



Demolition Permit Requirements

Building Department

General Information:

- 1) An owner or agent must secure a Building Permit Application from the Township Building Department for a Demolition Permit. Proof of ownership of property must be provided; if acting as an agent, a letter of approval for the owner to demolish must be provided (a signed contract is acceptable).
- 2) The Contractor applying for the Demolition Permit must be a licensed builder or Maintenance Alteration Contractor, in accordance with the State of Michigan Public Act 299.
 - a. A Certificate of Insurance is required.
- 3) Michigan Building Code 2006, Section 3307: "Protection required" – Adjoining public and private property shall be protected from damage during construction, remodeling and demolition work. Protection must be provided for footings, foundations, party walls, chimneys, skylights and roofs. Provisions shall be made to control water runoff and erosion during construction or demolition activities. The person making or causing an excavation to be made shall provide written notice to the owners of adjoining buildings advising them that the excavation is to be made and that the adjoining buildings should be protected. Said notification shall be delivered not less than 10 days prior to the scheduled starting date of the excavation.
- 4) Applicant shall submit one (1) set of the plot plan showing the location of all buildings to be demolished and all structures that are to remain. The plan also must show approximate location of wells, septic tanks and drain fields.
- 5) All underground flammable liquid storage tanks shall be removed and properly disposed of.
- 6) All debris must be removed from the site. The burning of material is not permitted. (garbage or plastic)
- 7) Where a structure has been removed or demolished and a Building Permit has not been approved for a new structure, the vacant lot shall be filled, graded and maintained to prevent the accumulation of water or damage to any foundation on the premises or the adjoining property. The soil must also be stabilized.

Prior to Demolition Permit Being Issued:

- 1) Before a building can be demolished or removed, the owner or agent shall notify all utilities having service connection within the building – such as water, electric, gas, sewer and other connections. A permit to demolish or remove a building shall not be issued until a release is obtained from the utilities stating that their respective service connections and appurtenant equipment, such as meters and regulators, have been removed or sealed and plugged in a safe manner or do not exist.
 - **Inspection by Township DPW for sewer cut off or capping and termination of water service:
 - **Sanitary sewer leads shall be capped at the property line by an approved material under section 705 of the State Plumbing Code and method approved by the DPW.
 - **Domestic water service will be retired by shutting off the corporation stop at the water main, physically disconnecting the service line from the corporation stop, and also remove curb stop box.
 - ** (An exception to this procedure may be considered if a new structure of same or similar use will be constructed on the site within six (6) months of the date of approval of the Demolition Permit.)
- 2) A Well Abandonment Permit is required from the Jackson County Health Department **prior to the issuance of the Township Demolition Permit.**
- 3) An asbestos survey (and abatement if necessary) must be obtained and submitted with the application, before any demolition of the structure.
- 4) Please note – A soil erosion permit must be obtained if there are any earth changes within five hundred (500) feet of a lake or stream. Contact the Jackson County Health Department.

Prior to the Final Inspection:

- 1) All septic tanks must be broken open, pumped out and then filled with sand and have the Building Inspector verify prior to grading.
- 2) Any footings, foundation walls and concrete must be removed to 12" below grade and have the Building Inspector verify prior to backfill.
- 3) Final Inspection and Approval of their Well Abandonment Permit is required from the Jackson County Health Department prior to the Township providing a final demolition inspection.
- 4) Final Inspection by the Building Department Inspector is required upon completion of all work on site.

Failure to secure a Demolition Permit prior to a structure being removed or demolished will result in double the permit fee plus Administrative cost and the structure will remain on the assessment roll until the above steps are properly satisfied.