



DEMOLITION APPLICATION CHECKLIST

***** WORK MAY NOT BEGIN UNTIL PERMIT IS ISSUED *****

- ☐ Completed and signed Building Permit application with estimated cost of construction.
- ☐ Proof of Disconnected Utilities: Completed Utility Sign-off Sheets
- ☐ Application Fee - To be determined

Prior to Commencing Demolition

- Submit a completed demolition permit application and pay the appropriate fees for all activities related to the demolition process, including but not limited to hazardous material assessment, hazardous material abatement, and demolition. This can also be submitted by the owner or owner's agent.
- Arrange for proper abandonment of all utility services. Sign-offs shall be provided with the application for demolition. This may include gas, electric, water, sewer, storm, phone, and cable.
- Conduct a hazardous material assessment and abate hazardous materials in accordance with local, state, and federal regulations and the hazardous material assessment report.
- Contact Miss Dig to locate any underground public utilities.
- Coordinate the closure of any public street or sidewalk with the City of Sturgis Engineering Department by submitting a Right of Way Permit application. Some locations may require approval from the Michigan Department of Transportation.
- Verify the existing condition of streets, sidewalks, curbs, fences, and other infrastructure and site improvements with the Community Development Department and Engineering Department. Applicant shall provide photographs of all damages that exist prior to mobilizing equipment on-site.
- Install safety measures to limit access to the demolition site.
- Install soil erosion control measures as required by your soil erosion permit, if applicable.

During Demolition

- Water down all structures and any ensuing debris during demolition and loading of trucks to mitigate any dust and particle nuisance for adjoining properties.
- Demolish the entire structure(s) unless the permit was issued for a portion of a building or structure.
- Remove all footings, foundations, basement walls, basement floors, septic systems and properly abandon any wells.

During Demolition Continued	<ul style="list-style-type: none"> • Water down all structures and any ensuing debris during demolition and loading of trucks to mitigate any dust and particle nuisance for adjoining properties. • Demolish the entire structure(s) unless the permit was issued for a portion of a building or structure. • Remove all footings, foundations, basement walls, basement floors, septic systems and properly abandon any wells. • 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 nothing can be buried or remain. • Remove all landscaping and shrubs unless approved by the zoning administrator. • Remove all hard surfaces including, but not limited to, concrete, masonry, asphalt, and hard packed stone or gravel, but excluding public sidewalks. • Remove all driveway curbs, gutter openings and approaches as directed by the Engineering Department.
After Demolition	<ul style="list-style-type: none"> • Request inspection by the Community Development Department for an open hole inspection when all debris has been removed from the site and prior to any backfilling of open hole. • Excavations shall be backfilled with clean fill and compacted to 95% to prevent settling. The Community Development Department reserves the right to require compaction testing by a third party paid by the contractor, if deemed necessary. • Install new curb and gutter as directed by the Engineering Department to replace the driveway curb and gutter openings if ordered to be removed as part of the permitting process. • 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 to eliminate standing water or draining of water onto neighboring properties. • Install a minimum of two (2) inches of topsoil and the appropriate grass seed. All grass seed must be suitable for mowing and comply with City of Sturgis regulations. • Properly repair and reseed landscape areas on adjoining properties and the area between the curb and sidewalk damaged during demolition or removal activities with topsoil and appropriate grass seed. • 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 the right of way permit requirements. • Remove all paper, wood, rubbish, and debris from the site before final inspection. • Request final inspection by the Community Development Department when all work has been completed.

When Permit is Ready	<ul style="list-style-type: none">• Once the Building Permit application has been processed and the Building Permit has been issued, the <i>Permit Applicant</i> will be notified that the Building Permit has been approved and is ready for payment.• Permits will not be issued until fees are collected.• Permit fees may be paid by check or cash.• Permits that have no activity within 6 months of the issuance date may be canceled.
Inspections	<p>Building Permits for demolition require <i>the following inspections</i>:</p> <ul style="list-style-type: none">• Open Hole: Contact our office to schedule an inspection once all foundation and/or footings have been removed.• Final: Contact our office to schedule an inspection once top soil and grass seed is in place. <p>Please contact the Community Development Department 48 hours in advance to schedule the inspection.</p>

1.1121**DEMOLITION OF BUILDINGS.**

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

(A) Prior to commencing demolition:

- (1) Submit a completed demolition permit application and pay the appropriate fees for all activities related to the demolition process, including but not limited to hazardous material assessment, hazardous material abatement, and demolition. This can also be submitted by the owner or owner's agent.
- (2) Arrange for proper abandonment of all utility services. Sign-offs shall be provided with the application for demolition. This may include gas, electric, water, sewer, storm, phone, and cable.
- (3) Conduct a hazardous material assessment and abate hazardous materials in accordance with local, state, and federal regulations and the hazardous material assessment report.
- (4) Contact Miss Dig to locate any underground public utilities.
- (5) Coordinate the closure of any public street or sidewalk with the City of Sturgis Engineering Department by submitting a Right of Way Permit application. Some locations may require approval from the Michigan Department of Transportation.
- (6) Verify the existing condition of streets, sidewalks, curbs, fences, and other infrastructure and site improvements with the Community Development Department and Engineering Department. Applicant shall provide photographs of all damages that exist prior to mobilizing equipment on-site.
- (7) Install safety measures to limit access to the demolition site.
- (8) Install soil erosion control measures as required by your soil erosion permit, if applicable.

(B) During demolition:

- (1) Water down all structures and any ensuing debris during demolition and loading of trucks to mitigate any dust and particle nuisance for adjoining properties.
- (2) Demolish the entire structure(s) unless the permit was issued for a portion of a building or structure.
- (3) Remove all footings, foundations, basement walls, basement floors, septic systems and properly abandon any wells.
- (4) 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 nothing can be buried or remain.
- (5) Remove all landscaping and shrubs unless approved by the zoning administrator.
- (6) Remove all hard surfaces including, but not limited to, concrete, masonry, asphalt, and hard packed stone or gravel, but excluding public sidewalks.

- (7) Remove all driveway curbs, gutter openings and approaches as directed by the Engineering Department.
- (C) After demolition:
- (1) Request inspection by the Community Development Department for an open hole inspection when all debris has been removed from the site and prior to any backfilling of open hole.
 - (2) Excavations shall be backfilled with clean fill and compacted to 95% to prevent settling. The Community Development Department reserves the right to require compaction testing by a third party paid by the contractor, if deemed necessary.
 - (3) Install new curb and gutter as directed by the Engineering Department to replace the driveway curb and gutter openings if ordered to be removed as part of the permitting process.
 - (4) 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 to eliminate standing water or draining of water onto neighboring properties.
 - (5) Install a minimum of two (2) inches of topsoil and the appropriate grass seed. All grass seed must be suitable for mowing and comply with City of Sturgis regulations.
 - (6) Properly repair and reseed landscape areas on adjoining properties and the area between the curb and sidewalk damaged during demolition or removal activities with topsoil and appropriate grass seed.
 - (7) 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 the right of way permit requirements.
 - (8) Remove all paper, wood, rubbish, and debris from the site before final inspection.
 - (9) Request final inspection by the Community Development Department when all work has been completed.

Exception. -The zoning administrator may authorize a deviation from the above standards in the best interest of the City, provided that the deviation complies with the spirit and intent of the ordinance.