

Demolition Permit Application Checklist

This information sheet has been prepared to assist individuals to complete demolition permit applications with minimal delay. Demolition permit applications must be accompanied by plans, specification and documentation which will be considered by the Chief Building Official in determining whether a demolition permit will be issued.

Permit applications will be considered incomplete if the application is not accompanied by answers to the following questions:

Project information				
Building address (number and street name)	Demolition Permit Application No:	Current Zoning		
Applicant Information				
Last name	First name	Corporation or partnership		
Ontario Building Code Considerations				
Please check (<input type="checkbox"/>) yes or no to the following Questions:			Yes	No
1. Does the Building exceed 3 stories in Building Height? Number of storeys above grade: _____ Number of storeys below grade _____				
2. Does the Building exceed 600 square metres (6458 square feet) in Building Area? Area of building to be demolished in square metres: _____ Number of Residential Units _____				
3. Does the building contain pre-tensioned or post-tensioned members?				
4. Will the proposed demolition extend below the level of the footings of any adjacent building and occur within the angle of repose of the soil, drawn from the bottom of such footings?				
5. Will there be any explosives or lasers used during the course of demolition?				
6. Has the building been vacated or safety measures been provided for occupants as per Div. C. 1.3.1.1 OBC				

If the answer to any of above questions **1 to 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 during demolition. Further, the applicant shall submit, at the time of application, a completed Commitment to General Review form and a letter detailing the structural design characteristics of the building and the method of demolition.

Other Considerations			
Please check (<input type="checkbox"/>) yes or no to the following Questions:		Yes	No
1. Has the form been submitted verifying arrangements have been made with the proper authorities to terminate and cap all services including, but not limited to, water, sewer, gas, electricity, telephone and cable?			
2. Is the building or property designated or listed heritage, or has a notice of intention to designate been issued?			
3. Are there any trees on the property that would fall under the tree preservation bylaw or site plan requirements?			
4. Has fencing and signage been erected as per the Building Bylaw requirements?			
5. Have all provisions of Section 8.1 of the Ontario Fire Code been reviewed and implemented to ensure compliance with the Ontario Fire Code?			
6. Has a dimensioned survey been provided showing the location of the building and fencing on the property?			
7. Will the demolition, fencing or covered way protection require any road closures, sidewalk closures or partial vehicle traffic lane closures?			

An answer of **YES** to question 2, 3 or 7 above may require additional approvals from Heritage Planning at extension 3180, Planning Services at extension 1386 or Engineering Services at extension 3147 prior to commencing demolition.

Public Health Considerations			
Please check (<input type="checkbox"/>) yes or no to the following Questions:		Yes	No
1. Has Health Unit approvals been granted from Kingston Public Health for pest control or septic systems (where applicable)?			
2. Does the demolition require abandonment of a well in accordance with the Ontario Well Water Regulation?			

An answer of **YES** to question **1** or **2** above will require approvals from Kingston Public Health and the Ministry of Environment for the abandonment of a well. The applicant will need to contact Kingston Public Health at 613-549-1232 to obtain necessary approvals.

Environmental Considerations		
The Occupational Health and Safety Act requires the identification of Designated Substances and Hazardous Materials on construction sites. Hazardous Substances are defined under the act to include a long and complete list of over 800 biological, chemical and radioactive agents under the provisions of the Workplace Hazardous Materials Information System (WHMIS.)		
Please check (<input type="checkbox"/>) yes or no to the following Questions:	Yes	No
1. Is there now or has there been an industrial use of this site?		
2. Is there a list of Designated Substances for the site and building as required under the Occupational Health and Safety Act?		
3. Are there any fluid storage tanks, above or below grade, on site? Note: some underground storage tanks may be located by vent stacks.		
4. Are there any outstanding Orders issued by the Ministry of the Environment or the Ministry of Labour in respect of the subject premises or owners?		
5. Does the structure contain Polychlorinated Biphenyls (PCB's) as defined under the Environmental Protection Act? PCB may be located in various electrical equipment including, but not limited to, light ballasts, transformers, capacitors, etc.		
6. Does the structure contain Ozone Depleting Substances which require proper handling in accordance with applicable regulations under the Environmental Protection Act?		
7. Are there hazardous or "controlled products", as defined by WHMIS, on site? For example, past land uses which might indicate the presence of radioactive materials include dentist offices or veterinary clinics. Other indications could be pipes containing chemicals, oils or solvents.		

An answer of **YES** to any of questions **1** to **7** above may indicate the presence of environmentally hazardous substances or building elements which may contravene the Building Code Act. The applicant will need to contact an environmental consultant to perform an Environmental Building Audit (including the dust control plan), prior to the submission of the demolition permit application.

Note: the Medical Officer of Health and the Minister of the Environment may be consulted by the Chief Building Official to confirm compliance with applicable law.

Applicant Declaration	
I _____ declare that:	
(print name)	
<ol style="list-style-type: none"> I am the owner/authorized agent of the owner named in the application for permit The information contained in this checklist, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership. That the site will be backfilled and graded with clean fill material and that all private drain connections will be excavated and properly sealed at the property line. 	
_____	_____
Date	Signature of Applicant

Property owners/ratepayers are advised that tax adjustments are not automatic and must be applied for after the actual demolition has occurred. Application must be filed with the City prior to February 28th of the year following the year of demolition. For details regarding the application process, phone the City of Kingston Tax Department at 613-546-4291 extension 2015. (Section 357 of The Municipal Act provides authority to apply for an adjustment of property tax when a demolition has occurred). Kingston's tax adjustment application is on our website at www.cityofkingston.ca/taxes in the download section - [tax adjustment](#)

A reduction in development charges under the bylaw(s) is allowed in the case of a demolition or redevelopment of a residential, non-residential, or mixed-use building or structure, provided that the building or structure was:

- occupied within the prior five years or,
 - a demolition permit has been issued within five years prior to the issuance of a building permit for redevelopment of the lands.
- For more information please refer to [bylaw 2009-136](#) for development fee reductions and [bylaw 2009-138](#) for impost fee reductions.

Note: A permit to rebuild may not be issued where a building is demolished in an area regulated by the Cataraqui Region Conservation Authority. Applicants are encouraged to contact 613-546-4228 for confirmation prior to demolition.

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:		
<p>Application submitted to: <u>CITY OF KINGSTON</u></p> <p style="font-size: small;">(Name of municipality, upper-tier municipality, board of health or conservation authority)</p>			
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 ²)		
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 ()	

E. Builder (optional)				
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 ()		
F. Tarion Warranty Corporation (Ontario New Home Warranty Program)				
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): _____				
G. Required Schedules				
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.				
H. Completeness and compliance with applicable law				
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
I. Declaration of applicant				
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.

AGENT OF RECORD LETTER

(If the Owner is NOT the Applicant)

(If Multiple Owners, An Authorization Letter from Each Owner is Required)

- PLEASE PRINT -

If an agent is employed the owner(s) must complete the following:

I, (we)

.....

(name(s) of owner, individuals or company)

Being the registered owner(s) of the subject property, hereby authorize

(name of agent)

To prepare, submit and obtain a building permit, on my behalf, for the project at:

.....

(property address)

.....

(signature of owner)

.....

(signature of agent)

..... / /

(day)

(month)

(year)