



DEMOLISH Existing (or part of) **BUILDING – GUIDELINE**

***Note:** The services of a licensed structural engineer may be required as per Ontario Building Code.

➤ ***Applicant / Agent;** Prepare two (2) copies of the following **Site Documents** (as required):

Site Plan Design; For Zoning By-Law review & any other related approvals by others

- a) Property Plan; Show all buildings, proposed area for removal and proximity to any adjacent buildings or overhead wires. Label any existing structure(s) to remain, including foundation. Identify street(s), lane, services, utilities and easement.
- b) Provide copy of an existing record of Land Survey to reference and support item a).
- c) Indicate means of erosion control (hard surface, sod/seed, etc.) to restore the area for direction of surface storm water, drainage patterns and/or swales/ditches.
- d) Ontario Land Survey may be required if building is at or over any lot line. If over lot line, a legal agreement is necessary from other owner in respect of proposed demolition.
- e) Meet all applicable law including any environmental assessment or conservation authority review. Final finish grade to meet Property Standards By-Law and/or Public Works lot grading standards by final inspection notice from permit holder (owner).

***Demolition documents;** to meet Ontario Building Code & Town Building By-Law:

- f) Existing Floor Plan(s); Dimension overall size and provide gross building area.
- g) Hydro report for any site condition of electrical conductors within 15 feet overhead
- h) Service Disconnection notices (Gas, Hydro, Sewer, Water, Bell, etc.) as applicable
- i) Copy of designated substance report (DSR) and/or environmental report for landfill
- j) Commercial Waste Management Program; waste audit and waste reduction workplan per O.Reg. 102/94; including a material source separation program per O.Reg. 103/94
- k) A contractor demolition plan/letter may require engineer review for large buildings
- l) Where building to be removed is attached to another; a design professional is to provide a building elevation and details associated with the proposed/new exposed façade. A separate repair permit may be required by the owner of the building to be repaired.

***Engineer;** Structural review/report required if building area is over 600 sqm. (6460 sq.ft.), 3 storeys high, contains pre/post-tensioned members, use of any explosives (or laser use) or where building removal will extend below the angle of repose (undermine) of any existing building footing (adjacent or same lot).

➤ **Applicant:** File form **'Application for a Permit to Demolish'** with above documents:

- If Agent signs application; Owner to authorize agent to act on their behalf (by consent letter);

On section 'A. Project Information' of the application form; Calculate the total

- Area of Work (total all floor area above grade) to be removed in square feet (or square metres);
- Project Value (\$) for all Labour, Materials, Services & Equipment to complete all the work.
- Permit Fee payment by debit/cash/cheque as per Building By-Law fee schedule, as amended.

Note: This is a general list only for average project; Other information may be required. 09/21