Planning & Economic Development Department
Building Division
71 Main Street West, 3rd Floor
Hamilton, ON L8P 4Y5
Phone: (905) 546-2720
Email: building@hamilton.ca

Commitment to Disconnect Services

THIS FORM IS NOT A DEMOLITION PERMIT OR APPROVAL TO DEMOLISH

Property Information

Street Address: _____ Unit No. _____

Current use of Building to be demolished: _____

☐ Dwelling ☐ Accessory Building ☐ Other: _____

Extent of demolition: ☐ Complete ☐ Partial – Description: _____

Owner Name: _____ Phone or Email address: _____

Contractor Name: _____ Phone or Email address: _____

Disconnection Information

The property owner is responsible for notifying the following authorities of the proposed demolition within the City of Hamilton. The City of Hamilton will not notify these authorities of proposed demolition or of the issuance of a demolition permit.

Fire Department – Hamilton Emergency Services
905-546-2424 ext. 1380
fire.prevention@hamilton.ca

Water Service – Hamilton Water/Wastewater
905-546-2489
water@hamilton.ca

Sewer Service – Growth Management Division
905-546-2424 ext. 7860
gmconstruction@hamilton.ca

Trees - Hamilton Forestry
905-546-2424 ext. 7375
urbanforest@hamilton.ca

www.hamilton.ca/WorkingNearTrees

Reliance Home Comfort
905-681-4108
adminburlington@reliancecomfort.com

Enbridge Gas
1-877-362-7434

Electricity Provider (contact your provider only)

Hydro One Electrical
1-888-664-9376, or
Alectra Utilities
1-833-494-3674

Bell Canada
1-800-789-7723
hamdemos@bell.ca

Declaration of Owner

I, the undersigned owner, hereby undertake to ensure that all services to the building slated for demolition will be isolated/cut-off from the building slated for demolition, prior to the commencement of any demolition works. I understand that The City of Hamilton is not responsible for notifying these authorities of proposed demolition or of the issuance of a demolition permit.

Date: Signature:

The City of Hamilton collects information under authority of section 8 of the Building Code Act, 1992 and Sections 10 and 227 of the Municipal Act, 2001. Any personal information collected for the Commitment to Disconnect Services Form will be used to verify that the property owner signed the declaration and to cross-reference the owner and contractor information with the related building permit application. The completed form will be linked to the applicable demolition permit. The information collected will not be disclosed to any external parties outside the City of Hamilton. By providing your contact information, you are consenting to receiving emails from the City of Hamilton and/or their agents/contractors for purposes related to this program. Questions about the collection of this personal information can be directed to Manager of Business Operations, Building Division, Planning & Economic Development Department, 71 Main St. W., Hamilton, ON L8P 4Z6, 905-546-2720, building@hamilton.ca.

Planning and Economic Development Department
Development Construction, Growth Management Division
71 Main Street West, 6th Floor, Hamilton ON L8P 4Y5
Email: gmconstruction@hamilton.ca

Sewer Lateral Service Requirements

For Growth Management to sign off on the Sewer Lateral portion of the Disconnection of Services (DoS) Form; abandonments must be completed (and new services installed to the property line) or demonstration of satisfactory sewer lateral reuse must be completed.

Please note: If the property is currently undergoing a Development Approval with the Planning Division the existing services will be reviewed as part of the active Planning application. If not, please review the property on our GIS system (Water and Wastewater) to determine existing main line services in the street under 'Sewer Layers'. **If a storm or combined sewer main is available in the roadway, a storm lateral is required to be installed in accordance with Sewer and Drain By-law 23-234.**

To complete one the above options and prior to inspection, issuance of an Excavation Permit (for new installation of services) or payment for Video Inspection must be received. Current Growth Management Fees and Charges are available online: https://www.hamilton.ca/build-invest-grow/planning-development/planning-policies-guidelines/comprehensive-development.

Contractor Options:

- Abandon existing line(s) and install new sanitary/storm lines from the property line to mainline sanitary sewer (and storm sewer, if applicable). To obtain the permit and complete the work, a contractor bonded with the City of Hamilton is required.
    - **Please note:** If you are installing new sanitary and storm line(s), we recommend contacting Hamilton Water and the Building Division to determine if a new water line is also required. If possible, install all infrastructure at once to avoid multiple trips by the bonded contractor.
- Re-use existing sanitary and storm line(s):
  To reuse an existing line, it must be demonstrated that it is in good condition. You will be required to excavate at the property line so the inspector can see the size of the pipe.
    - The pipe must be a minimum 5" diameter line which is videoed from the property line to the mainline. If the line is not minimum 5" in diameter it cannot be re-used (6" is the current standard for new installs). A digital copy of the video must be recorded for City records. **Our inspector must be on site when this work is being done.**
    - If it is not PVC, but 5" or more (and determined by our inspector to be in good condition), it will need to be lined and re-videoed in order to reuse. **Our inspector must be on site when this work is being done.**

Important Considerations:

- For new construction, if your basement depth is not at the same depth as the current building, re-use may not be an option depending on the minimum slope requirements.
- If only a sanitary drain is present and a storm drain is required, it is likely the sanitary drain will be damaged when the new storm drain is installed. It is recommended both new sanitary and storm are installed at the same time.

Please contact devengapprovals@hamilton.ca to initiate your inquiry, make arrangements for payment, obtain updates on your permit, and/or to obtain the current list of bonded contractors with the City of Hamilton.

A minimum of 48 hours notice is required for our inspectors to be on site, subject to the inspectors' schedule. If our inspector is not on site, the Disconnections of Service form will not be signed. Please email completed/signed Disconnection of Services form to gmconstruction@hamilton.ca.

City of Hamilton
100 King St. W. Hamilton, ON L8P 1A6
urbanforest@hamilton.ca

STOP! Is that a City Tree?

City (public) trees are located within the municipal road allowance, which may extend into the front, side, and rear portion of a property. City trees are owned and maintained by the City of Hamilton and protected through the Public Tree Protection Bylaw.

Removal, pruning, digging near, or conducting any work around a city tree requires approval from the City and a Public Tree permit. If a city tree is approved for removal, Loss of Canopy fees will apply to recover the value of the tree. The value can vary, depending on the size, species, and condition.

Protecting City trees is always a priority.

Before You Start Your Project:

1) Check if you have City trees on your property online at Public Tree Inventory | Open Hamilton. Note: most, but not all City trees are inventoried, so if you're still unsure proceed to step 2.
2) If a City tree is near or within your project scope, or if you're not sure, contact urbanforest@hamilton.ca to provide your project information. You can also apply online at Hamilton.ca/WorkingNearTrees.
3) Obtain the required permit and pay any applicable fees before starting work.
4) Follow all permit conditions, which may include the installation of tree protection fencing.

Failure To Obtain a Permit:

Unauthorized work that affects a City tree may result in:

- A Stop Work Order or Notice to Comply
- Recovery of Loss of Canopy fees for unauthorized tree removal
- Provincial Offences Act charges and fines

For individuals:

- First conviction: up to $10,000 or $1,000 per tree, whichever is greater

City of Hamilton
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urbanforest@hamilton.ca

- Subsequent convictions: up to $25,000 or $2,500 per tree, whichever is greater

For corporations:

- First conviction: up to $50,000 or $5,000 per tree, whichever is greater
- Subsequent convictions: up to $100,000 or $10,000 per tree, whichever is greater

We appreciate your attention and cooperation in supporting the City's tree canopy and efforts to grow the City's tree canopy. If you have questions, please contact urbanforest@hamilton.ca.

Demolition Permit – Water Meter & Water Service Line Requirements

If your property has an existing municipal water service, the property owner must complete certain requirements for the water service and water meter before or during demolition to protect the municipal water system.

The property owner is ultimately responsible for ensuring these requirements are completed, even when work is performed by a contractor or licensed plumber.

Water Works By-law No. 23-235, Sections 4.9 and 4.10, requires an existing water service serving a building being demolished to be disconnected unless the General Manager authorizes its continued use for a replacement building.

What You Need to Do:

1. Water Turn-off & Confirmation of Water Service Line Size

Contact Hamilton Water at 905-546-2489 (CITY) to schedule a water turn-off appointment. Someone 18 years of age or older must be on site for the appointment.

A Water Distribution Operator will:

- Turn off the water at the property line (curb stop).
- Confirm the size and type of the existing water service line and suitability for reuse.

2. Remove and Return the Water Meter

Once the water is confirmed off, arrange for the water meter to be removed through Hamilton Water. Someone 18 years of age or older must be on site. Where permitted, a licensed plumber may remove the meter, but it must still be returned to Hamilton Water.

Return the meter to Hamilton Water Storefront, 330 Wentworth Street North. Lost or unreturned meters are subject to applicable charges.

3. Determine Whether the Service Can Be Reused

A 20 mm (¾-inch) copper service may be considered for reuse but must be in suitable condition and meet the requirements for the proposed building. The Building Division will determine whether the existing 20mm (¾-inch) copper service is sufficient to support the hydraulic requirements of the proposed building as part of the applicable building/occupancy review.

If the service is undersized, unsuitable, in poor condition, does not meet requirements, or is not intended to be reused, it must be abandoned at the City watermain.

4. If Abandonment Is Required

If the existing water service cannot be reused or is not intended to be reused, the property owner is responsible for ensuring the service is properly disconnected and abandoned at the City watermain, in accordance with Water Works By-law No. 23-235, Sections 4.9 and 4.10.

The By-law requires that a water service for a building being demolished be disconnected under a Disconnection Permit, unless the General Manager authorizes the continued use of the service for a replacement building. The service must be disconnected at the City watermain, and the property owner is responsible for the costs associated with the disconnection and removal.

Where applicable:

- An Excavation Permit may be required.
- The owner must hire an appropriately licensed and bonded contractor.
- A City of Hamilton Water Distribution Operator/Inspector must be present to witness work involving the City watermain or water asset.
- The contractor must coordinate with Hamilton Water before work begins.

Do not begin work on a City watermain or water asset without the required City representative present.

If the Required Work Is Not Completed

The property owner is responsible for making sure the required work is completed. If the work is not completed as required, the City may arrange for the work to be completed and charge the cost to the property owner.

This authority is provided under Sections 9.15 and 9.17 of Water Works By-law No. 23-235. These sections allow the City to have required work completed when a requirement has not been met and to recover the associated costs from the property owner.

Important Billing Reminder

The property remains subject to applicable water account/base charges until the water service is properly disconnected/abandoned as required.

Demolition Permit – Water Meter & Water Service Line Requirements Checklist

☐ Water turned off at property line

☐ Service size and type confirmed

☐ Water meter removed and returned

☐ Service approved for reuse or abandonment requirements completed

☐ Required permits/contractor arranged

☐ City Water Distribution Operator/Inspector present for required watermain work

☐ All applicable Hamilton Water requirements completed

Hamilton Water Customer Service: 905-546-2489 (CITY) or water@hamilton.ca

Hamilton Water Storefront: 330 Wentworth Street North, Hamilton or waterstorefront@hamilton.ca

Water Works By-law: City of Hamilton Water Works By-law No. 23-235

PART 8 DEMOLITION

Part 8 of the Ontario Fire Code regulates fire safety requirements for demolition sites. It is the responsibility of the owner (which may include people who are in control of the property or involved in the demolition of the property) to always ensure compliance with the Ontario Fire Code. Failure to comply with the requirements of the Ontario Fire Code may result in a charge being filed. The following is a copy of Part 8 of the Ontario Fire Code for reference.

For more informaiton, please contact the Hamilton Fire Department - Fire Prevention Office at fire.prevention@hamilton.ca or by calling 905 546-2424 ext. 1380, Mon-Fri between the hours of 8:30am and 4:30pm.

SECTION 8.1 GENERAL

Subsection 8.1.1. Application

Application

8.1.1.1. This Part applies to fire safety for **buildings**, parts of **buildings**, facilities, adjacent **buildings** or facilities and associated areas undergoing **demolition** operations.

Subsection 8.1.2. Requirements

Building services

8.1.2.1. (1) Except as required in Sentence (2) and except for water supplies for firefighting, **building** services shall be terminated at a point located outside the **building** or part thereof under **demolition**.

(2) The service provider whose service connections will be affected shall be notified before any action mentioned in Sentence (1) is taken and, if it is necessary to maintain any service, it shall be

(a) relocated as necessary, and

(b) protected from damage.

Firewatch

8.1.2.2. (1) During periods when **demolition** operations create a fire hazard to parts of the **building** not under **demolition** or to neighbouring occupied spaces or neighbouring properties, a firewatch shall be conducted.

(2) If a firewatch is required, the **demolition** site shall be toured by firewatch personnel at least once each hour.

(3) Facilities shall be provided to enable firewatch personnel to

(a) ensure that a fire warning is sounded to notify occupants, and

(b) communicate with the **fire department**.

(4) Firewatch personnel shall be equipped with portable illumination and protective equipment.

(5) Before **demolition** of a **building** or part of a **building** is commenced, a safety plan for the **demolition** site shall be prepared and implemented.

(6) The **demolition** safety plan shall include

(a) the designation and organization of site personnel to carry out fire safety duties, including a firewatch when required,

(b) the emergency procedures to be followed in case of fire, including

(i) ensuring that a fire warning is sounded to notify occupants,

(ii) notifying the **fire department**, and

(iii) confining, controlling and extinguishing the fire,

(c) the requirement to train site personnel to carry out fire safety duties, including a firewatch and the emergency procedures referred to in Clause (b),

(d) the procedures to control fire hazards in and around the **demolition** site, including procedures to mitigate risks to parts of the **building** not under **demolition** or to neighbouring occupied spaces or neighbouring properties, and

(e) the maintenance of fire fighting facilities.

(7) If a **demolition** involves a **building** that is required to have a fire safety plan that complies with Section 2.8, the fire safety plan shall take into account changes to the **building** arising from the **demolition** in accordance with Sentences 2.8.2.1.(4) and (5).

Storage of combustibles

8.1.2.3. (1) Combustible salvage, waste material and rubbish shall not be accumulated on site in such quantity or such location as to cause a fire hazard.

(2) If temporary chutes are installed on the exterior of a **building**, the chutes shall

(a) be of noncombustible material, or

(b) be installed a distance of at least 3 m from any opening in the **building** face.

Burning of rubbish

8.1.2.4. Rubbish shall not be burned on the premises unless permitted in accordance with Article 2.4.4.4.

Hot work equipment

8.1.2.5. The installation, operation and maintenance of hot work equipment shall be carried out in accordance with Section 5.17.

Standpipe systems

8.1.2.6. (1) Where a **building** being **demolished** floor by floor is equipped with a standpipe system, the system, together with **fire department** connections, valves, couplings and hose, shall be maintained in operable condition on all **storeys** below the one being demolished, except for the **storey** immediately below it.

(2) If no **fire department** standpipe connection exists in a **building** under **demolition** that is 4 **storeys** or more in **building height**, a temporary standpipe connection shall be provided.

(3) If no standpipe system exists in a **building** under **demolition** that is 8 **storeys** or more in **building height**, a temporary standpipe shall be provided.

(4) Standpipe systems shall be kept in such condition that they may be connected near **street** level, to a **fire department** pump, so as to supply water to every outlet on each floor.

(5) In a **building** under **demolition** that is over 84 m in height, the primary water supply serving the standpipe system, including fire pumps, shall be maintained in operating condition.

Access for fire fighting

8.1.2.7. (1) During **demolition**, fire fighting access routes shall be maintained in accordance with Section 2.5.

(2) Unobstructed access to fire hydrants, portable extinguishers and **fire department** connections for standpipe and sprinkler systems shall be maintained during **demolition**.

(3) If a **demolition** site is fenced so as to prevent general entry, provision shall be made for access by **fire department** equipment and personnel.

(4) Elevating devices shall be accessible for the use of firefighters for **buildings** under **demolition** that are more than 36 m in **building height**, measured between **grade** and the floor level of the top **storey**.

Portable extinguishers

8.1.2.8. (1) Portable extinguishers shall be provided in **buildings** under **demolition** in accordance with Subsection 6.2.6. as if the **buildings** were graded for ordinary hazard under Subsection 6.2.5.

(2) In addition to the other requirements of this Code, if a **building** is under **demolition**, portable extinguishers shall be provided in unobstructed and easily accessible locations in any areas

(a) where hot work operations are carried out,

(b) where combustibles are stored,

(c) near or on any internal combustion engines,

(d) where **flammable liquids** and **combustible liquids** or gases are stored or handled,

(e) where temporary fuel-fired equipment is used,

(f) that are designated for smoking, and

(g) where bitumen heating equipment is used.

(3) The extinguishers required by Sentence (2) shall have a minimum rating of

(a) 3A:20B:C on moveable equipment, and

(b) 4A:40B:C in all other locations.

(4) Portable extinguishers required in Sentences (1), (2) and (3) shall be maintained in conformance with Section 6.2.

Smoking prohibited

8.1.2.9. Smoking shall not take place in, on or near a **building** under **demolition**, except as provided in Subsection 2.4.3.

Ignition sources

8.1.2.10. (1) Devices capable of producing ignition, internal combustion engines, temporary heating equipment and associated devices shall be kept at a safe distance from combustible material so as not to cause ignition.

(2) The clearance between combustible material and temporary heating equipment, including **flues**, shall comply with

(a) the minimum clearance, if any, shown on certified heating equipment, or

(b) the minimum clearance specified in the **Building Code**, if no minimum clearance is shown on the heating equipment.

Temporary enclosures

8.1.2.11. Fabrics and films used to temporarily enclose **buildings** shall be securely fastened to prevent them from being blown against heaters or other ignition sources.

Provisions for egress

8.1.2.12. Unless otherwise **approved**, at least two **exits** shall be accessible and usable at all times.

Fire warning

8.1.2.13. A means shall be provided to alert site personnel of a fire and such means shall be capable of being heard throughout the **building** or facility.

Safety of tanks, piping and machinery reservoirs at demolition sites

8.1.2.14. (1) Tanks, piping and machinery reservoirs at a **demolition** site that contain **combustible liquids** or **flammable liquids** or that are likely to contain flammable vapours shall be drained and, except as permitted by Sentence (2), removed prior to the **demolition** of the **building**.

(2) Where it is impracticable to remove tanks, piping or machinery reservoirs from the **building** prior to **demolition**, such equipment shall be

(a) drained and purged with inert materials before **demolition** is commenced,

(b) clearly identified before **demolition** is commenced, and

(c) removed from the **building** as soon as conditions permit.

(3) Tanks, piping and machinery reservoirs referred to in Sentences (1) and (2) that once contained **combustible liquids**, **flammable liquids** or flammable gases shall be purged with inert materials prior to **demolition** to prevent an explosion.

Fire separations in partly occupied buildings

8.1.2.15. Where part of a **building** continues to be occupied, the occupied part shall be separated from the part being **demolished** by a **fire separation** having a **fire-resistance rating** of not less than 1 h.

Protection during shutdown

8.1.2.16. (1) Except as permitted in Sentence (2), where a fire protection system is provided, the fire protection system shall remain operational throughout the **demolition** area, where reasonably practical.

(2) When any portion of a fire protection system is temporarily shut down during **demolition** operations, alternative measures shall be taken to ensure that protection is maintained.

O. Reg. 213/07, Division B, Part 8; O. Reg. 256/14, ss. 302-313; O. Reg. 33/19, s. 31; O. Reg. 87/25, ss. 54-58.