



## DEMOLITION PERMIT APPLICATION

<b>Permit #</b>	<b>Fee:</b>	<b>Date:</b>
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(All buildings or structures and tenant spaces)

Permanent Parcel #: \_\_\_\_\_

Address of Structure: \_\_\_\_\_

Description of Structure: \_\_\_\_\_

Square feet of gross floor area in all stories being demolished: \_\_\_\_\_

**FEE: Base Fee \$100.00 plus .10 cents per sq. ft. (RES) (Min. \$150.00)+ 1% State Surcharge=**

**.10 cents per sq. ft.(COM) (Min. \$150.00)+ 3% State Surcharge =**

**\$** \_\_\_\_\_

Property Owner Name: \_\_\_\_\_

Property Owner Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_\_\_\_\_

Contractor Name: \_\_\_\_\_

Contractor Representative: \_\_\_\_\_

Contractor Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

(Registration, bond, and certificate of insurance required)

Application is hereby submitted for a permit to erect or alter a structure as described in this application and all accompanying paperwork/drawings which are part of this application. The undersigned agrees to build in accordance with all applicable codes, ordinances of the City, and laws of the State, and to request inspections as required, and to adhere to plans and specifications as submitted with any corrections, and understand that any violation of these conditions voids the permit. The undersigned swears and affirms that the information herein is true and accurate and acknowledges that the filing of an application containing false or incorrect information with the intent to avoid the licensing, permit, or tax requirements of the State or this City is falsification and voids this permit. Additional permits may be required.

Contractor Signature \_\_\_\_\_ Date \_\_\_\_\_

**All fees must be in the form of company check, certified check, bank card, or money order.  
We do not accept cash or personal checks.**

4743 Richmond Road  
Warrensville Heights, Ohio 44128  
Phone (216) 587-1230 Fax (216) 587-1257

\_\_\_\_\_  
Approved/Date

#### **1356.04 DEMOLITION REQUIREMENTS**

Whenever any building or structure is demolished in whole or in part:

(a) All structure elements, materials and appurtenances thereto, including driveways and aprons, shall be completely removed from above and below the surface of the land, unless the Building Commissioner approves partial removal thereof, based upon his or her determination that complete removal would be:

- (1) Physically Impractical;
- (2) Harmful to a connected or adjacent structure, street, sidewalk, or alley;
- (3) Environmentally unsafe, or required extensive environmental remediation;
- (4) If the complete removal will cause the property to be in violation of another applicable law, code, or regulation; or
- (5) If the cost of complete removal are not economically justified in light of the intended uses of the property after demolition.

(b) All gas, sewer, and waterlines shall be securely capped or plugged. All other electrical service shall be removed to the point of connection with the public utility transmission line.

(1) A Clean/Clear Hole inspection must be performed prior to backfilling.

(2) If backfilling is not taking place the same day, then the site must be secured with fencing around the excavated area. Caution tape is not permitted as a primary means of securing the excavated area.

(c) Only an approved fill material shall be used to bring the land to within four to six inches of finish grade. Approved fill material shall be "pit-run" gravel, crush gravel, or crushed lime stone of the proper grading to produce a firm, stable base when compacted by rolling or tamping. Only top soil shall be used to bring the land to finish grade. The top soil shall consist of loose, friable, loamy topsoil without a mixture of subsoil or refuse.

(d) The final grade of backfill shall prevent water from draining unnecessarily on to adjacent properties. Soil erosion control shall be instituted in accordance with the standards set forth in the Chapter 921 of the City of Warrensville Heights Codified Ordinance.

(e) All excavated areas shall be seeded, strawed or hydro seeded.

#### **1356.05 PROCEDURES**

The following procedures have been established for the proper administration of the demolition process.

(a) Permit application: All applicants seeking to tear down, raze or disassemble, a structure must submit a Demolition Permit for approval. The Demolition Permit application, provided by the Building Department, must be completed and must include the following information:

- (1) A letter of consent signed by the property owner for the affected structure.
- (2) A description of the proposed means and methods of demolition
- (3) A protection plan of adjacent properties and buildings.
- (4) A schedule indicating days and times of demolition activities.
- (5) Identification of the approved construction debris site where debris will be taken.
- (6) Release from utility providers.
- (7) A site plan indicating where utilities will be capped.

(8) A copy of the written notice that must be provided to the neighboring property owners at least one (1) week prior to the commencement of work.

(b) Demolition Site Plan: If required by the Building Commissioner, must show existing lot conditions including lot lines, bearings and distances, ground elevations, set-backs, streets, utility locations and easements, excavations and the location of buildings on the property, including the identification of structure(s) to be removed.

(c) Site Restoration Plan: Must be supported with a narrative description of the demolition timeline, utility termination and protection measures, measures taken to protect adjacent properties and pedestrians, measures taken to assure positive site drainage, surface water drainage control measures, illustrate lot changes due to the removal of structures and a description of the anticipated re-use of the property if applicable. Requirements for restoring the site shall include:

- (1) Removal of all debris and loose materials. Contact Building Department for a "Clear/Clean Hole Inspection" before backfilling.
- (2) Replacement of the public sidewalk if damaged during the demolition process
- (3) Employment of sediment and erosion measures.
- (4) Assurance that all excavations are clean filled and compacted at increments of 12 – 18 inches.
- (5) Final grading including rockhounding, and the placement of topsoil.
- (6) Site stabilization with plant seed, straw, or hydro seeding.
- (7) Installation of curbing (if applicable) once apron is removed.