



Building Division  
City Hall, P.O. Box 1118  
200 King Street West, 5th Floor  
Kitchener, Ontario Canada, N2G 4G7  
519-741-2433

### **Residential Demolition Permit Guideline**

Demolition of residential buildings or buildings containing residential units.

#### **Permit application requirements:**

1. Building permit application form
2. Pre Grading plans – prepared by Professional Engineer, Ontario Land Surveyor (OLS), or Certified Engineering Technologist (CET). To include existing building footprint, building area, and number of storeys.
3. Post Grading plans – prepared by Professional Engineer, Ontario Land Surveyor (OLS), or Certified Engineering Technologist (CET). To include proposed final grading, with future development if applicable.
4. If building is residential or contains any residential units within an R1-R6 zone, Demolition Control will be required from City of Kitchener's Planning Division. Any other zone may be exempted from demolition control. Contact the Planning Division at 519-741-2317 for further information.
5. Demolition Tracking Sheets required prior to permit issuance. Applicant to have **all** sign-offs completed.
6. Demolition Agreement completed by applicant and owner.

### **Minor Demolition Permit Guideline**

Demolition permit required for structures larger than 108 square feet, decks or porches greater than 24" above grade, additions, etc.

#### **Permit application requirements:**

1. Building permit application form
2. Site plan or Survey showing location of structure to be demolished
3. Minor demolition Agreement

### **Cost of Demolition permit**

See our fee schedule online for our current building permit rates. The fees cover the review of drawings for building code compliance, the building permit and building inspections. We accept cash, cheque and debit as methods of payment. We collect a damage deposit on applicable projects to ensure the road around the project is not damaged during construction. If the road is damaged and not fixed, the money collected will be used to make the necessary repairs. Please contact the Engineering Division at 519-741-2406 for further information.

### **Fences at Demolition Sites**

Where, in the opinion of the Chief Building Official or Inspector, a demolition site presents a hazard to the public. The Chief Building Official or Inspector may require the owner to erect fences to fully enclose all areas of the site which prevent a hazard.

### **Where to apply for building permit**

Bring all required drawings and forms to the 5th floor at City Hall. City Hall is located at 200 King St W, Kitchener, Ontario. Our office hours are Monday to Friday, 8:30am - 5:00pm.

### **Important Numbers to know**

- Ontario One Call (natural gas, sewer and water lines, KW Hydro, Rogers Cable and Bell locates) 1-800-400-2255
- Electrical Safety Authority: 1-877-ESA-SAFE (1-877-372-7233)

### **Any Questions?**

Phone: 519-741-2433

Email: [building@kitchener.ca](mailto:building@kitchener.ca)

Web: [www.kitchener.ca/building](http://www.kitchener.ca/building)



## **DEMOLITION AGREEMENT**

### **By-Law # 2005-128**

*"Where application is made for a demolition permit under subsection 8(1) of the Act, the application shall:*

- a) *be accompanied by a plan to confirm compliance with all zoning regulations and a detailed Grading and Drainage Control Plan including siltation, erosion control and tree protection measures to be approved by the Chief Building Official or the Director of Engineering (and the Regional Municipality of Waterloo or the Ministry of Transportation, if applicable), prior to the commencement of any site grading or demolition.*
- b) *be accompanied by satisfactory proof that arrangements, financial or otherwise have been made, to the satisfaction of the Director of Engineering, for the removal of any redundant service connections and driveways and for the installation of all new service connections (if applicable).*
- c) *contain the agreement of the applicant to comply with the standards for demolition as set out below:*
  - i. *Remove sidewalks and driveways from the site*
  - ii. *Remove all construction debris and rubble from the site*
  - iii. *Remove foundation walls to a minimum of two feet below finished grade*
  - iv. *Back fill and compact site to finished grade with non-organic material*
  - v. *Cover site with topsoil to a minimum depth of four inches with sod or seed*
  - vi. *Grade in accordance with approved grading and drainage control plan as described in Schedule "C".*

The applicant and/or Owner shall agree to comply with the standards for the demolition as set out above:

\_\_\_\_\_  
Applicant's Name

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**ONTARIO REGULATION 278/05** made under the Occupational Health and Safety Act.

The owner hereby acknowledges its responsibilities before requesting tenders or arranging work under Section 10 of Ontario Regulation 278/05, and that the Ministry of Labour has been notified, or will be notified as the case may be.

**Note:** This agreement must be received, in completed form, by the Building Division in order for the plan review to start, by fax (519) 741-2775 or in person.



# DEMOLITION TRACKING SHEET

CITY OF KITCHENER, BUILDING DIVISION  
200 KING ST W, 5<sup>TH</sup> FL.  
KITCHENER ON N2G 4G7  
OFFICE: 519-741-2312

This tracking sheet is to be signed by all authorized agents listed below prior to the permit being issued. Completed form is to be emailed to the Building Division ([angela.dennis@kitchener.ca](mailto:angela.dennis@kitchener.ca)) as part of the demolition permit application. No demolition is permitted prior to building permit issuance. The owner/contractor is responsible for ensuring all services have been disconnected prior to demolition work commencing.

**APPLICANT'S NAME:** Click or tap here to enter applicant's full name.

**DEMOLITION SITE ADDRESS:** Click or tap here to enter demolition site address.

## OFFICE USE ONLY

**PERMIT #:** Click or tap here to enter in demolition permit number.

**KITCHENER UTILITIES, Dan Linka, 519-741-2600 x4774, Kitchener Operations Facility, 131 Goodrich Dr.**

[KU-Sups@Kitchener.ca](mailto:KU-Sups@Kitchener.ca)

- Water Service disconnect acknowledgement; approved by: Place signature here. Click or tap to enter approval date.  
 Gas Service locate and disconnect acknowledgement; approved by: Place signature here. Click or tap to enter approval date.

**ENGINEERING SERVICES, Laura Anderson, 519-741-2200 x7411, Kitchener City Hall, 200 King St. W., 9<sup>th</sup> Floor.**

[laura.anderson@kitchener.ca](mailto:laura.anderson@kitchener.ca)

- Engineering Services acknowledgment; approved by: Place signature here. Click or tap to enter approval date.

**PLANNING DIVISION, Leon Bensason, 519-741-2200 x7306, Kitchener City Hall, 200 King St. W., 6<sup>th</sup> Floor.**

[leon.bensason@kitchener.ca](mailto:leon.bensason@kitchener.ca)

- Heritage Kitchener acknowledgment; approved by: Place signature here. Click or tap to enter approval date.

**KITCHENER OPERATIONS, Lindsay Button, 519-741-2600 x4181, Kitchener Operations Facility, 131 Goodrich Dr.**

[lindsay.button@kitchener.ca](mailto:lindsay.button@kitchener.ca)

- Notice of demolition for Street Tree acknowledgement; approved by: Place signature here. Click or tap to enter approval date.

**UNION GAS, Mary McClelland, 1-855-228-4898 x5111118, 4475 Mainway, Burlington.**

[wateplan@uniongas.com](mailto:wateplan@uniongas.com)

- Gas Service locate and disconnect acknowledgement; approved by: Place signature here. Click or tap to enter approval date.

**KITCHENER-WILMOT HYDRO, Meter Service Coord., 519-745-4774 x6199, 301 Victoria St. S., Kitchener.**

[mssc@kwhydro.ca](mailto:mssc@kwhydro.ca)

- Disconnect Services and Meter acknowledgement; approved by: Place signature here. Click or tap to enter approval date.

**BELL CANADA ENGINEERING, Dan Steffler, 519-568-5785, 575 Riverbend Dr., Kitchener.**

[daniel.steffler@bell.ca](mailto:daniel.steffler@bell.ca)

- Cable termination facilities acknowledgement; approved by: Place signature here. Click or tap to enter approval date.

**ROGERS COMMUNICATIONS PARTNERSHIP, Tom Pearson, 519-895-6076.**

[rogerskitchener@rci.rogers.com](mailto:rogerskitchener@rci.rogers.com)

- Service disconnect acknowledgement; approved by: Place signature here. Click or tap to enter approval date.



City of Kitchener  
 Building Division  
 200 King St. W.  
 5<sup>th</sup> Floor,  
 Kitchener, Ontario  
 N2G 4G7  
 W: (519) 741-2433  
 F: (519) 741-2775  
 building@kitchener.ca

## PROJECT INFORMATION

**DATE:**  
**APPLICANT:**  
**CONTRACTOR:**  
**ADDRESS:**  
**APPLICATION #:**  
**DESCRIPTION:**

## DEMOLITION AGREEMENT – FOR MINOR DEMOLITION

The following services are connected to the structure or part there of:

| YES | NO | SERVICE                         | CONTACTS                                 |
|-----|----|---------------------------------|--|
|     |    | Water Service                   | Dan Linka, 519-741-2600 ext. 4774        |
|     |    | Storm and/or Sanitary Sewer     | Laura Anderson, 519-741-2200 x7411       |
|     |    | Kitchener Utilities Gas Service | Dan Linka, 519-741-2600 ext. 4774        |
|     |    | Union Gas                       | Mary McClelland 1-855-228-4898 x5111118  |
|     |    | Hydro                           | Meter Service Coord., 519-745-4774 x6199 |
|     |    | Bell Cable                      | Dan Steffer, 519-568-5785                |
|     |    | Rogers Cable                    | Tom Pearson, 519-895-6076                |

### Standards for Demolition

- i. Remove all construction debris and rubble from the site
- ii. Remove foundation walls to a minimum of two feet below finished grade
- iii. Back fill and compact site to finished grade with non-organic material
- iv. Cover site with topsoil to a minimum depth of four inches with sod or seed
- v. Grade in accordance with approved grading and drainage control plan

The Owner agrees that the services listed above have been removed from the structure or part there of being demolished and the Owner agrees to comply with the standards for the demolition as set out above:

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

\_\_\_\_\_  
 Date

**A Demolition Permit will not be issued until the applicant has returned this completed form to the Building Division and NO DEMOLITION SHALL BE ALLOWED BEFORE A PERMIT HAS BEEN ISSUED. The contractor is responsible to ensure all services have been disconnected PRIOR to demolishing work commences. Return this completed form to Building Staff , Work: 519-741-2312 Fax: (519) 741-2775**