

## 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

1. **Completed building permit application** consisting of:
  - "Application for a Permit to Construct or Demolish"
  - "Owner's Authorization for Agent to Make an Application", if applicable
  - Conservation Authority Approval, if applicable
  - "Demolition Permit Questionnaire and Clearances"
2. **Two (2) copies** 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)

**NOW ACCEPTING DIGITAL APPLICATIONS, PLEASE EMAIL YOUR COMPLETED BUILDING PERMIT APPLICATION PACKAGE (including all required forms and one (1) copy of the drawings) TO: [BUILDINGPERMIT@INNISFIL.CA](mailto:BUILDINGPERMIT@INNISFIL.CA)**

**[FOR MORE INFO PLEASE VISIT: innisfil.ca/buildingpermits](http://innisfil.ca/buildingpermits)**

### Building Permit Issuance

1. The applicant will be contacted and informed of any action required in order for the permit to be issued.
2. Permit fees are payable upon issuance.
3. **Permit Fee:** \$256.70 (Single Family Residential)  
Note: Fees are charged in accordance with the Town's Fees and Charges By-law, and are subject to change.

**Permit Application Submissions:**  
[buildingpermit@innisfil.ca](mailto:buildingpermit@innisfil.ca)

**Inspection Requests:**  
[www.innisfil.ca/eservices](http://www.innisfil.ca/eservices)  
705-436-3740 ext. 3500

**General Inquiries:**  
Customer Service  
705-436-3710

**Application for a Permit  
To Construct or Demolish**

This form is authorized under subsection  
8(1.1) of the Building Code Act



**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

**For use by Principal Authority**

Application number:	Permit number (if different):
Date received:	Roll number:

Application submitted to: The Town of Innisfil, 2101 Innisfil Beach Rd, Innisfil, Ontario

**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 <sup>2</sup> )	

**B. Purpose of application**

<input type="checkbox"/> New construction	<input type="checkbox"/> Addition to an existing building	<input type="checkbox"/> Alteration/repair	<input type="checkbox"/> Demolition	<input type="checkbox"/> 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
Telephone number (    )	Fax (    )	E-mail
		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
Telephone number (    )	Fax (    )	E-mail
		Cell number (    )

**E. Builder (optional)**

Last name	First name	Corporation or partnership (if applicable)
Street address	Unit number	Lot/con.
Municipality	Postal code	Province
Telephone number (    )	Fax (    )	E-mail
		Cell number (    )

**F. Tarion Warranty Corporation (Ontario New Home Warranty Program)**

i. Is proposed construction for a new home as defined in the <i>Ontario New Home Warranties Plan Act</i> ? If no, go to section G.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
ii. Is registration required under the <i>Ontario New Home Warranties Plan Act</i> ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
iii. If yes to (ii) provide registration 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 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.	<input type="checkbox"/> Yes	<input type="checkbox"/> 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> .	<input type="checkbox"/> Yes	<input type="checkbox"/> 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.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
iv) The proposed building, construction or demolition will not contravene any applicable law.	<input type="checkbox"/> Yes	<input type="checkbox"/> 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., 2<sup>nd</sup> Floor. Toronto, ON M5G 2E5 (416) 585-6666

**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? (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) <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 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 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: sections 2.3.2.3 and 2.4.1.1(2), 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 1-800-461-4444, Option 6 1-855-580-6866 (Fax)	Locates, Permits & Maintenance Clerk Area 50		
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 _____		

**Please Review the Following Guidelines and Notes**

**Submission Requirements:**

1. An **Application for a Permit to Construct or Demolish** form completed in full.
2. **Demolition Permit Questionnaire** completed in full.
3. **Demolition Permit Clearances Form** completed in full, authorized by the appropriate authorities.
4. A current **Plan of Survey or Site Plan** (fully dimensioned) indicating:
  - a. Dimensions of property and lot size.
  - b. Location of buildings proposed to be demolished and **all** other buildings on the lot.

This information package has been prepared to assist individuals with the completion of the **Demolition Permit Application Form**.

**Demolition Permit applications** will only be considered by the Chief Building Official for permit issuance if accompanied by plans, specifications and documentation as listed below. Only complete submissions will be accepted. **Demolition permits** are processed within ten (10) business days from the date of submission.

It is the responsibility of the owner to ensure that the appropriate Conservation Approval (if applicable) is obtained prior to applying for the Demolition 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  
 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)]





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 Innisfil, ON, L9S 1A1  
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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 31<sup>st</sup> of the 2<sup>nd</sup> 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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