



## Demolition Procedures for Contractors/Property Owners

In order to obtain a demolition permit, the following items need to be provided:

- 1) Letters of utility disconnect from the following utility companies:
  - a) Clayton County Water Authority (water & sewer divisions)
  - b) Georgia Power Company
  - c) AT & T
  - d) Atlanta Gas Light Company
  - e) Comcast Cable
- 2) If the work is to be accomplished by a demolition contractor:
  - a) Contractor must supply this office with a copy of their current contractors business license
  - b) Name, Address and Phone Number of the appropriate landfill where material will be deposited.
- 3) Asbestos Removal:
  - a) Asbestos removal contractor must be Georgia State Certified, and provide the necessary credentials.
  - b) Certificate of removal completion must be provided by the asbestos contractor.
- 4) Pest Control:
  - a) Letter from Pest Control Service verifying that property is free of vermin and other pests that may migrate to other properties, or that vermin and other pests have been properly exterminated.

Upon receipt of all required documents, a permit will be issued for demolition work to begin. Once the work is completed and all material has been properly disposed of, an inspection of the property must be completed by the Forest Park's Inspection Department to determine Code Compliance.

Note: If there will be any slab demolition you must provide an erosion control plan

## DEMOLITION PERMIT CHECKLIST

Demo Permit Number: \_\_\_\_\_ Submittal Date: \_\_\_\_\_  
Assigned by Dept. \_\_\_\_\_  
Subdivision Name (if any) \_\_\_\_\_ Tax/Parcel ID# \_\_\_\_\_  
Parcel Address: \_\_\_\_\_ Lot# \_\_\_\_\_  
Permitee: \_\_\_\_\_ Signature \_\_\_\_\_  
Firm: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Accepted/Denied by: \_\_\_\_\_

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### **Minimum Requirements**

**Provide all items listed below. If not applicable, applicant shall note on this checklist, and shall explain by notation on the plans. An incomplete application will not be accepted into the review process.**

### **General Requirements**

- \_\_\_\_\_ 1. Completed Demo Permit Application
- \_\_\_\_\_ 2. Submittal fee and completed application
- \_\_\_\_\_ 3. Three (3) hard and one (1) electronic copy of Demo Permit Site Plan. Plan must bear professional seal and signature of an Engineer, Land Surveyor, Architect or Landscape Architect having registration in the State of Georgia.
- \_\_\_\_\_ 4. Letter from Pest Control Service verifying that property is free of vermin and other pests that may migrate to other properties or that vermin and other pests have been properly exterminated.
- \_\_\_\_\_ 5. Letter documenting if asbestos is present or not present in the existing structure and documentation confirming removal and disposal of asbestos materials, as necessary.
- \_\_\_\_\_ 6. Copy of (10) day notice of asbestos renovation, encapsulation or demolition.
- \_\_\_\_\_ 7. Notarized letter of authorization from property owner

### **Plan Requirements**

- \_\_\_\_\_ 1. Project name and address, subdivision name and parcel ID#.

- \_\_\_\_\_ 2. Owner's name and complete address including zip code.
- \_\_\_\_\_ 3. Name and telephone number of a 24-hour contact.
- \_\_\_\_\_ 4. Design firm name/address/phone, point of contact and contact phone number.
- \_\_\_\_\_ 5. Boundary information including bearings and distances along all property lines.
- \_\_\_\_\_ 6. Street name and nearest cross street.
- \_\_\_\_\_ 7. Locations of all existing structures (including houses, barns, sheds, landscape and retaining walls, sanitary and storm drainage lines and structures, detention ponds and structures, septic tanks and lines, pools, fences, etc.) with distances to lot lines for all above ground structures.
- \_\_\_\_\_ 8. Location of zoning buffers, access easements, sewer easements, and drainage easements, etc.

Storm Water

- \_\_\_\_\_ 1. Clayton County Water Authority approval, if required.
- \_\_\_\_\_ 2. Location of any tributary buffers, or state water buffers, if applicable.
- \_\_\_\_\_ 3. Where existing runoff leaves the site in a sheet flow condition, runoff shall leave the site in a sheet flow condition after development.

Utilities and Other Structures (Not including the House)

- \_\_\_\_\_ 1. If site currently includes a septic tank, tank must be demolished in place or removed from the site. Please provide proof that tank has been removed from service or state on the plan that the site is connected to a sanitary sewer line.

Trees

- \_\_\_\_\_ 1. Location of any specimen or deciduous trees as defined in section 8-8-154 of the City of Forest Park Code of Ordinances.
- \_\_\_\_\_ 2. Location of all landscape strips and tree save areas.

Sediment and Erosion Control

- \_\_\_\_\_ 1. A delineation of the limits of disturbance and a statement of the estimated square feet of area disturbed.
- \_\_\_\_\_ 2. Location and type of temporary or permanent soil erosion control measure including, but not limited to, silt fence, construction exit, level spreader, rip-rap, mulching, temporary and permanent seeding, etc.
- \_\_\_\_\_ 3. Direction of existing and proposed storm water or drainage flow by use of arrows.

## DEMOLITION UTILITY DISCONNECTION FORM

Prior to the issuance of a demolition permit the applicant must submit a letter from each of the perspective utility entities confirming the disconnectio and proper securing of their services.

**Address/Location:**\_\_\_\_\_

**Owner:**\_\_\_\_\_

**Contractor:**\_\_\_\_\_

Fill in the blanks and attach disconnect letters to this form:

UTILITY	DISCONNECTION DATE
Georgia Power Company	_____
Atlanta Gas Light	_____
Comcast Cable	_____
Clayton Co. Water	_____
Clayton Co. Sewer	_____
AT&T	_____