

## Building Permit Requirements

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# 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

1. **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"
2. **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](mailto: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

1. 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.
2. 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](mailto: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? <b>(1)</b>   | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Are there any environmental site assessment reports on the subject property?<br>(Submit reports for review)   | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Has a designated substances and hazardous materials report (including survey of<br>asbestos, PCB, UFFI, etc.) been undertaken or completed on the subject building?<br>(Submit reports for review) <b>(2)</b>   | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Does the building exceed three (3) stories in height or 600 m <sup>2</sup> in building area? <b>(3)</b>   | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Does the building footprint exceed 600 m <sup>2</sup> in area? <b>(3)</b>   | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Does the building contain pre-tensioned or post-tensioned members? <b>(3)</b>   | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Will the proposed demolition extend below the level of the footing of any adjacent<br>building(s)? <b>(3)</b>  | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Will there be explosives or lasers used during the course of the demolition? <b>(3)</b>  | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Is the building currently listed on the Town of Innisfil's Municipal Heritage Register or<br>Designated under Part IV or Part V of the <i>Ontario Heritage Act</i> ? [Please contact the<br><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.

**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 Supervisor	_____ _____ Print Name	
	Water Administrator	_____ _____ 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 farm 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  
 Innisfil, ON, L9S 1A1  
 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 31<sup>st</sup> 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)]

