

Demolition Permit

Demolition Permit Requirements

This checklist has 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

- [Demolition Permit Application Form](#)
- [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 building 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](#).

Demolition Permit Fee

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

Before you submit your Permit Application

- Refer to the [e-Permit Document Guidelines](#) to ensure all of your documents are correctly named and are in PDF format.
- Refer to our [Electronic Submission Process Guide](#) for an overview of the e-Permit process.

Submit Your Permit Application!

There are two ways you can submit your permit application:

Online using our [e-Permit service](#) or email to building@collingwood.ca

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. Application review comments are provided during review to identify any outstanding requirements and to summarize permit fees. Permit issued when review is complete and all fees are paid. Construction begins and inspections scheduled. Building Inspector reviews major phases of construction until Occupancy and/or Final are complete.

Need help? If you have any questions, please feel free to contact us at any time and we will assist you through the process! Telephone (705)-445-1030 extension 3243 or email us at building@collingwood.ca