

City of Buchanan  
Demolition of Structures Permit Application  
Building Safety Department 269-695-0011  
302 N. Redbud Trail, Buchanan, MI 49107

Date \_\_\_\_\_ Permit No. \_\_\_\_\_

Application is hereby made for a permit to demolish a building at the property described herein:

Commercial/Industrial: \_\_\_\_\_ No. of Buildings \_\_\_\_\_ Residential: \_\_\_\_\_ Single Family \_\_\_\_\_ Garage/shed \_\_\_\_\_

Location of Structure: Street and Number \_\_\_\_\_ Tax Code \_\_\_\_\_

Description of Structure: \_\_\_\_\_

Owner's Name: \_\_\_\_\_ Address: \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Phone No. (\_\_\_\_) \_\_\_\_\_

Cell No. (\_\_\_\_) \_\_\_\_\_ Email Address: \_\_\_\_\_

Contractor's Name: \_\_\_\_\_ Address: \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Phone No. (\_\_\_\_) \_\_\_\_\_

Cell No. (\_\_\_\_) \_\_\_\_\_ Email Address: \_\_\_\_\_

License No. \_\_\_\_\_ Expiration Date \_\_\_\_\_ Worker's Comp. Ins. \_\_\_\_\_

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	<u>Notified</u>	<u>Date</u>	
Electric Disconnected:	yes _____ no _____	_____	AEP 800-311-6424
Water Disconnected:	yes _____ no _____	_____	Utilities 269-695-3846
Sewer Disconnected:	yes _____ no _____	_____	Utilities 269-695-3846
Gas Disconnected:	yes _____ no _____	_____	SEMCO Energy 800-634-2019
MISS DIG	yes _____ no _____	_____	800-482-7171

Applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**BUILDING DEPARTMENT FOLLOW-UP**

Pre-inspection of Site: \_\_\_\_\_ date \_\_\_\_\_ Utilities Removed: \_\_\_\_\_ date \_\_\_\_\_

Sewer Properly Capped: \_\_\_\_\_ date \_\_\_\_\_ Proper Backfill: \_\_\_\_\_ date \_\_\_\_\_ Proper Grade: \_\_\_\_\_ date \_\_\_\_\_

Lot Seeded: \_\_\_\_\_ Sidewalk Damaged: \_\_\_\_\_ Curb Damaged: \_\_\_\_\_ Other Damage: \_\_\_\_\_

Demolition performed properly: approved \_\_\_\_\_ denied \_\_\_\_\_

If not approved, explain reason: \_\_\_\_\_

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

# STRUCTURE DEMOLITION POLICY

## CITY OF BUCHANAN

### INTRODUCTION AND PURPOSE OF POLICY

This policy is required for use by property owners, building contractors, demolition specialists, city officials and other persons or entities who may be involved in the process of removing or demolishing structures within the City of Buchanan.

The purpose of the structure demolition policy is to:

1. Protect the public's health, safety, and general welfare by ensuring that the demolition of structure(s) is done in a safe and timely manner; and
2. Insure that demolition sites are restored to a safe, clean, and acceptable condition within a reasonable amount of time; and
3. Protect the public utility infrastructure (water, sewer, gas, electric, telephone, streets, etc.) from damage or contamination.

### PRE-DEMOLITION REQUIREMENTS

Permits Required: This policy shall apply to the demolition and /or removal of any building and its appurtenant structures within the City Buchanan. A **Demolition Permit** shall be required to demolish or remove any structure with a foundation or slab. Permit applications are available from the City Building Department –103 W. Front Street – Buchanan, Michigan 49107 or the City's website – [www.cityofbuchanan.com](http://www.cityofbuchanan.com) A fee, which shall be established by the Buchanan City Commission, will be charged to obtain a Demolition Permit.

Utility Disconnections: The person seeking a demolition permit is responsible for proper disconnection of **ALL** utilities to the property. The following utilities must be disconnected: (for a current contact list, please see the City of Buchanan Building Inspector)

- Telephone
- Natural Gas
- Cable Television
- Electricity
- Water
- Sanitary Sewer
- Storm Sewer

Special provisions apply to the disconnections of City owned utilities. Please refer to the section below.

You are also responsible to notify any other utility companies/suppliers known to service or cross the property, including but not limited to pipelines, overhead transmission lines, etc.

**\*\*\* IMPORTANT \*\*\***

**You are also responsible to contact Miss Dig for the location of all utilities at 1-800-482-7171 no less than 72 hours prior to the start of demolition work.**

### **SPECIAL PROVISION FOR CITY OWNED UTILITIES**

Water and Sanitary Sewer Disconnections: Water and sanitary sewer services for the building must be disconnected by the owner at the owner's expense. To schedule these disconnections, please contact the City of Buchanan at:

**(269)695-3844**

### **DEMOLITION REQUIREMENTS**

Securing Work Site: The demolition site must be secured with an orange barricade safety fence, and the site and right-of-way (including sidewalk and roadway) protected with traffic warning devices in accordance with the current MDOT Manual for Uniform Traffic Control Devices for Short Term Street or Highway Work Zones. No work will be permitted without approved traffic control devices.

Debris Removal: All demolition debris shall be removed from the site within ten (10) calendar days from the beginning of the demolition of the structure.

Dust Control: Measures shall be taken to minimize dust and other particulates generated from the demolition of a structure or related earthwork. Dust shall not cause an unreasonable nuisance upon neighboring properties.

Proper Disposal: All demolition debris must be hauled away and disposed of in a landfill or disposal site approved by the City of Buchanan and/or the State of Michigan. All loads must be securely covered at all times.

Time Restrictions: All demolition work shall be performed between the hours of 8 a.m. and 7 p.m. No work shall commence before noon on Sundays.

Foundation Removal Requirements: The City of Buchanan rules require that all concrete slabs, footings, and foundations must be removed.



Related Structures: All appurtenances related to the structure being removed shall also be removed (including, but not limited to porches, stairs, sheds, garages, decks, signs, mail boxes, etc.) unless a waiver is received from the City Building Inspector and Zoning Administrator.

Underground Tanks: Underground storage tanks must be removed and contaminated soil (if any) shall be removed in accordance with storage and handling of flammable and combustible liquids (FL/CL) rules established by the Michigan Department of Environmental Quality and State of Michigan.

Hazardous Materials: Lead based paint, asbestos and other contaminated building materials shall be controlled during the demolition process and disposed of pursuant to state and federal regulations. Hazardous materials shall not be permitted to contaminate neighboring properties and structures.

Inspections Required: The demolition site, including the utility disconnections, must be inspected by City staff prior to covering any portion with soil. NO FILL may be placed until written approval is given by the City Building Inspector. Failure to comply with this requirement may necessitate re-excavation to confirm proper compliance with these policies.

**Note: All inspections are to be scheduled with the Building Inspector at least 24 hours in advance.**

Clean Fill Required: Only clean fill may be used for restoring the site. Clean fill is described as soil which is free of large stones, clumps of clay, and other materials that would hinder turf development and mowing operations

All fill areas shall be compacted at one (1) foot intervals to a point 3 inches below the adjoining ground elevation.

## **POST DEMOLITION REQUIREMENTS**

Surface Restoration: Within a period of 30 days following the filling and grading of the site, the surface must be properly seeded with perennial grasses unless otherwise approved by the City. The City will allow exemptions in cases where property redevelopment is imminent.

**APPROVED BY CITY COMMISSION : November 23, 2009**