

Demolition/Removal Building Permit Application Form*

*used for all residential and commercial buildings

Date: _____

In order to obtain a demolition permit for a structure that contains one or more dwelling units (e.g. single/two family dwellings, etc.), a new construction building permit application must be submitted to the City per requirements in the Development Procedures By-law 104/2020. If you have an approved demolition variance or an order to demolish a residential structure due to unsafe conditions, a new construction building permit application is not required.

Location of demolition

Street number:		Street name:		Unit/suite number:
Legal description	Lot:	Block:	Plan:	

Applicant information

A licensed demolition contractor is required to demolish a building/structure or a part of a building/structure. A demolition contractor licence is not required for [residential accessory structures](#).

Licensed demolition contractor information	Company name: (print)		Licence number:
	Applicant name:		
	Email address:		Daytime phone number:
	The following section must be completed by licensed D-Prime contractors. Provide licensed demolition sub-contractor information below:		
	Type: <input type="checkbox"/> D1 <input type="checkbox"/> D2	Company name:	
	Licence number:	Contact name:	
Homeowner information (required – residential only)	Homeowner's name: (print)		Address:
	Email address:		Daytime phone number:
Non-licensed contractor information (if applicable - residential accessory structures only)	Company name: (print)		Contact name:
	Mailing address:		Daytime phone number:
	Email address:		

General information

Type of work: <input type="checkbox"/> Complete demolition <input type="checkbox"/> Partial demolition <input type="checkbox"/> Removal of:		
Proposed method of demolition: <input type="checkbox"/> By machine <input type="checkbox"/> By hand		
Proposed dates of demolition	Start:	Finish:
Is a replacement building permit for new construction being processed with the demolition permit? Required for demolitions with dwelling units. <input type="checkbox"/> yes <input type="checkbox"/> No		

Utilities

It is the applicant's responsibility to ensure that all utilities, including electricity and natural gas, are in an appropriate state for the building demolition. The applicant must ensure that arrangements have been made with Manitoba Hydro and other utility providers prior to commencing demolition.

Declared construction value (e.g. mobilizing equipment, removing debris, leveling property, etc.) – required:

Commercial building information ☐ N/A

Applicable Manitoba Building Code ☐ Part 3 ☐ Part 9

If unknown, contact ppd-bpx@winnipeg.ca to confirm before submitting an application.

Type of building: ☐ Office ☐ Retail ☐ Restaurant ☐ Multi-unit Residential ☐ Industrial ☐ Other:

Total area of **all** floor levels of building(s) being demolished:

The total area is required to include the area of all floor levels. For example, a 2-storey building with a basement would be required to be calculated as a total of 3 floor areas (basement, main, and second floor).

☐ sq. ft.

☐ m²

Type of foundation: ☐ Shallow (slab on grade, no piles, no basement) ☐ Deep (piles, basement)

Height of building: Is the building greater than one storey or greater than 3 m (10'-0") high? ☐ Yes ☐ No

Residential building information ☐ N/A

Type of building: ☐ Single family dwelling ☐ Duplex/Triplex ☐ Rooming house ☐ Garage/accessory structure

Dwelling unit information ☐ N/A

Number of dwelling units lost due to proposed demolition/removal:

Description of work – describe the proposed demolition/removal work in detail (e.g. full demolition, depth of foundation removal below adjacent grade, main floor slab, piles, etc.)

Required documentation – one copy, fully dimensioned

☐ Letter of Authorization (Commercial) or Owner Statement (Housing - not required if owner is the applicant)

☐ Status of Title (dated within three months of the application date, along with any City of Winnipeg interests (e.g. caveats))

☐ Site plan or Building Location Certificate

- all buildings on the property (**the building(s) to be demolished/removed must be clearly identified**)
- distance from buildings to all property lines
- indicate what is adjacent to all property lines (other properties, streets, lanes, etc.)
- if the demolition is adjacent to a street, provide details on all items from the property line to the street curb (e.g. sidewalks, boulevards, trees, utilities, etc.)
- legal description

May be required documentation – one copy, fully dimensioned

- ☐ Engineer's Report certifying that the structure is unsafe (required if you do not have an order to demolish and would like to proceed with the demolition without a new construction building permit)
- ☐ Engineer's Report (providing the information requested on the order to demolish, if applicable)

Note: For all other applications, an Engineer's Report for excavation to protect neighbouring properties and structures may be requested by Plan Examination once your application is reviewed.

Additional requirements for demolitions

Water and Taxes

It is the applicant's responsibility to ensure that City water is turned off and/or disconnected and City property taxes are paid in full for any demolished buildings. To verify that the water service is turned off and/or disconnected, please call Water & Waste at 204-986-2455 or email utilitybill@winnipeg.ca. To verify that taxes are paid, please contact Assessment & Taxation at 311 prior to any building demolition.

Asbestos

Asbestos presents a potential lung disease hazard when released into the air. It is present in thousands of common building materials used prior to the early 1990's, and is still used today in some applications. Pursuant to Manitoba's Workplace Safety and Health (WSH) Act and WSH Regulations (Part 33 & 37), prior to demolition or alteration activities, owners, contractors or employers must ensure that:

- an asbestos inventory is prepared by a person competent to determine the presence of any asbestos containing material (ACMs)
- asbestos is removed from the area being demolished or altered
- adequate measures are taken to ensure that ACMs do not create a risk to the safety and health of any person
- the Director of WSH is notified 5 days in advance of work that may release ACMs into the atmosphere

www.gov.mb.ca/labour/safety/asbestos.html

www.safemanitoba.com or call 204-957-SAFE

Failure to comply with these requirements may result in work stoppages, fines or prosecution.

Submission options

Submit your application package to the Zoning & Permits Branch using one of the following options:

- Email ppd-permit@winnipeg.ca (PDF attachment or link to online file transfer)
- One paper copy package – drop off or mail (Unit 31-30 Fort Street, Winnipeg, MB R3C 4X7)

Digital submission requirements (select all that apply)

To submit your application via email, provide a separate PDF file, named as indicated, for each of the following groups of documents that are applicable to your application:

- ☐ **PDF 1** Application Form (Owner Statement/Letter of Authorization)
- ☐ **PDF 2** Status of Title
- ☐ **PDF 3** Site Plan or Building Location Certificate
- ☐ **PDF 4** Engineer's Report

Your personal information is being collected consistent with the requirements and limitations set out under *The Freedom of Information and Protection of Privacy Act (FIPPA)*. This collection of personal information is authorized by section 36(1)(b) of The FIPPA for permit management and administration. Your information is protected by FIPPA's privacy provisions and will not be used or disclosed for any other purpose, except as authorized by law. Contact the City of Winnipeg's Corporate Access and Privacy Officer by mail (City Clerk's Department, Susan A. Thompson Building, 510 Main Street, Winnipeg MB, R3B 1B9) or by telephone (311) if you have questions about this collection of your personal information.