



DEMOLITION CHECKLIST

Approval for Demolition

- Historic District Commission Approval
- Planning Commission Approval
- None/Not Applicable

Demolition Permit Application

- Demolition Permit Application Form
- Site Sketch
- SESC Permit
- ROW Use Permit

Email Distribution (Please check each box as they reply)

Demo Group

Utility Disconnections

- CBPU
- Michigan Gas Utilities

Demolition Permit Issuance

- Permit Fee (based off overall demolition cost , plus \$75 application fee)
- Performance Guarantee (Bond)
- Proof of Insurance

Progress Inspection

Cap – Water, Sanitary and Storm Sewers
Foundation – cavity inspection

SECS Inspection – As needed

Final Inspection – Site Conditions

Permit Close Out, Release of Performance Guarantee

Demolition Worksheet

(For internal use only)

Neighborhood Services staff will complete the top section of this worksheet and send to Zoning Department

NEIGHBORHOOD SERVICES	<p>PROPERTY ADDRESS: _____ <input type="checkbox"/> Verified</p> <p>Does a Notice to Repair or Demolish exist for this property?</p> <p><input type="checkbox"/> NO <input type="checkbox"/> YES Case Number: _____ Historic Property <input type="checkbox"/></p> <p style="margin-left: 300px;">Date: _____ (if checked, HDC approval is required)</p>
ZONING/ PLANNING	<p>Zone District: ____ - _____</p> <p>Future use of property (Part III.C of permit application): _____</p> <p>Approval?</p> <p><input type="checkbox"/> DENIED <input type="checkbox"/> APPROVED Date: _____</p> <p>Notes: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p><input type="checkbox"/> Owner notified Note: _____ Date: _____</p> <p>Signature: _____ Date: _____</p> <p style="text-align: right;">ACTION REQUIRED:</p> <p><input type="checkbox"/> SESC Review</p> <p><input type="checkbox"/> Planning Comm Action</p> <p><input type="checkbox"/> ZBA Action</p>
HIST COMM	<p>HDC Approval?</p> <p><input type="checkbox"/> NO <input type="checkbox"/> YES Date: _____ <input type="checkbox"/> N/A Signature: _____</p>



Demolition Permit Application

One Grand Street
Coldwater, MI 49036

Phone: 517.279.6964
neighborhood_services@coldwater.org

THIS FORM IS NOT A PERMIT: A demolition permit *will not* be issued until the information submitted on this form has been reviewed *AND* the gas, electric, and water utilities have provided verification of shut-off/disconnect.

INSURANCE REQUIREMENT: A copy of liability and workers compensation insurance certificate *must be attached to this form.*

LICENSE REQUIREMENT: Contractor must provide proof of residential builder's license or a maintenance and alteration contractor's license specifically for "house wrecking" when conducting demolition on a residential or combination residential and commercial structure.

DEMOLITION CONDITIONS: The following standard conditions apply:

- A. The water, sewer lateral, *and storm lateral if one exists*, shall be exposed and properly capped at the lot line or at a location designated by the inspector. **Backfilling is to be done after inspected and approved.**
- B. The property owner shall resolve the discovery of shared sewer laterals or water taps at the expense of the owner or contractor and in accordance with the utility construction standards.
- C. All structures and their foundations shall be completely removed from the site. NO concrete or decayable materials are to remain in the cavity. Demolition shall include, but is not limited to, all posts, piers, walls, basement partitions, sheds, steps, thresholds, paved areas and all other above-ground items.
- D. All areas below grade shall be filled and compacted to grade only with sound approved solid fill of sand, gravel and dirt. No decomposable organic material or wood, glass, paper, piping, steel or other metal material or any unstable or combustible material shall be used in making fills.
- E. All masonry, such as private sidewalks, driveways, driveway aprons or retaining walls, shall be removed. Existing curb cuts/openings are to be closed and new curb constructed according to city engineering standards.
- F. Wood partitions, stairways, furnaces, piping and other equipment, rubbish and debris located in basements or elsewhere on the property shall be removed from the site and disposed of in accordance to State Law.
- G. Any damage to public sidewalks or any part of the street right-of-way shall be repaired or replaced to meet City Engineer standards.
- H. The lot shall be filled, compacted and graded to blend with surrounding property and sidewalk grades.
- I. Final fill shall be at least three inches of sandy loam, dirt or topsoil containing no brick, mortar or concrete pieces, seeded with perennial rye grass and mulched.

Address: _____ **Parcel No:** _____ - _____ - _____

I. Building Information

- A. Number of Building(s) to be Demolished: _____ B. Will any buildings or structures remain? YES NO
If yes, explain: _____
- C. Residential Structure Nonresidential Structure (Commercial, Industrial, Institutional, etc.)
- D. Vacant Occupied
- E. Main Building (number of stories): _____

For Office Use Only

Approved By _____

Building Permit Number _____

Building Permit Issued _____

Application fee: \$75 Plus, Building Permit Fee (cost of project): \$ _____

Cash Credit Card Check # _____

II. Site Information

- F. Accessory Building (number of stories): _____
- A. Is the distance of the building(s) to be demolished less than 500-feet from a body of water such as lake, river stream, drainage ditch, etc.? Yes No
- B. Total area of grading required to restore the site: Less than 1 acre More than 1 acre

III. Property History and Use Information

This section should be completed by the property owner

- C. Will the demolition work require barricading of the sidewalk or street? Yes No
- D. Is a site sketch attached, showing all structures and site dimensions? Yes No
- A. Previous/Current Use of Property: _____
- B. Reason for Demolition:
- | | | | |
|---|---------------------------------|------------------------------|-----------------------------|
| <input type="checkbox"/> City Demolition Orders | Is this a City Contract? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| | Are fire escrow funds involved? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <input type="checkbox"/> Other Reason. Explain: _____ | | | |
| Has demolition been reviewed and approved by Zoning? | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
- C. Future Use of Property: _____
- D. Demolition Contract Cost: \$ _____

IV. Applicant Information

A. Property Owner (If Property Owner is Permit Applicant, Check Here)

Name _____	Business Phone _____
Company _____	Fax _____
Address _____	Mobile Phone _____
City, State, Zip _____	Email _____

B. Contractor (If Contractor is Permit Applicant, Check Here)

Name _____	Business Phone _____
Company _____	Fax _____
Address _____	Mobile Phone _____
City, State, Zip _____	Email _____

C. Applicant Information (Signature Required, Contact Info Required if Applicant Not Indicated by a Check Box Above)

Name _____	Business Phone _____
Company _____	Fax _____
Address _____	Mobile Phone _____
City, State, Zip _____	Email _____

For Residential Demolitions Only:

Builders Lic No _____ Exp Date _____ Add'l Contact Person _____

IMPORTANT: "Section 23a of the State Construction Code Act 1972, 1972 PA 230, MCL 125.1523a, prohibits a person from conspiring to circumvent the licensing requirements of this state relating to person who are to perform work on a residential building or residential structure. Violators of Section 23a are subjected to civil fines."

Applicant Signature

Date

Driver's License No (Homeowner Permits Only) _____

WARNING: ANY OMISSION OR MISREPRESENTATION OF FACT ON THIS DOCUMENT MAY RESULT IN THE REVOCATION OF THE BUILDING PERMIT AND/OR LEGAL ACTION BEING TAKEN.



Demolition Site Sketch

Address: _____



Demolition Information Packet

Table of Contents

- I. Demolition Permit Approval Requirements
- II. Utility Disconnections
- III. Other Important Issues (Asbestos, Lead & Recycling)
- IV. Demolition Standards, Inspections and Site Conditions
- V. Inspection Requirements



Demolition Information Packet

I. DEMOLITION PERMIT APPROVAL REQUIREMENTS

A building permit is required for the demolition of any structure in the City of Coldwater, unless an exception is granted by the City's Building Official. Please check with the Neighborhood Services Department before starting any demolition work.

Historic Property

If the structure is located in an historic district or is an historic landmark, demolition must be approved by the Coldwater Downtown Historic District Commission. For more information on applying to the CDHDC, please contact Dean Walrack, Zoning & Planning Administrator, at 517-279-6926 during normal business hours.

Demolition Permit Application

A demolition permit application must be completed in full. Some of the sections in the application may need to be completed by the property owner. An incomplete application will not be accepted.

Site Sketch

A site sketch of the property must be included with the demolition permit application. The site sketch must show all the structures on the property. Any item that is not to be removed must be highlighted. **Accessory buildings must be removed with the removal of any residence unless a new residential structure is permitted for the site.*

Permit Fee

Demolition permit fee is \$75 for residential and commercial projects.

Proof of Insurance

Please provide a copy of your liability insurance along with permit application.

Licensing

Contractors must provide proof of residential builder's license or a maintenance and alteration contractor's license specifically for "house wrecking" when conducting demolition on a residential or combination residential and commercial structure.

Soil Erosion and Sedimentation Control (SESC) Permit

SESC permits are required for any demolition involving finish grading one (1) acre or more, as well as any demolition within 500 ft of water (lake, river, stream, or drainage ditch). To obtain a SESC permit, submit permit application to the Neighborhood Services Department. Permit fee is \$75 per acre.

Right of Way Permit

A Right of Way Permit is required for all demolitions. The permit is available through the Neighborhood Services Department. A permit fee of \$75.00 and \$1,000 bond is required.



Demolition Information Packet

II. UTILITY DISCONNECTIONS

The following utility providers need to be contacted for utility disconnections before demolition can be authorized to start. The contact information is provided below.

Water, Sewer & Electric Services	
Coldwater Board of Public Utilities One Grand Street Coldwater, MI 49036	Phone: 517-279-9531
Disconnection Fee: None	
Comments: Overhead service removals are usually completed within 5 working days after CBPU received the <i>Demolition Utility Cut-Off Notice</i> from the City. Cutting and capping of sewer and water can take up to 10 working days.	

Natural Gas Service	
Michigan Gas Utilities 70 Sauk River Dr. Coldwater, MI 49036	Phone: 1-800-401-6402
Disconnection Fee: None	
Comments: Call the toll free number and ask for a “service line retirement”. Please make sure the gas is completely abandoned, not just meter removal. Service removal can take 1-3 weeks.	

The demolition permit applicant is responsible for contacting other connected utilities (i.e. telephone, cable television, or internet providers) prior to demolition.



Demolition Information Packet

III. OTHER IMPORTANT ISSUES

Asbestos Treatment – Commercial Facilities

The rules concerning the treatment of asbestos during the demolition of commercial facilities pertain to all structures. An inspection must be conducted by an accredited Asbestos Inspector. DEQ and DLEG must be notified on Form EQP5661/MIOSHA-CSH 142 ten days prior to start of demolition *even if no relevant asbestos was found*. Friable asbestos or asbestos that may become friable during the demolition process must be removed prior to the start of demolition. A qualified Asbestos Abatement contractor must be used to remove asbestos containing material (ACM).

Asbestos Treatment- Residential Facilities (1-4 Unit)

Homeowners, and contractors hired by homeowners, are exempt from the asbestos National Emissions Standards for Hazardous Air Pollutants (NESHAP) notification, testing and abatement regulations in residences being demolished or renovated if dealing with only one building. Contractors are subject to the works health and safety regulations overseen by DLEG (MIOSHA).

For More Information on Asbestos:

Web Sites: www.michigan.gov/deqair
www.michigan.gov/asbestos
<http://yosemite.epa.gov/r5/r5ard.nsf/asbestos+main?OpenView>

Asbestos Abatement Compliance Monitoring: 517-241-7463

MIOSHA Standards Section: 517-322-1845

Lead-based Paint Treatment- Commercial Facilities

Lead based paint in the commercial demolition is subject to MIOSHA worker protection rules. Disposal of the debris may be regulated by the EPA if it qualifies as toxic waste under RCRA waste code D008.

Web Sites: www.epa.gov/epaoswer/non-hw/debris
http://www.michigan.gov/documents/CIS_WSH_part310_35615_7.pdf
http://www.michigan.gov/documents/cis_wsh_cet5050_90143_7.doc

Lead-based Paint Treatment – Residential Facilities

Lead based paint in residential demolition is subject to MIOSHA worker protection rules. The debris is exempt from regulations and may be disposed of in either municipal or C & D landfills. Partial demolition followed by reconstruction and residential reuse is regulated by the EPA and the State. (If Federal funds are used in the project the rules found in 24 CFR 35 and the HUD Guidelines for the Evaluation and Control of Lead Based Paint Hazards in Housing will also apply.

(<http://www.hud.gov/offices/lead/lbp/hudguidelines/index.cfm>)

Web Sites: http://www.michigan.gov/documts/CIS_WSH_part310_35615_7.pdf
http://www.michigan.gov/documents/cis_wsh_cet5050_90143_7.doc
http://www.michigan.gov/mdch/0,1607,7-132-2940_2955_2983-19420--.html

MIOSHA Standards Section (517)322-1845



Demolition Information Packet

IV. DEMOLITION STANDARDS, INSPECTIONS, AND SITE CONDITIONS

Demolition Standards

The following is a summary of the demolition standards that must be followed by the contractor performing the demolition work.

- A. The water, sewer lateral, and storm lateral if one exists, shall be exposed and properly capped at the lot line or at a location designated by the inspector. Backfilling is to be done only after inspected and approved.
- B. The property owner shall resolve the discovery of shared sewer laterals or water taps at the expense of the owner or contractor and in accordance with utility construction standards.
- C. All structures and their foundation shall be completely removed from the site. No concrete or decayable material are to remain in the cavity. Demolition shall include, but is not limited to, all posts, piers, walls, basement partitions, sheds, steps, thresholds, paved areas and all other above-ground items.
- D. All areas below grade shall be filled and compacted to grade only with sound approved solid fill of sand, gravel and dirt. No decomposable organic material or wood, glass, paper, piping, steel or other metal material or any unstable or combustible material shall be used in making fills.
- E. All masonry, such as private sidewalks, driveways, driveway aprons or retaining walls, shall be removed. Existing curb cuts/openings are to be closed and new curb constructed according to city engineering standards.
- F. Wood partitions, stairways, furnaces, piping and other equipment, rubbish and debris located in basements or elsewhere on the property shall be removed from the site and disposed of in accordance to State Law.
- G. Any damage to public sidewalks or any part of the street right-of-way shall be repaired or replaces to meet City Engineer standards.
- H. The lot shall be filled, compacted and graded to blend with surrounding property and sidewalk grades.
- I. Final shall be at least three inches of sandy loam, dirt or topsoil containing no brick, mortar or concrete pieces, seeded with perennial rye grass and mulched.



Demolition Information Packet

V. INSPECTION REQUIREMENTS

The City will conduct a progress and final inspection to ensure the work is being done per code.

Progress Inspection

A progress inspection will be done to check the following items. The demolition contractor should plan the work to ensure only one progress inspection is needed.

Water, Sewer and Storm Laterals

The water, sewer lateral and storm lateral if one exists, shall be exposed and properly capped at the lot line or at a location designated by the Inspector.

Foundation

Following the removal of the structure(s) above grade, a progress inspection must be done before the basement can be backfilled. The inspector will look for:

1. Whether all wood partitions, stairways, furnaces, piping and other equipment, rubbish and debris located in basements or elsewhere on the property have been removed from the site.
2. Foundation has been removed and cavity is clean.

IMPORTANT NOTE – *Backfilling is to be done only after inspected and approved by the City. If the property is backfilled without the proper progress inspection(s), the demolition contractor will be required to remove the fill.*

Final (Post-Demolition) Inspection

1. All structures on the site have been removed.
2. Masonry on the site has been removed, as shown on the site sketch.
3. The lot is properly filled, compacted and graded.
4. Final fill is at least three inches of sandy loam, dirt or topsoil containing no brick, mortar or concrete pieces and seeded with perennial rye grass and mulched.
5. The condition of the public sidewalk and driveway approach.

IMPORTANT NOTE – *If the demolition does not pass the final inspection, the City will retain the contractor's performance guarantee and withhold payment (if applicable) until all items meet demolition standards.*

Close Out of Demolition Permit

After the final inspection has been conducted and the site work approved, the City will close out the building permit. At that time, the City will return the performance bond or letter of credit to the demolition contractor.



Demolition Information Packet

Reuse, Recycling of Materials

As an alternative to placing useable materials in landfills, contractors are encourage to consider reusing or recycling materials.

Reuse of Materials

Organizations in the Coldwater area accept materials in good conditions, such as doors, double-pane windows, and cabinetry. Contact information is listed below:

Habitat for Humanity Re-sale Store
Branch County
255 Division St
517-279-2200

Recycling of Materials

Businesses that accept recyclable goods and metals can be found in the yellow pages under "Recycling Centers and Services."