



## HAZARDOUS MATERIALS REPORT FORM

Complete this form in addition to an application for a Building Permit where the proposed works include **alterations or renovations within an existing structure, or for a demolition permit.**

The information provided here is intended to assist the Building Official in determining if a Hazardous Material Survey (HMS) in compliance with WorkSafeBC has been completed. If a HMS has not been completed, the Building Official will request further information regarding the scope of the project and the presence of any potentially asbestos-containing materials prior to entry of the structure. If deemed necessary, a Building Official may ask that a HMS be produced. If it cannot be produced, the Building Official may stop the inspection to ensure his/her safety.

### Applicant Information

Name & Company: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

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

Owner  Agent  If applicant is not the owner, complete the Owner Authorization section of this building permit.

Project Address: \_\_\_\_\_ City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Building Permit #: \_\_\_\_\_

Was the existing building constructed before 1990? Yes  No

Has a Hazardous Material Survey (HMS) as per WorkSafeBC [Guidelines Part 20 Demolition](#) Yes  No   
and [Guidelines—Part 6—Asbestos](#) been completed for this structure?

If an HMS has been completed, documentation including the survey and evidence that the material was removed and disposed of properly must be available and produced upon request for inspection purposes. Once the hazardous materials are removed, an "All Clear" must be posted, which signifies the dwelling is safe to enter.

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

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

### Resources:

- [WorksafeBC](#)
- [Asbestos Hazards in Demolition, Renovation, and Salvage](#) - Review this bulletin
- [Safe Work Practices for Handling Asbestos](#)
- [Safe Work Practices in Residential Construction](#) (pgs. 23-32: hazardous materials, substances & products; pgs 48-52 for demolition & renovation requirements)
- [OHS Regulation—Searchable to find Part 6 & Part 20](#)
- [OHS Guidelines](#)

### OFFICE USE ONLY

Date Received: \_\_\_\_\_

Folio #: 318. \_\_\_\_\_

Distribution:

Permit #: \_\_\_\_\_

Zoning: \_\_\_\_\_

Building  Engineering

Bldg Official: \_\_\_\_\_

OCP: \_\_\_\_\_

Planning  Other \_\_\_\_\_



## Abatement Contractors' Checklist

After you have **safely removed asbestos** from a house or building, you must provide the owner or developer with a **written confirmation letter** stating that the asbestos identified in the **hazardous materials survey** and **notice of project** has been removed.

The written confirmation letter must include the following:

- Date the confirmation letter was issued
- Address of the asbestos removal project
- Name of the asbestos contractor who performed the removal
- Description of the scope of work that was performed (for example, what was removed and when)
- Reference to the hazardous material survey (name of the surveyor or company and when the survey was conducted)
- Reference to the WorkSafeBC Notice of Project number
- Name of the consultant or person who performed the final visual inspection
- Name of the consultant or contractor who collected the air clearance sample
- A statement indicating the asbestos removal was conducted in accordance with regulatory requirements (both the Occupational Health and Safety Regulation and the BC Ministry of Environment regulations)
- Proof of waste disposal (waste manifest)
- Name of the consultant or contractor who issued the written confirmation letter