

## Demolition Permit Guide

These instructions are provided as a guide to obtaining a demolition permit. Any specific questions regarding the various utilities' procedures and applicable fees should be directed to that particular utility office.

Visit [calgary.ca/demolition](http://calgary.ca/demolition) for information regarding demolitions

**Step 1** Obtain a copy of the [Service Disconnection Request Form](#) and determine which utilities will be disconnected. For each utility (water, electrical, gas) a separate approval signature is required.

**Step 2** Disconnection procedures:

### Water

Do you plan on developing property within 2 years?

No:

Contact an indemnified contractor ([Calgary.ca/waterservices](http://Calgary.ca/waterservices)) to complete service disconnection at the watermain or e-mail [waterservicesdisconnect@calgary.ca](mailto:waterservicesdisconnect@calgary.ca) for more information

Once service disconnection is completed call 311 and set up a Water Off-On Appointment to have meter removed and paperwork signed off

Yes:

Call 311 and set up a Water Off-On Appointment

Notes:

- You have 2 years from initial 311 call to disconnect the water line
- If you do not have a current Development Permit the customer has 365 days (1 year) to receive one or the service will require disconnection
- The City reserves the right to require water service disconnection at any point for high risk services
- If the water service is not disconnected as per The City's process, The City will disconnect the line and charge back the property owner
- If we cannot turn off the water to your property (e.g. due to infrastructure damage), a crimp procedure can be completed, where the pipe is folded over and closed off. In this situation, the lot owner or representative must contact a contractor to complete this work at the lot owner's expense.
- Ensure the service disconnect form is signed by the remaining two utilities and submit the form to obtain a demolition permit.
- For more information please visit the Residential Demolitions website at [Calgary.ca/demolitions](http://Calgary.ca/demolitions).

#### Reminders:

- Water lines should be removed/shut off prior to gas and electrical lines being removed/shut off. This will help to avoid any risk of damage due to frozen water lines.
- Water lines will only be shut off if the client is present at the site when the work is done.
- All new service connections (including replacements, upgrades and required disconnections), including the public and private portions, are at the lot owner's expense.
- The lot owner/engineer of record is responsible for locating the existing service. It is the responsibility of the lot owner/engineer of record to record the last known location of the existing service valve(s).

## Gas

You **must** visit one of the ATCO Gas locations listed below to make an application for removal. The removal may take from 10 to 14 days to complete. The disconnect must be completed before an ATCO Gas representative can sign the service disconnection request form.

- Crowfoot Operations Centre – 500 Crowfoot Crescent NW – 403-245-7070
- Midnapore Operations Centre – 383 Midpark Boulevard SE – 403-254-6200
- Whitehorn Operations Centre – 3055 37 Avenue NE – 403-219-8600

## Electricity

- Contact your retailer to request a permanent service disconnect. Refer to your electrical bill for retailer contact information. They will arrange for the update to your account and will generate a service order to have your services permanently removed.
- After the service has been disconnected, scan and email the service disconnect form to [SOC2@enmax.com](mailto:SOC2@enmax.com) for authorized sign off. For additional information, phone 403-514-2807.

## Waste & Recycling

Waste & Recycling collection carts (blue, green, black) must be empty and available for pick up on the same dates as your scheduled water service disconnect.

## Cable TV and Telephone

Remember to contact your cable TV and telephone providers to have these services disconnected prior to demolition.

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**Step 3** Apply for the demolition permit at the City of Calgary Planning Services Centre. The [Demolition Permit Application Requirement List](#) outlines the items that are required at the time of application. The Planning Services Counter is located on the 3<sup>rd</sup> floor of the Municipal Building, at 800 Macleod Trail SE, Phone 403-268-5311.

**Complete permit applications are issued within 2 days of application. You cannot demolish or move the building until the permit has been issued. Inspection(s) may be required prior to demolition.**

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## Additional Information

### Asbestos

In buildings to be demolished, materials having the potential for releasing asbestos fibres must be removed prior to demolition. A copy of the asbestos assessment (identifying quantity of samples and location collected) and the clearance letter (stating that all asbestos materials have been properly removed and the area is acceptable for demolition) must be provided to the authority having jurisdiction at the time of inspection.

Asbestos Project Notification: Alberta employers planning a project that involves working with asbestos must notify the Government of Alberta [Occupational Health and Safety](#) at least 72 hours before the work starts.

**Public trees**

When construction or construction related activities occur within six metres of a public tree, applicants are required to submit a [Tree Protection Plan](#) for approval, prior to obtaining a permit for work on City lands.

**Heritage review**

All demolition permits are reviewed by a City of Calgary [heritage planner](#) prior to issuance.

**Assessment**

Removing a building affects the property assessment and, as a result, the property taxes. All buildings over 10 square metres, which will be removed at the time of demolition, must be included on the site plan and in the demolition area calculations.

If you are demolishing a detached residential garage and not replacing it with another garage, contact Property Assessment at (403) 268-2888.

**Re-using existing services**

For all renovations and infills, we recommend that the owner/developer assess the adequacy of the [existing on-site water and sewer lines](#) and replace them if found to be inadequate. Call 311 for more information