

Demolition of a Building

Building Permit Requirements

This checklist and sample drawings have been provided to assist in summarizing the typical requirements to obtain a demolition permit in the Town of Collingwood. Additional information may be required as needed depending on the application type and individual circumstances.

Required Application Forms

- [Building Permit Application including Schedule 1 Designer Information](#)
- [Owner's Authorization Form \(Required if Applicant is not the Owner\)](#)
- [Applicable Law Checklist](#)
- [Demolition Permit Clearance Form](#)
- [General Review Commitment Form if building > 600m²](#)

Required Drawings and Information

- General Site Plan showing location of building to be demolished (or photos)
- Professional engineer overview required if building > 600m²

Required Approvals from other Agencies

In many instances before a demolition permit application can be processed and a permit issued, there are other approvals from other agencies that are required. These approvals are not administered by Building Services. Please ensure all required approvals are complete using the [Applicable Law Checklist](#).

Before you dig. The law requires you to contact Ontario One Call to locate and mark underground pipes. Call 1-800-400-2255 or [submit your request online](#). This 24/7 service is offered free of charge.

All gas, electrical and other services that may endanger persons who have access to a building or structure shall be shut off and disconnected before, and shall remain shut off and disconnected, during the demolition, dismantling, or moving of the building or structure in accordance to Section 214(3) of the Occupational Health and Safety Act.

Abandoned wells shall be decommissioned in accordance to [Ontario's Well Regulations, Reg. 903](#) of the Ontario Water Resources Act. Contact the Ministry of Environment at 1-800-565-4923 or visit [MOE website](#). The abandonment of private septic system requires that the septic tank be pumped out, crushed and and/or removed.

Demolition Permit Fee

- Buildings < 600m² \$150.00
- Buildings > 600m² \$300.00

Submit Your Permit Application!

There are two ways you can submit your permit application:

1. Electronic submission through our [e-Permit service](#) or email to building@collingwood.ca. Please refer to our [Electronic Submission Process Guide](#); or
2. In person at our office located at [55 St. Marie Street, Unit 301 Collingwood](#).

Next Steps Submit the complete permit application and supporting documents to Building Services. Application is reviewed for completeness, compliance with the building code and Applicable Law. Permit issued when review is complete and all fees are paid. Demolition may begin and inspections scheduled. A final inspection ensuring services are capped and rough grading of site is completed.

Need help? If you have any questions, please feel free to contact us at any time and we will assist you through the process!

We also offer a pre-application service where we can meet with you at our office to review any questions you may have and identify any concerns early on in the process. Please call ahead.

Telephone (705)445-1030 extension 3243 or email us at building@collingwood.ca