



The Corporation of the City of Owen Sound
Community Services Department
Building Division

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DEMOLITION PERMIT APPLICATION INFORMATION

1. Conditions Precedent to Demolition:

The *Ontario Building Code*, Division C, made under the *Building Code Act*,

- 1.2.2.3.(1) The applicant for a permit respecting the demolition of a building shall retain a professional engineer to undertake the general review of the project during demolition, where
 - (a) the building exceeds 3 storeys in building height or 600 m² (6,460 ft²) in building area,
 - (b) the building structure includes pre-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, drawn from the bottom of such footings, or,
 - (d) explosives or a laser are to be used during the course of demolition.
- 1.3.1.1.(3) The application for a permit respecting the demolition of a building to which Sentence 1.2.2.3.(1) applies shall include descriptions of the structural design characteristics of the building and the method of demolition of the building.
- 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.

2. Notice:

Permission is not included to dig, tunnel or bore under any part of a street, nor to occupy or obstruct any street, sidewalk or other municipal property. To obtain permission to occupy the street or sidewalk during construction, present the demolition permit to the Engineering Services Division of the Operations Department of the City of Owen Sound.

A valid locate is required for any digging – ‘call before you dig’ - ON1CALL 1-800-400-2255.

Unless otherwise specifically so provided in writing by the appropriate inspector, full compliance is required with all the provisions of the *Ontario Building Code* made under the *Building Code Act*; *Electrical Safety Code* made under the *Power Corporation Act*; and any other Applicable Law as defined in the *Ontario Building Code*, City by-law or City policy, which in whole or part regulates structural requirements, erections, alterations, location, use, etc., of buildings. The demolition permit is subject to revocation in accordance with the above cited authorities.

3. By-law No. 2007-102, as amended:

- 4.5.1 Every application for a Demolition Permit under Subsection 8(1) of the *Act* shall be filed with the Chief Building Official, and contain the following:
 - (i) information required in Section 4.2.1 of this By-law with the necessary modifications, as applicable;
 - (ii) include a fully executed release to certify that arrangements have been made with the identified authorities for the termination and capping of all the water, sewer, gas, electric, telephone or other utilities and services;
 - (iii) restoration plans for the site as may be required by the Chief Building Official; and
 - (iv) when Section 1.2.2.3.[C] of the *Ontario Building Code* applies, be accompanied by structural design characteristics of the building and the method of demolition.

3. By-law No. 2007-102, as amended:

- 4.5.2 Where the building to be demolished exceeds 175 cubic metres above grade in volume, and is 600 square metres or less in building area, the applicant shall provide to the Chief Building Official:
- (i) proof of a minimum of \$2,000,000 liability insurance coverage with the City named as an insured party, except that where the building exceeds 750 cubic metres above grade in volume, the required insurance shall be a minimum of \$4,000,000; and
 - (ii) a security deposit in the form of cash or a letter of credit acceptable to the Treasurer of the City in the amount of \$100.00 for each 25 cubic metres, to a maximum of \$15,000.
- 4.5.3 Where the building to be demolished exceeds 600 square metres in building area, the applicant shall provide to the Chief Building Official:
- (i) proof of a minimum of \$4,000,000 liability insurance coverage with the City named as an insured party; and
 - (ii) a security deposit by way of a Letter of Credit or Cash security in a form satisfactory to the City based on an estimate of costs of demolition and restoration of the property from a Professional Engineer to a maximum of 50% of the estimated costs to the satisfaction of the City's Chief Building Official, to be returned upon completion of the demolition to the satisfaction of the Chief Building Official.
- 4.5.4 Where the building or buildings to be demolished exceed 2,000 square metres of total floor area, the applicant must comply with *Ontario Regulation 102/94 "Waste Audits and Waste Reduction Work Plans."*
- 4.5.5 Every person undertaking demolition in the City shall notify the Ministry of the Environment of any hazardous materials on the site of the proposed demolition and obtain all required permits.
- 4.5.6 Every person undertaking demolition in the City shall notify the Chief Building Official of all materials that are to be recycled. The contractor will ensure as much material as possible is recycled.

4. Fees:

CLASSES OF PERMITS	PERMIT FEES & SECURITY
a) Buildings or structures 175 cubic metres in volume or less above grade (e.g., garage)	\$180 per structure plus \$30.00 Occupancy fee to close out file
b) Buildings or structures over 175 cubic metres to 600 cubic metres in volume above grade (e.g., house)	\$600 per structure plus \$30.00 Occupancy fee to close out file
c) Buildings or structures more than 600 cubic metres in volume above grade, and 600 square metres or less in building area (e.g., school)	\$1,200 per structure plus \$30.00 Occupancy fee to close out file
d) Buildings or structures more than 600 square metres in building area (e.g., factory)	\$2,400 per structure plus \$30.00 Occupancy fee to close out file
e) A security deposit is required for any buildings or structures covered under Part 4.a), b) or c)	a) \$180 b) \$2,000 c) \$4,000
f) For any buildings or structures covered under Part 4.d)	a security deposit by way of a Letter of Credit or Cash security shall be provided in a form satisfactory to the City based on an estimate of costs of demolition and restoration of the property from a Professional Engineer to a maximum of 50% of the estimated costs to the satisfaction of the City's Chief Building Official

5. Restoration Plans:

Further to section 4.5.1.(iii) of Building By-law 2007-102, as amended, depending on the project, the following information may be required to be submitted to, or confirmed in writing to, the Chief Building Official as attachments to a Demolition Permit Application:

- A restoration landscape plan showing all drainage and grading for the site, ground cover to be used, and sod or seeding to prevent soil erosion. Consideration will be given to ensure ease of maintenance.
- Location of existing services and identification of services to be terminated.
 - Water and sanitary sewer services need to be terminated to the satisfaction of the Manager of Water and Wastewater or their designate.
- Acknowledgement that Fire access routes will be maintained to any remaining structures.
- Acknowledgement that the site will be protected at all times with 1.8m (6') high fencing. Additional security fencing may be required by the Chief Building Official, depending on site conditions.
- Location of any proposed and existing storm water ponding.
- Written confirmation that Ministry of Environment has been contacted and made aware of the project.
- When the proposed demolition is greater than 600m² of building area, the professional engineer for the project shall submit to the Chief Building Official an estimate of costs for the demolition including the demolition itself plus the cost of disposal and restoration of the property.
 - The report from the professional engineer shall include measures to be taken to ensure storm water does not enter or impact on any sanitary services.
 - The aforementioned report will indicate all paved areas and indicate restoration of any paving removed.