

FORM A.8.1 DEMOLITION PERMIT APPLICATION CHECKLIST

For use by Principal Authority

Application number:	Permit number (if different):
Date received:	Roll number:

A. Project Information

Building number, street name	Unit number	Lot/con.
Municipality	Postal code	Plan number/other description

This information sheet has been prepared to assist individuals to complete demolition permit applications with minimal delay. The City of Windsor Building By-law provides that demolition permit applications are to be accompanied by plans, specification and documentation which will be considered by the Chief Building Official in determining whether a demolition permit will be issued. The City of Windsor is seeking to ensure that demolitions conform with the *Building Code Act* and that they proceed in an environmentally safe and sound manner.

It is often difficult for a building owner or demolition contractor to determine whether contaminated substances are present in a building and/or on a proposed demolition site. As a general rule, buildings with a history of industrial use have a high probability of containing one or more contaminated substances.

B. Ontario Building Code

1. Does the building exceed 3 stories in Building Height? <i>Number of storeys – Above grade:</i> _____ <i>Number of Storeys – Below Grade:</i> _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Does the Building exceed 600m² (6458 ft²) in Building Area? <i>Area of building to be demolished (m² or ft²)</i> _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. Does the building contain pre-tensioned or post-tensioned members?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4. 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?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5. Will there be any explosives or lasers used during the course of demolition?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If the answer to any of questions **1 to 5** is **YES**, the applicant shall, as required by the *Building Code Act*, 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 complete General Review Commitment Certificate and a report detailing the structural design characteristic of the building and the method of demolition.

C. Environmental Considerations

The *Occupational Health and Safety Act* requires the identification of Designated Substances and Hazardous Materials on construction sites. Hazardous Substances are defined under the act to include a long and complete list of over 800 biological, chemical and radioactive agents under the provisions of the Workplace Hazardous Materials Information System (WHMIS)

6. Is there now or has there been an industrial use of this site?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7. Is there a list of Designated Substances for the site and building as required under the <i>Occupational Health and Safety Act</i>?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8. Are there any fluid storage tanks, above or below grade, on site? Note: some underground storage tanks may be located by vent stacks.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
9. Are there any outstanding Orders issued by the Ministry of the Environment or the Ministry of Labour in respect of the subject premises or owners?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
10. Does the structure contain Polychlorinated Biphenyls (PCB's) as defined under the <i>Environmental Protection Act</i>? PCB may be located in various electrical equipment including, but not limited to, light ballasts, transformers, capacitors, etc.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
11. Does the structure contain Ozone Depleting Substances which require proper handling in accordance with applicable regulations under the <i>Environmental Protection Act</i>?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
12. Are there hazardous or "controlled products", as defined by WHMIS, on site? For example, past land uses which might indicate the presence of radioactive materials including dentist offices or veterinary clinics. Other indicators could be pipes containing chemicals, oils or solvents.	<input type="checkbox"/> Yes	<input type="checkbox"/> No

An answer of **YES** to any of questions **6 to 12** may indicate the presence of environmentally hazardous substances or building elements which may contravene the *Building Code Act*. If this is the case, the applicant will need to contact an environmental consultant to perform an Environmental Building Audit (including the dust control plan), prior to the submission of the demolition permit application. If there are any questions on this procedure, the applicant may contact the Fire Department at 519-253-3016.

Note: Medical Officer of Health and the Minister of the Environment may be consulted by the Chief Building Official to confirm compliance with applicable law.

D. Municipal Requirements

The City of Windsor Building by-law requires the identification and management of rat infestation. A completed Form A.8.2 – Rat Infestation Review Form must be submitted with your Demolition Permit Application.

13. Has the property been inspected by a licensed pest control company?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
14. Have signs of rat infestation been detected by a licensed pest control company?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
15. If answered Yes to question 14, have measures been taken to prevent the spread of infestation to adjacent buildings or properties	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If the answer to either questions 13 or 15 is **NO**, the permit application cannot be processed and will be rejected.

E. Declaration of Applicant

I _____ declare that:
Print Name

That I am the owner/authorized agent of the owner named in the application for a permit

That the information supplied to me in the application and in the materials filed by me with the application are correct

That I have arranged 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.

1. The information contained in this application, attached schedules and forms, 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.

Signature of Applicant

Date

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.