



# Building Permit Application Checklist

## DEMOLITION PERMIT



This checklist provides a summary of the Building Permit submission requirements for demolition or removal of a structure.

### Requirements at time of submission:

- Provincial Building Permit Application:
  - i) Application for a Permit to Construct or Demolish (2 sides)
- Site Plan (showing distances to property lines, existing and to be demolished structures and major land features such as rivers, ponds, etc.)
- Written notice to North Dundas Township indicating:
  - i) Who is performing the demolition
  - ii) Where the material will be disposed of
  - iii) All services have been disconnected (water/sewer, electrical, etc...)
  - iv) The building has been vacated
- The applicant shall retain a professional engineer to undertake the general review of the project during demolition, where:
  - i) The building is greater than 3 storeys in height
  - ii) The building is greater than 600m<sup>2</sup> (6,450 sq. ft.) in building area
  - iii) The building includes post-tensioned or pre-tensioned members
  - iv) Excavation will be within the angle of repose of a footing on an adjacent structure
  - v) Explosives or lasers are to be used during the demolition
  - vi) Partial demolition is proposed and occupancy still occurs post-demolition
- All Applicable Fees

### Office Use

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### **Please note a building permit is NOT required for the following demolition projects:**

- A) A structure less than 10m<sup>2</sup> (108 ft<sup>2</sup>) that is not attached to an existing structure.
- B) Demolition of a farm building which does not contain a residential occupancy and which is associated with and located on land devoted to the practice of farming.

*Upon request, by the property owner, under Section 357 of the Municipal Act, 2001, c .25, Form 1170 (Adjustment of Taxes) is available from the Planning and Building Department or the Tax Department on the successful completion of the demolition inspection.*

**Once demolition has been completed, please contact the Planning & Building department at (613) 774-2105 ext. 246 to book an inspection (please note, 48hrs. notice is required).**





# Application for a Permit to Construct or Demolish

This form is authorized under subsection 8(1.1) of the Building Code Act.

For use by Principal Authority			
Application number:		Permit number (if different):	
Date received:		Roll number:	
Application submitted to: <u>TOWNSHIP OF NORTH DUNDAS</u> (Name of municipality, upper-tier municipality, board of health or conservation authority)			
A. Project information			
Building number, street name		Unit number	Lot/con.
Municipality	Postal code	Plan number/other description	
Project value est. \$		Area of work (m <sup>2</sup> )	
B. Purpose of application			
<input type="checkbox"/> New construction <input type="checkbox"/> Addition to an existing building <input type="checkbox"/> Alteration/repair <input type="checkbox"/> Demolition <input type="checkbox"/> Conditional Permit			
Proposed use of building		Current use of building	
Description of proposed work			
C. Applicant			
Applicant is: <input type="checkbox"/> Owner or <input type="checkbox"/> Authorized agent of owner			
Last name		First name	Corporation or partnership
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number ( )	Fax ( )	Cell number ( )	
D. Owner (if different from applicant)			
Last name		First name	Corporation or partnership
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number ( )	Fax ( )	Cell number ( )	

<b>E. Builder (if different from applicant)</b>				
Last name		First name	Corporation or partnership (if applicable)	
Street address			Unit number	Lot/con.
Municipality		Postal code	Province	E-mail
Telephone number ( )		Fax ( )		Cell number ( )
<b>F. Tarion Warranty Corporation (Ontario New Home Warranty Program)</b>				
i. Is proposed construction for a new home as defined in the <i>Ontario New Home Warranties Plan Act</i> ? If no, go to section G.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
ii. Is registration required under the <i>Ontario New Home Warranties Plan Act</i> ?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
iii. If yes to (ii) provide registration number(s): _____				
<b>G. Required Schedules</b>				
i) Attach Schedule 1 for each individual who reviews and takes responsibility for design activities.				
ii) Attach Schedule 2 where application is to construct on-site, install or repair a sewage system.				
<b>H. Completeness and compliance with applicable law</b>				
i) This application meets all the requirements of clauses 1.3.1.3 (5) (a) to (d) of Division C of the Building Code (the application is made in the correct form and by the owner or authorized agent, all applicable fields have been completed on the application and required schedules, and all required schedules are submitted). Payment has been made of all fees that are required, under the applicable by-law, resolution or regulation made under clause 7(1)(c) of the <i>Building Code Act, 1992</i> , to be paid when the application is made.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
ii) This application is accompanied by the plans and specifications prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> .			<input type="checkbox"/> Yes	<input type="checkbox"/> No
iii) This application is accompanied by the information and documents prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> which enable the chief building official to determine whether the proposed building, construction or demolition will contravene any applicable law.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
iv) The proposed building, construction or demolition will not contravene any applicable law.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>I. Declaration of applicant</b>				
I _____ declare that: (print name)				
1. The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.				
2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.				
_____		_____		
Date		Signature of applicant		

Personal information contained in this form and schedules is collected under the authority of subsection 8(1.1) of the *Building Code Act, 1992*, and will be used in the administration and enforcement of the *Building Code Act, 1992*. Questions about the collection of personal information may be addressed to: a) the Chief Building Official of the municipality or upper-tier municipality to which this application is being made, or, b) the inspector having the powers and duties of a chief building official in relation to sewage systems or plumbing for an upper-tier municipality, board of health or conservation authority to whom this application is made, or, c) Director, Building and Development Branch, Ministry of Municipal Affairs and Housing 777 Bay St., 2nd Floor. Toronto, M5G 2E5 (416) 585-6666.



## Demolition Permit Requirements

1. Who is performing the demolition?

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2. Where is the material being disposed?

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3. How is the demolition being performed?

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4. Have all services been disconnected? If so, from what date? YES  NO  \_\_\_\_\_

5. Has the building been vacated? If so, from what date? YES  NO  \_\_\_\_\_

- Please provide a site plan showing the location of the existing structure on the property and showing setbacks from property lines.

**Owner/Applicant:**

**Print Name:** \_\_\_\_\_

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

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