



Demolition

This Permit Package Includes:

- 1. Application for a Permit to Construct or Demolish, Construction Details & Site / Sketch Plan (pg 2-4) Pages 2-4**
MUST be completed in **FULL** & returned to the Township with applicable building plans
- 2. Permits and property tax information guide (pg 5)**
- 3. Section 357 (form)** to request a reduced assessment value resulting in reduced property taxes during time structure(s) have been demolished. Section 357 Information page (pg 6-7)
**failure to complete in full may result in delay of permit assessment / issuance*
- 4. Schedule A - Class of Permits & Permit Fees (pg 8)**

Do Not Commence any
Construction, excavation, installation prior to receiving your permit.

Application for a Permit to Construct or Demolish

This form is authorized under subsection 8(1.1) of the *Building Code Act, 1992*

For use by Principal Authority				
Application number:		Permit number (if different):		
Date received:		Roll number:		
Application submitted to: _____ (Name of municipality, upper-tier municipality, board of health or conservation authority)				
A. Project information				
Building number, street name			Unit number	Lot/con.
Municipality	Postal code	Plan number/other description		
Project value est. \$		Area of work (m ²)		
B. Purpose of application				
New construction	Addition to an existing building	Alteration/repair	Demolition	Conditional Permit
Proposed use of building		Current use of building		
Description of proposed work				
C. Applicant				
		Applicant is: Owner or Authorized agent of owner		
Last name	First name	Corporation or partnership		
Street address			Unit number	Lot/con.
Municipality	Postal code	Province	E-mail	
Telephone number	Fax		Cell number	
D. Owner (if different from applicant)				
Last name	First name	Corporation or partnership		
Street address			Unit number	Lot/con.
Municipality	Postal code	Province	E-mail	
Telephone number	Fax		Cell number	

E. Builder (optional)				
Last name		First name	Corporation or partnership (if applicable)	
Street address			Unit number	Lot/con.
Municipality		Postal code	Province	E-mail
Telephone number		Fax		Cell number
F. Tarion Warranty Corporation (Ontario New Home Warranty Program)				
i. Is proposed construction for a new home as defined in the <i>Ontario New Home Warranties Plan Act</i> ? If no, go to section G.			Yes	No
ii. Is registration required under the <i>Ontario New Home Warranties Plan Act</i> ?			Yes	No
iii. If yes to (ii) provide registration number(s): _____				
G. Required Schedules				
i) Attach Schedule 1 for each individual who reviews and takes responsibility for design activities.				
ii) Attach Schedule 2 where application is to construct on-site, install or repair a sewage system.				
H. Completeness and compliance with applicable law				
i) This application meets all the requirements of clauses 1.3.1.3 (5) (a) to (d) of Division C of the Building Code (the application is made in the correct form and by the owner or authorized agent, all applicable fields have been completed on the application and required schedules, and all required schedules are submitted). Payment has been made of all fees that are required, under the applicable by-law, resolution or regulation made under clause 7(1)(c) of the <i>Building Code Act, 1992</i> , to be paid when the application is made.			Yes	No
ii) This application is accompanied by the plans and specifications prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> .			Yes	No
iii) This application is accompanied by the information and documents prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> which enable the chief building official to determine whether the proposed building, construction or demolition will contravene any applicable law.			Yes	No
iv) The proposed building, construction or demolition will not contravene any applicable law.			Yes	No
I. Declaration of applicant				
I _____ declare that:				
(print name)				
1. The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.				
2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.				
_____		_____		
Date		Signature of applicant		

Personal information contained in this form and schedules is collected under the authority of subsection 8(1.1) of the *Building Code Act, 1992*, and will be used in the administration and enforcement of the *Building Code Act, 1992*. Questions about the collection of personal information may be addressed to: a) the Chief Building Official of the municipality or upper-tier municipality to which this application is being made, or, b) the inspector having the powers and duties of a chief building official in relation to sewage systems or plumbing for an upper-tier municipality, board of health or conservation authority to whom this application is made, or, c) Director, Building and Development Branch, Ministry of Municipal Affairs and Housing 777 Bay St., 2nd Floor. Toronto, M5G 2E5 (416) 585-6666.



Site Sketch/Plan

Permit No. _____

Assessment Roll No. _____

1. Lot Dimensions: Lot Area _____ acres ±; Lot Dimensions _____ ft. x _____ ft. ±

-Are Surveys Stakes Visible? Y N

- Is this a Corner Lot? Y N

2. Setbacks from Proposed Structure to Lot Lines (View from Road):

Left Side Yard: _____ ft.

Right Side Yard: _____ ft.

Front Yard: _____ ft.

Rear Yard: _____ ft.

3. Dimensions of: - Proposed Structure:

Width: _____

Length: _____

Height: _____

Area Sq. Ft.: _____

4. Has this property been designated under The Ontario Heritage Act? Y N

Distances to:

septic (tank and tile bed) Note: New construction to be a minimum of 5 ft. from septic tank

well and 17 ft. from tile bed. New construction not to be within mantle area.

****Please Include all of the above on the Site Sketch***

To Be Completed in Full - Incomplete application forms will result in delay of processing

Sufficient information shall be submitted with each application to enable the Chief Building Official to determine if the proposed work will conform with the Building Code Act, regulations thereunder & any other applicable law.

Permits and Property Taxes

Please note:

Supplementary / omitted tax bills

During the course of each year Municipal Property Assessment Corporation (MPAC), through issued permits, is made aware of changes in properties that impact the assessed value. Examples of these changes include:

- construction,
- renovations or improvements,
- demolition,
- changes in use

MPAC forwards a data file identifying these changes to each municipality a few times each year. The municipalities then issue 'supplementary/omitted tax bills'. These tax bills are issued after the annual tax rate by-law has been passed and are based on the final tax rates.

Property owners are cautioned that the full assessment of a property may not be determined by MPAC until well after the physical changes to the property have been completed (e.g. a house has been built on a property and it has become occupied). In this case, **this change can be backdated to the date of the change to a maximum of 3 years.**

Please see an example of how the amounts are determined below:

Residential addition completed in fall 2018, MPAC determination of additional value of \$50,000 received in early 2020

An additional tax bill would be issued in 2020 for one lump sum as follows:

Year	Increased Assessment due to Addition	Tax Rate	Taxes Payable
2018	50,000	.011053320	184.22 (apportioned for 4 of 12 months)
2019	50,375	.010975210	552.87
2020	50,750	.010938490	<u>555.13</u>
	Additional amount due in 2020		1,292.22

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: _____

As outlined in the [Municipal Act, 2001](#), the jurisdiction to make decisions on applications for tax refunds or tax increases rests solely with municipal council.

Sections [357](#) and [358](#) of the [Municipal Act, 2001](#) provide municipalities with the authority to cancel, reduce or refund taxes based on specific criteria.

Only the property owner, the spouse of the owner, tenant, occupant or other person(s) in possession of the land may file an application for a property tax adjustment with the treasurer of the municipality.

[Section 357](#) states:

- "Upon application to the treasurer of a local municipality made in accordance with this section, the local municipality may cancel, reduce or refund all or part of taxes levied on land in the year in respect of which the application is made if."
- a "change event" as noted in [subsection 34 \(2.2\)](#) of the [Assessment Act](#) causes the property or a portion of the property to be reclassified in a different class of real property that has a lower tax ratio for the taxation year than the class the property or portion of the property is in before the change event;
- land has become vacant or excess land during the year or during the preceding year after the return of the assessment roll for the preceding year;
- land has become exempt from taxation during the year or during the preceding year after the return of the assessment roll for the preceding year;
- a building was demolished or razed by fire during the year or during the preceding year after the return of the assessment roll;
- a building was damaged to render it substantially unusable during the year or during the preceding year after the return of the assessment roll;
- a mobile unit was removed during the year or during the preceding year after the return of the assessment roll for the preceding year;
- a property owner was overcharged due to a gross or manifest error that was clerical or factual in nature but not an error in judgment;
- repairs or renovations that prevented the normal use of the land for a period of at least three (3) months during the year.

The application must be filed before February 28 of the year following the property tax year for which the application is made.

For example, if a garage was demolished in September 2019, the application to adjust taxes must be filed before February 28, 2020.

Process

- A property owner files an application under section 357 or section 358 with their municipality or the municipal treasurer files an application under section 359.
- The municipality forwards the application to MPAC for its review of the factual information. If required, MPAC will conduct an inspection of the property.
- The results of the review are recorded and MPAC's response and the municipal tax application are then returned to the municipality for council's decision regarding any tax adjustments. MPAC will also be available to provide information as witnesses to hearings or appeals of tax adjustment applications before the municipal council or the Assessment Review Board.

Please visit the link below for more information on Sections 358 & 359
https://www.mpac.ca/PropertyTypes/PropertyAssessmentProcedures/AssessmentProcedureProcessing_MunicipalTaxApplications#2a

Building Permit Fees, as of July 1, 2023

Taken from Schedule A

By-law 23-39: Being a By-law to Establish Fees in the Township of Elizabethtown-Kitley

Class of Permit	Fees*
Building Work Orders	\$75.00
Deposit on New Construction	\$500.00
Residential	
New Single Unit Dwelling, Semi-Detached or Duplex (includes attached garage space)	\$1 per square foot, all floor areas excluding basement. If finished basement, add \$0.20/sq. ft.
Additions to Single Unit, Semi-Detached or Duplex Dwellings, includes attached garage area	\$1 per square foot OR \$100.00 minimum, whichever is greater.
Alterations and Repairs to Single Unit, Semi-Detached or Duplex Dwellings	\$0.75 per square foot OR \$100.00 minimum, whichever is greater.
Detached Residential Accessory Buildings, and any additions to such buildings	\$0.50 per square foot OR \$100.00 minimum, whichever is greater.
Decks, freestanding or attached	\$0.50 per square foot OR \$100.00 minimum, whichever is greater.
Industrial, Commercial, Institutional or Public Buildings	
New Buildings	\$0.40 per square foot OR \$300.00 minimum, whichever is greater.
Additions to Buildings	\$0.40 per square foot OR \$300.00 minimum, whichever is greater.
Alterations, Repairs and Minor Renovations	Greater of \$100.00 or \$5.00 for every \$1,000 of cost
Farm (Farm Registration Number May Be Required)	
New Farm Building	Greater of \$100.00 or \$0.15 per square foot to a maximum of \$750
Alterations, Repairs and Additions to Farm Buildings	Greater of \$100.00 or \$0.15 per square foot to a maximum of \$300
Miscellaneous	
Wood Stove or Fireplace Permit	Flat Rate \$200.00
Plumbing Permits	Flat Rate \$100.00
Demolition Permit	Flat Rate \$100.00
Transfer of Permit	Flat Rate \$100.00
Change of Use Permit	Flat Rate \$100.00 plus permit fee
Conditional Permit	Flat Rate of \$100.00 plus permit fee and a signed Agreement
Request for a Deferral of Revocation	Flat Rate \$100.00
Minimum Permit Fee	\$100.00 unless otherwise indicated
Pools (By-law 01-14 and By-law 05-32)	\$100.00
Outdoor Furnaces (By-law 07-08)	\$200.00

*** Per square foot fees calculated based on exterior dimensions**