

## SITE CONDITIONS

Where demolition occurs, and prior to the “final” inspection, the project site must be appropriately graded and in conformance with the City of Thunder Bay Property Standards By-law and Yard Maintenance By-Law.

Information regarding your responsibilities and these by-laws can be obtained through our Licensing & Enforcement Division at (807) 625-2710.

## DISPOSAL OF MATERIALS

Certain demolition materials are considered wastes and must be handled according to provincial legislation.

Materials such as wood, insulation, roofing material, wallboard, and plastics are considered biodegradable and must be salvaged or disposed of at a Ministry of the Environment approved waste disposal facility. Materials intended to be salvaged must be segregated at the demolition site.

In addition, any contractor transporting biodegradable waste is required to obtain a Waste Management Systems Certificate of Approval from the Ministry of the Environment.

Questions regarding demolition, the nature of the materials, your responsibilities, fines, and other applicable regulations can be directed to the local **Ministry of the Environment** (MOE) office at (807) 475-1315.

For general information and ministry contacts, you may also refer to the available “Notice to Construction and Demolition Contractors” sheet, provided by the **Ministry of Environment**.

## RECYCLING

### HABITAT FOR HUMANITY:

In support of **Habitat for Humanity**, contractors and homeowners are asked to donate reusable and recyclable building materials generated through demolition or alterations of buildings. Careful removal of doors, windows, trim, etc. is essential in making this work.

For information on **Habitat for Humanity** and a complete listing of acceptable products and materials, please refer to their literature and/or contact them at 660 Squire Street (Tel: 346-4884)

### ZERO ACTION WASTE TEAM:

Demolition and construction costs can be reduced through the **appropriate** reuse and recycling of materials such as wood, bricks, windows, insulation, doors, steel and structural elements, washroom fixtures, and mechanical and electrical components. Ontario regulations require a person undertaking construction or demolition of one or more buildings with a total floor area of at least 2000 square metres (21,529 sq. ft.) to:

- conduct an audit of the waste that will be generated by the project, and prepare a written waste audit report,
- based on the audit, prepare a written waste reduction plan that includes source separation (recycling) programs for materials such as wood, steel, concrete and bricks before the project begins,
- implement the waste reduction work plan,
- include measures for communicating the plan to workers at the project site,

Additional information on waste reduction, recycling, and reuse can be found in literature from the **Zero Action Waste Team**, or by visiting their website @ [www.zwat.org](http://www.zwat.org).

The **Zero Action Waste Team (ZWATeam)** is made up of members of the Industrial, Commercial, and Institutional Sector working together since 1992 to eliminate waste, manage resources and promote local jobs and economic self-sufficiency.

## INSPECTIONS

- Once a permit has been issued and when the demolition is complete, an inspection is required.
- Inspections are limited to a single “final” inspection conducted at the completion of demolition. (See also, Site Conditions)
- Inspections do not occur automatically.** It is your responsibility to arrange for an inspection. Inspections are conducted within 2 working days following the day of receipt of notice for an inspection.
- Inspections can be arranged by calling:

<b>North Ward</b>	<b>South Ward</b>
625-2570	625-3124
- You can call anytime (24 hours/day) and leave a message.
- Appointment times must be confirmed with a Building Inspector.**

### PERMIT GUIDES AND INFORMATION PAMPHLETS

Additional information pamphlets are available for:

- Large/Complex Buildings Construction & Additions
- Large/Complex Buildings Renovations & Alterations
- Large/Complex Buildings – Drawing Standards
- Single Family Detached Residential Dwellings
- Residential Basement Development
- Residential Accessory Buildings
- Residential Solid Fuel Burning Appliances
- Residential Decks
- Demolition Permits
- Plumbing Permits



#### BUILDING SERVICES DIVISION

Second Floor, Victoriaville Civic Centre  
111 Syndicate Avenue South  
P.O. Box 800  
Thunder Bay, Ontario P7C 5K4

Telephone: (807) 625-2574  
Fax: (807) 623-9344

Office Hours:  
Monday - Friday  
8:30 a.m. - 4:30 p.m.

## A Guide To:

# DEMOLITION PERMITS\*

### (\*Building Permit to Demolish)

*This pamphlet has no legal status and cannot be used as an official interpretation of the various codes and regulations currently in effect. Users are advised to contact Development & Emergency Services Department, and reference the Ontario Building Code and City of Thunder Bay Zoning By-law, for assistance and information.*

## A Building Permit Is Required Prior To Demolition And Inspection

## Building Permit Information



## DO I NEED A DEMOLITION PERMIT?

- A Building Permit is required to demolish any “Building” defined in the Ontario Building Code Act as;
  - a) A structure occupying an area greater than ten square metres consisting of a wall, roof and floor or any of them or a structural system serving the function thereof including all plumbing, works, fixtures and service systems appurtenant thereto,
  - b) A structure occupying an area of ten square metres or less that contains plumbing, including the plumbing appurtenant thereto,
  - c) Plumbing not located in a structure, or
  - d) Structures designated in the building code.
- Exemptions from the requirement to obtain a demolition permit under section 8 of the Act can be found in the Ontario Building Code, under Div C - 1.3.1.1.
- In addition to obtaining a Building Permit to demolish, other approvals may be required prior to commencing any work:
- If the building is under the jurisdiction of the Heritage Act and the local Heritage Advisory Committee, contact the **City Clerk** at 625-2236.
- If your project includes the removal of underground fuel storage tanks, contact the **Ministry of Consumer & Commercial Relations** at 343-7230.
- Regarding workplace safety and the Occupational Health & Safety Act (Ontario Regulation 213/91), contact the **Ministry of Labour** at 475-1691.

## APPLICATION REQUIREMENTS

*A complete building permit application for demolition must be submitted for a building permit review for each building being demolished. A complete application includes;*

- Completed Building Permit Application Form.
- Completed Demolition Information Form.
- Completed Demolition Fire Safety Information Form
- Proof of Ownership (i.e. - Property Deed or Tax Notice).
- Current Site Plan or Survey (when there is more than one building located on the property).
- Authorization from property owner.
- Existing building design characteristics and the method of demolition (when a professional engineer must be retained). See also “Do I Require An Engineer”
- Permit Fee (see below).

DEMOLITION TYPE	FEE
All buildings or designated structures	\$100.00

### PLEASE NOTE:

Any required drawings must provide enough information to verify the Zoning By-law and the Building Code requirements shall be complied with.

## ADDITIONAL AUTHORIZATIONS

Existing services may require disconnection, relocation or removal. As such, written authorizations may be required from other departments and utilities, including;

- **City of Thunder Bay** (Sewer & Water)  
Telephone: North Ward: 684-3284  
South Ward: 625-3056
- **Tbaytel** Telephone:  
684-2835
- **Thunder Bay Hydro**  
Telephone: 343-1111
- **Union Gas Ontario Inc.**  
Telephone: 1-855-228-4898 Ext. 5111137
- **Thunder Bay Fire & Rescue Services**  
Telephone: 625-2650 or 625-2103

Signing space for the written authorizations from these departments and utilities is found on the “**Demolition Information**” and the “**Demolition Fire Safety Information**” form.

**For Locations of  
Underground Services  
CALL BEFORE YOU DIG!**

**ONTARIO ONE CALL**

**1-800-400-2255**

**OR**

**www.on1call.com**

## DO I REQUIRE AN ENGINEER?

A professional engineer must be retained to undertake the general review of the project during demolition, where:

- the buildings exceeds three stories in building height or 600 m<sup>2</sup> (6460 ft<sup>2</sup>) in building area,
- the building structure includes pre-tensioned or post-tensioned members;
- it is proposed that demolition will extend below the level of the footings of an adjacent building and occur within the angle of repose of the soil, drawn from the bottom of such footings, or
- explosives or a laser are to be used during the course of the demolition.

Where an engineer is required, a description of the structural design characteristics of the building and the method of demolition shall be included in the application. Additionally, a “Letter of Understanding and Commitment” (completed by the applicant) and a “General Review / Commitment Certificate” (completed by the engineer) must be included with the building permit application to demolish.

## DEMOLITION PERMIT REVIEW

Simple demolition projects will, typically, be reviewed and issued within ten working days of the receipt of the completed demolition permit application package.

More complex projects, projects requiring engineers and/or projects enlisting innovative technologies for building demolition may experience longer turn-around times for the issuance of the building permit to demolish.