

## Permit Submittal Checklist : Demolition Permits

Permits are required for all building structures and/or interior building demolition work. The permit fee is based on valuation and must be submitted to the building inspection department for review.

- If a new structure will be built immediately following the demolition of the old structure, and they are applying for the permits at the same time, then two permits are issued but the valuation of the demolition work should be included in the valuation of the new permit.
- If a new structure will be built sometime in the future, and is not applied for at the same time, then two permits will eventually be issued. Therefore the permits will be issued separately, one for the demolition and then one for the new construction permit, after they are reviewed.

It is the responsibility of the owner and/or contractor to comply with the requirements and rules of all authorities and government agencies having jurisdiction. The permittee shall be responsible for contacting all of the proper State, County and Local authorities prior to the demolition commencing. All asbestos and other prohibited materials shall be removed and disposed of in accordance with the rules and regulations established by the Minnesota Pollution Control Agency. The Department of Natural Resources, County Environmental Services Department, County Watershed, City Utilities and Public Works Directors are examples of agencies and/or authorities that may be involved in any given project and a demolition permit issued by the Building Inspections Department shall not be construed as permission to proceed without approval from all appropriate agencies.

### **Submittal Requirements:**

- Application
- Checklist for Demolition Permit with appropriate requested information attached

### **Required Inspections:**

- Prior to demolition the following items must be checked and remain in place throughout the duration of the project:
  - Traffic control
  - Pedestrian protection
  - Silt fence – dust control
  - Owner/contractor must provide verification of proper clean-up and disposal of contaminated soils, and all abatement issues, and disconnects (see permit packet for requested documents)
- After the demolition project has taken place the following items must be checked during the final inspection:
  - Site properly cleaned up and appropriately graded
  - Street cleaning

If you have any questions regarding the classification, removal, transport, disposal, or any questions regarding asbestos rules, regulations, or standards, please feel free to contact the MPCA asbestos team at the following numbers:

(651) 296-6300  
(800) 657-3864

Information is also available at the MPCA website: <http://www.pca.state.mn.us>

## CHECKLIST FOR DEMOLITION PERMIT

Project Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

Owner's Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Contractor's Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Detailed explanation of work to be performed:

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### Has the following been provided or completed

- | Yes                      | No                       | N/A                      |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Completed permit application submitted to the Municipality.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Two sets of site plans verifying the location and size of structure(s) being demolished.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Two sets of plans showing area of interior demo work.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Written verification and/or site plan identifying the type of pedestrian protection being provided. Describe type, location and height of fencing to be used. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Have all utilities been properly terminated.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Has a "Notification of Intent to Perform a Demolition" (not required for single family dwellings) been submitted to the Minnesota Pollution Control Agency.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Have all wells been properly abandoned in accordance with State Health Department regulations.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Septic tanks pumped and removed.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Written description of building demolition method provided.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are there any underground storage tanks to be removed.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Performance bond, letter of credit, escrow or securities provided in accordance with the Municipality policy.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Have all hazardous materials been removed and disposed of in accordance with the Minnesota Pollution Control Agency.  |

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