Demolition Requirements

A building permit is required to demolish an existing building or structure greater than ten square meters or one hundred and eight square feet in size. The demolition application will be reviewed to ensure compliance with safety requirements as well as with applicable law for example the Demolition control by-law and the Ontario Heritage Act.

Permit Requirements:
1. Completed provincial application form, “Application for a Permit to Construct or Demolish”
2. Application Fee: Refer to fee schedule
3. A current plan of survey or site plan indicating:
   a. Dimensions of property and lot size
   b. Location of building(s) proposed to be demolished and all other buildings on the lot
4. Proof that a Designated Substance Report has been completed.
5. Proof of Health Unit approval from Kingston Public Health.
6. Proof that arrangements have been made with the proper authorities for cutting off all services (Utilities Kingston Form for removal of services available from building department to be submitted or e-mail verification from Union Gas that services have been removed or cut off)
7. Written confirmation 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.
8. Confirmation of vacancy or safety of occupants as per Div.C.1.3.1.1 (4) of the Ontario Building Code

Approximate Timeline:
Based on the building category as set out in the Ontario Building Code and if the building proposed to be demolished is not a designated or listed heritage property:
1. House: First review ten business days
2. Small buildings: First review fifteen business days
3. Large buildings: First review twenty business days
4. Complex buildings: First review thirty business days

Professional Engineer Requirements:
Under the Ontario Building Code, Division C – 1.2.2.3 (1), the applicant for a permit respecting the demolition of a building shall retain a professional engineer to undertake the general review of the project during demolition, where:
1. The building exceeds three storeys in building height or six hundred square meters in building area
2. The building structure includes pre-tensioned or post-tensioned members
3. The demolition work will extend below the level of footings of any adjacent building and occur within the angle of repose of the soil, drawn from the bottom of such footings, or
4. Explosives or a laser are to be used during the course of demolition.
Other Requirements:
1. Please confirm with the building official that the building you are proposing to demolish is not a designated or listed heritage property.
2. It is the responsibility of the owner to ensure that the appropriate Encroachment Permit is obtained prior to the demolition of a building. Please call 613-546-4291, extension 3147.
3. Abandonment of a well shall be done in accordance with the Ontario Well Water Regulation #903. Copies of the regulation may be obtained from www.e-laws.gov.on.ca
4. Contact Kingston Public Health for decommissioning requirements of a septic system at 613-549-1232 or http://www.kflapublichealth.ca

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:
   1. Occupied within the prior five years or,
   2. 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 Demolition Permit may not be required for the demolition of farm buildings such as barns and silos. Please contact the building department at 613-546-4291, extension 3280 for confirmation.