



## DEMOLITION PERMIT APPLICATION

<b>Office Use Only:</b> Affix permit / parcel number barcode.  Permit Number:	Authority: 1972 PA 230  Completion: Mandatory to Obtain Permit Application must be completed, signed, and all fees paid prior to permit issuance. Work completed without a permit is illegal and subject to civil fines.
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### 1. Job Location / Owner Information

Street Address:		
Name of Owner:		
City / State:	Zip Code:	Phone Number:
Email Address:		

### 2. Identification

#### A. Select one of the following; I am the:

<input type="checkbox"/> Owner (Continue to section 4.)	<input type="checkbox"/> Owner's Agent (Fill out all applicable information in sections 2B-C. Continue to section 3.)
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#### B. Registered Design Professional

Name:		Phone Number:
Street Address:	City, State:	Zip Code:
Email:		
License Number:	Expiration Date:	UIA Number or Reason for Exemption:
FEIN or Reason for Exemption:	Workers Comp. Insurance Carrier or Reason for Exemption:	

#### C. Contractor

Name:		Phone Number:
Street Address:	City, State:	Zip Code:
Email:		
License Number:	Expiration Date:	UIA Number or Reason for Exemption:
FEIN or Reason for Exemption:	Workers Comp. Insurance Carrier or Reason for Exemption:	

### 3. Proof of Authorization to Obtain Permit

Complete this section only if you ARE NOT the owner of record for the indicated property.

By signing below, I attest that I am the owner’s attorney, agent, engineer, architect, or builder pursuant to the provisions of MCL 125.1510(2). I understand that I am required to provide a written instrument demonstrating that I am authorized by the property owner to obtain a permit on their behalf. Acceptable forms of documentation to satisfy this requirement include: An architectural, engineering, or construction contract, power of attorney, or letter of authorization signed by the property owner.

I am including a copy of the following (check one) with this application to satisfy the requirement:

- Signed Contract                     
  Power of Attorney                     
  Letter of Authorization                     
  Other (Describe) \_\_\_\_\_

Initials of Person Completing This Section: \_\_\_\_\_

### 4. Structure & Site Information

#### A. Structure Information

Complete a numbered section for each building / structure to be demolished or remain on the site. If there are more structures on the property than sections provided, continue on a separate sheet providing all of the information requested below. Notate each structure on the site plan with the structure number used to describe it below.

##### Structure 1

Structure: <input type="checkbox"/> Will be Demolished <input type="checkbox"/> Will Remain	Structure Type: <input type="checkbox"/> Residential <input type="checkbox"/> Non-Residential	
Structure is: <input type="checkbox"/> Vacant <input type="checkbox"/> Occupied	Square Footage:	Number of Stories:
Describe the Structure:		

##### Structure 2

Structure: <input type="checkbox"/> Will be Demolished <input type="checkbox"/> Will Remain	Structure Type: <input type="checkbox"/> Residential <input type="checkbox"/> Non-Residential	
Structure is: <input type="checkbox"/> Vacant <input type="checkbox"/> Occupied	Square Footage:	Number of Stories:
Describe the Structure:		

#### B. Site Information

Distance of building(s) to be demolished from a body of water (e.g. lake, river, stream, drainage ditch): _____ ft
Total area of grading required to restore the site is: <input type="checkbox"/> Less than one acre <input type="checkbox"/> Greater than one acre
Distance of building(s) to be demolished from the street right-of-way: _____ ft
Will the demolition work require barricading of a sidewalk or street? <input type="checkbox"/> Yes <input type="checkbox"/> No
Describe the Previous / Current Use of the Property:
Describe the Future Use of the Property:
Describe the Reason(s) for Demolition:
Demolition Contract Cost: \$

## 5. Site Plan – To Be Completed by Applicant

Site plan representations provided below must include all building extensions or projections. Include current buildings and notate the setbacks. Provide dimensions of proposed structures and distances between existing structures. Indicate the direction of North. Sketch area is 30 (width) x 34 (height). Each square is 0.25" x 0.25".

The form consists of a large grid for drawing a site plan. The grid is 30 units wide and 34 units high. A vertical line runs down the center, and a horizontal line runs across the middle, dividing the grid into four equal quadrants. Each small square in the grid represents 0.25 inches by 0.25 inches.

## 6. Instructions & Disclaimers

- A. The work described in this application shall not commence until the permit for said work has been issued by the Building Department.
- B. No work shall be concealed until it has been inspected and approved.
- C. When ready for inspection, contact the Building Department providing as much advanced notice as possible. Inspection requests require at least 24 hours' notice.
- D. Permits are valid for 180 days from the date of issuance. If work is not completed by the expiration date, you may request an extension. Extensions are granted at the sole discretion of the building official. A permit shall be deemed abandoned if work has not commenced within 180 days after the issuance of the permit. A permit may be closed when no inspections are requested prior to the expiration date of the permit. Closed and abandoned permits will not be refunded, and new permits shall be required should any abandoned work resume.
- E. Submit the completed application and all applicable supporting documentation for review. Please refrain from submitting documents piecemeal. Doing so will delay the processing of your application by our staff.
- F. Once the review of your application is completed, we will calculate the permit fee and assess any 3<sup>rd</sup> party review fees. You will be notified that the permit is ready for pickup, and you may pay the fee at that time.
- G. Checks may be made payable to "Oshtemo Township". Credit/debit card payments are accepted in-person and online. There is a 3% processing fee assessed by our payment processor for credit/debit card payments. This processing fee is non-refundable. Cash payments are accepted in-person only.
- H. "As Built" plans are required prior to the issuance of a certificate of occupancy for projects that have had changes made to the original drawings.

## 7. Applicant Signature & Affidavit

- I hereby certify that I am the owner of record or a duly authorized agent for the same for the property indicated within this application. I certify that the specifications and plans are true and complete and contain a correct description of the building or structure, lot or parcel, and proposed work. All work shall be installed in accordance with the Michigan Building Code and all other applicable codes, standards, and ordinances. Work shall not be enclosed, covered up, or put into operation until it has been inspected and approved by the Building Inspector.
- Section 23a of the State Construction Code Act of 1972, 1972 PA 230, MCL 125.1523(A), prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who are to perform work on a residential building or a residential structure. Violators of Section 23a are subject to civil fines.
- Electronic Submissions: By submitting this application and typing your signature (or digitally affixing your signature to this application by other means), you verify and agree that it will be legally binding and enforceable and the legal equivalent of your handwritten signature, pursuant to the Uniform Electronic Transmissions Act, PA 305 of 2000, MCL 450.831 et. seq.

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Applicant Signature

Print Name

Date

## 8. Building Official Approval (OFFICE USE ONLY)

I, the undersigned registered building official, do hereby certify that I have reviewed this application as well as all supporting documentation for the same. I have found it to be in compliance with the provisions of Public Act 230 of 1972, as well as all applicable codes, standards, and ordinances.

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Building Official

Date

Staff review conducted; building official review not required. Initials: \_\_\_\_\_

## 9. Supporting Documentation Checklist

All of the following applicable documentation must be obtained prior to submitting this application:

Proof of Utility Disconnections:

Written verification from the applicable agency confirming that all of the following utilities have been disconnected appropriately.

- Electrical Service..... Attached  Not Applicable
- Natural Gas Service ..... Attached  Not Applicable
- Propane / Fuel Oil Tank ..... Attached  Not Applicable
- Public Water Service (City of Kalamazoo) ..... Attached  Not Applicable
- Public Sewer Service (City of Kalamazoo) ..... Attached  Not Applicable
- Private Well (Kalamazoo County Health Department)..... Attached  Not Applicable
- Private Septic (Kalamazoo County Health Department) ..... Attached  Not Applicable
- Underground Storage Tanks / Structures (State of MI) ..... Attached  Not Applicable

Asbestos Report ..... Attached  Not Applicable

Lead-Based Paint Treatment ..... Attached  Not Applicable

Soil Erosion & Sedimentation Control (SESC) Permit (Kalamazoo County Office of Drain Commissioner)  
..... Attached  Not Applicable

Performance Bond for Cost of Demolition Contract:

Required for demolition of non-residential structures greater than 12,000 square feet.

..... Attached  Not Applicable

Proof of Insurance:

A copy of liability insurance naming Oshtemo Township as an additional insured party and listing the street address of the project must be provided. The policy limits must be a minimum of \$1 million general liability, and \$1 million auto. Proof of worker's compensation insurance or proof of exemption is required.

..... Attached  Not Applicable

## 10. Supplemental Information

### A. Asbestos Treatment

#### Residential Structures

For the purposes of this section, a residential structure is defined as between 1 and 4 dwelling units.

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. If the renovation includes more than one building (e.g. a house and a detached garage), then the regulations apply.

Regardless, a contractor is subject the worker health and safety regulations overseen by the Department of Labor and Economic Growth (MIOSHA)

#### Non-Residential Structures

The rules concerning the treatment of asbestos during the demolition of commercial facilities pertain to all structures except for residential structures having between 1 and 4 dwelling units not part of a larger project, even if on scattered sites. A thorough 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 the start of demolition even if no relevant asbestos is 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-materials (ACM) as disposed of in accordance with Michigan Law.

Contractor and worker requirements are found in Michigan PA135 of 1986 and PA440 of 1988, as amended. The regulations found in 40 CFR 61 Subpart M (NESHAP) and MIOSHA regulations Parts 305 and 602 apply during removal of ACM and demolition if ACM are allowed to remain in the facility.

### B. Lead-Based Paint Treatment

#### Residential Structures

Lead based paint treatment 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.

Contractor will provide the lead-based paint inspection report and any abatement plan to the Building Department.

#### Commercial Structures

Lead based paint treatment in 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.

### C. Demolition Standards

The following is a summary of the demolition standards which can be found in chapter 33 of the Michigan Building Code:

1. No structure shall be removed from the premises in a whole or substantially whole condition. All structures shall be demolished on the premises.
2. Water service into structures shall be capped and staked at the lot line (or at location designated by the Inspector). If the property has a private well, it must be capped or plugged in accordance with the Kalamazoo County Environmental Health Division standards.
3. The sewer lateral (and storm lateral, if one exists), shall be exposed and properly capped within 24" of the valve box or at the lot line. If the property has an on-site septic system, it must be filled and/or crushed in accordance with the Kalamazoo County Environmental Health Division standards.
4. Backfilling is to be done only after having been inspected and approved by the Building Department.
5. The permit holder is responsible for guarding against casual entry to the demolition site by unauthorized personnel at all times.
6. Dangerous conditions, such as unstable structures, open holes, etc., must be fenced completely around the perimeter with sufficient clear distance when the site is not occupied by authorized personnel.
7. Conformity to MIOSHA standards must be maintained at all times.

8. All structures and their foundations which are slated for demolition shall be completely razed and removed from the site.
9. All masonry, such as private sidewalks, driveways, driveway aprons, and retaining walls shall be removed from the site.
10. Any damage to public sidewalks or any part of the street right-of-way shall be repaired or replaced to meet Township standards.
11. All excavated areas shall be filled and compacted to grade only with clean fill composed of sand, gravel, or dirt. Final grade shall be at least four inches of clean sandy loam, dirt, or topsoil, and must be seeded, or finished to match surrounding areas.

#### **D. Required Inspections**

##### **1. Progress Inspection:**

Contact the Building Department to schedule a progress inspection when all of the following items are ready for inspection. **DO NOT BACKFILL UNTIL THIS INSPECTION HAS BEEN COMPLETED AND APPROVED:**

- i. Sewer Lateral, Storm Lateral, or Septic System: Capped or filled appropriately, see item 3 in “Demolition Standards” above.
- ii. Potable Water: Plugged or capped appropriately, see item 2 in “Demolition Standards” above.
- iii. Foundations: All foundations / basement floors shall be completely removed from the site. See item 8 in “Demolition Standards” above.

##### **2. Final Inspection:**

Contact the Building Department to schedule a final inspection when all work is completed and conforms to the standards listed above.