



## Demolition Permit Guide

A building permit is required to demolish an existing building or structure greater than ten square meters. The Demolition Permit 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. A Demolition Permit may not be required for the demolition of farm buildings such as barns and silos, and non-loadbearing interior partitions.

Any person who commences demolition prior to the issuance of a Permit to Construct or Demolish shall, in addition to any other penalty imposed under the Act or Building Code, pay a non-refundable administrative surcharge fee as set out in Schedule "A" of the City of Kingston, Building By-law.

This Guide is intended as a reference document to assist you in submitting a Demolition Permit Application. This Guide also explains the process once a permit application is submitted. Please note that failure to submit a complete permit application may result in delays in issuing the permit. It is an offence to demolish a building or structure without a Demolition Permit. If you have any questions about the Demolition Permit Application process, please contact the building department at 613-546-4291 extension 3260.

### Application Submission and Permit Requirements:

1. Completed [Application for a Permit to Construct or Demolish](#). Permit applications can be emailed to [buildingpermits@cityofkingston.ca](mailto:buildingpermits@cityofkingston.ca) or submitted in person to the Planning, Building and Licensing Department at 1211 John Counter Boulevard.
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. Confirmation that the building or property is not a designated or listed heritage property.
5. Proof that a Designated Substance Report has been completed.
6. Proof of Health Unit approval from Kingston Public Health.
7. 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)
8. 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.

9. 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, 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.

### **Encroachment**

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.

### **Wells and Septic Systems**

1. 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](http://www.e-laws.gov.on.ca)
2. Contact Kingston Public Health for decommissioning requirements of a septic system at 613-549-1232 or <http://www.kflapublichealth.ca>

### **Demolition Control**

Where the building to be demolished is located within the Area of Demolition Control as defined in By-Law 87-177, Demolition Control approval from the Planning and Development Department is necessary. As well, Demolition Control approval will be required if the building is designated under Part IV or Part V of the [Ontario Heritage Act](#). Application forms are available at 1211 John Counter Boulevard or online, together with the requirements for submissions. Before making an application, you should discuss your proposal with Planning and Development department staff.

## **Property Tax Adjustment**

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](http://www.cityofkingston.ca) in the download section - [tax adjustment](#)

## **Development Charge Credits**

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.

## **Required Inspections**

The owner of a property on which the demolition will take place, or their contractor, must arrange for the following inspections:

1. At the completion of the demolition of the structure.

The permit plans and specifications must be on site and made available to the Building Inspector at the time of inspection.

The Building Inspector's name and phone number are identified on the pool enclosure permit and inspections must be arranged 24 hours in advance of the requested inspection time.