

DEMOLITION

Demolition Permit Package

A step by step guide for
making a demolition permit
application



Norfolk County Building Department
Community Development Division
norfolkcounty.ca

A demolition permit is required anytime a building area is reduced or a building is demolished. A demolition permit is not required for a building on a farm.



STEP 1: Preparing your application.

Completed Forms.

- Building Permit Application Form.
- Commitment to General Review if:
 - Building exceeds 3 storeys in building height or 600m.sq in building area,
 - Building Contains pre-tensioned or post-tensioned members,
 - Demolition will be below the level of footing of an adjacent building,
 - Building to demolished with explosive or lasers.
- Applicant Authorization Form, if application is not completed by the property owner,
- Demolition Checklist.

Required Documents.

- Plot Plan:
 - Property lines and lot dimension,
 - Location of demolished building and all other structures on the lot,
 - Distance from demolished building to property lines,
- Method of demolition plan by a professional engineer (if required),
- Environmental Building Audit completed by an environmental consultant (if required).

Fees.

- Demolition Permit fee.

STEP 2 Applying.

Online Portal: Visit [Norfolk Permits Portal](#) and make your application online.



Building Department

[Apply for a Building Permit
Status and Fees](#)

In Person: Visit our service counter located at 12 Gilbertson Drive Simcoe Ontario.

Our Permit Coordinators will review your application and provide in writing any item which may be missing from the application and a cost break down for the permit fees and payment options.

Step 3: Plans Review.

A Building Inspector will contact you in writing if there are building code concerns or missing information from your application.

A building permit is issued once all documentation has been received, fees are paid in full, and your plans are check for compliance with zoning by-law and the building code.

Step 4: Inspections.

Once you have obtained a building permit, a building inspector needs to attend your site at several milestones in the construction process. For more information, please check the inspection section of Norfolk County's Building Department website. Once all inspections are complete and passed your permit is closed.

Need Help? If you have any question on the building permit process or plans required, please contact permits@norfolkcounty.ca or 519-426-5870 ext. 6016.

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Community Development Division - Building Department

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