

**DEMOLITION APPLICATION CHECKLIST (Ex: Full demolition of a building or structure)**

**NOTE: Applications may be refused if the first four (4) documents are not submitted.**

- 1) **Building permit application**
- 2) **Plot plan showing:**
  - **Civic address and/or legal description**
  - **Location of building/structure being demolished, including the dimensions of the building**
  - **All property lines with lot dimensions**
  - **Location of public roads or private lanes adjacent to property**
  - **North indicator**
- 3) **Deed or tax bill (proof of ownership)**
- 4) **Owner Responsibilities form**
- 5) **Agent Authorization form – if applicant is not owner**
- 6) **Conservation Authority approval - if foundation is removed, and/or fill added within 30 meters of any waterbody**

**NOTE:** An in-depth plans examination may reveal that further information may be required from the applicant to satisfy compliance with the Ontario Building Code or other applicable law

For use by Principal Authority			
Application number:		Permit number (if different):	
Date received:		Roll number:	
Application submitted to: _____ <u>Township of South Frontenac</u> _____			
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: <input type="checkbox"/> Owner    or <input type="checkbox"/> 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 (    )	

<b>E. Builder (optional)</b>				
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 ( )		
<b>F. Tarion Warranty Corporation (Ontario New Home Warranty Program)</b>				
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): _____				
<b>G. Required Schedules</b>				
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.				
<b>H. Completeness and compliance with applicable law</b>				
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 that are required, under the applicable by-law, resolution or regulation made under clause 7(1)(c) of the <i>Building Code Act, 1992</i> , 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
<b>I. Declaration of applicant</b>				
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., 2nd Floor. Toronto, M5G 2E5 (416) 585-6666.



## OWNER RESPONSIBILITIES

### Project location information:

Property owner(s): \_\_\_\_\_

Project address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Roll #: \_\_\_\_\_

Concession: \_\_\_\_\_ Lot: \_\_\_\_\_ Part: \_\_\_\_\_ R Plan #: \_\_\_\_\_

To the Township of South Frontenac,

I declare that; I am owner listed above , or;

I am the authorized agent of the property owner listed above

As the owner/agent I hereby acknowledge;

- That the issuance of a Building Permit and/or a general site review by the Building Department Staff is not confirmation that all zoning setbacks have been adhered to. This includes but is not limited to separation of structures to the high water mark, lot lines, sewage systems and other structures. It is understood that it is the sole responsibility of the owner/agent to meet the setback requirements as set out in the South Frontenac Zoning By-law 2003-75, and;
- That an Occupancy Permit **must be issued by a Township Building Official prior to any occupancy** of a seasonal or permanent residence and;
- The owner(s) are obligated to arrange for the inspections indicated on the permit card issued for the project, and that no work will proceed until the Building Inspector has inspected the various stages of construction indicated on the permit card, and;
- Permit drawings and documents submitted with errors or omissions contained therein do not relieve the owner and/or authorized agent from the responsibility of completing all work to meet or exceed the requirements of the Ontario Building Code.
- If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Note:** The Ontario Building Code Act requires that request for inspections is made a minimum 2 regular business days in advance of the regular business day upon which the inspection is needed.



## Agent/Owner Authorization Form

Permit #: PR

### A. Project location:

Street address:

### B. Authorized agent of owner:

Last name:

First name:

Corporation/partnership:

Street address:

Postal code:

Province:

Phone number:

Cell number:

E-mail:

### C. Parties authorized to receive inspection reports:

Company/Contractor	Contact email	Trade specific reports	All reports
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

### D. Declaration of Owner:

I, \_\_\_\_\_, being the registered owner of the above noted property hereby authorize the party stated in Section B of this form to make application for permit on my behalf to Building Services of the Township of South Frontenac in accordance with the applicable requirements of the Ontario Building Code for the purpose of the identified project.

All parties identified in Section C are hereby authorized to receive inspection reports as outlined above.

I, as the registered owner of the above noted property, wish to be copied on all communication throughout the application and review process.

I, as the registered owner of the above noted property, wish to receive a copy of all inspection reports.

Date:

Signature:

**Note:** It is the responsibility of the owner/authorized agent to provide the contact information in Section C and to update this information if there are any changes. If this information is not provided, any assigned inspection reports will only be sent to the applicant for the above noted project.