



Hastings Highlands

Beautiful By Nature

DEMOLITION
PERMIT
APPLICATION



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DEMOLITION PERMIT CHECK LIST

- SITE PLAN- complete with clearly described building(s) to be demolished. E.g. 1963 cottage, Century barn
- APPLICATION FOR A PERMIT TO DEMOLISH
- AUTHORIZATION OF AGENT (IF APPLICANT NOT OWNER)
- FEES
- COMPLIANCE WITH ZONING BY-LAW
- APPLICABLE LAW COMPLIANCE
- STATEMENT REGARDING REQUIRED INSPECTIONS

(Please call for final inspection once building is down for reporting purposes to MPAC (Municipal Property Assessment Corporation))

Do not commence demolition without obtaining a permit.

In some cases, a Surveyor's Real Property Report (SRPR) will be required prior to demolition



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**Schedule 'D'
Building Department Fees**

Item	Early Bird Rate Jan 1 - Mar 31, 2024	Fees Effective April 1, 2024	HST Applicable (Yes or No)
Wood Furnaces and Chimneys/Residential Plumbing per dwelling/Partial Framing/ Demolition	\$ 157.50	\$ 165.37	No
Silt fence deposit for building permits issued within 30 metres of a water body (Refundable at final. Not refundable after three years from permit issued date or if the silt fence is not installed)	\$ 750.00	\$ 750.00	No

Guide to Completing your Building Permit Application

This guide will provide direction and assistance for you as you complete your application for building permit. Completing all necessary sections of the application form will enable the municipality to process your application more quickly. If you have any questions regarding your application that are not answered by this guide please feel free to contact our office at 613-338-2811 for further information.

Section A – Project Information

All boxes of this section are to be completed as applicable including lot and concession number . **Section B – Purpose of Application**

All boxes of this section are to be completed as applicable.

Section C – Applicant

All boxes of this section are to be completed as applicable.

Section D – Owner (if different from applicant)

All boxes of this section are to be completed as applicable.

Section E – (optional)

As noted this section is optional therefore any information provided or none is sufficient, unless Owner Builder of a new home

Section F – Tarion Warranty Corporation (Ontario New Home Warranty

Program) not applicable

Section G – Required Schedules

Not applicable

Section H – Completeness and compliance with Applicable Law

All five questions must be answered either “yes” or “no” in the applicable check box provided. Fees are due and payable upon application submission. Where there is a question about the amount of the payable fee the applicant shall submit the Building Permit Fee with the application and the remaining fees can be provided upon permit pick-up.

Section I – Declaration of Applicant

All applicants must complete this section. The date to be included in this section is the date the application is submitted to the Building Section.

Authorization

Where the application is submitted by an Authorized Agent of the owner, the owner must complete and sign this section.

Declaration

All applicants applying for a demolition permit must complete this section. Applicable Law Compliance
All applicants must complete this section. Statement Regarding Required Inspections All applicants must complete this section.

Building Permit Application Plot Plan –examples attached

IN ALL CASES WHERE ONLY PARTIAL PAYMENT HAS BEEN RECEIVED THE APPLICANT SHALL BE ADVISED (VERBALL OR ELECTRONICALLY) THAT ADDITIONAL FEES WILL BE DUE AND PAYABLE AT PERMIT PICK- UP.



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**AUTHORIZATION FROM PROPERTY OWNER
FOR AGENT TO APPLY FOR BUILDING PERMIT ON THEIR BEHALF**

I/WE (OWNER):

AUTHORIZE (AGENT):

To apply, on my/our behalf, for a Building Permit on my/our property
located in the Municipality of Hastings Highlands

CIVIC ADDRESS:

ROLL NUMBER:

Date _____ Owner's Signature(s) _____

DECLARATION OF VACANCY

WHERE THE APPLICATION IS FOR DEMOLITION OF A BUILDING I/WE HEREBY CONFIRM

THAT THE BUILDING AT _____

PROPERTY DESCRIPTION (LEGAL, CIVIC ADDRESS)

IS VACANT

SIGNATURE OF OWNER/AGENT _____ DATE _____

SIGNATURE OF OWNER /AGENT _____ DATE _____

Notice of Required Inspections
Municipality of Hastings Highlands Building Department

Re: _____(Civic Address)

I, _____ the owner/authorized agent, hereby acknowledge that it is my responsibility to notify the Municipality of Hastings Highlands Building Department for the necessary inspections listed below. I also understand that the individual responsible for the building's construction must exhibit the permit or a copy of the permit in a conspicuous place on the property during construction or demolition and must keep and maintain at least one copy of the drawings and specifications stamped as site copy by the Municipality of Hastings Highlands Building Department. Furthermore, I acknowledge that my failure to comply with these regulations may result in work orders being levied against the property. I also understand that I will be required to uncover or expose any work that is covered or enclosed before it can be inspected by the Municipality's Building Department, and that all expenses related to uncovering or exposing work for inspection shall be at my expense. I acknowledge that I will not expect or knowingly allow Municipal Building Officials to enter or remain in any place or situation that is deemed unsafe according to the Occupational Health Safety Act, for which I am responsible. This does not relieve me of the requirement to have the essential inspections conducted and completed by the Municipality's Building Department.

The following are the required inspections, with a minimum of 48 hours' notice required for each inspection. Please ensure that plans are available on-site for all inspections.

1. Services (prior to covering)
2. Excavation (prior to pouring footings)
3. Insulated Concrete Form (I.C.F.) Walls (prior to pouring)
4. Foundation (prior to backfilling)
5. Underground Plumbing (prior to covering)
6. Framing, Plumbing and Mechanical Rough-in (prior to insulation)
*Please note that framing inspection will not be conducted separately.
7. Septic System - i) Prior to covering; ii) Final
8. Wood Burning Appliance
9. Insulation & Vapour Barrier (prior to drywall)
10. Fire Separations & Fire Stopping
11. Electrical Safety Authority Inspection - Prior to Occupancy
12. Final Inspection
13. Other _____

I acknowledge that inspections will not be conducted where permits have not been picked up.

Date: _____

Signature: _____

Applicable Law Compliance

The following questions must be answered in order to complete your application for building permit and to determine if approvals are required from any other agency before your building permit can be issued.

Completing this form accurately and providing any other required approvals at application time will help expedite the processing of your building permit.

Question	Yes	No	Comments
Is the building used as a daycare?			
Is the permit for the demolition of a school?			
Is the building used as a funeral home?			
Is the building used for processing milk?			
Is the building used to house farm animals?			
Is there a farm, feedlot or manure storage within 500m?			
Is the building used for manure storage?			
Is the building located on public land?			
Is MNRF approval required?			
Is there a lake, river, creek, stream, pond or wetland on or within 500m of the property?			
Is there a provincial highway within 800m?			
Is Health Unit approval required (food)?			
Is the building used as a charitable institution?			
Is the building used as a retirement home as defined in subsection 2(1) of the Retirement Home Act, 2010?			
Is the property use changing to residential?			
Is Ministry of Environment approval required?			
Was the property used as a disposal site?			
Is there a septic system on the property?			
Is the building a designated heritage building?			
Is site plan approval required?			
Is the permit for a mobile, park model or modular home?			
Is zoning by-law relief required? (Confirm with Planning Section)			

Application for a Permit to Demolish

This form is authorized under subsection 8(1.1) of the *Building Code Act, 1992*

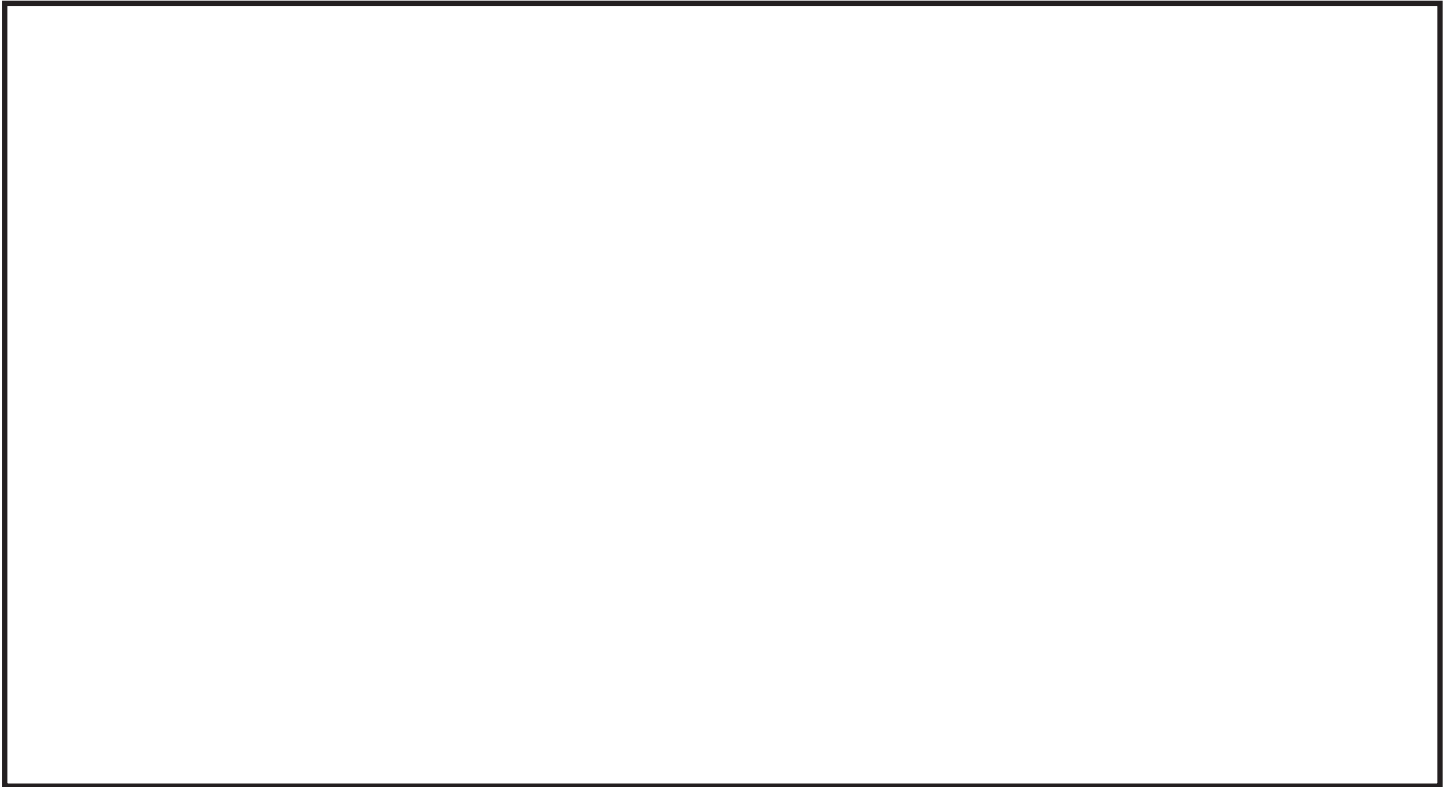
For use by Principal Authority			
Application number:	Permit number (if different):		
Date received:	Roll number:		
Application submitted to: _____ <small>(Name of municipality, upper-tier municipality, board of health or conservation authority)</small>			
A. Project information			
Building number, street name		Unit number	Lot/con.
Municipality	Postal code	Plan number/other description	
Project value est. \$		Area of work (m ²)	
B. Purpose of application			
<input type="checkbox"/> New construction <input type="checkbox"/> Addition to an existing building <input type="checkbox"/> Alteration/repair <input type="checkbox"/> Demolition <input type="checkbox"/> Conditional Permit			
Proposed use of building		Current use of building	
Description of proposed work			
C. Applicant			
Applicant is: <input type="checkbox"/> Owner or <input type="checkbox"/> Authorized agent of owner			
Last name	First name	Corporation or partnership	
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number	Fax		Cell number
D. Owner (if different from applicant)			
Last name	First name	Corporation or partnership	
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number	Fax		Cell number

E. Builder (optional)				
Last name		First name	Corporation or partnership (if applicable)	
Street address			Unit number	Lot/con.
Municipality		Postal code	Province	E-mail
Telephone number		Fax		Cell number
F. Tarion Warranty Corporation (Ontario New Home Warranty Program)				
i. Is proposed construction for a new home as defined in the <i>Ontario New Home Warranties Plan Act</i> ? If no, go to section G.			Yes	No
ii. Is registration required under the <i>Ontario New Home Warranties Plan Act</i> ?			<input type="checkbox"/>	<input type="checkbox"/>
iii. If yes to (ii) provide registration number(s): _____				
G. Required Schedules				
i) Attach Schedule 1 for each individual who reviews and takes responsibility for design activities.				
ii) Attach Schedule 2 where application is to construct on-site, install or repair a sewage system.				
H. Completeness and compliance with applicable law				
i) This application meets all the requirements of clauses 1.3.1.3 (5) (a) to (d) of Division C of the Building Code (the application is made in the correct form and by the owner or authorized agent, all applicable fields have been completed on the application and required schedules, and all required schedules are submitted). Payment has been made of all fees that are required, under the applicable by-law, resolution or regulation made under clause 7(1)(c) of the <i>Building Code Act, 1992</i> , to be paid when the application is made.			Yes <input type="checkbox"/>	No <input type="checkbox"/>
ii) This application is accompanied by the plans and specifications prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> .			Yes <input type="checkbox"/>	No <input type="checkbox"/>
iii) This application is accompanied by the information and documents prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> which enable the chief building official to determine whether the proposed building, construction or demolition will contravene any applicable law.			Yes <input type="checkbox"/>	No <input type="checkbox"/>
iv) The proposed building, construction or demolition will not contravene any applicable law.			Yes	No
I. Declaration of applicant				
I, _____ declare that: (print name)				
1. The information contained in this application, attached schedules, 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.				
_____ Date		_____ Signature of applicant		

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.

LOT DIAGRAM AND SEPTIC SYSTEM PLAN

(Show all structures and well locations, dimensions and separation distances for what is existing and proposed)



Note: In order for the Municipal septic system inspector to carry out a proper evaluation of the owner's proposal and property, all of the required information must be completed **TO AVOID DELAYS**.

Attention Applicant or Agent

Personal information contained on this form is collected pursuant to the Ontario Building Code Act 1992 as amended, and will be used for the purpose of considering your application for a permit.

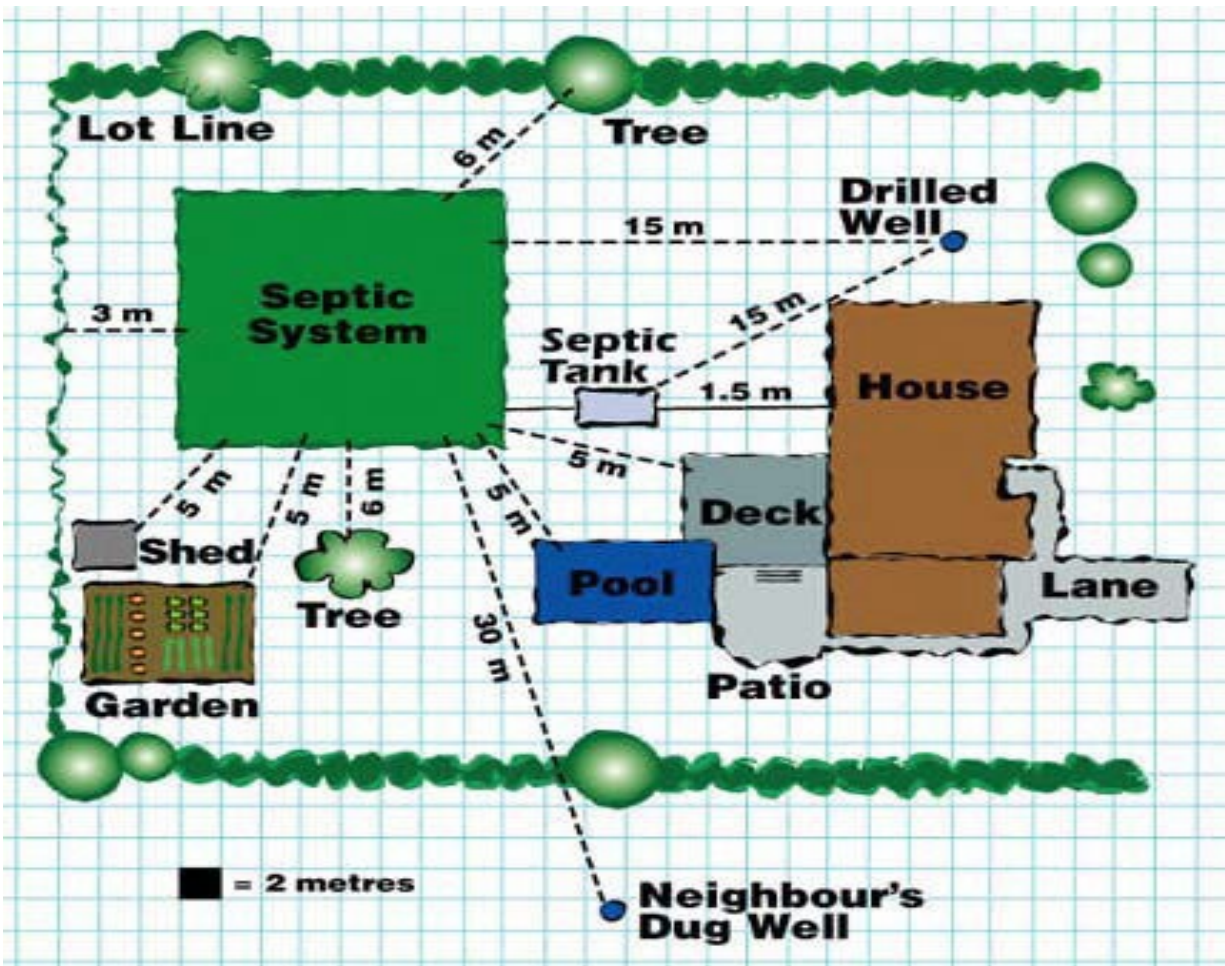
I certify that the information contained on this application form is complete and correct to the best of my knowledge.

Owner's Signature: _____ Date: _____

Owner's signature must be provided or a letter from the owner appointing an authorized agent.

Municipality of Hastings Highlands' Building Department
33011 Hwy 62N
P.O. Box 130, Maynooth,
Ontario K0L 2S0
Telephone: 613-338-2811 ext 255
Website: www.hastingshighlands.ca

Planning your lot and onsite sewage system



For more information on septic systems and their care please visit our
web site www.oowa.org
Information provided courtesy of the Ottawa Septic System Office