



BUILDING DEMOLITION PERMIT Application Instructions and Checklist

Job Address: _____ **Date:** _____

Interior-Only Demo: ____\$100

Residential Structure Demo: ____\$150 + Plan Review Fee ____\$100

Commercial Structure Demo: ____\$200 + Plan Review Fee ____\$200

- () **Completed checklist and application form.** Must be signed by property owner or provide a signed owner permission affidavit from the property owner authorizing a permit to be obtained by agent/contractor.
- () **For Building Demo/Land Disturbance:** A current **survey or site plan** indicating scope of work, building(s), utility locations, existing vegetation/trees, erosion control devices, tree-save fencing, construction entrance, equipment staging area, haul route, property lines, adjoining properties, dumpster and portable toilet location, temporary or permanent vegetation schedule and any other site elements deemed necessary by the City. For sites over one acre, N.O.I. and NPDES procedures may be required prior to demo.
- () **For Interior Demo.** A **floor plan** drawn to-scale with scope of work to be done including structural, mechanical, electrical and plumbing elements to be demolished and removal of any hazardous materials.
- () **Verification that site or building is free of rats/vermin/pests.** Provide written documentation of inspection for existence and elimination of any rats and vermin.
- () **Verification that all utilities are cut off and capped at the street (for building demo).** Utilities to be located on site prior to demo. Provide letters from the utility companies or a signed letter from the demolition contractor taking responsibility for securing the cut-offs prior to demolition.
- () **Provide asbestos inspection report for structures built prior to 1978.**
- () **If asbestos is present, provide a plan for abatement (10-day Notice) of any hazardous materials.** Removal of asbestos, toxic wastes, contaminants, etc. must be in compliance with all City, County, State and Federal requirements/guidelines.
- () **Completed Tree Removal Permit (if needed).** Provide tree survey, calculations and replacement plan for removal of any trees in compliance with the requirements of the City's Tree Preservation Ordinance and Administrative Guidelines.
- () **Provide current business license and proof of liability insurance for demolition contractor.** All debris, trash, litter, rubbish, rubble and foundation exposed above the ground level shall be removed from the premises. Any excavation or other depression must be filled to existing grade with clean dirt containing no more than 25 percent stone or masonry and all filled areas must be adequately sloped and drained. Soil erosion and sedimentation control measures must conform to all City, County and State requirements. Erosion control devices and tree save fencing must be installed prior to, and maintained during, all land- disturbing activities.

An initial site inspection with Site Inspector and verification of disconnection of utilities with the Building Inspector must be scheduled prior to beginning a building demolition.



BUILDING DEMOLITION PERMIT APPLICATION

Address: _____

Residential

- Single Family House, complete
- Accessory Structure
- Swimming Pool
- Interior Only

Non-Residential

- Building(s), complete #_____
- Building, partial
- Interior, complete
- Interior, partial

Is any land disturbing activity involved? (A Land Disturbance Permit and/or Tree Removal Permit may be required)

- Yes No Grading Tree Removal

Name of Project/Business

Owner of Record (Company/Individual)

Mailing Address	Suite/Apt. #	City	State	Zip Code
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E-mail	Tenant Space (Sq. Ft.)	Building (Sq. Ft.)	Height (Ft.)
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Demolition Contractor (provide copy of Business License & Liability Insurance)

Mailing Address	Suite/Apt. #	City	State	Zip Code
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Phone	Cell Phone		E-mail
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Applicant Name

Company

Mailing Address	Suite/Apt. #	City	State	Zip Code
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Phone	Cell Phone		E-mail
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I hereby certify that all information provided herein is true and correct.

Date: ____/____/____

Applicant Signature: Property Owner's Representative
(Attach written approval of property owner and required plans)