



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: 2026

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 obtained 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.

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

- An Application for a Permit to Construct or Demolish (Log on to Cloudpermit).**
- Demolition Review Form – Completed within Cloudpermit.**
- Letter of Authorization** signed by the owner – if applicable.
- 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 which building(s) will be demolished.
- R.O.W. Permit** (may be required and issued by public works).
- A Form 357 to be 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 **shall** be submitted during the application submission.

- Water Service – Amherstburg Public Works Department.
- Hydro Service – Hydro One or Essex Power
- Gas Service – Enbridge (requires 30 days' notice to disconnect service)
- Low voltage (if applicable)

The applicant / contractor must ensure that all services are disconnected from the structure before demolition starts.

Permits are typically processed within 10 business days once the application is deemed complete.

3. What is the Fee of a demolition permit?

The following is an example of fees for a **30' x 50'** (1500 sf) accessory structure.

- | | |
|---|-----------------|
| • Size of Structure based on SF price (\$0.25/ sq. ft.) | \$375.00 |
| • Indemnity Fee | \$ 65.00 |
| • Indemnity/Application Fee Deposit | <u>\$500.00</u> |
| • Total Permit Fee | \$940.00 |

Note: A minimum building permit fee of \$165.00 does apply.

4. What inspections are required and how are they scheduled?

Requesting inspections is the responsibility of the homeowner and/or contractor of the project. It is their responsibility to ensure the work is complete and ready for the inspector. Any work covered up before the inspection must be uncovered for proper inspection. In addition to the above, the builder is responsible for providing the permit drawings on site at the time of the inspection.

Inspections can be requested through “Cloudpermit” and will require to be confirmed with our office. Please understand that a requested inspection time is not approved until the building dept. office accepts the inspection. The requested time may be different from the approved time. You can also schedule inspections by contacting our office at least 24 hours in advance at 519-736-5408. Inspections will be available between 10:00 am to 12:00 pm and 1:15 pm to 3:30 pm.

Each major phase of construction must be inspected to verify the work conforms to the Ontario Building Code. The listed below are the mandatory inspections.

- Full removal of foundations is required. Including footings, walls and gravel, septic bed(s) and tanks.
- The sanitary and storm sewer at the property line shall be capped and sealed underground with the cleanout extended to grade level. (Refer to attached detail drawing).
- Properties that contain a septic system will require that all tanks and leaching beds be removed and the site 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 permits 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 property tax adjustments after the demolition and inspection have occurred. The 357 form (link below) must be filed out and submitted to Town of Amherstburg Finance Department. Tax adjustments are based on the final inspection of the demolition site.

<https://www.amherstburg.ca/business-and-development/building-services/permit-guides-applications-and-other-forms/>

6. Heritage Properties

The Town of Amherstburg has many buildings on the Heritage designated list and the properties of interest list. Please use the following links to review if your property is within the Heritage Conservation District and if your property is designated. You may also want to use the interactive property guide.

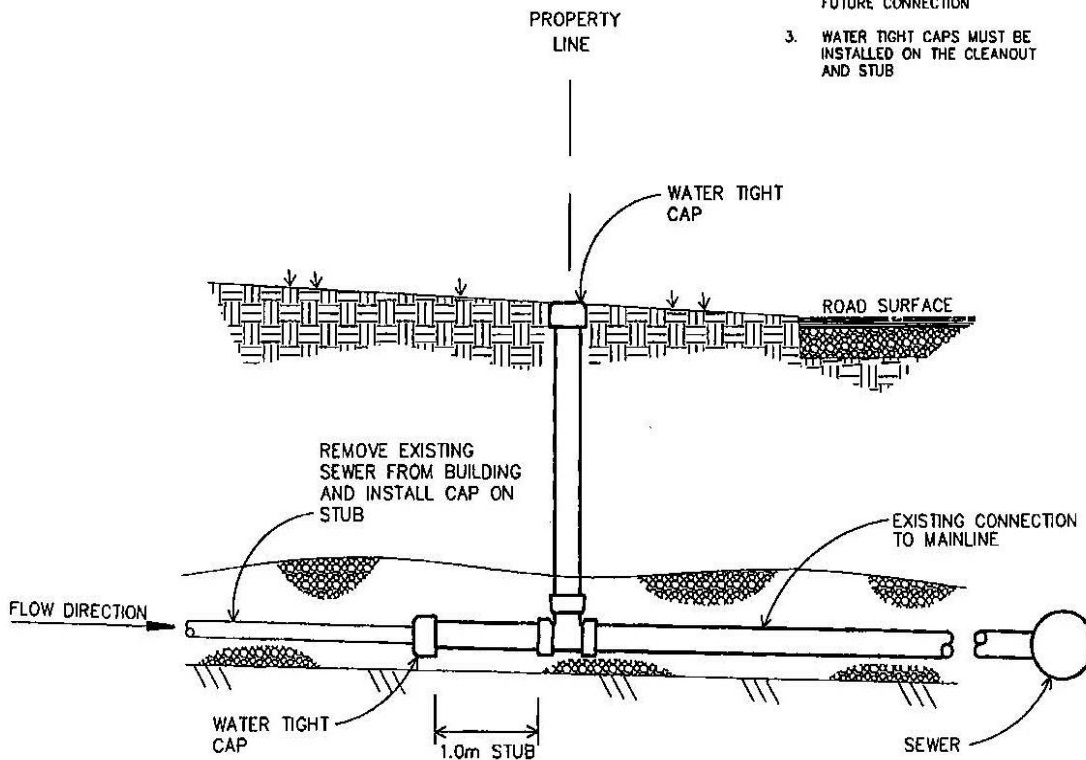
- <https://www.amherstburg.ca/heritage/heritage-designations/>
- <https://www.amherstburg.ca/heritage/heritage-conservation-district/>
- <https://www.amherstburg.ca/heritage/owning-a-heritage-property/interactive-heritage-property-guide/>

Please contact our Heritage Planner (Adam Coates) if your property is designated or if you have any questions regarding the Heritage approval process.

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.