SARNIA ONTARIO

THE CORPORATION OF THE CITY OF SARNIA
Building Services

Demolition - Application Submission Checklist

1. Permit to Construct or Demolish Application Form

A standardized application form prescribed by the Ministry of Municipal Affairs and Housing.

2. Demolition Permit Clearance Form

All clearances must be obtained by the applicant, and signatures provided. Submit this completed form with the demolition application.

3. Demolition Agreement Form

A form to outline legal requirements of the applicant.

Note: Drawings are not required for general demolition applications (other than applications requiring engineer review below). Drawings may be an asset if there are multiple buildings on the property.

Demolitions Requiring Engineer Review

If the answer to any of the below is yes, A Professional Engineer of Ontario is required to

1. Does the building exceed 3 stories in Building Height? ○ **Yes** ○ **No**
2. Does the Building exceed 600 m² (6458 ft²) in Building Area? ○ **Yes** ○ **No**
3. Does the building contain pre-tensioned or post-tensioned members? ○ **Yes** ○ **No**
4. Will the proposed demolition 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? ○ **Yes** ○ **No**
5. Will there be any explosives or lasers used during the course of demolition? ○ **Yes** ○ **No**

If Engineer Review is required as noted above, the following is required to be submitted in addition to items 1, 2&3:

4. Commitment to General Review Form

Additional Considerations

It is the responsibility of the property owner/applicant to obtain all necessary approvals related to the demolition. Not all requirements are listed on this form.

Heritage Designated or Registered Buildings

You may require a separate heritage approval if your property is:

- designated under the Ontario Heritage Act,
- located in a heritage conservation district, or
- subject to a heritage conservation easement (a legal agreement to protect heritage elements that applies to anyone who owns the land).

If your property is not designated, but is included on a municipal heritage register, the Ontario Heritage Act requires that the property owner provide municipal council 60 days notice of their intention to demolish or remove a building or structure located on the property.

Record of Site Condition

Where the land use/zoning of a property is proposed to change to a more sensitive land use (i.e. commercial or industrial to residential) a "Record of Site Condition" (RSC) may be required. An RSC summarizes the environmental condition of a property at a particular time based on the completion of environmental site assessments (ESA's). An RSC must be completed by a Qualified Person and filed with the Ministry of the Environment & Climate Change (MOECC).

Ministry of Environment Approvals

Additional Ministry of Environment approvals may be required if any of the answers to the below questions are yes:

a. Are there any fluid storage tanks, above or below grade, on site?
b. Are there any outstanding Orders issued by the Ministry of the Environment or the Ministry of Labour in respect of the subject premises or owners?
c. Does the structure contain Polychlorinated Biphenyls (PCB's) as defined under the Environmental Protection Act? PCB may be located in various electrical equipment including, but not limited to, light ballasts, transformers, capacitors, etc.
d. Does the structure contain Ozone Depleting Substances which require proper handling in accordance with applicable regulations under the Environmental Protection Act?
e. Are there hazardous or "controlled products", as defined by WHMIS, on site? For example, past land uses which might indicate the presence of radioactive materials include dentist offices or veterinary clinics. Other indications could be pipes containing chemicals, oils or solvents.

Designated Substances

Ensure there are no designated substances as stated in the Occupational Health and Safety Act and if there are, file a designated substances report (DSR) with the Ministry of Labour.

Asbestos

The Ministry of Labour website outlines requirements related to the demolition, alteration and repair of a building including the responsibilities of an owner before tendering or arranging for demolition, alteration or repair of a building.

Wells

Abandonment of a well shall be done in accordance with the Ontario Well Water Regulation #903 and Ministry of Environment Requirements.

Locates – Call or click before you Dig

If you are digging on your property of residence, which you rent or own, request a locate through Ontario One Call 1-800-OneCall (1-800-400-2255)

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

☐ New construction ☐ Addition to an existing building ☐ Alteration/repair ☐ Demolition ☐ Conditional Permit

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	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 (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 *New Home Construction Licensing Act, 2017*? If no, go to section G.	☐ Yes	☐ No
ii. Is a licence required under the *New Home Construction Licensing Act, 2017*?	☐ 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).	☐ Yes	☐ No
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 *Building Code Act, 1992*, 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 *Building Code Act, 1992.*	☐ 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 *Building Code Act, 1992* 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)

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.

DEMOLITION PERMIT CLEARANCE FORM

ADDRESS: _____

TYPE OF BUILDING TO BE DEMOLISHED: _____

SIZE OF BUILDING:_____ **ESTIMATED COST**: _____

The applicant is to contact each of the following companies and have a representative sign below PRIOR TO APPLICATION.
NOTE: Service disconnections may be required to be completed by utility companies in order to obtain signatures

Enbridge 1-855-228-4898 wmschedulingsarn@enbridge.com	
Bluewater Power (Water) 855 Confederation Street 519-337-8201 Ext. 2214 wmscheduling@bluewaterpower.com	
Bluewater Power (Hydro) Mark Janjatovic 855 Confederation Street 519-337-8201 Ext. 2215 mjanjatovic@bluewaterpower.com	
Bell Canada John Peters 519-317-4807 john.peters@bell.ca	
Engineering Department City Hall 3rd Floor 519-332-0330 Ext. 3277 engineering@sarnia.ca	

The following signatures will be obtained internally once the application is submitted:

Tax Department City Hall 1st Floor 519-332-0330 Ext. 3131 taxes@sarnia.ca	
Sarnia Fire Department 240 East Street 519-332-1122 fireprevention@sarnia.ca	
Planning Department City Hall 3rd Floor 519-332-0330 Ext. 3301 planning@sarnia.ca	

DEMOLITION AGREEMENT FORM

It is expressly understood and agreed that the issuing of a permit does not relieve the Owner or Agent from complying with all said laws and regulations although not called for in the specifications or shown on plans submitted. The Owner or Agent further agrees that if the permit issued is revoked for any irregularity of non-conformity with the said laws or regulations or variation from the plans and specifications submitted herewith, the Owner or Agent shall have no claim or cause of action against the City for same, or the results thereof, including, without limiting the generality of the foregoing, the necessity of repairing, demolishing, or taking any other steps in relation to the property of the work done thereon. The Owner or Agent further agrees, at all times, to indemnify the Corporation from any and all claims for damages to persons or properties, including costs of repairs to or replacement of sidewalks, trees, curbs, gutters, or lawns arising out of any or all acts or work being done in connection with the work outlined herein.

I certify that I have knowledge of the particulars contained in this application and they are fully and truly stated to the best of my knowledge and belief. I certify that I have authority to sign this Application, and this said Application is executed in a manner binding upon the Owner.

This application shall be read with all changes of gender or number required by the context.

Date: _____ **Owner or Agent**: _____

Note (1)	Trees and sidewalks are considered to be in good condition unless shown to be otherwise by applicant.
Note (2)	All demolition work is to be carried out in a safe and workmanlike manner and in accordance with the requirements prescribed in the current regulations under the Occupational Health and Safety Act.
Note (3)	The site shall be raked clean and no debris of combustible or non-combustible nature shall be left on the premises.
Note (4)	Where the following conditions occur the applicant shall ensure that a professional engineer is responsible for field review of the demolition project; where the structure includes pre-tensioned or post-tensioned members; where 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; where explosives or a laser are to be used during the course of demolition.
Note (5)	Sign off by the City or other Authorities having jurisdiction does not relieve the applicant or his agent from obtaining service locates prior to commencing work on site.

CALL FOR SERVICE LOCATIONS PRIOR TO STARTING @ 1-800-400-2255