

DEMOLITION

PERMIT APPLICATION & INFORMATION



Building Department

Building Information Officer - permits@southglengarry.com – Ext. 2205



Township of South Glengarry
6 Oak Street, P.O. Box 220, Lancaster, ON, K0C 1N0
T: (613) 347-1166 | F: (613) 347-3411
www.southglengarry.com

Permit Application Checklist for Demolition

☐ **Building Permit Fees:**

- \$150.00 application fee
 - o Payable by cash, cheque, debit or online by credit card/debit

Forms required to be included as part of the Permit Application:

1. Complete "Application for Permit to Construct or Demolish" form (attached)
2. "Consent and Acknowledgment" form (if applicable) for permit application (attached)
 - Required if someone other than the property owner is the permit applicant
3. Approval documents required by an applicable law
4. Confirmation that arrangements have been made with the proper authorities for the cutting off and plugging of all water, sewer, gas, electric and telephone or other utilities and services
5. "Commitment to general reviews by architect and engineers" form (Attached) * only required as specified in the Building Code Compendium 2012, Division C, Section 1.2., Design and General Review
6. Describe the method of demolition, including the methods of discarding waste material and location of where waste material is to be taken

Drawings & information required to be included as part of the Permit Application:

- ☐ Site Plan illustrating information such as but not limited to the following:
- o Property lines and property dimensions
 - o Location and dimensions of proposed and existing buildings and structures and their respective setbacks from property lines
 - o Location of and distances to municipal drains
 - o On-site sewage system location and clearance distances
 - o Municipal roadway and driveway location
 - o North arrow
- ☐ Designated Substance Report
- ☐ Other _____

One set of drawings and information are required to be included as part of the Permit Application Submission

All drawings shall be legible, to scale, dimensioned and provide sufficient information that describes the extent of proposed work.

How to Apply: (select 1 of 3 options below)

1. **Apply online through Cloudpermit, an online system allowing users to track and monitor their building permit.**



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2. ***Download and complete the fillable PDF Building Permit Application and email it directly to the Building Information Officer (permits@southglengarry.com).***
3. ***Deliver Application to the township office.***

Note:

1. *If this building or part thereof is designated as a heritage building under By-Law, the specific by-law must be reviewed. No demolition is permitted until a permit has been issued*
2. *A professional engineer is required to undertake the general review of the project during demolition, where:*
 - a) *The building exceeds 3 storeys in building height or 600m² in building area,*
 - b) *The building structure includes per-tensioned or post-tensioned members,*
 - c) *It is proposed that the demolition will extend below the level of the footings of any adjacent building and occur within the angle of repose of the soil, as dawn from the bottom of such footings, or*
 - d) *Explosives or a laser are to be used during the course of demolition*

This form summarizes the minimum required information to be submitted, as part of a permit application, in accordance with the Building Code Act and the Township of South Glengarry's Building By-Law. Every attempt has been made to provide a complete list. However, should the requirement for additional documents and/or approvals be determined during the processing of this application you will be notified.

Please ensure that your permit application is complete. Note that incomplete applications may not be accepted for processing and are not subject to the time periods within which a permit is issued or refused as prescribed in the Building Code.

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: _____ (Name of municipality, upper-tier municipality, board of health or conservation authority)				
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.			% 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): _____				
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.			% 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
I. Declaration of applicant				
<p>I _____ declare that:</p> <p>(print name)</p> <p>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.</p> <p>2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.</p> <p>_____</p> <p>Date Signature of applicant</p>				

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.



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Consent and Acknowledgment Form

A. Agent Authorization

I, _____ am the registered property owner(s) of the property described in this application
(print name of owner)

form and do hereby authorize _____ to make applications and amendments on my behalf.
(print name of authorized agent)

Date

Signature of property owner

It is understood that I/we will abide by all Township of South Glengarry by-laws and that any approvals granted by this application will be carried out in accordance with the municipal requirements.

Date

Signature of authorized agent

B. Incomplete Application

I, _____ am the owner or the authorized agent of the owner and do hereby
(print name)
acknowledge that this application is deemed to be incomplete and is not entitled to the same time periods prescribed in Column 2 table 1.3.1.3 Division C of the Building Code. No permit will be issued until such time that all the required information is submitted and reviewed for compliance by the Chief Building Official or their designate.

Date

Signature of applicant

C. Administrative Performance Deposits

A refundable Administrative Performance Deposit (Deposit) is charged for each Building Permit issued. The amount of the Deposit is based on construction value of the work. The full amount of the Deposit is refundable if the work is completed in accordance with the timelines prescribed in By-Law 26-2022.

Prior to refunding the Deposit, the Applicant/Permit Holder shall obtain a final inspection. The Deposit will be refunded to the PERSON indicated below once the final inspection has passed. One hundred percent (100%) of the Deposit will be refunded if work and all required inspections are fully completed within two (2) years of the date of issuance of the permit. An amount equal to twenty-five percent (25%) of the original deposit is retained annually thereafter. Pursuant to Building By-Law 26-2022, additional fees incurred by the Permit Holder may be deducted from the Deposit.

I hereby acknowledge that I have read and understand that it is the responsibility of the Applicant/Permit Holder to notify the Township for all required inspections, including the final inspection, in order to obtain the Deposit.

Date

Signature of property owner

Date

Signature of applicant

Name of Person to return Deposit to:

Complete Mailing Address:

Application no.	Address:	Date:
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The following approval processes must be completed if they apply to this project, before a building permit can be issued. This listing is provided for convenience purposes only and does not necessarily describe every approval which may be necessary. For more detailed information about the application of these laws to any project, please contact the listed agency, or refer to the actual text of the legislation. For assistance in completing this form, please contact a Building Services Representative.

Completing this form accurately and providing necessary documents will expedite the issuance of your building permit.

Please check [✓] the items that apply, and attach approval documents where applicable.

LOCAL MUNICIPALITY

▼ FORM OF APPROVAL REQUIRED DOCUMENTS RECEIVED ▼

Planning & Zoning

- | | |
|--|--|
| <input type="checkbox"/> MINOR VARIANCE <i>Planning Act s. 45</i>
Where application doesn't comply with all zoning provisions | Final & binding decision by Committee of Adjustment
Contact: Township of South Glengarry Building Department,
Secretary-Treasurer to the Committee of Adjustment
613-347-1166 |
| <input type="checkbox"/> ZONING BY-LAW AND AMENDMENTS <i>Planning Act s. 34</i>
Where development requires amended zoning by-law | Zoning by-law final & binding
Contact: Township of South Glengarry Planning Services
613-347-1166 |
| <input type="checkbox"/> DIVISION OF LAND <i>Ref. Planning Act Part VI</i>
Where land division required for zoning compliance | Registration of Plan or Deed
Contact: Township of South Glengarry Planning Services
613-347-1166 |
| <input type="checkbox"/> PROVINCIAL ZONING ORDERS <i>Planning Act s. 47</i>
For areas covered by Minister's zoning orders | Approval of the Minister
Contact: MMAH Services Office 1-800-668-0230 |
| <input type="checkbox"/> SITE PLAN APPROVAL <i>Planning Act s. 41</i>
For development in site plan control areas | Approval of site plans by the Township
Contact: Township of South Glengarry Planning Services
613-347-1166 |
| <input type="checkbox"/> <i>Planning & Development Act</i>
Where Provincial planning control has been applied | Approval of the Minister
Contact: MMAH Services Office 1-800-668-0230 |

Heritage

HERITAGE PERMITS

- | | |
|---|--|
| <input type="checkbox"/> <i>Ontario Heritage Act s. 30(2), 33, 34</i>
Where property is designated or undergoing designation | Consent of Council to alter or demolish
Contact: Township of South Glengarry Planning Services,
613-347-1166 |
| <input type="checkbox"/> <i>Ontario Heritage Act s. 27</i>
Demolition or removal of building listed in municipal register | Expiration of 60 day notice of intent to Council
Contact: Township of South Glengarry Planning Services,
613-347-1166 |
| <input type="checkbox"/> <i>Ontario Heritage Act s. 42</i>
Where land is in a heritage conservation district | Heritage permit issued by Council
Contact: Township of South Glengarry Planning Services,
613-347-1166 |
| <input type="checkbox"/> <i>Ontario Heritage Act s. 40.1</i>
Property is in heritage conservation study area | Compliance with heritage conservation study by-law
Contact: Township of South Glengarry Planning Services,
Heritage Manager 613-347-1166 |
| <input type="checkbox"/> <i>Ontario Heritage Act s. 34.5 & 34.7(2)</i>
Where property is designated by Minister of Culture | Consent of Minister to alter or demolish
Contact: MOC Regional Conservation Advisor, 416-314-7136 |

CONSERVATION AUTHORITY

▼ FORM OF APPROVAL REQUIRED DOCUMENTS RECEIVED ▼

Conservation

- | | |
|--|--|
| <input type="checkbox"/> AUTHORITY PERMIT <i>Conservation Authorities Act s. 28</i>
Where construction affects the control of flooding, erosion,
dynamic beaches, pollution or conservation of land | Construction & fill permit
Contact: Raisin Region Conservation Authority 613-938-3611 |
|--|--|

PROVINCIAL APPLICABLE LAWS

▼ FORM OF APPROVAL REQUIRED DOCUMENTS RECEIVED ▼

Agriculture & Food

- ☐ **Nutrient Management Act 2002 s. 11 reg 267/03**
Farm buildings housing animals or animal manure

Ministry of Agriculture & Food

Record of Approval of NMS issued by MAF
Contact: P. Engineer 519-826-6366

- ☐ **Milk Act s. 14**
Where building used as a milk processing plant

Permit issued by the Director, MAF
Contact: Food Inspection Branch
1-888-466-2372 ext. 6-4180

Charitable Institutions

- ☐ **Charitable Institutions Act s. 5**
Where building is used for a charitable institution

Ministry of Health & Long Term Care

Minister's approval of construction
Contact: Long-Term Care Planning 1-877-767-8889

Child Care Centres

- ☐ **Day Nurseries Act s. 5 reg 262**
Where building is used for a daycare

Ministry of Children & Youth Services

Ministry plan approval
Contact: Regional Office 905-567-7177

Education

- ☐ **DEMOLITION OF SCHOOLS**
Education Act s. 194
Where a school is proposed to be demolished

Ministry of Education

Minister's approval of demolition
Contact: Architect 416-325-2015

Environment

- ☐ **Environmental Assessment Act s. 5**
Major industrial or commercial enterprises &
Government projects

Ministry of the Environment

Minister's approval of Terms of reference & EA
Contact: MOE Assessment & Approvals 1-800-461-6290

- ☐ **BROWNFIELD REDEVELOPMENT**
Environmental Protection Act s. 168
Where industrial or commercial property changed
to residential or parkland use

Record of Site Condition filed with MOE
Conformance with Certificate of Property Use
Contact: MOE Central Region 416-326-4840

- ☐ **FORMER WASTE DISPOSAL SITES**
Environmental Protection Act s. 46
Where building on former landfill or waste disposal site

Minister's approval to use the land
Contact: MOE Investigations & Enforcement 416-326-6700

- ☐ **RENEWABLE ENERGY APPROVAL**
Environmental Protection Act s. 47.3
For renewable energy projects that use wind, solar and
bio-energy to generate electricity

Minister's Renewable Energy Approval
Contact: MOE Assessment & Approvals 1-800-461-6290

Funeral Homes

- ☐ **Funeral Directors and Establishments Act s. 9 reg 469**
Where building houses funeral establishment

Ministry of Consumer & Business Services

Notify Registrar, MCBS
Contact: Board of Funeral Services 1-800-387-4458

Highways

- ☐ **MTO PERMIT** **Public Transportation Act s. 34/38**
Where construction is adjacent to a highway, or is
within 800m of highway & will generate major traffic

Ministry of Transportation

Building & Land Use permit issued by MTO
Contact: Regional Office of MTO 416-235-5385

Long Term Care Homes

- ☐ **Nursing Homes Act s. 4, 5 reg. 832**
Homes for the Aged & Rest Homes Act s. 14
Elderly Persons Centres Act s. 6 reg. 314
Construction, alteration or conversion of building used for
a nursing home

Ministry of Health & Long Term Care

Minister's approval of construction
Minister's approval of construction
Contact: Planning & Renewal Branch 1-877-767-8889
or MOH & Long Term Care Regional Office

Personal Information on this form is collected and used for the purpose collected under the authority of
Municipal Act, as amended. Questions about the collection of personal information should be directed
to: Records and Freedom of Information Officer, Clerk's Department, 613-347-1166.