



Demolition Permit Application

City of Jackson
161 W. Michigan Avenue
Jackson, MI 49201
(517) 788-4012
www.cityofjackson.org

2021 Michigan Building Code
2015 Michigan Residential Code

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			

Applicant Signature

Section 23a of the state construction code act of 1972, 1972 PA 230, MCL 125.1523A, 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 subjected to civil fines.

Signature of Licensee or Homeowner	Date
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Fee Schedule

Application Fee (Non-Refundable)	\$ 90.00
Accessory Structure/Porches	\$ 100.00
Shed	\$100.00
Garage	\$ 150.00
Single Family Dwelling	\$ 200.00
Industrial, Commercial, Mixed Use, or Multi-Family Structure Minimum \$ 400.00 plus \$.05 per square foot for buildings larger than 2,000 square foot gross floor area	
Review Hazardous Material and Abatement Reports	\$ 75.00
Additional Inspections (each)	\$ 60.00
Request to Extend a Permit	\$ 60.00
Investigation Fee for beginning work without a permit (Fee reduced to \$110 provided permit is secured the same day the investigation was conducted)	\$ 220.00

Total Permit Fee: _____

****Office Use Only****

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Property in Historic District: Yes No

HDC Approval: Yes No

(Signature of Building Official)

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 (4) 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- 517-788-4012
Brian Taylor, 517-795-9902**

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 Community Development.
- 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 by Miss Dig. Provide a copy of the Miss Dig report number and site evaluation to the Department of Community Development 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 Community Development.
- h. Coordinate the closure of any public street with the Department of Public Works if directed by the Department of Community Development.
- i. Verify existing condition of streets, sidewalks, curbs, fences, and other infrastructure and site improvements with the Department of Community Development 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 Community Development,.
- k. Install soil erosion control measures as site conditions warrant when directed by the Department of Community Development.

(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 Community Development 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 Community Development using a minimum three (3) inch hose. Provide a water truck or contact the City Water Department (517-768-6107) 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 Community Development.
- i. Remove all trees and shrubs if required and directed by the Department of Community Development.
- 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 Community Development.

(3) *After demolition.*

- a. Request and verify inspection by the Department of Community Development of all basement and foundation excavations prior to backfilling.
- b. Excavations shall be backfilled with clean fill acceptable to the Department of Community Development and compacted to 95% to prevent settling. The Department of Community Development 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 Community Development 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 Community Development. 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 Community Development.
- 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 Community Development 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 Community Development and Department of Engineering.

- (4) *Exception.* The Director of the Department of Community Development or 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.

(Ord. No. 91-6, § 2, 2-12-91; Ord. No. 2010-02, § 1, 1-26-10)

Section 3. This Ordinance takes effect thirty (30) days from the date of adoption.

DEMOLITION AND SITE RESTORATION ACTIVITIES

Pre-Demolition

- ___ Miss Dig investigation number and site flagged
- ___ Utilities removed
- ___ Copy of NESHAP notification(s) documentation
- ___ Copy of landfill manifest for disposal of hazardous material
- ___ Water line or water tanker on site for demolition
- ___ Proper MIOSHA 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 Community Development.

MEASURED DRAWING OF SEWER LINE PLUG AND WATER LINE TERMINATION LOCATIONS

