

# DEMOLITION PERMIT APPLICATION REQUIRED CHECKLIST

## Is a permit required for demolition?

- A permit to Demolish must be obtained prior to demolishing any building or structure that exceeds 108 sq.ft. (10 square meters)
- There are important factors to be reviewed in any request to demolish prior to issuance of a demolition permit. This checklist details the supporting information required to be submitted with a demolition permit application.

## What is required to obtain a demolition permit?

- A completed Construction/Demolition Permit Application form.
- A site plan or drawing which clearly identifies the building or structure proposed to be demolished. (Include North directional arrow and abutting streets)
- Complete sections 1, 2 and 3 of this form below.

## Ontario Building Code (OBC) related information (Section 1)

- 1) Does the building exceed 3 storeys in building height?  YES  NO  
 Number of storeys above grade \_\_\_\_\_ Number of storeys below grade \_\_\_\_\_
- 2) Does the building exceed 600 m<sup>2</sup> (6,458 ft<sup>2</sup>)?  YES  NO
- 3) Does the building contain pre-tensioned or post-tensioned members?  YES  NO
- 4) Will the proposed demolition extend below the level of the footings of an adjacent building and within the angle of repose of the soil, drawn from the bottom of such footing?  YES  NO
- 5) Will there be any explosives or lasers used during the course of the demolition?  YES  NO

- If the answer to any of questions 1-5 is **YES**, the applicant shall, as required by the Building Code Act, retain a Professional Engineer to undertake the general review of the project. The applicant shall submit a completed COMMITMENT TO GENERAL REVIEW BY ARCHITECTS AND ENGINEERS along with letter, from the Engineer, detailing the design characteristics of the building and the method of demolition.

## Environmental Considerations (Section 2)

- 1) Is there now or has there been an industrial use of this site?  YES  NO
- 2) Are there any fluid storage tanks above or below grade on site?  YES  NO
- 3) Are there any hazardous products, as defined by WHMIS, on site?  YES  NO
- 4) Does the building contain any designated substances? (ie: asbestos)  YES  NO

- If the answer to any of questions 1-4 is **YES**, the applicant must contact an environmental consultant to perform an Environmental Building Audit prior to submission of a demolition permit application.

## Utilities and Disconnections

Prior to beginning the demolition work, the disconnection of utilities must be confirmed. The property owner, or his/her authorized agent, is responsible for ensuring all necessary disconnections have occurred.

**Note:** The Municipality is not responsible for utility disconnects or locates. Contacts for convenience:

**Fire Department** Phone: 519-631-1680 ext 4184  
305-311 Wellington Street, St. Thomas, ON N5R 2T2

**Enbridge Gas** Phone: 1-877-362-7434

**Entegrus Powerlines** Phone: 519-631-5550  
135 Edward Street, St. Thomas, ON N5P 4A8

**Bell Canada** Phone: 519-310-2355

**Public Works** Phone: 519-631-0368  
100 Burwell Road, St. Thomas, ON N5P 3R8

**Rogers Cable** Phone: 519-637-8029

## Applicant Declaration (Section 3)

Address of Demolition: \_\_\_\_\_

I, \_\_\_\_\_ do hereby declare that I am the owner/authorized agent of the address of demolition and the information supplied on this form is correct and that I acknowledge my responsibility to arrange for the termination and capping of all services and utilities with the proper authorities.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Application for a Permit to Construct or Demolish

This form is authorized under subsection 8(1.1) of the *Building Code Act, 1992*

## For use by Principal Authority

Application number:	Permit number (if different):
Date received:	Roll number:

Application submitted to: City of St. Thomas  
(Name of municipality, upper-tier municipality, board of health or conservation authority)

### A. Project information

Building number, street name	Unit number	Lot/con.
Municipality <b>St. Thomas</b>	Postal code	Plan number/other description
Project value est. \$	Area of work (m <sup>2</sup> )	

### B. Purpose of application

New construction   
  Addition to an existing building   
  Alteration/repair   
  Demolition   
  Conditional Permit

Proposed use of building	Current use of building
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Description of proposed work

### C. Applicant

Applicant is:  Owner or  Authorized agent of owner

Last name	First name	Corporation or partnership
Street address	Unit number	Lot/con.
Municipality	Postal code	Province
Telephone number ( )	Email	Cell number ( )
		Fax ( )

### D. Owner (if different from applicant)

Last name	First name	Corporation or partnership
Street address	Unit number	Lot/con.
Municipality	Postal code	Province
Telephone number ( )	Email	Cell number ( )
		Fax ( )

<b>E. Builder (optional)</b>				
Last name		First name	Corporation or partnership (if applicable)	
Street address			Unit number	Lot/con.
Municipality		Postal code	Province	Cell number ( )
Telephone number ( )		Email		Fax ( )
<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).			<input type="checkbox"/> Yes	<input type="checkbox"/> No
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.



## Authorized Agent Authorization Form

For use by Principal Authority

Building permit number

### A. Project Information

Project Address		Unit number	Lot/Con
Municipality <b>St. Thomas</b>	Postal code	Project Description	

### B. Registered Owner Information

Last Name	First Name	Phone Number	
Owner Address		Postal code	Cell Number
Municipality		Email Address	

### C. Authorized Agent Information

Last Name	First Name	Phone Number	
Agent Address		Postal code	Cell Number
Municipality		Email Address	

### D. Declaration of Registered Owner

I, \_\_\_\_\_, being the Registered Owner of the above property, hereby authorize the party stated in Section C of this form to make application for permit on my behalf to the City of St. Thomas Planning and Building Services Department, and take all actions necessary for the processing, issuance and acceptance of this permit in accordance with the applicable requirements of the Ontario Building Code for the purpose of the identified project.

\_\_\_\_\_  
owner signature

\_\_\_\_\_  
date

# CALL BEFORE YOU DIG



## What Is Ontario One Call?

If you are planting a tree, building a fence or a deck, digging a new garden, or doing any project that requires you to dig, you must contact Ontario One Call at least 5 days before.

Ontario One Call will notify buried infrastructure owners that you plan to dig. Reps from each underground buried infrastructure owner will come out to mark the location of buried underground lines and cables on your property so that you can dig safely.

Contacting Ontario One Call is free and will help protect your property and your loved ones.

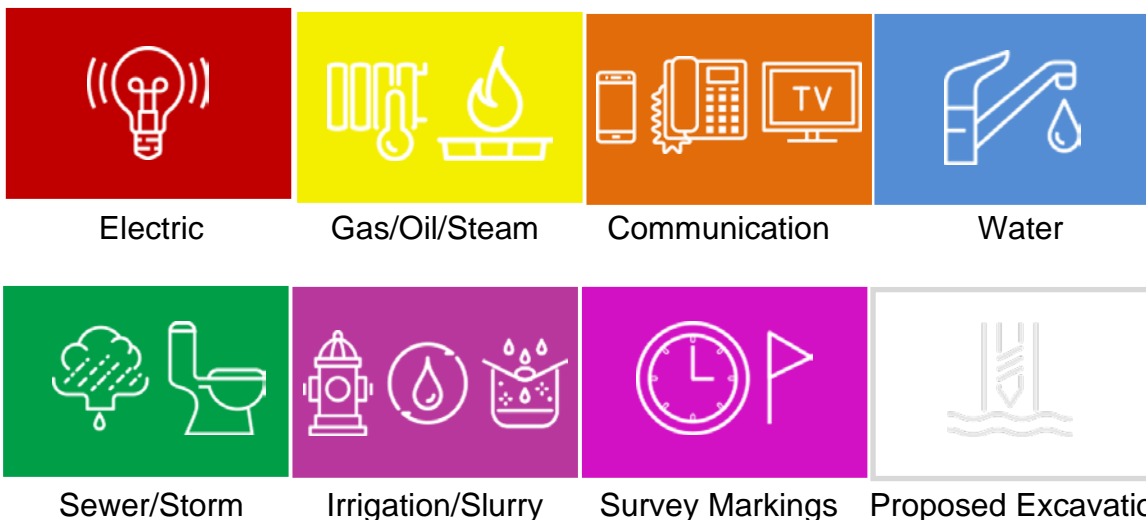
## The Ontario One Call Mission

We protect Ontario communities from the loss of service and harm caused by damages to underground infrastructure by educating the public on the need to Call Before You Dig.

We provide a locate request process that is reliable, timely and easy to use.

## Do you know what's below?

There is buried infrastructure all over Ontario. You must contact Ontario One Call to get buried cables, pipes and wires located so you can dig safely.



## Contact Information

To request a locate or check a status, please use the Homeowner, Contractor, or Infrastructure Owner Links at:

<https://www.ontarioonecall.ca/contact-us/>

Or the contact centre is open 24/7 at: **1-800-400-2255**