



Demolition Supplementary Information Form

This checklist has been prepared to assist individuals to complete Demolition Permit applications with minimal delay, to ensure that demolitions conform to the *Building Code Act* and proceed in an environmentally safe and sound manner.

Project Information

Address of Building Being Demolished:	
Owner of Property:	
Description of Building:	
Building Area:	
Number of Storeys:	

Ontario Building Code Information

1. Does the building exceed three storeys height?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2. Does the building footprint exceed 600m ² (6,458ft ²)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3. Does the building contain pre-tensioned members?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4. Does the building extend below the level of footings of any adjacent building?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5. Will there be lasers used during demolition?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

If the answer to any of questions 1 to 5 is Yes, the applicant shall, as required by the Ontario Building Code, retain a Professional Engineer to undertake the general review of the project during demolition. Further, the applicant shall submit, at the time of application, a completed General Review Commitment Certificate and letter detailing the structural design characteristics of the building and the method of demolition.

Environmental Considerations

6. Is there now, or has there been, an industrial use of this property?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7. Are there any fluid storage tanks above or below grade on the property?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
8. Are there any outstanding Orders issued by the Ministry of the Environment, Conservation and Parks or the Ministry of Labour in respect to this property or the owners?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
9. Does the structure contain Polychlorinated Biphenyls (PCB's) as defined under the <i>Environmental Protection Act</i> ? PCB's may be located in various electrical equipment including, but not limited to, light ballasts, transformers, capacitors, etc.?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
10. Are there hazardous or "controlled products" on site as defined by the Workplace Hazardous Materials Information System (WHMIS)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

An answer of Yes to any of questions 6 to 10 may indicate the presence of environmentally hazardous substances, or building elements, which may require compliance with the *Environmental Protection Act* and the *Occupational Health and Safety Act*. See additional information below.

Ministry of the Environment, Conservation and Parks

The Ministry of the Environment, Conservation and Parks requires you to have a plan to control emissions from your demolition site. Dust and other air pollution from demolition sites can impact greatly on the health and safety of people working or living close to the sites. Section 49 of Ontario Regulation 419/05 (regulation made under the *Environmental Protection Act*) states that no contaminant shall be carried beyond the limits of the property on which your construction or demolition is taking place unless every step necessary to control the emission of the contaminant has been implemented. The easiest way to control these emissions is to prepare a contaminant control plan. A plan should include, but not be limited to:

- a. Identification of the main source of emission.
- b. Potential causes for any high dust or contaminant emissions resulting from the identified sources.
- c. Preventive and control measures in place to control any emissions identified.
- d. Inspection and maintenance procedures to ensure effective implementation of any preventive or control measures.

Failure to control emissions from your site may result in stop work orders, tickets, or charges. If you have any questions or concerns regarding these requirements, please call the Barrie District Office of the [Ministry of the Environment, Conservation and Parks](#) at 705-739-6441 or 1-800-890-8511.

Ministry of Labour

The *Occupational Health and Safety Act* requires the identification of Designated Substances and Hazardous Materials on construction sites. For any questions regarding the *Occupational Health and Safety Act* please contact the [Ministry of Labour, Training and Skills Development](#).

Applicant Declaration

I,

First Name and Last Name

do hereby declare: (confirm the following by checking off each box)

- that I am the owner/authorized agent of the owner named in the above application for a permit
- that the information supplied by me in the application and in the materials filed by me with the application is correct; and
- that I have arranged/will arrange with the proper authorities for the termination and capping of all services and utilities including, but not limited to, water, sewer, gas, electricity, telephone, and cable.

and I hereby certify the above is correct.

_____ First Name and Last Name	_____ Signature of Authorized Representative	_____ Date
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Before you dig. The law requires you to contact Ontario One Call to locate and mark underground pipes. Call 1-800-400-2255 or [submit your request online](#). This 24/7 service is free of charge.

Demolition of Buildings Procedures

1. The contractor shall contact all utility companies for locations of pipes, ducts and wires, and shall ensure that all services are disconnected and/or removed.
2. The contractor shall notify the Ontario Provincial Police: Orillia Detachment, 1 University Ave (705-326-3536) whenever the normal flow of traffic on a City street may be impeded while the demolition work is in progress.
3. Where applicable, the contractor shall ensure the safety of pedestrians with the installation of proper barricades, hoarding, etc.
4. Contractors using the City of Orillia Landfill Site (705-325-3552) shall consult with the Superintendent of the City's Solid Waste Division or their designate with respect to required waste reduction and disposal procedures.
5. Basement walls must be demolished to a depth of 18" below finished grade. This material may be left in the basement, with the remaining filled with pit run material.
6. After all building material and rubbish has been removed, the property must be graded in such a manner as to avoid uneven settling and ponding.
7. Upon request, the contractor shall provide the building division (705-329-7258) with proof of adequate Public Liability and Property Damage Insurance.
8. A completed Vermin Control Review Form or A Site Inspection Clearance Certificate issued by an Ontario Licensed Exterminator stating that the entire interior/exterior of the site has been inspected and is free of any infestation of rodents and other vermin that may cause negative impacts to the surrounding community is required for non-residential demolition permits.
9. **Contact the Building Division at 705-329-7258 or your Inspector immediately upon completion of the demolition for a FINAL INSPECTION to close the file.**

City Property Tax & Development Charge Adjustment Procedures

1. Property owners are advised that tax adjustments are not automatic and must be applied for after the actual demolition has occurred.
2. A reduction in development charges under the [Development Charge By-law No. 2023-009](#) may be permitted in the case of a demolition or redevelopment of a residential, non-residential, or mixed-use building or structure, provided that the building or structure was:
 - i. occupied within the prior four (4) years or,
 - ii. a demolition permit was issued within five years prior to the issuance of a Building Permit for redevelopment of the lands.
3. Contact the City of Orillia Financial Services at (705) 329-7239 or visit the City website for more information.