



# Demolition Permit Application

City of Maumee  
400 Conant St.  
Maumee, OH 43537  
(419) 897-7075  
www.maumee.org

## Project Information

Job Location Address:	
Zoning District: _____ #of Units: _____	Property Use:
Permit to Demolish: _____ (enter structure type to be demolished: House, Garage, Accessory Structure, etc.)	

## Identification

### Owner or Lessee

Name	Address		
City	State	ZIP Code	Telephone Number

### Contractor (if Homeowner is doing the construction, enter "Homeowner" in the contractor information space)

Name	Address		
City	State	ZIP Code	Telephone Number
Contractor License Number	Expiration Date		Cell Phone Number
E-mail Address			

\*Please attach a copy of your company's worker compensation insurance to this form.

Signature of Licensee or Homeowner	Date
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**Fee Schedule (Non-Refundable)**

Accessory Structure/Porches Shed Garage Single Family dwelling	<b>\$ 75.00</b>
Industrial, Commercial, Mixed Use, or Multi-Family Structure	<b>\$200.00</b>
Sewer kill	<b>\$100.00</b>
Water Kill	<b>\$100.00</b>
Stop work (\$200 dollar fine plus double the permit fee)	

**Total Permit Fee:** \_\_\_\_\_

**\*\*Office Use Only\*\***

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Property in Historic District:  Yes  No

\_\_\_\_\_  
*(Signature of Building Official)*



## Department of Building Inspection

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400 Conant St., Maumee, OH 43537

Building Inspection  
(419) 897-7075  
Fax  
(419) 897-7182

### **Notice to Demolition Contractors and Homeowners**

It is the responsibility of the demolition permit holder to submit required documentation and schedule required inspections for each demolition and site restoration activity indicated on the attached form. Permit holders must call for inspections at least four (24) hours in advance of required inspections and must not continue demolition or site restoration activities beyond the required documentation or inspection until authorized by the City.

If demolition or site restoration activities continue prior to submittal of required documentation or approval of required inspections, the contractor or homeowner must excavate, remove, uncover, or take whatever action is necessary for the City to conduct the required inspection at no additional cost to the City.

Main office- 419-897-7075



John R. Kasich, Governor  
Mary Taylor, Lt. Governor  
Craig W. Butler, Director

January 20, 2016

Dear Building Department Manager,

We are requesting your assistance in raising awareness of Ohio EPA's rules that require checking and potentially abating buildings and structures for asbestos prior to demolition or renovation. We find that many contractors are not aware of these requirements.

As an authority that issues local permits and/or permissions for demolition activities, you have a unique ability to assist us in informing your customers of these requirements through your local permit application process.

We ask you to add an advisory somewhere on your demolition permit application, instructions, or Webpage to convey this information to applicants. We know of some local building departments that are already doing this as a value-added service in alerting their customers to other requirements that could apply to their project.

Below is an example of suggested language:

**Ohio EPA's notification of demolition and renovation form is required for:**

- **Every demolition of a facility, regardless of whether asbestos is involved. This includes all structures that will be intentionally burned for fire training purposes.**
- **A renovation when the amount of regulated asbestos-containing material (RACM) stripped, removed, dislodged, cut, drilled, or similarly disturbed exceeds 260 linear feet on pipes or 160 square feet on other facility components or 35 cubic feet off facility components.**
- **Call 800-329-7518 or see [epa.ohio.gov/asbestos](http://epa.ohio.gov/asbestos) for more information**

We would be happy to work with you to add this advisory to your permit application information or Webpage. To increase awareness in the industry, we are also distributing the attached flier to licensed contractors and trade organizations.

If you have any questions regarding this letter, please feel free to contact our asbestos coordinator, Frederick Jones, at (614) 644-3591 or via e-mail at [frederick.jones@epa.ohio.gov](mailto:frederick.jones@epa.ohio.gov).

I appreciate and thank you for your consideration of our request.

Sincerely,

A handwritten signature in black ink that reads "CWB" followed by a stylized flourish.

Craig W. Butler, Director

### **Sec. 5-3. - Demolition of structures.**

The purpose of this section is to provide a clean, level, seeded, buildable site at the conclusion of the demolition process by or on behalf of a private or public interest. Whenever a structure is demolished or removed, the person, firm, or corporation commencing such demolition or removal must do all of the following:

#### *(1) Prior to commencing demolition.*

- a. Submit a completed demolition permit application and pay appropriate fees for all activity related to the demolition process including, but not limited to, hazardous material assessment, hazardous material abatement, and demolition.
- b. Arrange for proper abandonment of all utility services.
- c. Conduct a hazardous material assessment and provide a report in accordance with state and federal regulations to the Department of Building Inspection.
- d. Abate hazardous materials in accordance with local, state, and federal regulations and the hazardous material assessment report.
- e. Provide a bill of lading for disposal of hazardous material in an approved landfill.
- f. Request and confirm a site evaluation. Provide a copy of the report number and site evaluation to the Department of Building Inspection before mobilizing equipment on site.
- g. Install appropriate storm water inlet filters on storm drain inlets at the demolition site and the first two (2) storm drain inlets downstream of the demolition site or as directed by the Department of Building Inspection.
- h. Coordinate the closure of any public street with the Department of Public Service if directed by the Department of Building Inspection.
- i. Verify existing condition of streets, sidewalks, curbs, fences, and other infrastructure and site improvements with the Department of Building Inspection and provide photographs of all damages that exist prior to mobilizing equipment on-site.
- j. Install safety measures to limit access to the demolition site if required by the Department of Building Inspection.
- k. Install soil erosion control measures as site conditions warrant when directed by the Department of Building Inspection.

#### *(2) During demolition.*

- a. Terminate existing sanitary and storm sewer lateral(s) at the property line closest to the connection to the sewer main. Ensure a watertight termination(s) and record the location(s) with triangulation measurements on the demolition permit checklist.
- b. Terminate existing water line(s) at the curb stop(s). Ensure a watertight termination and record the location(s) with triangulation measurements on the demolition permit checklist.
- c. Remove and replace sidewalk section(s) required to terminate waterlines at the curb stop. All backfill material must be granular, class 2 sand, compacted to 95% density. Contractor must request and verify inspection by the Department of Building Inspection prior to backfilling.
- d. Water down all structures during demolition and demolition debris during loading into trucks for removal from site, to the satisfaction of the Department of Building Inspection using a minimum three (3) inch hose. Provide a water truck or contact the City Water Department (419-897-7185) for a metered connection to a City fire hydrant.
- e. Demolish the entire structure including all appurtenances attached thereto.
- f. Remove all footings, foundations, basement walls, and basement floors.

- g. Remove all debris from basements, partial basements, and foundation excavations.
- h. Demolish or remove all garages, sheds, and accessory or temporary structures including, but not limited to, poles, decks, fences, retaining walls, carports, pools, and play structures as directed by the Department of Building Inspection.
- i. Remove all trees and shrubs if required and directed by the Department of Building Inspection.
- j. Remove all hard surfaces including, but not limited to, concrete, masonry, asphalt, and hard packed stone or gravel, but excluding public sidewalks. Public sidewalks may be required to be replaced if hazardous conditions exist prior to demolition.
- k. Remove all driveway curb and gutter openings and approaches as directed by the Department of Building Inspection.

(3) *After demolition.*

- a. Request and verify inspection by the Department of Building Inspection of all basement and foundation excavations prior to backfilling.
- b. Excavations shall be backfilled with clean fill acceptable to the Department of Building Inspection and compacted to 95% to prevent settling. The Department of Building Inspection reserves the right to require compaction testing paid by the contractor if deemed necessary.
- c. Water down sidewalks and streets adjacent to the demolition site at the end of each day of demolition and after loading demolition debris for removal from the site.
- d. Install new curb and gutter as directed by the Department of Building Inspection to replace the driveway curb and gutter openings ordered removed.
- e. Grade the site to blend smoothly with surrounding properties, public sidewalks, driveways, and curbs. Final grade shall be executed in a manner that provides a continuous smooth grade free of voids, pockets, and debris including, but not limited to, rocks, roots, plastic, wood, cement, block, brick, and steel or other construction material. Grade shall be completed so as to eliminate pooling or draining of water onto neighboring properties. Install three (3) inches of topsoil if required by the Department of Building Inspection. Final site restoration may include, but not be limited to, application of slow growing, climate appropriate grass seed, hydro-seed, straw, or sod, as directed by the Department of Building Inspection.
- f. Repair and reseed landscape areas on adjoining properties and the area between the curb and sidewalk damaged during demolition or removal activities consistent with item 3(e) above.
- g. Replace all public sidewalks, curbs, driveway approaches, and driveways on the demolition site and adjoining properties damaged during demolition or removal activities in accordance with Department of Building Inspection standards.
- h. Remove all paper, wood, rubbish, and debris from the site before final inspection.
- i. Provide a bill of lading for disposal of demolition debris in an approved landfill.
- j. Submit a completed demolition permit checklist to the Department of Building Inspection.

(4) *Exception.* The Chief Building Official may authorize a deviation from the above standards in the best interest of the City provided however that such deviation complies with the spirit and intent of this ordinance.

# **DEMOLITION AND SITE RESTORATION ACTIVITIES**

## **Pre-Demolition**

- \_\_\_ investigation number and site flagged
- \_\_\_ Utilities removed
- \_\_\_ Copy of notification(s) documentation
- \_\_\_ Copy of landfill manifest for disposal of hazardous material
- \_\_\_ Water line or water tanker on site for demolition
- \_\_\_ Proper OSHA equipment – hats, boots, regulators
- \_\_\_ Proper site protection including but not limited to barricades, rope, tape, etc.
- \_\_\_ Storm sewer drain filters
- \_\_\_ take photos of condition of all sidewalks, curbs, streets, fences, etc.

## **Initial Phase of Demolition**

- \_\_\_ Removal of all foundations, footings, floors, etc.
- \_\_\_ Sewer plugged at property line
- \_\_\_ Water line capped at curb stop
- \_\_\_ Excavation inspection (open hole)
- \_\_\_ Backfill and compaction inspection

## **Final Phase of Demolition**

- \_\_\_ Removal of hard surfaces including but not limited to concrete, asphalt, gravel, pavers
- \_\_\_ Final grade before seed
- \_\_\_ Seed
- \_\_\_ Straw
- \_\_\_ Hydro-seed or sod (if applicable)
- \_\_\_ Concrete repair
- \_\_\_ Curb replacement
- \_\_\_ Final site

# DEMOLITION CHECKLIST

ADDRESS \_\_\_\_\_

PERMIT NUMBER \_\_\_\_\_

ISSUED TO \_\_\_\_\_

DATE ISSUED \_\_\_\_\_ FINALED \_\_\_\_\_

TYPE BUILDING \_\_\_\_\_

NUMBER OF UNITS \_\_\_\_\_

.....  
GAS SERVICE DISCONNECTED \_\_\_\_\_

WATER METER REMOVED \_\_\_\_\_

ELECTRIC SERVICE DISCONNECTED \_\_\_\_\_

SEWER LINE PLUGGED \_\_\_\_\_

WATER SERVICE DISCONNECTED \_\_\_\_\_

SKETCH RETURNED \_\_\_\_\_

*Contractor is responsible for confirming all utilities are disconnected before demolition. Final payment for demolition will not be made until this sketch is returned to the Department of Building Inspection.*

## MEASURED DRAWING OF SEWER LINE PLUG AND WATER LINE TERMINATION LOCATIONS



*Please provide a drawing with triangulation measurements indicating the location of the sewer line plug and the water line termination.*