

# Building Division

## Demolition Permit Application Guide



### Description

A permit to demolish an existing building, house, single detached, two unit dwellings, attached/ detached garages or accessory structures.

### General Information

If an application is made for a demolition permit and no replacement dwelling or building is to be constructed within four to five years please contact the Township and York Region. Development Charges may/could apply when a building permit for a new structure or dwelling is issued.

If the property is located on Municipal Water supply the water must be shut-off at the property line by Township Staff. This can be arranged through Service King. You will need to provide them with your receipt number as proof of payment prior to booking the water shut off appointment.

### Additional Requirements prior to building permit application

The Building Code Act prohibits the issuance of a Building permit if the proposed construction or demolition contravenes any Applicable Law as defined in the Ontario Building Code. Furthermore, applications that do not have the required Applicable Law documentation with their building permit submission will not be processed.

Please verify all approvals that may be necessary prior to submitting your application to construct. The following are examples:

- **Zoning Certificate** (King Townships Planning Department)
- **Lake Simcoe Region Conservation Authority or Toronto Region Conservation Authority**
- **Heritage Approval** (King Townships Planning Department)

### Required Drawings

#### Survey or Site Plan or Grading Plan

Survey or Site Plan, referenced to a current survey, showing the size and location of the existing structure to be demolished as well as property lines and adjacent structures. All drawings to be submitted on standardized paper sizes, drawn to scale, fully dimensioned, signed and dated. Not that each detached structure 10sm or greater requires separate building permits.

### Required Forms

- **Application for a Permit to Construct or Demolish**
- **Demolition Checklist & Declaration**
- **Letter of Authorization / Owner's Authorization Form**

### Required Fees – Residential

Demolition of structures of both residential and non-residential occupancy fees are noted in the Building Fees By-Law available on the Township's website.

Demolition Permit Fee * per structure	\$ per By-Law
Municipal Security Deposit - all Municipal roadways will require a deposit prior to permit issuance.	\$ per By-Law

**Application for Tax Adjustment**

If you are demolishing a home, undertaking a major renovation, or changing the use of a property, you may be eligible for a property tax rebate/adjustment. Please contact the Finance Department for further information.

Should you have any questions or require clarification please contact the Building Division, King Township, 2075 King Road, King City, L7B 1A1 (905) 833-5321

# Application for a Permit to Construct or Demolish

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

<b>For use by Principal Authority</b>				
Application number:		Permit number (if different):		
Date received:		Roll number:		
Application submitted to: _____ (Name of municipality, upper-tier municipality, board of health or conservation authority)				
<b>A. Project information</b>				
Building number, street name			Unit number	Lot/con.
Municipality	Postal code	Plan number/other description		
Project value est. \$		Area of work (m <sup>2</sup> )		
<b>B. Purpose of application</b>				
New construction	Addition to an existing building	Alteration/repair	Demolition	Conditional Permit
Proposed use of building		Current use of building		
Description of proposed work				
<b>C. Applicant</b>				
		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	E-mail	
Telephone number		Fax	Cell number	
<b>D. Owner (if different from applicant)</b>				
Last name		First name	Corporation or partnership	
Street address			Unit number	Lot/con.
Municipality	Postal code	Province	E-mail	
Telephone number		Fax	Cell number	

<b>E. Builder (optional)</b>				
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
<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.			Yes	No
ii. Is registration required under the <i>Ontario New Home Warranties Plan Act</i> ?			Yes	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). 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.			Yes	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> .			Yes	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.			Yes	No
iv) The proposed building, construction or demolition will not contravene any applicable law.			Yes	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.



King Township  
 2075 King Road  
 King City, Ontario  
 Canada L7B 1A1

Phone: 905.833.5321  
 Fax: 905.833.2300  
 Website: www.king.ca

## DEMOLITION PERMIT CHECKLIST & DECLARATION

This checklist has been prepared to assist individuals to complete demolition permit applications with little delay. The Township of King is seeking to ensure that demolitions conform to the Building Code Act and that they proceed in an environmentally safe and sound manner. Any person applying for a permit to demolish a building must first complete the following form.

OWNER OF PROPERTY:	
ADDRESS:	PHONE #:
DEMO/CONTRACTOR:	PHONE #:
ADDRESS:	
APPLICANT:	PHONE #:
ADDRESS:	FAX #:
BUILDING LOCATION:	DATE OF DEMOLITION:

<u>ONTARIO BUILDING CODE</u>	YES	NO
<b>1. Does the Building Exceed 3 stories in Building Height?</b> Number of Stories above grade: _____, below grade: _____	<input type="checkbox"/>	<input type="checkbox"/>
<b>2. Does the <i>Building Area</i> exceed 600m<sup>2</sup> (6,458ft<sup>2</sup>)?</b> Area of Building to be demolished (m <sup>2</sup> or ft <sup>2</sup> ) _____	<input type="checkbox"/>	<input type="checkbox"/>
<b>3. Does the building contain pre-tensioned or post-tensioned members?</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>4. Will the proposed demolition 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 footing?</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>5. Will there be any explosives or lasers used during the course of the demolition</b>	<input type="checkbox"/>	<input type="checkbox"/>

If the answer to any of 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 General Review Commitment Certificate and a letter detailing the structural design characteristics of the building and the method of demolition.



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<u>ENVIRONMENTAL CONSIDERATIONS</u>	YES	NO
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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 systems (WHMIS)

- |  |                          |                          |
|--|--------------------------|--------------------------|
| <b>A. Is there now or has there been an industrial use on this site</b>  | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>B. Is there a list of Designated Substances for the site and building as required under the Occupational Health and Safety Act?</b>                             | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>C. Are there any fluid storage tanks, above or below grade, on site?</b>  | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>D. 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?</b>       | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>E. Does the structure contain Polychlorinated Biphenyls (PCB's) as defined under the Environmental Protection Act?</b>  | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>F. Does the structure contain Ozone Depleting substances which require proper handling in accordance with regulations under the Environment Protection Act?</b> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>G. Are there hazardous or "controlled products", as defined by WHIMIS, on site?</b>   | <input type="checkbox"/> | <input type="checkbox"/> |

An answer of **YES** to any of question **A - G** may indicate the presence of environmentally hazardous substances or building elements which may contravene the Building Code Act. If this is the case, the applicant will need to contract an environmental consultant to perform an Environmental Building Audit (including the dust control plan), prior to the submission of the demolition permit application.

1. 1.3.1.1.(1) A person is exempt from the requirement to obtain a permit under Section 8 of the Act. (a) for the demolition of a farm building located on a farm.
2. 1.3.1.1.(3) Where a permit is required for the demolition of a building in Sentence 1.2.2.3.(1), descriptions of the structural design characteristics of the building and the method of demolition shall be included in the application for a permit to demolish the building.
3. 1.3.1.1.(4) No person shall commence demolition of a building or any part of a building before the building has been vacated by the occupants except where the safety of the occupants is not affected.



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**Applicant Information and Declaration**

I, \_\_\_\_\_  
(First Name) (Last Name)

**do hereby declare:**

(confirm the following by checking off **each** box)

- that I am the owner or authorized agent of the owner named in the application for a demolition permit
- that the information supplied by me in the application and in the materials filed by me with the application is correct
- that I have arranged with the proper authorities for the termination and capping of all services and utilities including, but not limited to water, sewer, gas, electricity, telephone and cable, and
- that dust control and suppression measures as required during the demolition process shall be provided.

**and I hereby certify conscientiously believing the above is correct.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

Personal information collected on this form is collected under the authority of the Building Code Act, 1992, S. O. 1992. c. 23 and will be used in the administration and enforcement of the Building Code Act, 1992. Questions with respect to this collection should be addressed to the Municipal Clerk Township of King, 2075 King Road, King City, Ontario, L7B 1A1. Telephone 905-833-5321, Fax 905-833-2300.

# Building Division Letter of Authorization



## Information

Property Address: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Roll Number: \_\_\_\_\_

## Personal Information

Name: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

## Authorizing Letter

To Whom it May Concern:

I/We, the above, do give \_\_\_\_\_ permission to act as our agent in applying to the Township of King for a building permit for the following projects:

(check all that apply)

- Demolition of Accessory Structure
- Demolition of Residential Building
- Demolition of Commercial/Industrial Building
- Construction of Dwelling
- Addition to Dwelling
- Construction of Accessory Structure
- Construction of a Deck
- Construction of Commercial/Industrial Building
- Renovation to Existing Building
- Other: (please specify) \_\_\_\_\_

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Agent Signature: \_\_\_\_\_ Date: \_\_\_\_\_