

Building Permit Requirements

Demolition of Houses and Residential Accessory Structures

The following information is required at submission. Complete submissions can be processed within 10 business days.

Building Permit Application Package

- Completed building permit application** consisting of:
 - “Owner’s Authorization for Agent to Make an Application”, if applicable
 - Conservation Authority Approval, if applicable
 - “Demolition Permit Questionnaire and Clearances”
- One (1) copy** (.pdf format) of plans and specifications drawn to scale which must include:
 - Site Plan or Legal Property Survey** - showing the location and dimensions of the proposed structure to be demolished and any other structures that exist on the property

The Application for Property Tax Relief form has been included in this package for your convenience. For more information on this form, please contact Customer Service or finance@innisfil.ca

Applications are submitted through [Cloudpermit](#) - an online system to apply and track building permits, make payments, request inspections, and receive email updates on the building permit process.

Fees & Issuance

- A non-refundable application fee is due at the time of application submission. The application fee will be credited to your total amount due prior to permit issuance.
- The balance of fees are due before the permit can be issued. You will receive a notification with your total and payment instructions. Once all fees are paid, the permit will be issued in [Cloudpermit](#).

Note: Fees are charged in accordance with the Town’s Fees and Charges By-law, and are subject to change.

General Building Inquiries:
buildingpermit@innisfil.ca
705-436-3710

**Owner's Authorization for
Agent to Make an Application**



**Town of Innisfil
Building Department**
2101 Innisfil Beach Road,
INNISFIL, ON L9S 1A1
Tel : 705-436-3710
1-888-436-3710
Fax: 705-436-7120

Date: _____ Permit No.: _____

Proposed Work: _____

Location: _____

The undersigned, being the owner(s) of the above referenced property, authorizes

Applicant Name

Address

to apply for a permit for the above referenced project on my behalf. I understand that I shall be responsible for the terms of the conditions contained in the permit.

(If owner is an INDIVIDUAL)

_____	_____
Owner's Name	Address
_____	_____
Owner's Signature	Phone No. / E-Mail

(If owner is a CORPORATION)

_____	_____
Owner's Name	Address
_____	_____
Name of Authorizing Officer	Phone No. / E-Mail

Signature of Authorizing Officer (I have authority to bind the Corporation)	

**Demolition Permit
Questionnaire and
Clearances**



**Town of Innisfil
Community Development
Standards Branch**
2101 Innisfil Beach Road,
INNISFIL, ON L9S 1A1
Tel : 705-436-3710
1-888-436-3710

Permit No.	Owner of Property:	Date:	
Address of Proposed Demolition:			
Applicant:		Company / Contractor:	
Contact Phone / E-Mail:		Contact Phone / E-Mail:	
Legal Lot Description:	Area:	Stories:	Building Type / Use:
Method of Demolition:		Proposed Backfill Material:	

To Be Completed by the Owner or Authorized Agent

Please provide your answer to the following questions:

- | | Yes | No |
|--|--------------------------|--------------------------|
| 1. Was the building constructed 70 or more years ago? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Are there any contaminants (PCBs or chemicals) stored in the building? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Is the building situated on contaminated soil/land? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Are there any underground storage tanks on the subject property? (1) | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Are there any environmental site assessment reports on the subject property?
(Submit reports for review) | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Has a designated substances and hazardous materials report (including survey of
asbestos, PCB, UFFI, etc.) been undertaken or completed on the subject building?
(Submit reports for review) (2) | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Does the building exceed three (3) stories in height or 600 m ² in building area? (3) | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Does the building footprint exceed 600 m ² in area? (3) | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Does the building contain pre-tensioned or post-tensioned members? (3) | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Will the proposed demolition extend below the level of the footing of any adjacent
building(s)? (3) | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Will there be explosives or lasers used during the course of the demolition? (3) | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Is the building currently listed on the Town of Innisfil's Municipal Heritage Register or
Designated under Part IV or Part V of the <i>Ontario Heritage Act</i> ? [Please contact the
<i>Heritage Committee Coordinator</i> to confirm (705) 436-3710 ext. 2414] | <input type="checkbox"/> | <input type="checkbox"/> |

Notes:

- The tanks, pipelines and/or equipment that contain fuel must be removed from the site in accordance with the regulations and guidelines of the Technical Standards and Safety Authority (T.S.S.A.). For more information, contact 1-877-682-TSSA (8772). Further, environmental site assessment reports will be required when applying for future development.
- The Occupational Health and Safety Act and Regulations prescribes procedures for demolition involving hazardous materials such as asbestos and lead paint. It is the responsibility of the owner/authorized agent to ensure the safety of workers. Before asking for tenders for demolition, the owner/authorized agent shall cause an inspection to be made to establish whether any friable material that is likely to be handled, dealt with, disturbed or removed contains hazardous materials. For more information, contact The Ontario Ministry of Labour at 1-800-268-8013.
- The Ontario Building Code: Div. C 1.2.2.3. requires a Professional Engineer to be retained for the demolition review of any building. Further, the applicant shall submit, at the time of application, a demolition brief detailing the structural design characteristics of the building and method of demolition.

The following service providers must confirm that their services have been disconnected or turned off, and that a permit for demolition or moving of a building may be issued.
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Municipal address: _____

Provider / Department	Name / Title	Signature	Date
Innpower 7251 Yonge St. Innisfil, ON L9S 4A2 705-431-4321 705-431-6872 (Fax)	Engineering Department eng@innpower.ca	_____ Print Name	
Enbridge Gas Distribution 1-855-228-4898 Option 3 and 3 wmexecutionoshpetebarrie@enbridge.com	Locates, Permits & Maintenance Clerk Area 50	_____ Print Name	
Innservices Water / Sewer c/o Customer Service 2101 Innisfil Beach Rd. Innisfil, ON L9S 1A1 705-436-3740 705-436-7120 (Fax)	Waste Water Superintendent 705-456-6946	_____ Print Name	
	Water Admin Coordinator 705-431-8448	_____ Print Name	
Telephone / Internet / Cable Bell Canada 310-BELL (2355) Rogers Canada 1-888-764-3771 705-737-4660 x6925 Email: simcoecirculations@rci.rogers.com	Specify Provider _____	For your record only. Not required for permit.	

Abandonment of a Well shall be done in accordance with the Ontario Well Water Regulation #903. Please call The Ministry of Environment, Water Well Help Desk @ 1-888-396-9355 for more information.

Abandonment of a Septic System requires the septic tank to be pumped and disconnected from the home or building. The tank shall be removed, crushed **or** filled with sand/soil material.

Ontario Building Code (O.Reg. 350/06) Division C, Part 1

- **1.3.1.1.(1)** A person is exempt from the requirement to obtain a permit under Section 8 of the Act. (a) for a demolition of a building located on a farm.
- **1.3.1.1.(3)** Where a permit is required for the demolition of a building in Sentence 1.2.2.3.(1), descriptions of structural characteristics of the building and the method of demolition shall be included in the application for a permit to demolish 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.

All building/demolition sites must be maintained in safe, clean conditions. A Building Inspector will be visiting your site to verify these conditions.

Owner / Agent _____ Signature _____
Date _____

I have answered the questionnaire to the best of my knowledge. I understand the above **Notes**, and have reviewed the **Demolition Permit Guidelines**.



2101 Innisfil Beach Road
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 Ph: 705-436-3710
 Fax: 705-436-7120
 www.innisfil.ca

Application for Property Tax Relief
 Sections 357/358 Municipal Act, 2001

Property Roll Number: _____ Taxation Year: _____

Property Address: _____

Assessed Owner(s): _____

Applicant Name: _____

Applicant Status: Owner Tenant Spouse of Eligible Applicant Other (must document eligibility)

Mailing Address: _____

Phone: _____ Email: _____

Documentation:

Applications under Section 357 or 358 of the *Municipal Act, 2001* (the Act) must be accompanied by documentation (proof) sufficient to support a determination of eligibility. Applicants should submit all available documentation with their applications, however, the Municipality reserves the right to request additional information. Completion or submission of an application does not establish eligibility to any form or amount of relief.

Category 1: Changes to the State, Use or Condition of the Subject Property

Applicants requesting consideration for relief in relation to a change in a property's state, use, condition or tax status must identify the qualifying change(s) the claim is based on, and identify the date of the change event. Applications may only be made in respect of an event(s) that occurred between the date on which the assessment roll was returned for the taxation year and December 31st of the taxation year.

On: ____/____/____, the following occurred:
 mm dd yyyy

- A change event, which made the land newly eligible to be included in an alternate property class that is subject to a lower tax ratio than that applicable prior to the change event. [357(1)(a)]
- A change event that made the land newly eligible to be included in one of the Commercial or Industrial Vacant Land or Excesss Land Subclasses. [357(1)(b)]
- A change event that made the land newly eligible for an exemption from taxation. [357(1)(c)]
- A building that was on the land, and assessed for taxation purposes when the assessment roll was returned was razed by fire, demoltion or otherwise. [357(1)(d)(i)]
- A building that was on the land, and assessed for taxation purposes when the assessment roll was returned was damaged by fire, demolition or otherwise to the extent it has been rendered substantially unusable. [357(1)(d)(ii)]
- A mobile unit that was on the land, and assessed for taxation purposes when the assessment roll was returned was removed from the land. [357(1)(e)]



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Application for Property Tax Relief
 Sections 357/358 Municipal Act, 2001

Category 2: Major Repairs or Renovations

Applicants requesting consideration for relief in relation to active and ongoing repairs and/or renovations to the land must provide the start and end date of the repair/renovation period, and this date range must constitute at least 90 consecutive days of the taxation year. Applications must also describe the normal use of the land prior to this period.

Active and ongoing repairs and/or renovations to the land prevented the normal use of the land for at least 90 consecutive days during the taxation year.

Repairs/Renovations began on: _____ / _____ / _____, and continued through: _____ /
 / _____
 mm dd yyyy mm
 dd yyyy

The normal and usual use of the land immediately preceding this period was: _____

Category 3: Gross or Manifest Error in the Preparation of the Assessment Roll, the Tax Roll or the Calculation of Taxes Excluding any Errors in Judgement in Assessing the Subject Property.

Applicants requesting relief in relation to gross or manifest errors in the preparation of the tax roll, the calculation of taxes, or the preparation of the assessment roll must select one of the following. Any claimed error under this category is understood to be an error that was clerical or factual in nature such as a typographical error or an error in the transposition of figures, but not an error in assessing the property.

An overcharge of taxes for the taxation year resulted from a gross or manifest error in the calculation of the property taxes, or the preparation of the tax roll. [357(1)(f)]

An overcharge of taxes resulted from a gross or manifest error in the preparation of the assessment roll for the following taxation year(s)_____. [358(1)(a)]
 (Application may be made on one or both of the two years proceeding the date of application)

An overcharge of taxes resulted from a gross or manifest error in the preparation of an assessment made under Section 33 or 34 of the Assessment Act. For assessment(s) made on : _____ / _____ / _____ for the following taxation year(s):_____. [358(1)(b)]
 (Application deadline is December 31st of the 2nd year following the year in which the assessment was made)

Certification

I, _____ certify that the information contained in this form and all accompanying documentation is true, accurate and complete and that I am an eligible applicant as defined by the *Municipal Act, 2001*.

Signature: _____ Date: _____

Municipal Use Only

Received On:	Via:	Municipal Signature
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