

This is a high level guide on how to submit permit applications for demolition work using the ePLAN Portal. Detailed instructions on using the ePLAN Portal and Digital Review Software can be found in our [ePLAN Steps to Success](#) online guide.

## WHEN IS A DEMOLITION PERMIT REQUIRED?

A demolition permit is required for any project where a building’s footprint will be decreased. This may be the demolition of an entire structure, or only a portion of the structure. Exterior walls are included in the scope of work. Where the demolition applies only to interior spaces, then an alteration permit should be applied for.

Prior to issuance of a demolition permit, a pre-demolition inspection is conducted. The purpose of this inspection is to confirm that the structure is vacant, the site is fenced in accordance with the Building By-Law and the building subject to the demolition exist. Demolition permits are not issued where there is no building on site or demolition of the building has commenced.

## DETAILED INFORMATION OF NEW APPLICATION

Choose the following settings when submitting your request for a demolition permit application:

- Permit Type: *Demolition Permits*
- Application Type: *Demolition*
- Sub Type: *(Choose applicable building type)*
- Work Type: *(Chose complete or partial)*



### Apply For Permit

#### Choose Permit Type

 Non-Housing Permits	 Housing Permits	 Production Housing (New Development Approvals)	 Demolition Permits
 Temporary Event Structures	 Sign Permits	 Pool Enclosures	 Building Preliminary Reviews

### PROJECT DESCRIPTION

When entering the project description, describe the building(s) to be demolished.

**Example:** *Demolition of existing two storey single family dwelling and accessory building*

### PROJECT INFORMATION

You will be asked to answer / confirm the following items when entering the application:

1. Does the building exceed 3-storeys in building height?
2. Does the building exceed 600 m<sup>2</sup> in *building area* (as defined by the Ontario Building Code)?
3. Does the building include pre-tensioned or post-tensioned members?
4. Will the demolition extend below the level of the footings of an immediately adjacent building?
5. Are explosives or lasers being used for any part of the demolition?
6. Does this application propose the removal of an existing on-site sewage system?
7. Does this application include the demolition of the entire building (including foundations)?
8. Does this application include excavation for a new dwelling unit where new foundation walls are 1.8 m or less from a property line or will the excavation be within 1.2 m of a property line?
9. Are there any hazardous materials or designated substances in this building?
10. Is this building regulated under the Ontario Heritage Act?
11. Is this building being demolished to allow for the construction of a new building?
12. The property is fenced prior to the submission of this application.
13. Applicant has contacted all utilities (gas, hydro, water, sanitary, etc) and arranged to have all service connections terminated prior to commencing any demolition works.

### SUBMISSION REQUIREMENTS

The following items must be uploaded for a demolition permit application.

### DRAWINGS

1. Site plan identifying the building to be demolished and the location of any fencing required to protect the site and adjacent properties.  
Infill projects only: indicate the extent (area) of excavation with distance to property lines, location of foundation walls for the new building, and the proposed depth of excavation.
2. Temporary shoring design (*required for infill housing projects where new foundation walls are within 1.8 m of a property line, or where excavation is within 1.2 m of a property line*)
3. Demolition plans (*required for partial demolition*)

All demolition permit drawings **must** meet the following Submission Standards

- Single page pdf files (vector or raster)
- 3” wide by 5” high blank space in the top right corner of the drawing
- Landscape orientation
- Greyscale only

### DOCUMENTS

1. Applicable Law Checklist and any Applicable Law Approval documents
2. General Review Commitment Form (*required where building exceeds 3 storeys in building height or 600 m<sup>2</sup> in building area, building includes pre-tensioned or post-tensioned members, demolition to extend below the level of the footings of an immediately adjacent building, or explosives / lasers are being used*)
3. Description of the structural design characteristics of the building and the method of demolition (*required where the building exceeds 3 storeys in building height or 600 m<sup>2</sup> in building area, building includes pre-tensioned or post-tensioned members, demolition to extend below the level of the footings of an immediately adjacent building, or explosives / lasers are being used*)
4. Environmental Building Audit confirming presence / absence of hazardous materials and designated substances (*required where any hazardous materials or designated substances are located in the building*)
  - First page must include a 3” wide x 2” high clear space in top right corner

### DEPOSITS

A road deposit (\$2595.50) is required prior to issuance of the demolition permit. Deposits must be paid by cheque. They can be paid in person at 101 Town Centre Blvd. Counter hours are 8:00 am to 5:00 pm, Monday through Friday. Alternatively they can be mailed / couriered to:

**Building Standards Department**  
**City of Markham**  
101 Town Centre Boulevard  
Markham, Ontario, L3R 9W3

### FENCING

The demolition permit cannot be issued until construction fencing is installed and confirmed by a pre-demolition inspection. Once the application is accepted, you will be sent instructions on how to schedule the inspection.

Fence or fencing means: free standing, constructed of steel post and mesh, a minimum of 1800 mm and a maximum of 2400 mm in height and full height screening (minimum opaqueness of 90%) attached.