

## Demolition Permits

A demolition permit is required to demolish, or partially demolish, a structure greater than 10 square metres (108 square feet), other than a farm building.

### Permit application submission requirements:

In many instances, before a building permit application can be processed and a permit issued, there are other approvals from other agencies that are required. These approvals are not administered by the Building Division and are required as part of a complete application package. Please consult the applicable law checklist prior to applying for a building permit.

This checklist provides a summary of the Demolition Permit submission requirements and has been developed for convenience purposes only. The property owner is responsible for ensuring compliance with all County of Brant By-laws, other applicable laws, and the Ontario Building Code.

- Permit applications to be filled out and signed
- Authorization form (if applicable)
- Site plan, including:
  - The address or roll number (beginning with 2920) of the property
  - All property lines and surrounding streets labelled
  - The building or structure to be demolished shown and labelled
- Disconnection of Services form to be filled out and signed
- Pictures showing all four elevations of the building or structure to be demolished

### Professional Engineer requirements:

Under the Ontario Building Code, a professional engineer is required if any of the following apply to your project. The building or structure being demolished is:

- Greater than 3 storeys in height
- Greater than 600 square metres (6,458 square feet) in building area
- Contains pre-tensioned or post-tensioned members
- Will undermine an adjacent structure when being demolished
- Explosives or a laser are to be used at any point during the demolition

Additional submission requirements when a professional engineer is required:

- Commitment to General Review form completed by the owner and professional engineer
- Detailed letter describing the method of demolition

## **Additional Information:**

- No person shall begin demolition of a building or any part of a building before the building has been vacated by the occupants, except where the safety of occupants is not affected.
- Where there are concerns raised by the Ministry of the Environment, Conservations and Park or Grand River Conservation Authority/Long Point Region Conservation Authority respecting the demolition, it is the applicant's full responsibility to resolve such concerns and obtain the necessary approvals.
- Decommissioning of wells must be done in accordance with Ministry of Environment requirements
- A hazardous building materials assessment may be required.

## **Next steps:**

- Submit the complete permit application and supporting documents through the [County of Brant website](#)
- The application is reviewed for completeness, compliance with the zoning by-law, applicable laws, and lot grading approval. Comments are provided during review to identify any outstanding requirements and to summarize all applicable fees.
- When all fees are paid, the plans are reviewed for compliance with the Ontario Building Code. The permit is issued when review is complete, and fees are paid.
- Once construction begins, inspections must be scheduled. Building inspectors review major phases of construction until occupancy and/or final is complete.

## **Need help?**

If you have any questions, please feel free to contact us at any time, and we will assist you through the process! Call 519.44BRANT or email us at [building@brant.ca](mailto:building@brant.ca)



## Disconnection of Services Sign-Off Form

Address of demolition:	
Applicant name:	
Email:	Phone:

The following agencies must be notified, and the applicant/owner must return the completed signed form to the Building Division as part of the Demolition Permit Application Package.

### County of Brant Operations Department:

T 519.44BRANT(27268) TF 1.888.250.2296 E [operations@brant.ca](mailto:operations@brant.ca)

#### Water Service Disconnection and Meter Removed

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  N/A

#### Sanitary Service Disconnection

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  N/A

#### Storm Sewer Disconnection

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  N/A

### GrandBridge Energy:

T 1.877.871.2215 E [customercare@grandbridgeenergy.com](mailto:customercare@grandbridgeenergy.com)

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  N/A

### Hydro One:

T 1.888.664.9376

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  N/A

### Enbridge Gas Inc:

T 1.877.362.7434

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  N/A

**Bell Canada:**

T 1.800.265.0787

E [519eastcell@bell.ca](mailto:519eastcell@bell.ca)

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

N/A

**Rogers Cable:**

T 519.404.9956

E [RogersKitchener@rci.rogers.com](mailto:RogersKitchener@rci.rogers.com)

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

N/A

**Other Utilities:**

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

If no utilities were connected to the building, please check the box below.

No utilities were connected to the building to be demolished

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of applicant

**Please Note:**

1. A demolition permit cannot be issued unless this form has been completed and signed.
2. Notification must be given for any inspection 24 hours in advance for the following:
  - a. When all hoarding and barricades have been installed.
  - b. Prior to backfilling after capping of services by Operations staff.
  - c. When all work is complete, and the site is cleared and level.

Personal information contained on this form is collected and managed under the provisions of the Municipal Freedom of Information and Protection of Privacy Act R.S.O. 1990 Chapter M.56 as amended. Questions about this collection may be directed to the Freedom of Information and Privacy Coordinator.

# 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 (if known)</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. New home construction licensing requirement</b>				
i. Is the proposed construction for a new home as defined in the <i>New Home Construction Licensing Act, 2017</i> ? If no, go to section G.			Yes	No
ii. Is a licence required under the <i>New Home Construction Licensing Act, 2017</i> ?			Yes	No
iii. If yes to (ii) provide licence 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., 12th Floor. Toronto, ON M7A 2J3 (416) 585-6666.



# Permit Applicant Authorization

This form must be completed for all building permit applications where the applicant is the Owner's Agent

A. Project Information			
Property Address		Unit number	Lot/con.
Municipality County of Brant	Postal Code		
B. Property Owner(s)			
Last name	First name	Corporation or partnership	
Street address		Unit number	
Municipality	Postal code	Province	E-mail
Telephone number		Cell number	
C. Party to be Authorized			
Last name	First name	Corporation or partnership	
Street address		Unit number	
Municipality	Postal code	Province	E-mail
Telephone number		Cell number	
D. Declaration of Property Owner(s)			
<p>I _____, hereby  Name of Property Owner(s) (please print)</p> <p>authorize and appoint the party stated in Section C of this form as my agent for the purposes of the submitted permit application. I understand that all communications and correspondence regarding this application shall be directed to the applicant.</p> <p>_____ Date _____ Signature of Property Owner(s)</p>			

**Note:**

1. The Ontario Building Code states that "owner includes, in respect of the property on which the construction or demolition will take place, the registered owner, a lessee or mortgagee in possession".

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