



BUILDING DEMOLITION CHECK LIST

Completed demolition permit applications plus all supporting documentation can be submitted to the building department in two different ways:

1. You can submit your printed documents in person, or
2. You can submit your documents digitally via email.

If submitting your building permit application by email you will need to:

- ★ Email all documents to building@cramahe.ca
- ★ All documentation must be submitted in Microsoft Word or PDF format

- Completed Application for a Permit to Construct or Demolish
- Completed owner's authorization form is required if the applicant is not the property owner
- Completed demolition scope of work form.
- A Site Plan showing the following information:
 - All structures on the property shown and identified
 - The structure to be demolished should be clearly marked
 - Setbacks to all structures to be shown from lot lines
 - Setbacks must show dimension to the front, rear, and side yard setbacks
 - Dimensions of all structures
 - Location of Septic System (Tank & Bed)
 - Well Location
- Lower Trent Conservation Approval is required if located in an Environmental Conservation Zone. If your property is located near an Environmental Conservation zone, you will need to attach a copy of your Conservation Permit or Clearance Letter from the Lower Trent Conservation Authority.
Phone 613-394-4829 or visit their website at www.ltc.on.ca
- All building materials shall be removed from the site and all waste materials shall be disposed of in accordance with the provisions of the Environmental Protection Act.

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
Municipality	Postal code	Plan number/other description	
Project value est. \$		Area of work (m ²)	
B. Purpose of application			
New construction	Addition to an existing building	Alteration/repair	Demolition
Proposed use of building		Current use of building	
Description of proposed work			
C. Applicant		Applicant is:	Owner or Authorized agent of owner
Last name	First name	Corporation or partnership	
Street address			Unit number
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
Municipality	Postal code	Province	E-mail
Telephone number	Fax		Cell number

E. Builder (if known)			
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. New home construction licensing requirement			
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): _____			
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			
I _____ declare that: (print name)			
<ol style="list-style-type: none"> The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge. 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.



The Corporation of the Township of Cramahe Building Permit Authorization

If the applicant is not the owner of the land that is the subject of this application, the written authorization of the owner that the applicant is authorized to make the application must be included with this form or the authorization set out below must be completed.

Authorization of Owner to make the application:

I, _____, am the owner of the land that is the subject of this application and I authorize _____ to make this application on my behalf.

Date

Signature of Owner

Date

Signature of Applicant

Demolition Scope of Work

Project Location																								
Building number, Street name		Lot	Concession																					
City/Town	Province	Postal code	Plan number / other description																					
Current Use of Building: <input type="checkbox"/> Existing Residential Building <input type="checkbox"/> Existing Accessory Building																								
No. of Storey's:	Age of Building:	Gross Floor Area:	<input type="checkbox"/> m ² <input type="checkbox"/> sq. ft.																					
<p>The following are utilities that may be servicing the building. Please check the appropriate box. If 'yes' is checked for any of the following, it is verifying that these utilities have been or will be disconnected and/or cap the services. Contact Ontario One Call Locates at: 1-800-400-2255.</p> <table> <tbody> <tr> <td>Hydro One (Electricity) 1-888-664-9376</td> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> N/A</td> </tr> <tr> <td>Enbridge or Union Gas 1-888-774-3111</td> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> N/A</td> </tr> <tr> <td>Propane Supplier</td> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> N/A</td> </tr> <tr> <td>Cable Supplier</td> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> N/A</td> </tr> <tr> <td>Telephone Supplier</td> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> N/A</td> </tr> <tr> <td>Water Disconnect/Shut-off</td> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> N/A</td> </tr> <tr> <td>Sanitary Disconnect</td> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> N/A</td> </tr> </tbody> </table>				Hydro One (Electricity) 1-888-664-9376	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	Enbridge or Union Gas 1-888-774-3111	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	Propane Supplier	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	Cable Supplier	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	Telephone Supplier	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	Water Disconnect/Shut-off	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	Sanitary Disconnect	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
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Water Disconnect/Shut-off	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A																						
Sanitary Disconnect	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A																						
<input type="checkbox"/> N/A <input type="checkbox"/> Ensure there is no asbestos present on site																								
<input type="checkbox"/> N/A <input type="checkbox"/> Ensure any fuel oil tanks on site are emptied and then transported to:																								
<input type="checkbox"/> N/A <input type="checkbox"/> Demolition of structure using:																								
<input type="checkbox"/> N/A <input type="checkbox"/> Remove and haul garbage and wood debris to a licensed receiver:																								
<input type="checkbox"/> N/A <input type="checkbox"/> Remove large chunks of foundation and transport to:																								
<input type="checkbox"/> N/A <input type="checkbox"/> Break up and crush remaining concrete floor and walls with:																								
<input type="checkbox"/> N/A <input type="checkbox"/> Place crushed concrete at bottom of foundation or:																								
<input type="checkbox"/> N/A <input type="checkbox"/> Grade the area and cover with topsoil																								
<input type="checkbox"/> N/A <input type="checkbox"/> Seed leveled area to make good site																								
<p>I/We hereby declare that the structure at the above-mentioned location is vacant. The Application for a Permit to Construct or Demolish with a Site Plan is included with this Scope of Work. As the Owner or Authorizing Agent, will arrange with the proper authorities for the termination and capping of all services and utilities and will conduct the demolition in a true and proper manner.</p>																								
Print Name	Signature		Date																					

Site Plan Example – Demolition

