CITY OF CAMBRIDGE
Planning Services Department
50 Dickson Street, 3rd Floor,
P.O. Box 669,
Cambridge, Ontario N1R 5W8
Telephone: 519.740.4613
TTY: 519.623.6691

Demolition Permit Requirements

The following information must be provided for a complete demolition permit application:

No.	Item	Check
1	Application for a Permit to Construct or Demolish	
2	Supplemental Permit Information For Demolition Permits	
3	Demolition Permit Information Form Environmental Considerations	
4	2 copies of Survey noting structure to be demolished	
5	***** Commitment Form for Professional Engineer	
6	Permit Fee: $0.11sq.ft. GFA (min. $158.00)	

***** The applicant for a permit respecting the demolition of a building shall retain a professional engineer to undertake the general review of the project during demolition, where:

(a) The building exceeds 3 storeys in building height or 600 m^2 (6460ft^2) in "Building Area";
(b) The building structure includes a pre-tensioned or post-tensioned members;
(c) 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, or;
(d) Explosives or a laser are to be used during the course of demolition.

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.

Notes:

1. Where there are concerns raised by the Ministry of the Environment or Grand River Conservation Authority respecting the demolition, it is the applicant's full responsibility to resolve such concerns and obtain the necessary approvals.
2. Redevelopment Allowance for demolition will not be credited to the property unless a demolition permit is applied for before a building permit.
3. Please ensure compliance with the Zoning By-Law.
4. Decommissioning of wells must be done in accordance with MOE requirements.

Application for a Permit to Construct or Demolish

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

For use by Principal Authority	
Application number:	Permit number (if different):
Date received:	Roll number:

City of Cambridge

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 / sqft)		

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 Business □ Home □ ( )	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 Business □ Home □ ( )	Fax ( )		Cell number ( )	

E. Builder (optional)

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

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

i. Is proposed construction for a new home as defined in the *Ontario New Home Warranties Plan Act*? If no, go to section G.	❑ Yes	❑ No
ii. Is registration required under the *Ontario New Home Warranties Plan Act*?	❑ Yes	❑ 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).	❑ 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, I992*, 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., 2nd Floor. Toronto, M5G 2E5 (416) 585-6666.

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Supplemental Permit Information
For Demolition Permits

ADDRESS OF BUILDING DEMOLITION: _____ Core Area: ☐ Yes ☐ No

BUILDING AREA: _____ NO. OF STOREYS: _____

DATE OF DEMOLITION: _____ DATE VACANT: _____

THE OWNER SHALL OBTAIN SIGNED CONFIRMATION THAT THE FOLLOWING HAVE BEEN NOTIFIED:

HYDRO ELECTRIC (1500 Bishop Street) _____ DATE: _____
Phone: 519.621.3530

PUBLIC WORKS (1310 Bishop Street) _____ DATE: _____
Phone: 519.621.0740

GRAND RIVER CONSERVATION
AUTHORITY FLOOD PLAIN (400 Clyde Road): _____ DATE: _____
Phone: 519.621.2761

UNION GAS (4475 Mainway, Burlington)_____ DATE: _____
Phone: 866.793.1636 ext. 7320 or 7328
Fax: 866.263.0581

BELL CANADA (575 Riverbend Drive, Kitchener) _____ DATE: _____
Phone: 519.744.0510
Fax: 519.744.3082

ROGERS CABLE T.V. (85 Grand Crest Place, Kitchener) _____ DATE: _____
Phone: 877.903.3183
Fax: 905.780.7205

MINISTRY OF EDUCATION (if applicable) _____ DATE: _____
Phone: 416.325.2929
Fax: 416.325.6348

The Owner/Applicant shall bear the full responsibility to ensure all utilities into the above building have been disconnected prior to commencing demolition (minimum of 5 working days' notice).

If any building, to be demolished, is using propane gas (rural areas), the **Owner** shall also contact such company to disconnect tanks.

The following agencies shall be the **Owner's responsibility** to contact prior to commencing demolition:

FIRE DEPARTMENT Phone: 519.621.6001 **MINISTRY OF LABOUR** Phone: 519.885.3378

NOTICE: DISPOSAL OF DEMOLITION MATERIAL

"All waste materials generated from a demolition site shall be deposited at a waste disposal site certified by the Ministry of Environment & Energy. This does not apply to inert fill, meaning earth, rock or waste of a similar nature, such as broken concrete, cement blocks and bricks, that contain no putrescible, soluble or decomposable materials. The local District Office of the Ministry of Environment & Energy should be advised of sites chosen for disposal of inert fill."

Cambridge District Office, Ministry of Environment & Energy, 1 Stone Road West, Guelph, Ont. N1H 4E0 - 519.826.4255

_____ _____

SIGNATURE OF OWNER/AUTHORIZED AGENT PRINT NAME

Personal information contained on this form is collected pursuant to the Building Code Act and will be used for the purpose of responding to your application. Questions about the collection of personal information should be directed to the City's Freedom of Information and Privacy Co-ordinator in the Public Access and Council Services Division at 519.740.4680, Ext. 4079.

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DEMOLITION PERMIT INFORMATION FORM
ENVIRONMENTAL CONSIDERATIONS

The owner of the property is fully responsible for the completion of this form.

The City of Cambridge requires this form to be filled out by the owner of the property to assist the municipality in assuring that the demolition conforms to the Building Code Act, the Building Code and any other applicable law and that the demolition proceeds in an environmentally safe and sound manner.

The Occupational Health and Safety Act requires the identification of "Designated Substances" and hazardous materials on construction sites.

OWNER

Name: _____

Address: _____

City: _____

Postal Code: _____

Phone: Res._____ Bus. _____

Fax. _____

PROJECT CONTRACTOR

Name: _____

Address: _____

City: _____

Postal Code: _____

Phone: Res._____ Bus. _____

Fax. _____

PROJECT DESCRIPTION

Address of Building to be Demolished: _____

Height of Building: metres_____feet

Number of Storeys Above Grade: _____ Below Grade: _____

Total Building Area: _____m² _____sq. ft.

Total Gross Floor Area (All Floors): _____m² _____sq. ft.

Is the building vacant? ☐ YES ☐ NO
If NO (see Section 2.4.1.1(3), Ontario Building Code), no permit shall be issued.

Date Which Building Will be Vacant: _____

1. Does the building structure contain pre-tensioned or post-tensioned members? ☐ YES ☐ NO

2. 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

3. Will the demolition require the use of explosives or lasers? ☐ YES ☐ NO

4. Is there now or has there been an industrial use on this site? ☐ YES ☐ NO
   If YES, identify, in detail, the former industrial use:

5. Is there a list of Designated Substances for the site and buildings as required under s. 18(a) of the Occupational Health and Safety Act? ☐ YES ☐ NO

6. Is any asbestos present on the property? Examples: structures, equipment, pipes insulated or wrapped with asbestos, etc. ☐ YES ☐ NO

   If YES, you must manage and dispose of the waste in accordance with Regulation 347 made under the Environmental Protection Act.

7. Do the present owners/generators have or have any past owners/generators had a waste generator number issued by the Ontario Ministry of Environment and Energy? ☐ YES ☐ NO

   If NO, and there are registerable wastes to be disposed of, you must obtain a generator registration number prior to disposal of the wastes.

8. Are there any fluid storage tanks, above or below grade, or other wastes or chemicals stored on the site? Note: Some underground storage tanks may be located by vent stacks. ☐ YES ☐ NO

   If YES, waste contents must be disposed of properly (see Ontario Regulation 347).

9. Are there any outstanding Orders issued by the Ministry of Environment and Energy or the Ministry of Labour in respect of the subject premises or owners? ☐ YES ☐ NO

   If YES, contact the respective ministry immediately.

10. Does the structure or the property contain polychlorinated biphenyls (PCB) as defined under the Environmental Protection Act, Regulation 362? PCB may be located in various electrical equipment including, but not limited to, light ballasts, transformers, capacitors, etc. ☐ YES ☐ NO

    If YES, contact the Ministry immediately regarding storage and approval.

11. Does the structure contain chlorofluorocarbon (CFC) bearing refrigerant equipment, which requires proper handling? ☐ YES ☐ NO

    If YES, handle according to Ontario Regulation 356.

12. Are there hazardous or "controlled products", as defined by WHMIS, on site? For example, past land uses that might indicate the presence of radioactive materials include testing laboratories, dentist offices or veterinary clinics. Other indications could be pipes containing chemicals, oils or solvents. ☐ YES ☐ NO

    If YES, proper disposal practices for these materials must be adhered to.

13. Will demolition involve on-site processing of concrete or asphalt for use as fill? ☐ YES ☐ NO

    If YES, contact the Ministry regarding potential approval requirements.

14. Will fill be transported to or from the site? ☐ YES ☐ NO

    If YES, fill must be managed according to Ministry guidelines.
    Explain:

15. Does the owner have a dust control plan for the demolition? ☐ YES ☐ NO
    If NO, dust must be minimized to avoid causing adverse effects as defined under the Environmental Protection Act.

16. Have you conducted a waste audit? ☐ YES ☐ NO

17. Have you set up a waste reduction work plan? ☐ YES ☐ NO

NOTE RE: ITEMS 16 AND 17: Ontario Regulation 102, Part V applies "to a person who undertakes, on their own behalf or on the behalf of another person, a demolition project consisting of at least 2000 square metres". This regulation requires the writing of both a waste audit and a waste reduction plan before demolition begins and the posting and implementation of the work plan during demolition. Forms that the regulation requires to be used for the waste audit work plan are available at the local Ministry of Environment and Energy Office.

18. You must source separate the following materials for recycling: brick and Portland cement concrete, steel and wood. Have you made arrangements for the separate pickup of these materials? ☐ YES ☐ NO

Compliance shall be maintained in respect of noise to section 13 of the Environmental Protection Act and the City of Cambridge Noise By-law.

An answer of **YES** to any of Questions 1 to 16 may indicate the presence of environmentally hazardous substances or building elements that may contravene the Building Code Act. If this is the case, the applicant may need to contact an environmental consultant to perform an environmental audit **PRIOR** to the submission of the demolition permit application. If there are any questions on this procedures, the applicant may contact the Environmental Health Services Section of the Public Health Department at 150 Main Street, Cambridge, Ontario N1R 6P9 – 519.621.6110.

NOTE: The Medical Officer of Health and the Ministry of Environment and Energy may be consulted by the Chief Building Official to confirm compliance with applicable law.

For further information on environmental or energy matters, contact the Cambridge District Office of the Ministry of Environment and Energy by calling 519.622.8150, Fax 519.622.3119.

SCHEDULED STARTING DATE OF DEMOLITION _____

OWNER'S SIGNATURE _____

ENGINEER'S SIGNATURE _____

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