

## Policy for Building Demolition Permit Application

<b>Authorization:</b>	
	<ul style="list-style-type: none"> <li>▪ Section 1305.7 City of Reynoldsburg Code states that a demolition permit shall be required for any work in conjunction with the demolition of any portion of an existing building or structure.</li> <li>▪ Section 3303.1 Ohio Building Code states that construction documents and a schedule for demolition shall be submitted where required by the building official. Where such information is required, no work shall be done until such construction documents or schedule, or both, are approved.</li> </ul>
<b>Applicability:</b>	
	<ul style="list-style-type: none"> <li>▪ The building demolition permit application shall be used to obtain a building permit for demolition of the <b>entire building</b>, residential or commercial, and no new building construction is proposed at the same location.</li> <li>▪ <b>Partial building demolition or interior demolition</b> is considered a part of a building alteration project that should be submitted under the regular building permit application process.</li> </ul>
<b>Required documents</b>	
	<ul style="list-style-type: none"> <li>▪ Demolition permit application (Commercial building or Residential building)</li> <li>▪ Three (3) sets of construction drawings.</li> <li>▪ Title or evidence of ownership of the building to be demolished.</li> <li>▪ Demolition authorization: A copy of signed building demolition contract or an affidavit signed by the building owner authorizing the submission of this demolition application shall be provided.</li> <li>▪ Site plan: The plan should show the location of the building including dimensions to the property lines and/or streets, details of pedestrian protection/barriers, fire department access to the site.</li> <li>▪ Site restoration plan: The plans shall indicate the extent of the removal of the building footing/foundations, specifications on back-fill materials, ground elevations/topography after completion, means of preventing water accumulation, adjacent property protection, utility capping/disconnection information, etc.</li> <li>▪ If the property is within the flood plain, a special flood area development permit application is required. Topographic survey plan of the flood zone area in the property showing the original contours and/or elevations per FEMA flood map shall be submitted within 30 days of this approval. The site shall be restored to the original contours and/or elevations after the building demolition.</li> <li>▪ Copy of EPA approval for commercial building only.</li> <li>▪ Hazardous materials report if present and abated.</li> <li>▪ \$10,000 demolition bond (Performance bond, Section 1305.07.(b) City of Reynoldsburg Code).</li> </ul>
<b>Special requirements:</b>	
	<ul style="list-style-type: none"> <li>▪ All provisions for pedestrian protection, adjoining property protection, vacant lot conditions, water accumulation, and utility disconnections in Ohio building Code Section 3303 shall apply</li> <li>▪ The Ohio EPA Division of Air Pollution must be notified even if no asbestos or other hazardous materials are present. Contact Ohio EPA at 614-644-2270. Notification forms can be obtained at <a href="http://www.epa.ohio.gov">www.epa.ohio.gov</a>.</li> <li>▪ The Ohio Department of Health must be notified if more than 50 lineal feet of 50 square feet of asbestos is present. Contact the Ohio Department of Health at 614-466-0016. Notification of abatement forms can be obtained at <a href="http://www.odh.ohio.gov">www.odh.ohio.gov</a>.</li> <li>▪ Always contact the local Fire Department prior to demolition. You may search for local fire departments on-line at <a href="http://www.comapps.ohio.gov/sfm/fire_apps/fmpr/FDLlookup/">www.comapps.ohio.gov/sfm/fire_apps/fmpr/FDLlookup/</a>.</li> </ul>
<b>How to apply</b>	
	<ul style="list-style-type: none"> <li>▪ Complete the application form and mail in or drop off the application form along with all required documents to our office.</li> </ul>

<b>Permit fees</b>	<ul style="list-style-type: none"> <li>▪ Commercial building: \$100 plus 3% for Ohio Board of Building Standards fee</li> <li>▪ Residential building: \$100 plus 1% for Ohio Board of Building Standards fee</li> </ul>
<b>Plan review and approval process:</b>	<ul style="list-style-type: none"> <li>• Initial plans can take up to 30 days from the day of submission to review.</li> <li>• If plans cannot be approved, a correction letter will be issued after plan review.</li> <li>• If you wish to appeal any items on the correction letter, you may request an adjudication order to file for an appeal to the Ohio Board of Building Appeal.</li> <li>• Resubmission in response to the correction letter will be reviewed within 30 days of submission.</li> <li>• If plans can be approved, you will be notified of the plan approval and the permit fee amounts.</li> <li>• Permit fees must be paid in person. Once permit fees are paid, you can pick up the approved paper plans from our office.</li> <li>• At least one set of printed copy of the approved plan set shall be kept on site for inspection purpose.</li> </ul>
<b>Inspections:</b>	<ul style="list-style-type: none"> <li>• The permit fees cover two (2) inspections, rough-in and final inspection, for building structural work</li> <li>• Any re-inspection and/or additional inspection fee will be \$125.00 each time.</li> <li>• After normal business hours inspection for \$150 per hour and a minimum of 3 hours for each request</li> </ul>
<b>Permit expiration</b>	<ul style="list-style-type: none"> <li>• An <b>application</b> for which no permit is issued within 12 months days of filing shall be deemed expired. One extension of time for a period of not more than 90 days can be granted if the extension is requested in writing and justifiable cause is demonstrated.</li> <li>• A <b>permit</b> will expire if the work has not commenced within 12 months of the permit issuance. A 12-month extension can be granted provided a written request for extension is submitted prior to the expiration date stating good and satisfactory reasons beyond control for the delay. No fee is required for this one time extension.</li> <li>• A <b>permit</b> will expire if after 6 months the work for which the permit is granted has not continuously progressed toward the completion. One time extension of 180 days can be granted for no additional fee if request for extension is made in writing prior to the permit expiration.</li> <li>• A permit has expired for <b>no more than 180 days</b> can be renewed for one time 180 days extension for a renew fee of ½ of the new permit fees.</li> <li>• A permit application has expired for <b>more than 180 days</b> will require a new permit application and payment of new full permit fee.</li> </ul>
<b>Work started without a permit:</b>	<ul style="list-style-type: none"> <li>▪ <b>Fees for work started without a permit will be twice the regular building permit fees.</b></li> </ul>

Revised 10/11/2023

**BUILDING DEMOLITION PERMIT APPLICATION**

Submit one application for each building or structure with certified address

<b>1</b>	<b>PROJECT/BUILDING LOCATION:</b>												
Building Name: _____ Street Address: _____ Parcel No.: _____ Lot No.: _____ City/Township: _____ Zip Code: _____ County: _____ Is this project or building located within a flood plain? _____ Yes _____ No Has the flood plain administrator been contacted for the requirements? _____ Yes _____ No Is the work being performed in the City right-of-way? (\$10,000 bond required) _____ Yes _____ No													
<b>2</b>	<b>TYPE OF BUILDING TO BE DEMOLISHED</b>												
<table style="width: 100%; border: none;"> <tr> <td style="width: 15%;"><b>Commercial:</b></td> <td style="width: 35%;">_____ Razed Building(s)</td> <td style="width: 15%;">_____ No. of building(s) to be razed</td> </tr> <tr> <td></td> <td>_____ Accessory Structure(s)</td> <td>_____ No. of structure(s) to be razed</td> </tr> <tr> <td><b>Residential:</b></td> <td>_____ Razed Building(s)</td> <td>_____ No. of building(s) to be razed</td> </tr> <tr> <td></td> <td>_____ Accessory Structure(s)</td> <td>_____ No. of structure(s) to be razed</td> </tr> </table>		<b>Commercial:</b>	_____ Razed Building(s)	_____ No. of building(s) to be razed		_____ Accessory Structure(s)	_____ No. of structure(s) to be razed	<b>Residential:</b>	_____ Razed Building(s)	_____ No. of building(s) to be razed		_____ Accessory Structure(s)	_____ No. of structure(s) to be razed
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<b>Residential:</b>	_____ Razed Building(s)	_____ No. of building(s) to be razed											
	_____ Accessory Structure(s)	_____ No. of structure(s) to be razed											
<b>3</b>	<b>BRIEF DESCRIPTION OF THE SCOPE OF WORK COVERED UNDER THIS APPLICATION:</b>												
_____ _____ _____													
<b>4</b>	<b>BUILDING OWNER INFORMATION:</b>												
Name of Owner: _____ Attention: _____ _____ Street Address: _____ City _____ State: _____ Zip _____ Phone No.: _____ Fax: _____ E-mail: _____													
<b>5</b>	<b>APPLICANT INFORMATION:</b>												
Applicant: _____ Attention: _____ Street Address: _____ City _____ State _____ Zip _____ Phone No.: _____ Fax: _____ E-mail _____													
<b>6</b>	<b>CONTRACTOR INFORMATION:</b>												
Contractor : _____ City Registration No.: _____ Street Address _____ City _____ State _____ Zip _____ Phone No. _____ Fax _____ E-Mail _____													

**7 FUTURE PROJECT:**

Is this demolition related to a future project in the City of Reynoldsburg?  Yes  No

- If No, please proceed to and complete Section 8
- If Yes, what is the proposed future project? \_\_\_\_\_

Will the future project require a PGU (plot, grade and utility) submittal and review?  Yes  No

If Yes, is this demolition part of the PGU project or to be done prior to the project being submitted for PGU approval?

Prior to PGU; A pre-demolition meeting is required to be held with the City of Reynoldsburg and no site Demolition may occur further than 5' outside of the building. Please proceed to Section 8.

Part of PGU; No demolition may begin prior to the Developer's Agreement being executed and the Pre-construction meeting being held. The performance bond for the project in lieu of the \$10,000 Demolition Bond will suffice.

**8 REQUIRED DOCUMENTS TO BE SUBMITTED WITH THE APPLICATION:**

- \_\_\_\_\_ Proof of demolition contract with the building owner.
- \_\_\_\_\_ Proof of clear title or evidence of building ownership
- \_\_\_\_\_ Statement that utilities are disconnected
- \_\_\_\_\_ Site plan showing the location of all existing buildings and identify the building(s) to be razed.
- \_\_\_\_\_ Site clean up and restoration plan
- \_\_\_\_\_ Copy of EPA approval (Commercial building only)
- \_\_\_\_\_ Hazardous materials report; if present and abated
- \_\_\_\_\_ \$10,000 demolition bond (Performance bond; Section 1305.07 City Ordinance)

**9 FEES:**

Commercial building \$100.00+3% state fee  Residential building \$100.00+1% state fee

**10 CERTIFICATION:**

I certify that I am the  Owner  Agent for the owner and all information contained in this application is true, accurate, and complete to the best of my knowledge. All official correspondence in connection to this application should be sent to my attention at the address shown above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

**11 THE AREA BELOW IS FOR OFFICE USE ONLY:**

Date received: \_\_\_\_\_ Permit No.: \_\_\_\_\_ Deposit amount: \_\_\_\_\_

Electronic submission: \_\_\_\_\_ Paper submission: \_\_\_\_\_ Processed by: \_\_\_\_\_

Certificate of plan approval  Correction Letter

Building Official: \_\_\_\_\_ Date: \_\_\_\_\_

Permit fees: \_\_\_\_\_ 3% State fees: \_\_\_\_\_ 1% State fees: \_\_\_\_\_

**TOTAL PERMIT FEES:** \_\_\_\_\_