PLANNING & REGULATORY SERVICES

REQUIRED SIGNOFFS - DEMOLITION PERMIT APPLICATIONS

PROPERTY ADDRESS: _____

LOT :_____ **PLAN NO.:**_____

NO. OF BUILDINGS TO BE DEMOLISHED: _____ **DESCRIPTION**

*** Provide photographs of each building to be demolished at time of demolition Application.**

BUILDING 1*_____

BUILDING 2*_____

BUILDING 3*_____

What is the current or most recent use of the property: _____

How many residential units does this property contain? _____ **N/A**_____

If the current property contains a residential unit is there a plan to replace it with a new residential unit: ☐ **YES** ☐ **NO**

REQUIRED SIGNOFFS - DEMOLITION PERMIT APPLICATIONS

	APPROVED SIGNATURES	DATE OF SIGNOFF
1. Tax ** Access Richmond Hill Ground Floor Tel.: (905) 771-8800	_____	_____
Include GFA for non-residential Demolitions _____m^2		
2. Water ** Access Richmond Hill Ground Floor Tel.: (905) 771-8800	_____	_____

INTERNAL USE ONLY

Heritage Richmond Hill 4th Floor (905) 771-8910	☐ Structure is listed in inventory of historically significant buildings _____	☐ Structure is not listed in inventory of historically significant buildings _____

Structures which are listed in the inventory of historically significant buildings, may be subject to additional approvals under the Ontario Heritage Act.

Please return this form to the Regulatory Services with your Demolition Permit Application Form, required documents and permit fee once all required approvals have been obtained.

** Note: it is the applicant's responsibility to contact:

- The Tax Branch (905-771-8949), once the Demolition has been completed in order that your taxes may be adjusted.
- Powerstream (905-417-6900) and Enbridge Consumer's Gas Company (1-888-447-4911) for any disconnections (if applicable).
- Works Department (905-884-8013) one week prior to demolition to arrange for water meter removal.

** Owner's authorization may be required to access tax information.

Under the Town's Development Charges By-law, no credit against the payment of Development Charges will be given after four years following the demolition of the building (demolition being the date of issuance of the Demolition Permit). For further information, please contact the Finance Department at (905) 771-8800.

SIGNATURE: _____
Owner/Applicant

TOWN OF RICHMOND HILL

DEMOLITION PERMIT

APPLICATION PROCESS
& SUBMISSION REQUIREMENTS

DOCUMENTS / ITEMS REQUIRED AT TIME OF APPLICATION

1. **REFER TO 'SUBMISSION REQUIREMENTS'** – see below
2. **PERMIT FEES** – $220.00 flat fee for Residential single or semi-detached dwellings and accessory structures
   $350 flat fee for all other residential buildings
   $350.00 flat fee for Non-Residential (cash, cheque or debit accepted)

GENERAL INFORMATION

1. A Demolition Permit **is required** for the demolition of all buildings greater than 10 square meters (108 sq.ft)
2. Per OBC Div. B 1.2.2.3, the applicant for a permit respecting the demolition of a building shall retain a professional engineer to undertake the general review of the project, where
   (a) the building exceeds 3 storeys in building height or 600 m2 in building area,
   (b) the building structure includes pre-tensioned or post-tensioned members,
   (c) it is proposed that the demolition will extend below the level of the footing of any adjacent building and occur within the angle of repose of the soil, drawn from the bottom of such footings, or
   (d) explosives or a laser are to be used during the course of demolition.

CONTACT INFORMATION

Town of Richmond Hill

- Regulatory Services, fourth floor - Tel. # (905) 771-8810 (General permit inquires)
- Policy Planning, fourth floor - Tel. # (905) 771-8910 (Heritage Richmond Hill)

SUBMISSION REQUIREMENTS

Note: All drawings shall be to scale, dimensioned and provide sufficient information that describes the extent of proposed work
PRE APPROVALS – where applicable
Required signoffs from the Tax & Water Department (see page 1)
REQUIRED DRAWINGS AND DOCUMENTATION
Current property Site plan or survey showing the location of all buildings on the property **(2 copies)**
Photograph of each building to be demolished **(1 copy)**
Commitment to General Review by Architect and Engineers form (if required by item 2 above) **(1 copy)**
FEES - Permit fees as per By-Law 71-10 - $220.00 flat fee, for residential single or semi-detached dwellings and accessory structures
$350 flat fee for all other residential buildings
$350.00 flat fee, for commercial
Note: Owner is responsible to consult with the Ministry of Labor regarding the removal and/or disposal of any hazardous materials. For further information please see www.labour.gov.on.ca The Owner is responsible to consult with Parks Planning staff regarding demolition activities that may injure or destroy trees protected by the Trees on Town Streets By-law #40-07 and/or the Private Property Tree requirements of either of these by-laws.