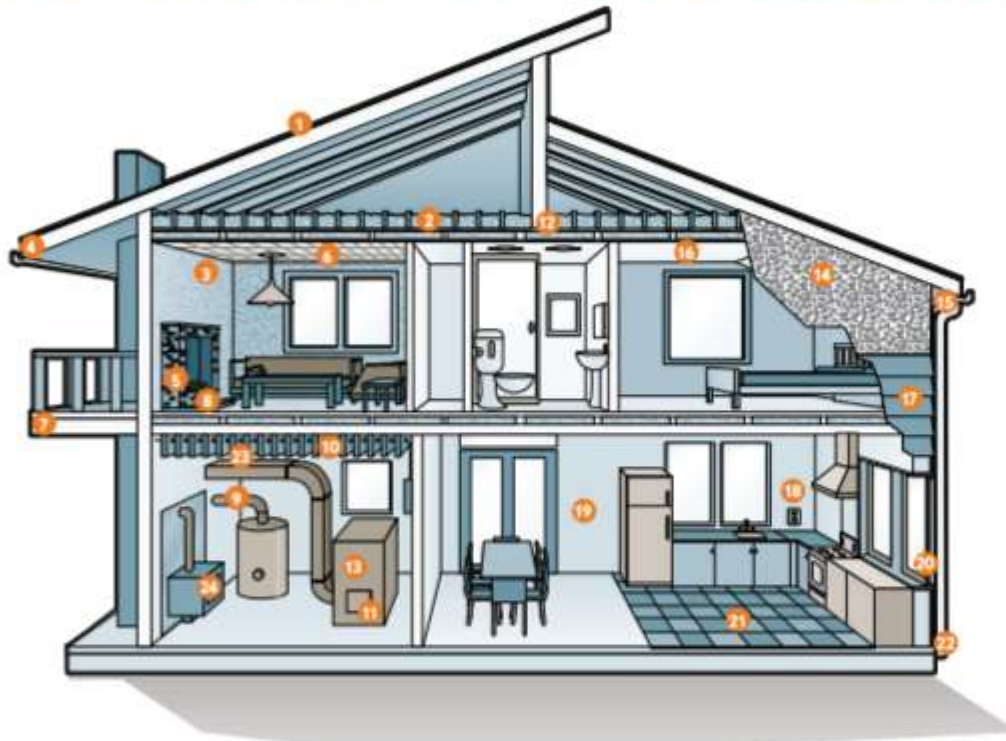
### Where can I find additional information about asbestos and Notice of Project forms?

You can submit a Notice of Project form online at [worksafebc.com](http://worksafebc.com). Asbestos survey and removal companies can be found in the Yellow Pages under Asbestos Abatement & Removal, Health & Safety Consultants, or Environmental Consultants.

For more information about asbestos and what your responsibilities are, check out [hiddenkiller.ca](http://hiddenkiller.ca) or go to [worksafebc.com](http://worksafebc.com) for the following resources:

- *Safe Work Practices for Handling Asbestos* booklet
- Safety at Work Construction webpage
- OHS Guideline G6.8: Procedures for abatement of asbestos-containing material during house and building demolition/renovation

# Potential sources of asbestos in the home.



- |   |   |  |   |
|---|---|--|---|
| 1 Roof felt and shingles                          | 9 Pipe insulation   | 15 Soffit boards can be made of asbestos cement or asbestos insulating board             | 20 Window putty   |
| 2 Loose, blown-in insulation, such as vermiculite | 10 Main panel and fuse box; each fuse wire has an individual asbestos flash guard | 16 Textured or stipple-coated walls and ceilings   | 21 Flooring; vinyl tiles and linoleum sheet flooring; flooring adhesive |
| 3 Incandescent light fixture backing              | 11 Door and gasket covers   | 17 Asbestos cement (transite) board siding and undersheeting                             | 22 Downpipes can be made of asbestos cement                             |
| 4 Roof gutters can be made of asbestos cement     | 12 Backing behind recessed lighting   | 18 Outlets and switches  | 23 Insulation on electrical wires                                       |
| 5 Artificial fireplace logs and ashes             | 13 Boiler and furnace insulation  | 19 Gypsum board filling compound, and patching and joint compound for walls and ceilings | 24 Heat reflector for wood stove  |
| 6 Acoustic tiles                                  | 14 Asbestos can be found in stucco  |  |   |
| 7 Deck under-sheeting                             |   |  |   |
| 8 Asbestos pad under the fireplace hearth         |   |  |   |

**Please note:** This floor plan depicts a typical older home. Asbestos use has declined significantly; homes built before 1990 are more likely to contain asbestos products.



# RODENT INSPECTION AND CONTROL DECLARATION

City of Coquitlam  
Building Permits Division  
604 927-3441  
[permits@coquitlam.ca](mailto:permits@coquitlam.ca)



I, \_\_\_\_\_,  
print name

hereby declare I am qualified and licenced to apply structural pest management techniques to manage and control rodent infestations.

I declare that the building and property located at:

\_\_\_\_\_  
Civic address

has been inspected by me and evaluated for the presence of rodents. My findings are summarized as follows:

\_\_\_\_\_  
\_\_\_\_\_

I have taken all necessary actions, using appropriate integrated pest management techniques, to eradicate any rodents found inside the building and on the property.

Specifically, (check the options that apply):

- No control measures were required as no evidence of current rodent activity was found
- Mechanical traps and/or bait stations were used to check for current rodent activity
- Use of mechanical trapping methods were necessary to control rodents
- Use of approved rodenticides were necessary to control rodents

As of the date below, I confirm there was no evidence of rodent activity on the subject property.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_ Phone: \_\_\_\_\_

BC Pesticide Licence Number (Structural Category): \_\_\_\_\_

Coquitlam Business Licence Number: \_\_\_\_\_

**Note: Your contact information is considered business contact information and it will be released on request.**



# EROSION & SEDIMENT CONTROL SUBMISSION FORM (for Demolitions)

This form to be submitted to the Engineering Environmental Services Division.

Erosion and Sediment Control Best Management Practices available at the Building Permits counter, Development Servicing counter and Engineering counter as well as from the City's website.

## In Accordance With the Stream and Drainage System Protection Bylaw, No. 4403, 2013

This form is a submission requirement for a Demolition Permit application for single family/duplex residential development. Failure to submit a completed form will result in the Demolition Permit Application being rejected.

### Part 1. Developer (or duly authorized agent)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Part 2. Identification of land where demolition will occur

Legal Description: \_\_\_\_\_

Civic Address: \_\_\_\_\_

Size of Developable Area\* (approximate hectares): \_\_\_\_\_

Expected start date: \_\_\_\_\_ Expected finish date: \_\_\_\_\_  
*mm/dd/yr mm/dd/yr*

### Mandatory ESC Facilities Checklist

The following ESC Facilities from the City publication *Erosion & Sediment Control Best Management Practices* must be implemented for all demo permits, but it is the Developer's responsibility to include any additional ESC Facilities as necessary to ensure compliance with the City of Coquitlam **Stream and Drainage System Protection Bylaw No. 4403, 2013** (the Bylaw).

ESC Facility	Included
Access/Egress Controls	<input type="checkbox"/>
Perimeter Control Measures	<input type="checkbox"/>
Storm Inlet Protection	<input type="checkbox"/>
Disturbed Surfaces Protection	<input type="checkbox"/>
Paved Surfaces Sweeping/Maintenance	<input type="checkbox"/>

(Boxes must be checked before submission)

This form to be submitted to the Engineering Environmental Services Division.

### Developer Signoff for Single Family/Duplex Developments

I (*Developer*) hereby declare that the information included in this form is correct and true. At a minimum, I commit to install and maintain the *ESC Facilities* as identified in the above checklist, and as described in the City publication *Erosion & Sediment Control Best Management Practices*. I have read and understand the provisions of the Bylaw, and I will abide by all applicable provisions of said Bylaw and such other terms and conditions as may be imposed by the City.

Dated: \_\_\_\_\_  
*mm/dd/yr*

Name of Developer or Duly Authorized Agent: \_\_\_\_\_

\_\_\_\_\_  
Signature of Developer or Duly Authorized Agent



# WASTE MANAGEMENT DECLARATION FORM

City of Coquitlam  
Building Permits Division  
604 927-3441  
[permits@coquitlam.ca](mailto:permits@coquitlam.ca)

**Project Address:** \_\_\_\_\_

**Building Type:**  Residential  Commercial/Industrial  Other: \_\_\_\_\_

**Square footage of building(s):** \_\_\_\_\_

**Type of Construction** (wood frame, concrete, steel, etc.): \_\_\_\_\_

**Name of Owner/Agent on Permit:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

I, \_\_\_\_\_, (Name  
of owner/agent)

of, \_\_\_\_\_,  
(Address)

**declare:**

- 1) THAT all hazardous materials will be/were separated from other demolition debris and disposed of in accordance with provincial regulations and standards.
- 2) THAT the following recyclable materials from the above noted property will be separated from other demolition debris and deposited at the following Recycling Facilities:

Material	Quantity	Recycling Facility Name & Location
Wood / Plywood / OSB	Kg.	
Cement / Concrete	Kg.	
Metals / Wires	Kg.	
Gypsum / Drywall	Kg.	
Others	Kg.	

3) THAT the remaining demolition materials (excluding hazardous and recycled) from the above noted property will be deposited at the following Disposal Facilities:

Material	Quantity	Recycling Facility Name & Location
	Kg.	
	Kg.	

\_\_\_\_\_  
 (Signature of owner/agent)

\_\_\_\_\_  
 (Date)

Please note that personal information contained in your response is collected under the authority of the *Freedom of Information and Protection of Privacy Act (FIPPA)* and will only be used for the purpose of evaluating this proposal / project. Please note that your response will be treated as public information and may be posted on the City website as part of a Council agenda. Questions about the collection of your personal information may be referred to, Planning & Development Services at (604) 927-3441, City Hall, 3000 Guildford Way, Coquitlam, BC, V3B 7N2.

## Waste Generation Rates for Demolition Projects

Use this chart as a reference to help estimate the amount of waste your site will produce.

Type of Building	Waste Generation Rates	Composition (by weight)					
		Wood	Drywall	Metals	Concrete /Asphalt	Corrugated Cardboard	Misc.
Residential	Single Family 547 kg. / sq. m (111 lbs. / sq. ft.)						
	----- Multi-Family 626 kg. / sq. m (127 lbs. / sq. ft.)	44%	2%	3%	25%	-	26%
Commercial	764 kg. / sq. m (155 lbs. / sq. ft.)	16%	-	5%	68%	-	11%

## Recyclable Materials:

- Appliances
- Asphalt
- Asphalt roofing shingles
- Bricks, blocks and ceramic tile
- Cabinetry
- Cardboard – Banned from disposal in landfill, all must be recycled
- Concrete
- Dirt and soil
- Doors - Reusable, or may be recyclable, check with recycler
- Drywall - Banned from disposal in landfill, all must be recycled
- Fixtures (lighting, plumbing, etc.) - Reusable, or may be recyclable, check with recycler
- Glass
- Greenwaste (shrubs, lawn, small trees) - Banned from disposal in landfill – Reusable or compostable
- Metal (steel, aluminum, copper, brass, etc.) – May need to be cut up prior to recycling
- Metal (cable and wiring)
- Paper
- Plastic (rigid buckets, pails, etc., wrapping and bags)
- Windows in frames
- Wood (structural, including pallets, plywood, particle board, OSB)
- Wood (roofing-shakes and wood shingles) - Reusable, or may be recyclable, check with recycler

## Non-Recyclable Materials

- Carpet & underlay
- Fibreglass (including insulation)
- Plastic (PVC, foam packing, insulation, vinyl window frames)
- Wood (treated, pressure treated, creosoted, timbers, telephone poles)
- Hazardous Materials – All hazardous wastes must be disposed of to WorkSafe BC and the Ministry of the Environment requirements, along with any additional requirements imposed by the disposal facility.





## Vacant Building Securing Procedures

### **There are potential fire and life safety issues associated with vacant properties which pose risks to members of the community and city staff.**

In the City of Coquitlam, it is the responsibility of the property owner to secure and maintain the security of their vacant premises, until demolition is achieved.

The property owner(s) or their agent(s) who have vacant properties are responsible for:

- securing and maintaining the condition of their property (structures and land)
- reducing the risk of fire and other life safety matters
- inspecting regularly and taking corrective measures

The hazards and risks associated with vacant premises are mitigated through the enforcement of maintaining and securing vacant premises under the powers of the Fire Prevention and Life Safety Bylaw No. 3712 as defined below.

### **Regulations**

**3.1 VACANT BUILDING** means a building or structure:

- (i) that has remained unoccupied by the owner or an occupier for a continuous period of 30 days;
- (ii) in respect of which a water, sewer, gas, or electrical service has been intentionally disconnected other than for temporary maintenance; or
- (iii) where a demolition permit has been applied for in respect of that building or structure, a building that has actually been left vacant, regardless of the amount of time it has been left vacant.

**16.2** Every registered owner of property on which a vacant building or structure is located must comply with Subsection 2.4.6 of Division B of the Fire Code which requires that the building or structure be secured against unauthorized entry.

**16.3** Where, in the opinion of the Fire Chief the securing of a vacant building undertaken pursuant to section 16.2 of this Bylaw is insufficient to prevent unauthorized entry, the Fire Chief may require the registered owner to take specific measures to secure the vacant building or structure against unauthorized entry.

**16.4** Where a registered owner fails to meet the requirements of sections 16.2 or 16.3, the City may, after making reasonable efforts to contact the registered owner or occupier of the vacant building or structure, or the Contact Person where applicable, to advise them of the need to secure the vacant building or structure under this section, instruct its employees or agents to board up the vacant building or structure to the extent required by this section. The cost of such boarding will be invoiced to the registered owner of the property on which the vacant building or structure is situated and will be payable within 30 days of receipt of the invoice.

### **Procedures**

#### **Security Measures**

1. All openings in the basement, first floor doors and windows, and any point of entry accessible from a porch, balcony or other potential climbing point shall be barricaded with plywood, 2x4 braces and screws from the interior side of the building. Particle board, wafer board, Masonite, or other similar material shall not be used for purposes of boarding-up a building.
2. Window openings that are at least 10' from ground level which are not accessible from a porch, balcony, roof, or other climbing point are considered secure if the window is in good condition and can be locked from the interior.
3. Window openings containing broken glass shall be secured from the interior and exterior sides of the building.
4. Large openings such as garage doors may be secured using the existing door if the locking mechanism and door are in good condition.
5. Contact Coquitlam Fire/Rescue for an inspection of the building upon completion of the security measures described in this guide. Inspections can be requested by phone 604-927-6433 or via email at [firerescue@coquitlam.ca](mailto:firerescue@coquitlam.ca).

# Vacant Building Securing Procedures

## Materials

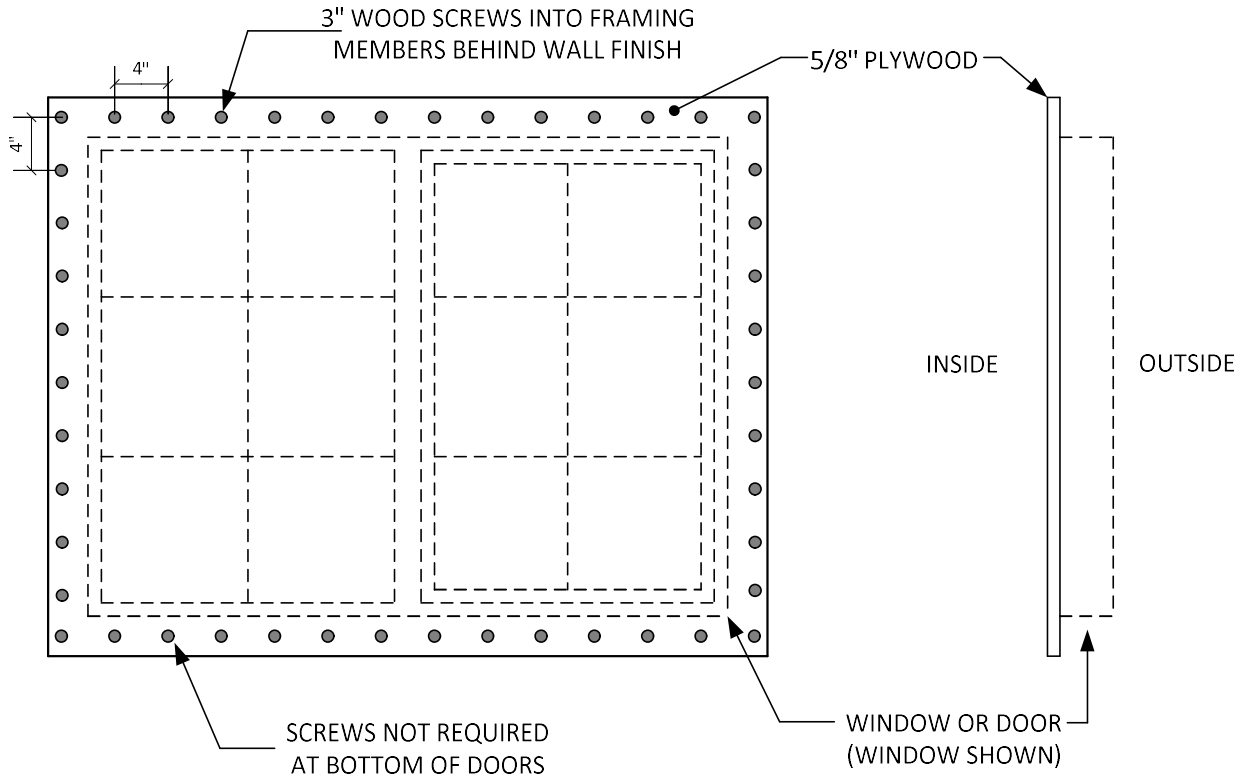
1. 5/8" plywood.
2. Braces – 2 x 4 lumber.
3. 3" wood screws for securing plywood to building frame.
4. 5" wood screws for securing 2 x 4 bracing to building frame.

## Barrier Assembly

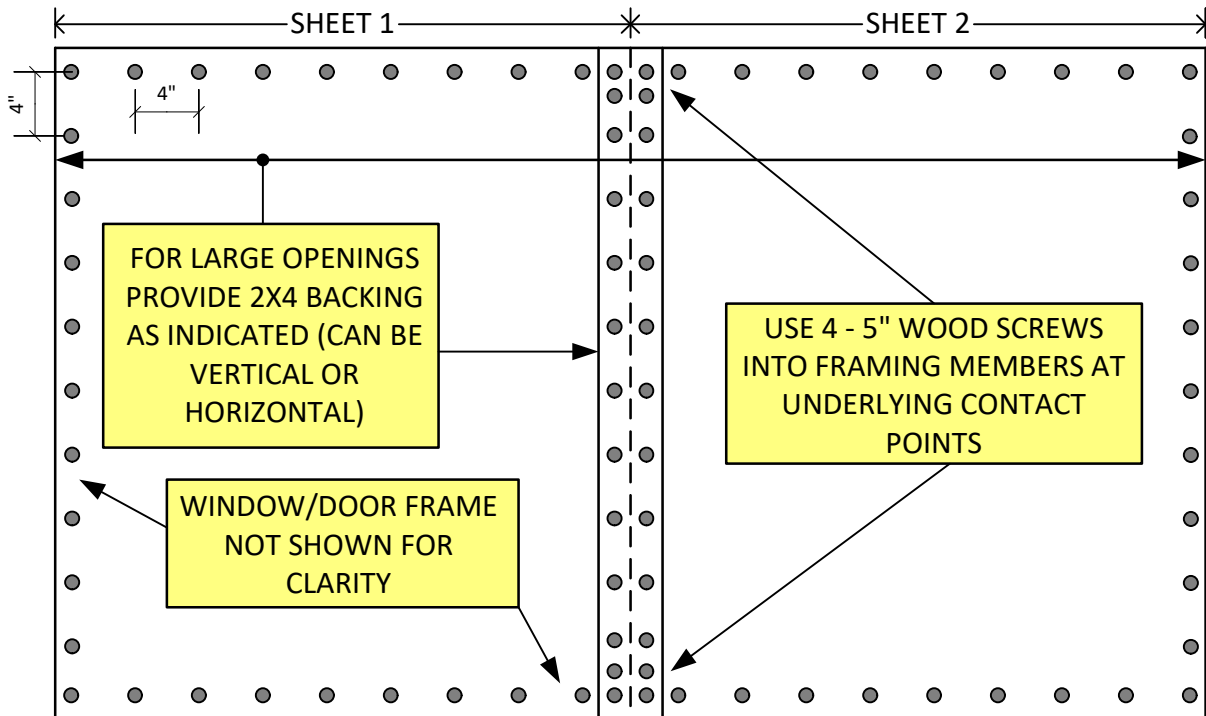
1. Applying barriers is accomplished with carpenters and appropriate tools and supplies.
2. Plywood shall be cut to fit over the window and door openings, so that the outside edges extend past the underlying building framing members.
3. Plywood shall be installed on the interior side of the opening.
4. 2 x 4 braces, when required, shall be cut to fit the horizontal or vertical dimension of the plywood.
5. All plywood edges shall be secured into building framing members with 3" wood screws at 4" on centre.
6. 2 x 4 bracing ends shall be secured into building framing members with 4 - 5" wood screws.

For buildings that require access by authorized personnel, a single door that is visible from the street may be secured using a solid core wood or steel door. There shall be no windows or other openings in this door. The door shall be securely locked using a padlock and hasp assembly that is bolted through the door. The lock loop portion of the hasp is attached to the door frame using a minimum of 3-inch-long wood screws.

### SECURITY DETAILS - SMALL OPENINGS



### SECURITY DETAILS - LARGE OPENINGS



Permit Address: \_\_\_\_\_

Date: \_\_\_\_\_ Cost of Construction: \_\_\_\_\_

<b>COMMUNICATION WITH NEIGHBOURS CHECKLIST</b>			
(The following Checklist provides an itemized list of material the developer is to provide to neighbouring properties of the development in order to promote good communication. For complete details, please see page 7 of the Good Neighbour Development Policy)			
<b>ITEM</b>	<b>PROVIDED / INCLUDED</b>	<b>NOT APPLICABLE</b>	<b>COMMENTS</b>
<b>Copy of the Good Neighbour Development Policy</b>			
<b>Copy of the Site Topographic Plan that shows the following:</b>			
• Location of the new building(s)			
• All existing and proposed fences within 4m of the construction site, including those on neighbouring properties			
• All existing trees within 4m of the construction site, including those on neighbouring properties			
• Approximate extent of excavation, including distances from neighbouring properties			



<b>COMMUNICATION WITH NEIGHBOURS CHECKLIST</b>			
(The following Checklist provides an itemized list of material the developer is to provide to neighbouring properties of the development in order to promote good communication. For complete details, please see page 7 of the Good Neighbour Development Policy)			
ITEM	PROVIDED / INCLUDED	NOT APPLICABLE	COMMENTS
<b>Letter* on COMPANY letterhead with the following information:</b>			
<ul style="list-style-type: none"> <li>• Description of the project and the construction activities that will be occurring</li> </ul>			
<ul style="list-style-type: none"> <li>• Expected timelines and duration of:                             <ul style="list-style-type: none"> <li>- demolition,</li> <li>- excavation, and</li> <li>- construction</li> </ul> </li> </ul>			
<ul style="list-style-type: none"> <li>• Details on what (if any) fences or retaining walls shared by properties are proposed to be removed and how they will be replaced</li> </ul>			
<ul style="list-style-type: none"> <li>• Details on how (if any) trees that share a root zone or drip line between the two properties will be protected, removed, and/or replaced</li> </ul>			
<ul style="list-style-type: none"> <li>• Contact information for the developer, property owner, and lead contractor</li> </ul>			
<b>Copy of the Policy to workers, contractors and sub-trades</b>			

*\*Please see the end of this Checklist for a Sample of the Form Letter from the Developer.*



<b>MATERIAL TO BE PROVIDED TO CITY OF COQUITLAM BUILDING PERMITS DIVISION CHECKLIST</b>			
(The following Checklist provides an itemized list of material the Developer is required to provide to Building Permits Division Staff. For complete details, please see page 7 of the Good Neighbour Development Policy)			
ITEM	PROVIDED/ INCLUDED	NOT APPLICABLE	COMMENTS
Signed Declaration (see Section 10.0 of the Policy)			
Photos (clearly indicating the addresses of neighbouring properties**) showing:			
<ul style="list-style-type: none"> <li>• Existing condition of any fences, retaining walls or trees within 4m of the property line</li> </ul>			
Copy of the letter sent to neighbouring properties			
Copy of the Topographic Plan provided to neighbours			
Copy of the checklists			

**Neighbouring Properties\*\* of the Construction Site**

Address:	
Address:	
Address:	
Address:	
Address:	

*\*\*Neighbouring properties are those that share the property line of the proposed construction site. If there are no neighbouring properties to the construction site, please advise the City in writing.*



COMMENTS

**Note: The proponent is responsible for the completeness and correctness of the requirements of this policy. Missing/ incorrect information or documents may result in delay of issuance of permit(s).**



# SAMPLE LETTER FROM THE DEVELOPER

City of Coquitlam  
Building Permits Division  
604 927-3441 / [permits@coquitlam.ca](mailto:permits@coquitlam.ca)

On Company Letterhead

Dear Neighbour,

\_\_\_\_\_ is building \_\_\_\_\_  
Developer Name Development Description (# of units/type of Development)  
at address \_\_\_\_\_, under City of Coquitlam Building Permit \_\_\_\_\_  
Address Permit Number

Anticipated Schedule	Start Date	Completion Date
Site Preparation/Fencing		
Demolition		
Excavation		
Construction		

Details on what (if any) fences or retaining walls shared by the two properties are to be removed, and how they will be replaced are as follows:

Details on how many trees (if any) that share a root zone or drip line between the two properties which will be protected, removed, and/or replaced are as follows:

### Permitted Hours for Construction Noise

Per the City’s Noise Control Bylaw No. 1233, 1982, construction-related noise is restricted to the following hours:

- Monday to Friday: 7:00 am to 8:00 pm; and
- Saturday: 9:00 am to 6:00 pm

Any work undertaken outside of these hours will require special permission from the City.

### Contact Information

Property Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Developer: \_\_\_\_\_ Phone: \_\_\_\_\_

Lead Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_

City of Coquitlam Building Permits:	604-927-3441
City of Coquitlam Planning & Development:	604-927-3430
City of Coquitlam Engineering & Public Works:	604-927-3500 (7 days a week)
City of Coquitlam Bylaw Enforcement:	604-927-7387 (7 days a week)

**Note: attach a copy of the City of Coquitlam Good Neighbour Development Policy**