



Demolition Permit Guide

Town of The Blue Mountains

The Ontario Building Code (OBC) requires a demolition permit to be obtained for the demolition of all buildings and structures, except for farm buildings. All application forms, drawings, and related documents shall be submitted electronically in PDF format build@thebluemountains.ca or by using our secure [ShareFile](#) system. Please refer to our [Electronic Submission Requirements Document](#).

Application Forms

1. [Building Permit Application Form-Demolition](#)
2. [Utility Sign Off Form](#)
3. [Commitment to General Review Form](#) (required for buildings only within scope of Div. C. 1.2.2.3 of the 2012 OBC)
4. [Form 357 Application for Reduction of Taxes](#) – if applicable
5. [Owner's Authorization Form](#) (Required if Applicant is not the Owner)
6. [Entrance Permit Guide](#) (includes Frontage deposit which is required where major work takes place with no entrance changes)

Construction Drawings and Specifications (Black & White)

7. Site Plan - indicating the location and type of structure or portion thereof to be demolished and existing service locations, including on-site sewage systems. If a septic system is associated with the structure that is proposed to be demolished, the tank is required to be decommissioned.

Fees and Charges

8. Building Permit Fee: \$100.00
9. An additional \$50.00 fee is applicable where an existing septic tank is to be decommissioned. [Guidelines for decommissioning](#).
10. Building Permit Fee for Structures within scope of Div. C. 1.2.2.3 of the OBC: \$350.00

[Approvals from other Agencies are required](#) in many instances before a demolition permit application can be processed and before a permit is issued. These approvals are not administered by Building Services. Please ensure all other required approvals are complete. [Applicable Law](#)

First Steps

The applicant shall contact all utility and/or service companies to request service termination. A Utility Sign Off form is required to be completed with the date of disconnection noted and the form signed by a representative of the company. Where the land use/zoning of a property is proposed to change to a more sensitive land use (i.e. commercial or industrial to residential) a "Record of Site Condition" (RSC) may be required. An RSC summarizes the environmental condition of a property at a particular time based on the completion of environmental site assessments (ESA's). An RSC must be completed by a Qualified Person and filed with the Ministry of the Environment & Climate Change (MOECC).

Next Steps

Submit complete application including supporting documentation, electronically to build@thebluemountains.ca. Application is reviewed for completeness and compliance with the Ontario Building Code and Applicable Law. Application review comments are provided during review to identify any outstanding requirements. Permit will be issued when review is complete and all fees are paid. Demolition may then commence and an inspection may be requested. After all building material and debris has been removed, the property shall be graded in such a manner to avoid uneven settling and ponding. The Building Inspector confirms that demolition is complete and that the site is clear of all debris and graded appropriately. An inspection may be required for the decommissioning of the on-site sewage system. When required inspections are completed, the demolition permit will be closed.