

# Before Demolishing, Renovating, Altering a Structure

Summary of Required Steps for Owner/Agent, Assessment & Abatement Contractor, Hauler

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## AGENCY AGREEMENTS

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 to fill out and submit the required paper work, check with the local Municipal or Regional District Building Department if an **Agency Agreement Form** is required.

### IS A DEMOLITION PERMIT REQUIRED?

### IS A BUILDING PERMIT REQUIRED?

Check with your local Municipal Building Department or rural RDOS Building Department:

**Renovating or Altering** a structure may require a **Building Permit**.

**Demolishing a** structure may require a **Demolition Permit**.

FOR DETAILED INFORMATION, review "Required Steps" on the RDOS website.

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Co-Mingled Materials? Sort to Save!  
Asbestos?  
New Construction?  
Burned Structures?  
➔ SEE OTHER SIDE

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## ARE HAZARDOUS MATERIALS PRESENT?

Obtain Hazard Assessment Report from a Qualified Professional

Contact Hazard Assessment Contractor, and for reference, provide Contractor with a blank copy of WDA - see 3

### WERE HAZARDOUS MATERIALS IDENTIFIED?

Hazardous Materials **MUST** be abated (remove, dispose safely)

Contact Hazard Abatement Contractor

### REMOVED ALL CARPETS & GARBAGE?

Ensure safe removal and disposal of carpets & underlay, blinds, curtains, and all loose or bagged garbage (including all contents from drawers and cabinets), furnishings, appliances, mattresses.

Keep & Submit ALL Disposal Receipts

### OBTAIN CLEARANCE LETTER

from Hazard Assessment Contractor

FIND THESE DOCUMENTS on the RDOS website:

- List of Hazard Assessment & Abatement Contractors
- Guide to Asbestos (ACM) Disposal
- RDOS Landfill Asbestos Disposal Checklist

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## IS A WDA REQUIRED?

If you intend to haul to an RDOS Administered Landfill, an approved **RDOS Waste Disposal Application (WDA)** is required.



Download the WDA at [rdos.bc.ca/demo](http://rdos.bc.ca/demo)

Tip: Fill in electronically – save to your computer first!

IF **NOT HAULING TO AN RDOS LANDFILL:**

Inquire with facility for safe disposal procedures.

After removal & disposal of all hazardous materials and carpets/blinds/garbage, submit for review your completed WDA, along with all disposal receipts & documents.

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**DO NOT DEMOLISH STRUCTURE or HAUL MATERIALS to an RDOS Administered LANDFILL until you have an Approved RDOS WDA and a Demolition or Building Permit (if applicable).**

An **Approved RDOS WDA** allows conforming co-mingled assessed demolition/renovation materials to be accepted at the Okanagan Falls Landfill – DRC Sorting Site (servicing all communities in the South Okanagan & Similkameen) at a **significantly lower tipping fee rate** than at Campbell Mountain or Oliver Landfills.

FOR BYLAW INFORMATION, REFER TO:

- RDOS Regulatory Bylaw, and RDOS Fees & Charges Bylaw - see Regional Bylaws

## WHAT TO DO with RENOVATION PACKAGING MATERIALS?

- **SEPARATE & RECYCLE** as much packaging as possible
- Place **NON-RECYCLABLE PACKAGING** into **GARBAGE**

**DO NOT MIX Packaging Materials OR Garbage with Demolition/Renovation Building Materials**

# Are you wanting to dispose of CO-MINGLED Demolition/Renovation Materials?

The Regional District of Okanagan-Similkameen has developed a **Materials DRC Sorting Site** at the **Okanagan Falls Landfill** with the mandate to safely sort **co-mingled Demolition/Renovation waste** into its 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.

*The best way to achieve a significantly lower TIPPING FEE at RDOS administered Landfills for Co-Mingled Demolition/ Renovation Materials is to follow and complete the Required Steps (see Summary on other side) with the goal of delivering conforming loads to the Okanagan Falls Landfill - Demolition Sorting Site.*

The Okanagan Falls Landfill - DRC Sorting Site offers **significantly lower tipping fees for co-mingled assessed demolition materials** with an **Approved RDOS WDA** and with conforming loads (generated both in Service Area and outside Service Area) than at Oliver or Campbell Mountain Landfill.

If you require additional hours of operation to complete the project, extended operation hours for the Okanagan Falls Landfill - DRC Sorting Site can be arranged.

For details, please contact the RDOS.

## **SORT TO SAVE!**

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.***

**FOR DETAILED INFORMATION,**  
**review this document on the RDOS website:**

- RDOS Fees & Charges Bylaw for applicable tipping fees

### **IMPORTANT NOTE: BEFORE DEMOLISHING, RENOVATING OR ALTERING A STRUCTURE,**

the BC Occupational Health & Safety Regulation requires that a qualified professional (Hazard Assessment Contractor) be contacted to prepare a **Pre-Demolition or Pre-Renovation Hazardous Assessment Report**.

## **Asbestos Containing Materials (ACM)**

Are you within an RDOS Landfill Service Area and wanting to haul **Asbestos Containing Materials (ACM)** to an RDOS Landfill?

If the answer is YES, review and follow the Guide to Asbestos Disposal, and complete the RDOS Landfill Asbestos Disposal Checklist before hauling.

## **Burned Materials from a Structure**

Are you within an RDOS Landfill Service Area and wanting to haul **BURNED MATERIALS** from a structure?

If the answer is YES, review and follow the BURNED MATERIAL Landfill Acceptance Procedures.

## **New Construction**

Are you generating materials just from new construction, where no existing structure has been altered, and wanting to haul those materials co-mingled?

If the answer is YES, see the CONSTRUCTION MIXED LOAD form (generated within Service Area, and Non-Service Area), for significant savings on TIPPING FEES.

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phone: 250-492-0237  
toll free: 1-877-610-3737



[www.rdos.bc.ca](http://www.rdos.bc.ca)