

Building Inspections and Engineering Guideline for Demolition of Commercial and Residential Buildings



Note: These procedures are guidelines. Staff must exercise judgment to appropriately modify procedures in the case of unusual, unforeseen, or changing circumstances.

Procedure:

- 1. The following process must be completed prior to issuing a demolition permit for commercial and residential buildings:**

Building Inspections Department

- The Permit Technicians will accept the demolition application and determine if the home is vacant or occupied.
- The Permit Technician will verify the Contractor's license and enter the demolition application information on the Permit Log-In sheet.
- The Permit Technicians will ensure that necessary addendums (which may be required) are attached to the demolition permit application. These forms are; MN Pollution Control Agency Notification of Intent to Perform a Demolition and/or SSTS Abandonment Reporting Form.
- The Combination Inspector will review the submittal documents to determine compliance with all applicable codes and ordinances, sign-off on the application, and forward all documents to the City Engineer for approval.

Engineering Department

- The City Engineer (or approved representative) shall determine the compliance of the following issues prior to approving the issuance of a demolition permit.
- An escrow of \$1,500.00 must be submitted for storm water management
- All utilities (if applicable) must be disconnected and/or capped to either the contract specifications or the approval of the City Engineer. If the utility is to be disconnected at the main, a Right of Way Excavation permit shall be obtained and inspections performed by Engineering Department Staff.
- A Right of Way Permit must be issued before and work can be done in the city right-of-way or easement. A \$75.00 permit fee and a \$5,000.00 Performance Bond is required. Schedule inspection of removals and restoration with the Engineering Division.
- All streets shall be restored to a minimum of 4" bituminous on 8" Class 5 aggregate base on 24" sand sub-base, or match the existing street section on Heavy Duty Streets.
- From the pipe to 3' below the surface, compaction of all trenches shall meet 95% standard proctor. Compaction shall meet 100% standard proctor in the upper 3' of the trench.
- All drainage, erosion control best management practices, and storm water management improvements must be completed to standards established by the City Engineer and be installed

before any work begins. The Contractor is required to maintain these items throughout the project. Erosion control methods must be removed upon re-vegetation of the site.

- Upon completion of the department review, the City Engineer (or approved representative) sign-off on the application, and return all documents to the plan review rack in the Inspections Division.

Permit Technicians

The Permit Technicians will compile the information, attach copies of all correspondence associated with separate department requirements, and inform the contractor that engineering inspections of the erosion control must be made prior to starting any demolition activity. Additionally, the Contractors are to be informed that an open-pit building inspection is to be scheduled prior to any backfilling activities.

2. The following inspections must be completed prior to approving and closing a demolition permit for commercial and residential buildings:

Engineering Department – First Inspection

- After all erosion control measures are in place, but prior to starting demolition, the contractor shall schedule an inspection of the erosion control measures with the City Engineer at 651-450-2572.
- A representative of the Engineering Department shall inspect all erosion control best management practices, and storm water management improvements prior to starting any demolition activity.
- Upon approval from the representative of the Engineering Department the contractor is allowed to proceed.
- The representative of the Engineering Department shall inform the Permit Technicians of the approval to proceed in a timely fashion (i.e. when they return to the office) by conversation or e-mail.

Demolition Activity

After receiving approval to proceed from a representative of the Engineering Department, the demolition of the building shall commence. Upon completion of the demolition activities and removal of all contaminants, the contractor shall call the Building Permit Technicians at 651-450-2550, and schedule an inspection of the open pit where the building was located.

Inspection Department (Final Inspection)

Upon completion of demolition of the building and removal of all contaminants, the Inspections Department will send a Combination Inspector to the site to perform an open pit inspection. This open pit inspection is to verify that there are no contaminants being buried in the ground thus creating an unlicensed landfill. The Combination Inspector will then inform the contractor that they must complete their permanent drainage erosion control best management practices, and storm water management improvements established by the City Engineer and schedule a final inspection with the Engineering Department.

NOTE: At this point, the Building Inspections Department is closing their files as the remaining Engineering requirements are to be enforced using the escrow money deposited with the City.

Engineering Department (Final Inspection)

Upon completion of the permanent drainage, erosion control best management practices, and storm water management improvements established by the City Engineer, the contractor shall schedule a final inspection with the City Engineer to verify compliance with all Engineering requirements.