



Demolition

Building Permit Application Checklist:

This document 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 for a complete building permit application. **Incomplete applications will not be accepted.** However, should it be determined that additional documents and/or approvals are required during the processing of this application, you will be notified.

Refer to the "[Electronic Building Permit Application Submission and Resubmission Standards](#)" (also enclosed) for digital drawings and documentation submission requirements. Submissions that do not meet this criterion will be refused.

Permit Fees:

- Refer to current Building Permit By-Law for [Fee Schedule](#) or contact a Building staff at buildingpermits@burlington.ca.

Completed Forms and Documents:

- Completed Provincial Application form for a Permit to Construct or Demolish.
- General Review Commitment form completed and signed by the Owner and Professional Engineer if the demolition of the building meets OBC, Div. C, 1.2.2.3.
- "Required Demolition Clearances" form with all applicable law signoffs. A single form containing all required signatures must be submitted. Separate signed forms will not be accepted.

Other Construction Documents:

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

- Site Plan (property survey):
 - Show location of existing building(s)/structure(s) to be demolished.
 - Identify the exact total Building Area and Gross Floor Area of demolished building(s)/structure(s).
- Demolition Report: Sealed by the Professional Engineer explaining the structural design characteristics and method of demolition in conformance with OBC, Div. C, 1.3.1.1.(3), if applicable.

Other Authorities:

The property owner is ultimately responsible for notifying other authorities, including utility services, prior to demolition to ensure all necessary permissions are in place before work begins.

Refer to Page 3 of the City's [Demolition Clearances Form](#) for a recommended list of authorities who should be informed of demolition plans.

Building Permit Issuance:

Prior to issuance of a building permit, the applicant will be contacted upon completion of the plans review and advised of any outstanding fees, such as Parkland Dedication Charges, Development Charges, Community Benefits Charges, and/or any other applicable fees in the City of Burlington's Building Permit By-law.

Permits shall be released to the owner or applicant. The Building Department will release permits to other parties only where written authorization has been received from the property owner or the applicant.

Refer to [Applying for a Building Permit](#) on the City of Burlington website, for more information.

Building Department
buildingpermits@burlington.ca
905-335-7731