



# REQUEST FOR DEMOLITION PERMIT

For Demolition of ALL or PART OF a Commercial Building

## Applicant Information

Name: \_\_\_\_\_

Company Name (If Applicable): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City \_\_\_\_\_ Postal Code \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ FAX: (\_\_\_\_) \_\_\_\_\_

## Property Information

Civic Address: \_\_\_\_\_

Legal Description: Lot: \_\_\_\_\_

Block \_\_\_\_\_

Plan \_\_\_\_\_

## Demolition Information

Building Use (i.e. warehouse, office space, retail, etc.): \_\_\_\_\_

Name of Contractor Responsible for Demolition: \_\_\_\_\_

Value of Demolition (\$): \_\_\_\_\_ Proposed Mezzanine Area (m<sup>2</sup>): \_\_\_\_\_

## Steps to Obtain a Demolition Permit:

### 1. Complete application and submit site plan:

The owner or owner's agent must complete this application, including authorization of owner on back if applicable, and submit a site plan (2 copies) showing all buildings on the site and indicating which building(s) on the site are to be demolished.

Site Plan submitted

### 2. Confirmation of current taxes:

The applicant must take this application form to the Treasurer's Branch of the Finance Department and have them confirm that the property taxes are current.

Taxes Confirmed

Initials: \_\_\_\_\_

Date: \_\_\_\_\_

### 3. Water and sewer disconnect:

The applicant must take this application form to the Water and Sewer Branch of the Infrastructure Services Department to arrange for the disconnection of all water and sewer lines. A refundable deposit may be required to ensure disconnection is completed prior to approval of the demolition permit.

Water & Sewer

Disconnected

Initials: \_\_\_\_\_

Date: \_\_\_\_\_

### 4. Declaration of Intent:

The applicant must complete the Declaration of Intent form available from the Building Standards branch, indicating how demolition material will be disposed of.

Declaration of Intent submitted

### 5. Return the following to the Building Standards Branch:

The applicant must return the completed application form, with approval of current taxes from the Treasurer's Branch, and approval from the Water and Sewer Branch.

### 6. Application Circulation and Approval:

The City of Saskatoon will circulate the Request for Demolition Permit to the Development Services Branch for Zoning approval and the Building Standards Branch for final approval. NOTE: Demolition of Heritage Properties cannot be approved without the prior consent of City Council.

Please see reverse for other responsibilities and Owner's Authorization for Demolition.



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The Contractor or Owner is responsible for the following:

- 1) Prior to the actual demolition, the owner or contractor must make application to have all other services (gas, electrical, telephone) disconnected to the street and/or lanes.
- 2) The use of abutting streets or lanes requires the approval of the Traffic & Planning Operations Branch of the Infrastructure Services Department.
- 3) All concrete slabs, footings and foundations shall be removed to a minimum of 12 inches below final grade. Excavations shall be filled in if new construction does not proceed immediately. Approved fencing and walkways are required around the demolition site.
- 4) The demolition work shall be executed in a diligent manner to ensure that damage does not occur to adjacent buildings or property. Upon completion, the site shall be left clean, neat and properly graded.
- 5) Any damage to City Streets, sidewalks, curbs or any other City property caused during the demolition shall be repaired by the owner or contractor or will be repaired by the City of Saskatoon; with the costs of such repair being payable by the owner or contractor (refer to Infrastructure Services handout regarding Damage to Existing City of Saskatoon Infrastructure).

## Owner's Authorization for Demolition

This form provides authorization to \_\_\_\_\_  
 (Applicant 's Name)

of \_\_\_\_\_  
 (Company Name)

to demolish the building(s) noted on the attached site plan and located at:

**Civic Address:** \_\_\_\_\_

**Legal Description:** **Lot:** \_\_\_\_\_

**Block** \_\_\_\_\_

**Plan** \_\_\_\_\_

**Owner Name:** \_\_\_\_\_

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date