



### Demolition Building Permit Application Checklist

| Description           |  | Required Items | Comments                            |
|-----------------------|--|----------------|-------------------------------------|
| <b>Applicable Law</b> | Trent Severn Waterway, DFO, MNR (in water work)  | *              | *If applicable                      |
|                       | Ministry of Transportation (MTO)   | *              | *If applicable                      |
| <b>Forms</b>          | Building Permit Application  | ✓              |                                     |
|                       | Letter of Authorization  | ✓ *            | *If applicant is not property owner |
| <b>Plans</b>          | Site Plan <ul style="list-style-type: none"> <li>• Identify all existing structures</li> <li>• Identify which structure(s) will be demolished</li> </ul> | ✓              |                                     |
| <b>Fees</b>           | Cash, Cheque, Debit, Credit, E-transfer & online payment available.<br><br>*The fee will be provided once a complete application has been received       | ✓              | As per fees & charges By-Law        |

**NOTE: Additional information may be required following a full review of the permit application package. For further details on any required items please refer to the Building Guide or call the Building Department.**

# Application for a Permit to Construct or Demolish

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

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

| <b>E. Builder (if known)</b>  |  |                        |  |             |
|---|--|------------------------|--|-------------|
| 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 |
| <b>F. New home construction licensing requirement</b>   |  |                        |  |             |
| i. Is the proposed construction for a new home as defined in the <i>New Home Construction Licensing Act, 2017</i> ? If no, go to section G.   |  |                        | Yes  | No          |
| ii. Is a licence required under the <i>New Home Construction Licensing Act, 2017</i> ?  |  |                        | Yes  | No          |
| iii. If yes to (ii) provide licence number(s): _____  |  |                        |  |             |
| <b>G. Required Schedules</b>  |  |                        |  |             |
| 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.   |  |                        |  |             |
| <b>H. Completeness and compliance with applicable law</b>   |  |                        |  |             |
| 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).<br>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  | No          |
| 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  | No          |
| 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  | No          |
| iv) The proposed building, construction or demolition will not contravene any applicable law.   |  |                        | Yes  | No          |
| <b>I. Declaration of applicant</b>  |  |                        |  |             |
| I _____ declare that:<br>(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., 12th Floor. Toronto, ON M7A 2J3 (416) 585-6666.



## **Letter of Authorization**

I declare that, \_\_\_\_\_  
(Name of Agent, Please Print)

Has permission to act as my agent in the process of obtaining a building permit  
from the Township of Georgian Bay to:

Construct \_\_\_\_\_

Demolish \_\_\_\_\_

on my property with the Civic Address: \_\_\_\_\_

legally known as Lot \_\_\_\_\_, Con. \_\_\_\_\_, PT. \_\_\_\_\_

of Plan \_\_\_\_\_, Roll # \_\_\_\_\_

\_\_\_\_\_  
Property Owner's Name (Please Print)

\_\_\_\_\_  
Property Owner's Signature