



Demolition Permit Application Guidelines

This information package has been prepared to assist individuals with the completion of the **Demolition Permit Application Form**. The Ontario Building Code Act states that no person shall demolish any building, as defined under the Act, without having first obtained a permit.

Pursuant to City of Ottawa Building By-law 2014-220, **Demolition Permit Applications** will only be considered by the Chief Building Official if accompanied by plans, specifications and documentation as listed below. Only complete submissions will be accepted. **Demolition Permit applications** are typically processed within ten (10) business days from the date of submission.

It is the responsibility of the owner to ensure that the appropriate Encroachment Permit is obtained prior to undertaking demolition requiring the use of the City road allowance in order to store materials and/or stage the work. Please call 613-580-2424, extension 16000 – Right of Way Permits and Applications Section.

It is the responsibility of the owner to ensure that the abandonment of a well is in accordance with the Ontario Well Water Regulation #903. Copies of the regulation may be obtained from www.e-laws.gov.on.ca. More information can be obtained from the Ministry of Environment Public Information Centre at 1-800-565-4923. Abandonment of a septic system requires that the septic tank be pumped, filled with sand and capped.

Tax adjustments are not automatic. You must apply for a property tax adjustment after the demolition has occurred. Applications must be filed with the City prior to February 28th of the year following the year of demolition. For details regarding the application process please refer to [cancellation, reduction or refunds of property](#) or call 613-580-2444. Section 357 of the Municipal Act provides the authority by which to apply for an adjustment of property taxes after a demolition has occurred.

Where the building to be demolished is located within the Area of Demolition Control as defined in the attached schedule 1 and includes the demolition of a residential unit and no replacement building permit has been issued, Demolition Control approval from the Planning and Growth Management Department is necessary. As well, Demolition Control approval will be required if the building is designated under Part IV or Part V of the Ontario Heritage Act. Application forms are available at all Client Service Centres or online, together with the requirements for submissions. Before making an application, you should discuss your proposal with Planning and Growth Management Branch staff
Note: A Demolition Permit may not be required for the demolition of farm buildings such as barns and silos.

Any person who commences demolition prior to the issuance of a Permit to Demolish shall, in addition to any other penalty imposed under the Act or Building Code, pay a non-refundable administrative surcharge fee as set out in Schedule "A" of the City of Ottawa, Building By-law 2014-220.

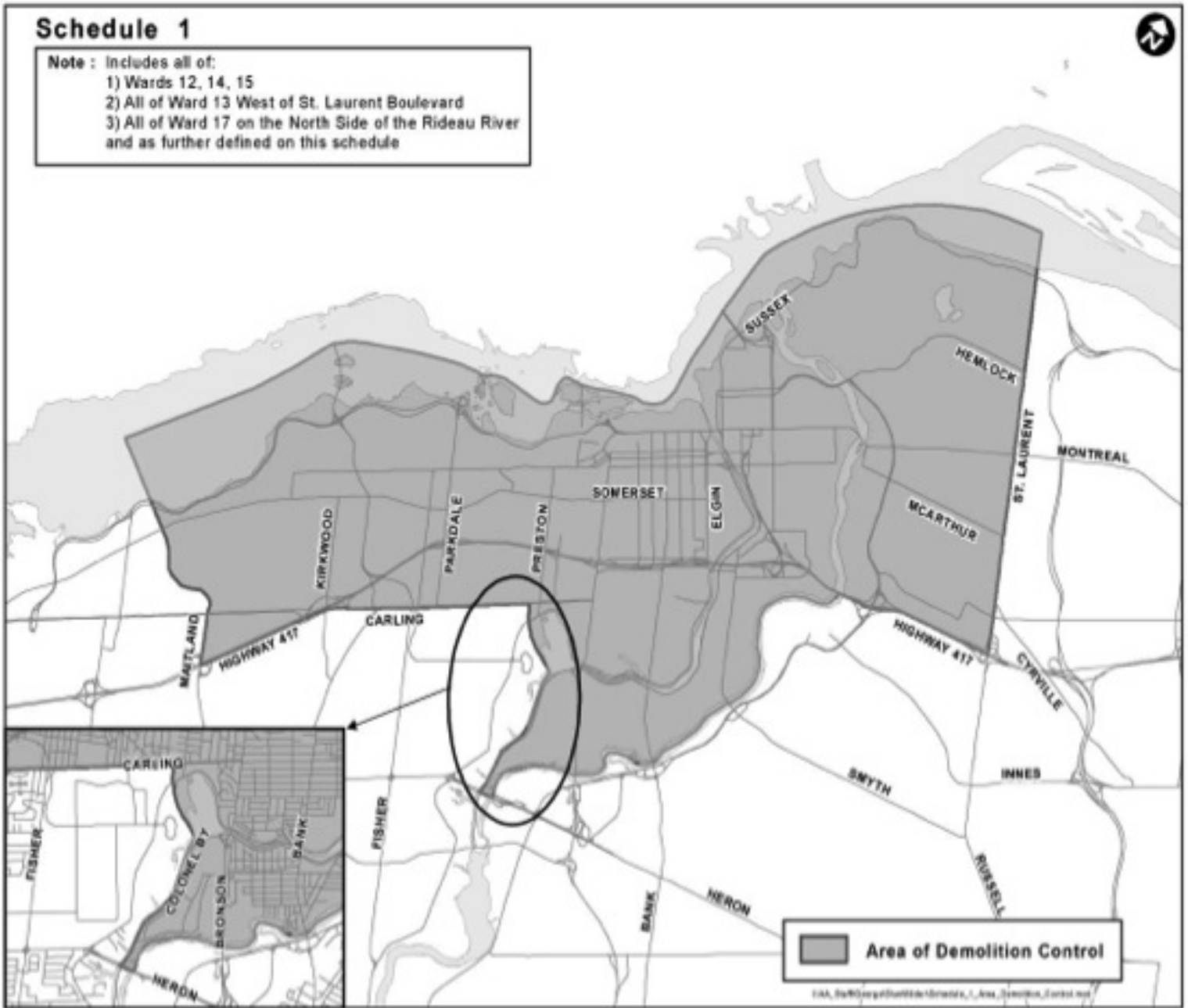
Submission Requirements:

1. An **Application to Construct or Demolish Form** completed in full;
2. **Demolition Review Form** completed in full; (attached)
3. **Demolition Permit Clearances Form** completed in full and authorized by the appropriate authorities; (attached)
4. A current **Plan of Survey or Site Plan** (fully dimensioned) indicating:
 - a. dimensions of property and lot size; and
 - b. location of building(s) proposed to be demolished and **all** other buildings on the lot.

Schedule 1

Note : Includes all of:

- 1) Wards 12, 14, 15
- 2) All of Ward 13 West of St. Laurent Boulevard
- 3) All of Ward 17 on the North Side of the Rideau River and as further defined on this schedule



DEMOLITION PERMIT CLEARANCES

Municipal Address: _____

Description of Building and Use: _____

Gross Floor Area of Building to be Demolished: _____ M² _____ F²

I, _____, the undersigned, have filed an application with the Chief Building Official, Building Code Services Branch, City of Ottawa, for a permit to demolish. I hereby request certification that arrangements have been made for the cutting off and plugging of the following services and that these premises are free of rodents.

Signature: _____ Phone Number: _____

Please note: Fees may be levied by each utility for the disconnection or blanking of services.
Please confirm with the contacts listed below for fees.

To disconnect Water Utility contact:
ENVIRONMENTAL SERVICES DEPARTMENT

951 Clyde Avenue
Tel.: 613-580-2424 ext. 22268
Fax: 613-728-6928
waterpermits@ottawa.ca

Print Date (Signature)

To disconnect Sewer Utility contact:
DEVELOPMENT REVIEW SERVICES BRANCH

developmentbookings@ottawa.ca

Print Date (Signature)

BELL CANADA

demolitionpermits@bell.ca

Print Date (Signature)

ROGERS OTTAWA

demolitionpermitcl@rci.rogers.com

Print Date (Signature)

ENBRIDGE GAS DISTRIBUTION

wmc_ottawa@enbridge.com
1-855-228-4898, option 6, option 1

Enbridge Gas Distribution requires 44 days from time of payment to disconnect natural gas service
Please contact Enbridge Gas Distribution at 1-855-228-4898 to start the process.

Print Date (Signature)

HYDRO OTTAWA – DESIGN AND CONSTRUCTION

Tel.: 613-738-6400
servicedesk@hydroottawa.com

HYDRO ONE

Tel.: 1-888-664-9376 select Service #2
customercommunications@hydroone.com

Print Date (Signature)

HOME HEATING FUEL (Owner ensures the oil tank has been emptied)

Print Date (Signature)

Additional information:

- It is the responsibility of the owner to ensure the appropriate Encroachment Permit is obtained prior to the demolition of a building. Call 613-580-2424, extension 16000 – Right of Way Permits and Applications Section.
- Abandonment of a well shall be done in accordance with the Ontario Well Water Regulation #903. Copies of the regulation may be obtained from www.e-laws.gov.on.ca. More information can be obtained from the Ministry of Environment Public Information Centre at 1-800-565-4923.
- Abandonment of a septic system requires a pump out of the septic tank, which should then be filled with sand and capped.

Demolition Review

BUILDING DESCRIPTION:

1. Type of building: _____

2. Area of building to be demolished: _____

3. Number of storeys: _____ Above grade: _____ Below grade: _____

METHOD OF DEMOLITION:

ONTARIO BUILDING CODE INFORMATION:

1. Does the building exceed three storeys in height? Yes No
2. Does the building footprint exceed 600 square metres (6,458 sq.ft.) in area? Yes No
3. Does the building contain pre-tensioned or post-tensioned members? Yes No
4. Will the proposed demolition extend below the level of the footing of any adjacent building(s), and occur within the angle of repose of the soil, drawn from the bottom of such footings? Yes No
5. Will there be explosives or lasers used during the course of demolition? Yes No

If the answer of any question above is YES, the applicant shall submit, at the time of application, a demolition brief detailing the structural design characteristics of the building and method of demolition and retain a Professional Engineer to undertake the general review of the project during demolition.

Application for a Permit to Construct or Demolish

This form is authorized under subsection 8(1.1) of the Building Code Act, 1992.

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

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)	

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="radio"/> Owner or <input type="radio"/> Authorized agent of owner			
Last name	First name	Corporation or partnership	
Street address	Unit number	Lot/con.	
Municipality	Postal code	Province <input style="width: 100%;" type="text"/>	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 <input style="width: 100%;" type="text"/>	E-mail
Telephone number	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 <input type="text"/>	E-mail
Telephone number		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.		<input type="radio"/>	Yes	<input type="radio"/>
ii. Is registration required under the Ontario New Home Warranties Plan Act?		<input type="radio"/>	Yes	<input type="radio"/>
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 that are 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="radio"/>	Yes	<input type="radio"/>
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.		<input type="radio"/>	Yes	<input type="radio"/>
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.		<input type="radio"/>	Yes	<input type="radio"/>
iv) The proposed building, construction or demolition will not contravene any applicable law.		<input type="radio"/>	Yes	<input type="radio"/>
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.

How to Apply for a Tax Reduction Due to Demolition or Renovations

To whom it may concern:

The City of Ottawa, Revenue Services, would like to take the initiative to advise you that under Ontario municipal legislation a request may be submitted for a tax reduction, relating to a demolition or renovations that prevent the normal use of the property for a minimum of three months.

The onus is on the property owner(s) to make an application to request a cancellation, reduction, or refund of taxes under Section 357 of the *Municipal Act, 2001*. To assist you and to facilitate this process, we have attached a 'Section 357 Application Form' which can be completed and returned to our office to initiate your request. You will notice on the form that there is a time limitation to submit your application. The deadline to apply is February 28th of the year following the year in respect of which the application is made.

Please direct your written request along with the completed Application Form to the City of Ottawa, by email to taxadjustments@ottawa.ca; by fax at 613-580-2457 or by mail to the City of Ottawa, Revenue Services, c/o Assessment Control, 100 Constellation Crescent, 4th Floor, Ottawa ON, K2G 6J8.

Applications can also be made online. Information on this process can be found under the property tax section of the City's website at www.ottawa.ca

An acknowledgment letter will be sent to you upon receipt of your application.

Sincerely,

Assessment Control Unit

**Application for Cancellation, Reduction or Refund of
Taxes under Section 357 or 358 of the *Municipal Act, 2001***

INSTRUCTIONS

- The deadline for this type of appeal is **February 28** of the calendar year following the year which is being appealed.
- Representatives or Agents making requests on behalf of a principal must submit a letter of authorization signed by the principal in order to validate their application.
- **This form must be fully completed to be considered.** Return the completed form and supporting documents to our office located at:

City of Ottawa, Revenue Services
c/o Tax Adjustments Section
100 Constellation Drive, 4th Floor East
Nepean ON K2G 6J8
Tel: 613-580-2444 Fax: 613-580-2457
E-mail: taxadjustments@ottawa.ca

PROPERTY INFORMATION

PROPERTY ADDRESS	ROLL NUMBER 0614. . . .0000
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APPLICANT INFORMATION

NAME OF PROPERTY OWNER(S)	PHONE NUMBER: _____ E-MAIL: _____
A confirmation of receipt will be issued upon review of your application	
MAILING ADDRESS (NUMBER AND STREET)	CITY/TOWN
PROVINCE	POSTAL CODE

Please cancel, reduce or refund all or part of the taxes on the property for the following reason (choose one reason only):

- a) Changed Tax Class as a result of a change event as defined in the legislation;
- b) Land has become vacant or excess land;
- c) Land has become exempt from taxation;
- d) A building on the land
 - Was razed by fire, demolition or otherwise; or
 - Was damaged by fire demolition or otherwise to render it substantially unusable for the purpose for which it was used immediately prior to the damage
- (d.1) The applicant is unable to pay taxes because of sickness or extreme poverty;
- (e) A mobile unit on the land was removed
- (f) Overcharged due to a gross or manifest error that is clerical or factual in nature;
- (g) Repairs or renovations prevented the normal use of the land for at least 3 months during the year.

Exception: This does not apply to land prescribed under subs. 357(1.1) for commercial, industrial and landfill classes.

Mandatory Details related to your application to be attached: pictures, insurance report, demolition permit, construction permit, repair/renovation permit, contractor bills, fire department report, and any additional information along with copies of related documents to support your appeal must be provided.

Describe Reason for Application

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What period of time during the year was your property affected?

From: (dd-mm-yyyy)

To (dd-mm-yyyy)

Application Process:

The City of Ottawa will provide information about your application to the Municipal Property Assessment Corporation (MPAC) to confirm the application details. Section staff in Revenue Services receives and reviews each application, then forwards the information to MPAC to obtain revised assessment information. MPAC may conduct a property inspection. Upon receipt of the revised assessment information, Revenue staff will review, approve and calculate the tax cancellation/reduction amount.

I certify that the information contained on this form and all attachments are true and correct.

NAME OF APPLICANT (PRINT)	
SIGNATURE OF APPLICANT	DATE (DD/MM/YYYY)

The information on this form is collected under the authority of section 357 of the *Municipal Act, 2001* and it will be used only for the purpose of determining eligibility and the amount of the cancellation, reduction or refund of real property taxes in respect of applicable properties. Questions about the collection of personal information should be directed to the Customer Accounts Program Manager (see contact information above).