

# Building Permit Requirements

## Demolition

This form summarizes the minimum required information to be submitted, in accordance with the Building Code Act and the City of Burlington's Building Permit By-Law. Incomplete applications will not be accepted. However, should the requirement for additional documents and/or approvals be determined during the processing of this application you will be notified.

### **Completed Forms and Documents:**

- Completed Provincial Application form for a Permit to Construct or Demolish.

### **Permit Fees:**

- Permit Fee; Refer to current Building Permit By-Law for Fee Schedule.  
Other charges (i.e. development charges) may be applicable and are payable prior to building permit issuance.

### **Construction Documents (Two Copies – Maximum Sheet Size is 24"x36" (594mmx841mm))\*:**

*All drawings shall be to scale, dimensioned and provide sufficient information that describes the extent of proposed work.*

- Site Plan:                   - Site plan (Property Survey) – Showing location of existing building(s) / structure(s) to be demolished
  
- Clearance form:            Demolition Pre-Permit Clearance Form with all signatures:  
**(Signatures can be obtained individually or simultaneously)**
  - Heritage Clearance
  - Planning Department
  - Capital works
  - Forestry
  - Niagara Escarpment Commission (NEC)
  - Conservation Halton
  - Fire Department
  - Burlington Hydro
  - Region of Halton
  - Union Gas
  - Reliance Home Comfort
  - Bell Canada
  - Cogeco Cable

### **Other Requirements:**

- Method of demolition and General Review Commitment Form completed and signed by the owner and the engineer, where required.  
(As per Div. C, 1.2.2.3 & Div. C, 1.3.1.1 (3) – OBC 2012)

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\* For any inquiry, please call the Building Section in the Department of City Building at 905-335-7731 or visit City Hall at 426 Brant Street – Lower Level (Building Section counter).