



Permits and Inspections Division
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DEMOLITION APPLICATION CHECKLIST Building Removal

All of the following information is necessary to facilitate a thorough evaluation and timely decision on your application. To expedite the evaluation, all materials submitted must be clear, legible and precise. To achieve this level of customer service, only complete applications that include plans prepared to professional drafting standards will be accepted. Plans/drawings stamped with “not for construction”, “preliminary”, or “for permit purposes only” are not acceptable.

Applications require a pre-screening check prior to formal acceptance. Plans that fail to meet the pre-screening standards will not be accepted and will require amendments and resubmission.

APPLICATION REQUIREMENTS	FOR OFFICE USE
<input type="checkbox"/> APPLICATION FEE	
<input type="checkbox"/> BUILDING PERMIT APPLICATION FORM (SECTION A & SECTION B – PART 6) EACH BUILDING DEMOLISHED REQUIRES A SEPARATE BUILDING PERMIT	
<input type="checkbox"/> STRATA APPROVAL LETTER (IF APPLICABLE)	
<input type="checkbox"/> HAZMAT SURVEY OF BUILDING PROPOSED TO BE DEMOLISHED	
<input type="checkbox"/> COMPLETE AND SUBMIT WITH THIS APPLICATION, THE SITE PROFILE AS REQUIRED BY THE MINISTRY OF ENVIRONMENTAL PROTECTION & SUSTAINABILITY	
<input type="checkbox"/> PLUMBING PERMIT APPLICATION FORM TO CAP-OFF OF EXISTING SANITARY SEWER, STORM WATER AND POTABLE CONNECTIONS	
<input type="checkbox"/> PLUMBING PERMIT APPLICATION FORM FOR INSTALLATION OF A REDUCED PRESSURE BACKFLOW PREVENTER IF WATER SERVICE IS TO BE MAINTAINED ON SITE POST-DEMOLITION	
<input type="checkbox"/> SCHEDULE A & B – (AS APPLICABLE) <input type="checkbox"/> STRUCTURAL <input type="checkbox"/> GEOTECHNICAL	
3 SETS OF PLANS INCLUDING:	
SITE PLAN: METRIC 1:100 or 1:200	
<input type="checkbox"/> NORTH ARROW	
<input type="checkbox"/> MUNICIPAL ADDRESS AND LEGAL DESCRIPTION	
<input type="checkbox"/> PROPERTY LINES	
<input type="checkbox"/> INDICATE EXTENT OF WORK AREA AND NOTE MATERIALS AND ASSEMBLIES TO BE REMOVED	
<input type="checkbox"/> ADJACENT CITY STREETS, LANES AND ADJACENT LOTS	
<input type="checkbox"/> RIGHT-OF-WAY SETBACKS, EASEMENTS AND UTILITY RIGHT-OF-WAY, IF ANY	
<input type="checkbox"/> DIMENSIONED OUTLINE OF ALL BUILDINGS INCLUDING ACCESSORY BUILDINGS AND STRUCTURE WITH A FOOTPRINT OF GREATER THAN 10m ² .	
<input type="checkbox"/> RETAINING WALLS, INCLUDING HEIGHT FROM GRADE	
<input type="checkbox"/> SHOW ALL TREES ON THE PROPERTY AND ADJACENT BOULEVARD AND INCLUDE INFORMATION ON SPECIES AND DIAMETER OF EACH	
SCREENED BY:	DATE:
PROJECT ADDRESS:	