



The Corporation of The Town of Amherstburg

BUILDING DEPARTMENT

3295 Meloche Road

Amherstburg, Ontario N9V 2Y9

Phone: 519-736-5408 Email: building@amherstburg.ca

<https://www.amherstburg.ca/en/town-hall/building-applications-permits.aspx>



GUIDE TO DEMOLITION PERMITS

Version: 2025

1. Application Requirements

This information package is to assist individuals with the completion of the Demolition Permit Application Form. The Ontario Building Code Act states that no person shall demolish any building without having first obtaining a permit. The Ontario Building Code regulation requires demolition permits for any structure greater than 161 square feet with the exception of farm buildings.

The Town of Amherstburg **currently uses an online permit submission portal called [Cloudpermit](#)**. All applications will require to be completed online using Cloudpermit. Visit our website www.amherstburg.ca/building or log onto <https://ca.cloudpermit.com> to create an account. With this online system, it will allow you to complete the entire building permit process from anywhere at any time. All drawings will be required to be completed by a certified designer.

Demolition Permit Applications will only be considered by the Chief Building Official if accompanied by the following submissions;

- An **Application to Construct of Demolish Form (Log on to Cloudpermit)**
- Demolition Review Form**
- Designated Substance Survey/Report** (Required for buildings older than 30 years old)
 - Demolition of buildings with hazardous materials (ex. Asbestos) must be carried out as per the Ministry of Labour requirements.
- All **demolition clearance documents** (listed below)
- Heritage Clearance** (if applicable)
- Site plan** indicating building(s) to be demolished
- R.O.W. Permit** (may be required and issued by public works)
- Form 357 signed and dated (date as of final inspection of demolition)
- Profession Engineering (all demolition of larger buildings, within Part 3 of the Ontario Building Code must be under the direction of a professional Engineer)

2. Clearance Documents

The following is a list of clearances that may be required at time of application submission:

The applicant / contractor must ensure confirmation that electrical power is disconnected from Essex Power or Hydro One, disconnection of gas from Enbridge Gas Company and all other services.

- Public works – disconnection of water
- Bell Canada
- Cable
- Enbridge - (requires 30 day notice to disconnect gas service)
- Hydro Service. Hydro One or Essex Power

Once the completed package is submitted to the Building Department, permits are typically processed within 10 business days.

3. What is the cost of a demolition permit?

The following is a sample list of possible fees for a **25' x 25'** accessory structure.

Size of Structure based on SF price (\$0.25/ sq. ft.)	\$160.00
Indemnity Fee	\$ 63.00
Indemnity/Application Fee Deposit	<u>\$500.00</u>
Total Permit Fee	\$723.00

Note: A minimum building permit fee of \$160.00 will apply

4. Inspection Process

It is the responsibility of the owner and contractor to ensure that all demolition is inspected. During demolition the site must be maintained in a safe and orderly manner including protective fencing as required.

- Full removals are required for foundations including footing, walls and gravel, septic beds and tanks.
- The sanitary and storm sewer at the property line to be capped and sealed underground with the cleanout extended to grade level. (Refer to attached detail drawing)
- Sites that contain a septic system will require that all tanks and leaching bed to be removed and site to be cleaned.
- Final site inspection (site to be cleared of all debris and graded).

The applicant must notify the Building Department upon completion of demolition to finalize permit and notify Tax Department to ensure structures are removed from Tax Rolls.

5. Tax Adjustments

Tax adjustments are not automatic. The owner must apply for a property tax adjustments after the demolition and inspection have occurred. The form 357 (attached) must be filed out and submitted to Town of Amherstburg Finance Department. Tax adjustment are based from the final inspection of the demolition site.

6. Properties on the Heritage Interest List to be Demolished

The Town of Amherstburg is very unique in that the Town has many buildings on the Heritage designated interest list or properties on the Designated List. Demolition Control approval will be required if the building is designated under Part IV or Part V of the Ontario heritage Act.

Properties on the Heritage Interest list (Non-Designated Property) are properties that have been identified by the Heritage Committee that may have heritage significance and values. Demolition of properties on the Heritage interest list must follow the guidelines listed below prior to any permits being issued.

1. Submission of Notice

- The owner of a listed property must submit notice in writing of the owner's intention to demolish or remove the building or structure to the Building Department. The notice shall be accompanied by such plans and information as Council may require in order for the application process to be considered complete. The additional information required will be determined by Town Staff in consultation with the property owner prior to submission of the Notice. Town staff may also require entry onto the property as part of an evaluation of the heritage significance of the site.
- Upon receipt of the Notice of Intention to Demolish, and application to demolish the Town must serve the applicant with a Notice of Receipt.
- Within 60 days of issuing Notice of Receipt, a decision must be made by Council. If a decision is not served on the applicant with the 60 day period, Council will be deemed to have consented to the application under Section 34 of the Ontario Heritage Act and a demolition permit can be issued.
- Photographs may be taken at time of demolition to provide historical records.

2. Review and Recommendation by Heritage Committee

- The demolition request is added to an upcoming meeting agenda of the Amherstburg Heritage Committee. The Committee must evaluate the property and make one of the following recommendations to Council
 - That the demolition request be **approved**
The property does not possess sufficient heritage value for designation under the Ontario heritage Act.
 - The Council proceed with designation of the property under the **Ontario Heritage Act**.
Should the Committee recommend designation, a Notice of Intent to Designate must be prepared and submitted to accompany the report to Council

3. **Review and Decision by Council**

- Administration submits a report to Council with the recommendation from the Heritage Committee.
- Within the same 60 day time period, Council must decide whether to initiate the designation process or consent to the application.
- If Council decides to proceed with the designation process, the procedure for serving a Notice of Intent to Designate is followed:
 - Notice is served on the property owner, the Ontario Heritage Trust, and is published in the local newspaper
 - If no objections are filed within the municipality within 30 days after the date of publication of the notice in the newspaper, Council can proceed to pass a by-law designating the property.
- If Council does not decide to proceed with the designation process, following the 60-day timeline, the property will be removed from the Town of Amherstburg Heritage Registry

4. **Appeal Process**

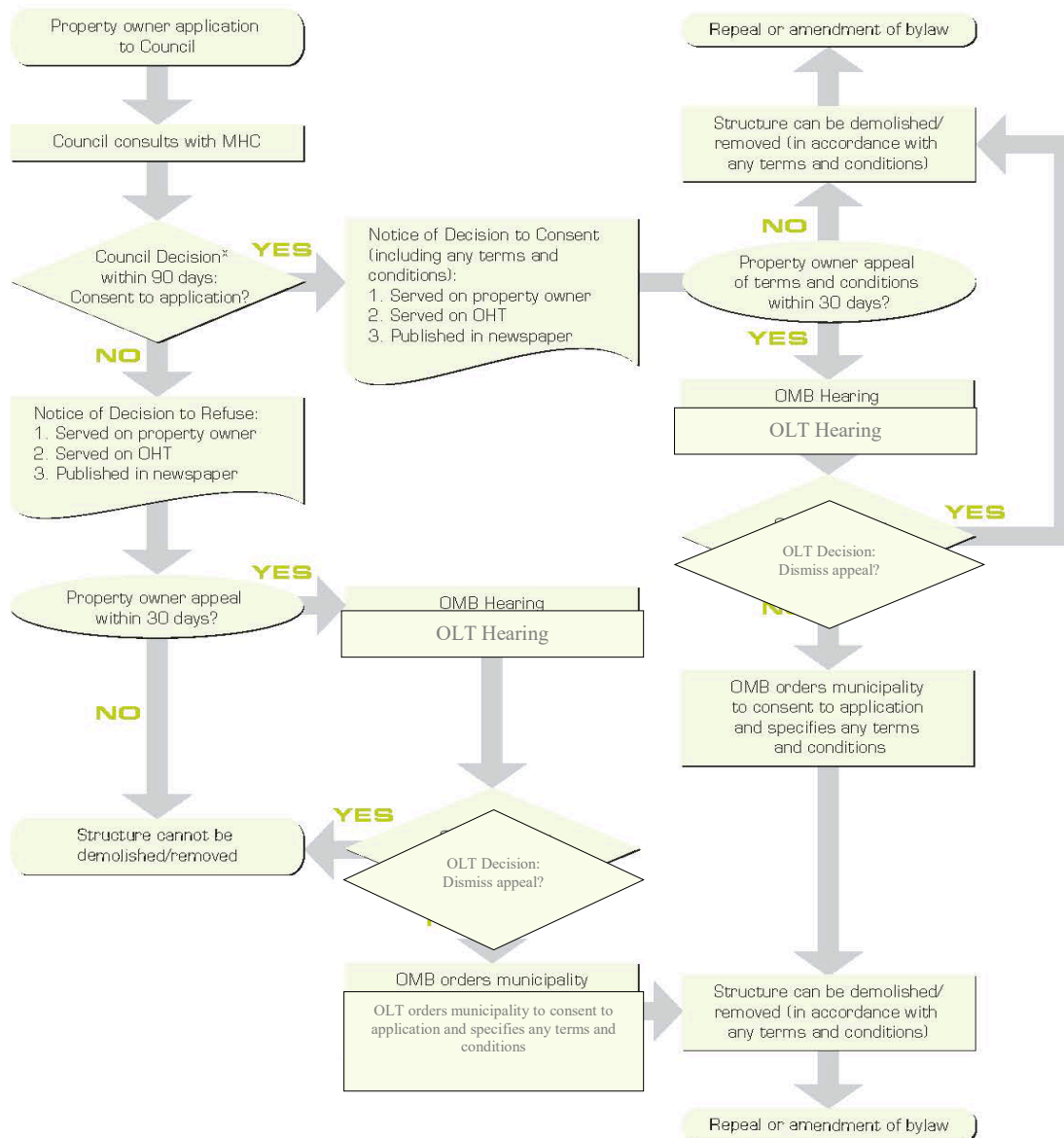
- The owner or other person(s) may object to a proposed designation within 30 days, upon publication of the notice in the newspaper, by providing a statement of objection to the Town Clerk.
- The objection is referred to the Conservation Review Board for a hearing.
- The Conservation Review Board submits a report to Council with its recommendation whether or not the property should be designated.
Note: council is not bound to follow the recommendation of the CRB.
- Once a property is designated under Section 29 of the Ontario Heritage Act, written consent from Council is required before a building or structure can be demolished or removed.

7. Properties on the Designated Heritage List to be Demolished

The demolition request for a property that is registered on the Designated Heritage List under section 29 of the Ontario Heritage Act must follow the same steps as the Heritage Interest List requirements as listed above. However further requirement will be required under Section 34, 34.1 & 34.3. as listed in the flowchart below.

7. Demolition or Removal of Structure

(Section 34, 34.1 & 34.3 of the Ontario Heritage Act)



* Failure of council to notify the owner within 90 days shall be deemed consent.

Demolition Review

Building Description

1. Type of Building: _____ Date: _____
2. Area of building to be demolished: _____
3. Number of Storeys: _____ Above grade: _____ Below grade: _____

Mehod of Demolition:

Ontario Building Code Information

1. Does the building exceed three storey in height/ Yes No
2. Does the building footprint exceed 600 sq. meters (6458 sq.ft.) in area Yes No
- '3. Does the building contain pre-tensioned members? Yes No
4. Will the proped demolition extend below the level of the footing of any adjacent building(s), and occur within the angle of repose of the soil, drawn from the bottom of such footings? Yes No
5. Will there be explosives or laser used during the cours of demolition? Yes No
6. Does the building contain Asbestos? Yes No

If the anser of any questions above is Yes, the applicant must retain a Professional Engineer to under take the general review of the project during demolition.

Please see note on reverse

SECTION 357 / 358 / 359 APPLICATION
TO THE COUNCIL OR THE ASSESSMENT REVIEW BOARD

Application/Appeal #:
Taxation Year:

Municipality: _____ Roll Number: _____
 Property Address: _____ Applicant Name: _____
 Owner Name: _____ Contact Number: _____
 Mailing Address: _____ Alternative Number: _____
 _____ Email Address: _____

Reason for s357 application: (Check one box – applicable to s357 only)

<input type="checkbox"/> Ceases to be liable for tax at rate it was taxed – 357(1)(a)	<input type="checkbox"/> Became vacant or excess land – 357(1)(b)
<input type="checkbox"/> Became exempt – 357(1)(c)	<input type="checkbox"/> Sickness or extreme poverty – 357(1)(d.1)
<input type="checkbox"/> Razed by fire, demolition or otherwise – 357(1)(d)(i)	<input type="checkbox"/> Mobile unit removed – 357(1)(e)
<input type="checkbox"/> Damaged and substantially unusable – 357(1)(d)(ii)	<input type="checkbox"/> Gross or manifest clerical/factual error – 357(1)(f)
<input type="checkbox"/> Repairs/Reno's preventing normal use (min. 3 months) – 357(1)(g)	

Details of Reason for s357, s358 or s359 application: _____

 Effective from: ___/___/___ to ___/___/___ Applicant Signature: _____ Date: ___/___/___
 (MM/DD/YY) (MM/DD/YY)

ASSESSMENT REPORT: MUNICIPALITY				TREASURER'S RECOMMENDATION TO COUNCIL				
Assessment Roll As Returned		Revised Since Roll Return <input type="checkbox"/> Enter Revisions Below		Assessment Report School Bd: <input type="checkbox"/> Eng <input type="checkbox"/> Fr <input type="checkbox"/> Other <input type="checkbox"/> No Change in Assessment <input type="checkbox"/> S357 Required for Next Year				
RTC/RTQ	2005 Base-year CVA	2008 Base-year CVA	Current Phased Assessment	Revised RTC/RTQ	Revised 2005 Base-year CVA	Revised 2008 Base-year CVA	Revised Current Phased Assessment	Change to Current Phased Assessment
Revised:				Reason for Change:				
Reason Original Assessment Revised: _____								

TREASURER'S REPORT ON TAX LIABILITY					
RTC/RTQ	Taxable Assessment Reduction	Tax Rate	Days / Months	Tax Adjustment	Original Levy

Recommended : No Adjustment Adjustment Cancellation Refund Total Amount _____
 Comments: _____

 Treasury Position: _____ Signature: _____ Date: ___/___/___

COUNCIL OR ASSESSMENT REVIEW BOARD DECISION: Hearing Date (MM/DD/YY): ___/___/___
 Approved Amended & Approved Not Approved Applicant Did Not Appear Application Abandoned
 Reason: _____

 Appeared for Applicant: _____ Appeared for Municipality: _____
 Signature of Council/ARB Member: _____ Name/Title: _____

NOTE:

APPLICATION FORM FOR CANCELLATION OR REDUCTION OF TAXES UNDER SECTION 357 OR 358 OF THE MUNICIPAL ACT.

A Section 357 Tax Appeal is filed due to a change of event that occurred during the current taxation year (see list on application). **The deadline for submitting an application is February 28 of the year following the taxation year to which the application relates.**

A Section 358 Tax Appeal is to cancel, reduce or refund taxes for one or both of the two years preceding the year in which the application is made. A Section 358 Tax Appeal may be filed for any overcharge caused by a gross or manifest error in the preparation of the assessment roll that is clerical or factual in nature, including transposition of figures, a typographical error or similar errors, but not an error in judgment in assessing the property (i.e. garage removed in 2015 but MPAC continues to assess value for 2016 and 2017 in current year 2018). An application must be filed between March 01 and December 31 of a year and may apply to taxes levied for one or both of the two years preceding the year in which the application is made and the application shall indicate to which year or years it applies.

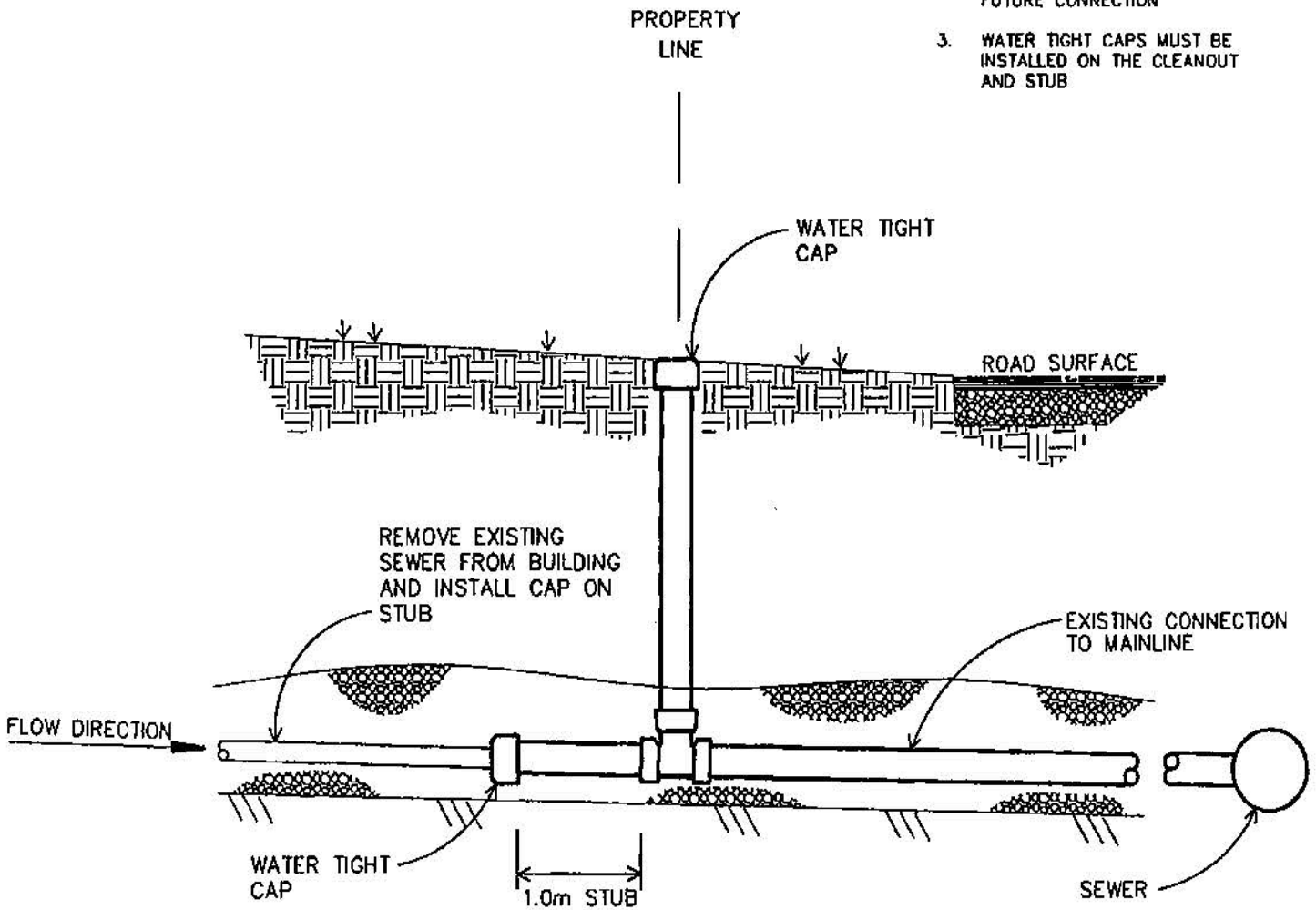
Should you be applying for cancellation or reduction of property taxes, please fill out and return the completed form along with supporting documents to the Finance Department at one of the following:

Mailing Address: 271 Sandwich St S
Amherstburg, ON N9V 2A5
Fax: (519) 736-0011
Email: propertytax@amherstburg.ca

Private Drain Connection Detail
(After Building Demolition)

NOTES:

1. FOR SEWERS WITHOUT AN EXISTING CLEANOUT A NEW PVC TEE AND CLEANOUT MUST BE PROVIDED ON THE PROPERTY LINE
2. A 1.0m STUB WILL BE CAPPED BEHIND THE CLEANOUT FOR FUTURE CONNECTION
3. WATER TIGHT CAPS MUST BE INSTALLED ON THE CLEANOUT AND STUB



CLEANOUT DETAIL

N.T.S.

Frequently Used Phone Numbers

1. Building Department.....	519-736-5408
2. Planning/Committee of Adjustment.....	519-736-5408
3. Public Works.....	519-736-3664
4. Water Department.....	519-736-3664
5. Clerks Department.....	519-736-0012
6. Finance Department.....	519-736-0012
7. MPAC.....	519-739-9920
8. Essex Power.....	519-737-6640
9. Hydro One.....	1-888-664-9376
10. Enbridge.....	1-866-772-1045
11. Ontario One Call (Call before your dig).....	1-800-400-2255
12. Electrical Safety Authority.....	1-877-372-7233
13. Essex Region Conservation Authority (ERCA).....	519-776-5209
14. County of Essex.....	519-776-6441
15. Windsor Essex County Health Unit.....	519-258-2146
16. Ministry of Transportation.....	519-354-1400
17. Ministry of Environment.....	519-254-2546
18. Ministry of Natural Resources.....	519-354-7340
19. Ministry of Municipal Affairs.....	416-265-4736
20. Windsor Police-Amherstburg Detachment.....	519-736- 8559
21. Amherstburg Fire Service.....	519-736-6500