

# Demolition Permit Application Guide Sheet



**PURPOSE:** FOR DEMOLITION OF ANY STRUCTURE(S) ON ANY SITE.

## Required Administrative Documents:

- Copy of the Written Contract, which must show:
  - Price and detail of the work
  - Method of demolition
  - Timeframe of demolition
  - Evidence of contractor licensing
- Letter of Credit or Liquidated Assets for the value of the contract.
- Contractors' license (required for all projects with a contract value of greater than \$25,000. Contractors must have license for amount of value of the proposal)
- Certificate of Insurance (Liability and Workers Compensation) with the City of Forest Hills listed as additional insured.
- Completed General Building Permit Application.
- Written permission from the Homeowner's Association.
- Signed Construction Activity Policy
- Signed Parking Policy Agreement
- Maintenance Letter of Credit (dependent upon scope of project)
- This completed checklist.

### **Optional Administrative Document:**

- Construction Sign Permit (\$25.00 fee)

**\*\*Plans shall be submitted on paper between the sizes of 11x17 or 24x36 only.**

**Plans submitted on larger or smaller sized paper will be returned without review. \*\***

### **Demolition Site Plan Checklist:**

#### **Existing Conditions:**

- Vicinity Map
- A title block (should identify the property and should include the address, lot number, subdivision, owners name/ phone number, contractors name/ phone)
- North Arrow
- Scale
- Legend
- Indicate FEMA flood map and panel number on site plan.
- Indicate Base Flood Elevation (BFE)
- Indicate limits of floodway and floodplain on site.

- Provide elevation certificate.
- All vertical structures/ buildings (label sq. ft.)
- Impervious surfaces (pools, spas, patios, decks, athletic courts, any hardscape) (label sq. ft.)
- Retaining walls (label height)
- Existing fences on site (location and height)
- Average grade (slope) of the property
- Existing Topography (2 ft intervals)
- Existing easements (location & size)
- Location of all existing utilities (structures, sewers, water lines, underground electric, and storm drains)
- Depiction of setbacks for the appropriate zoning district (front, side, & rear)
- Tree Coverage Ratio, specifically depicting trees of 8" caliper or dense tree masses, and Tree Survey

**Proposed Demolition Sheet:**

- Clearly indicate any vertical structures or impervious surface to be demolished.
- Erosion Prevention and Sediment Control (EPSC) plan.
  - ***If disturbing more than ¼ Acre (> 10,000 Sq. Ft.) a Storm Water Management Plan is required.***
- Proposed grading and drainage plans indicating extent of proposed grading and land disturbance
- Drainage calculations
- Proposed easements (location & size)
- Indicate any proposed removal of trees
- Landscaping/replanting plan
- Indicate any proposed work within the public Right-of-Way
- Temporary Traffic Control Plan (traffic interruption & off-street parking for all contractor vehicles)