

# Application for Demolition of Structure Permit

**Street Address of Project:**

**Applicant Information**

Owner:	Phone:	Mobile:	
Address:	City:	State:	Zip Code:

**Lot Information (City to complete.)**

Lot Number(s):	Zoning District:	County: <input type="checkbox"/> Huron <input type="checkbox"/> Sandusky
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**Type of structure to be demolished. Also, description of the building material and demolition activities:**

(On drawing form, please show measurements of building/buildings to be demolished.)

Residential: <input type="checkbox"/> One family <input type="checkbox"/> Two family <input type="checkbox"/> Three or more family	Industrial or Commercial – Number of Buildings:
Number of stories in Building:	Projected start/finish dates:

**Square Footage of Structure (footprint). Please check correct size of structure:**

<input type="checkbox"/> <b>Stage 1</b> – 625 sq. ft. or less	Demolition must be completed within <b>30 days</b> of start	Permit Fee: <b>\$ 25</b>	Number of Buildings:
<input type="checkbox"/> <b>Stage 2</b> – 626 to 4,500 sq. ft.	Demolition must be completed within <b>60 days</b> of start	Permit Fee: <b>\$ 50</b>	Number of Buildings:
<input type="checkbox"/> <b>Stage 3</b> – over 4,501 sq. ft.	Demolition must be completed within <b>90 days</b> of start	Permit Fee: <b>\$100</b>	Number of Buildings:

**Contractor Information (Contractors MUST be registered with the Bellevue Income Tax Dept. BEFORE a Permit may be issued.) Please call RITA at 800-860-7482. If not paying anyone to demolish building, mark as "N/A".**

Name:	Phone:	Fax:
Company Name:	e-mail address:	
Address:	City:	State: Zip Code:

I fully understand that no excavation, construction, demolition, of any structure shall be undertaken or performed until the Permit applied for herein has been approved and issued by the City of Bellevue. I hereby certify that I am the Owner of Record of the named property, or that the proposed work is authorized by the Owner of Record and that I have been authorized by the Owner to make this Application as his/her Authorized Agent. In addition, if this Permit is issued, I certify the code official shall have the authority to enter areas covered by such Permit to enforce the provisions of the code applicable to such Permit. I hereby acknowledge that I have read and fully understand the Demolition Permit requirements that are explained with this Application and agree to comply with the instructions as written or orally given by the City of Bellevue for this project. I further understand that I am subject to all provisions of the Ohio Revised Code and the Ordinances of the City of Bellevue and I will not hold the City of Bellevue liable or responsible in any way for the completion of this project.

Signature of Owner/Authorized Agent: \_\_\_\_\_ Date: \_\_\_\_\_

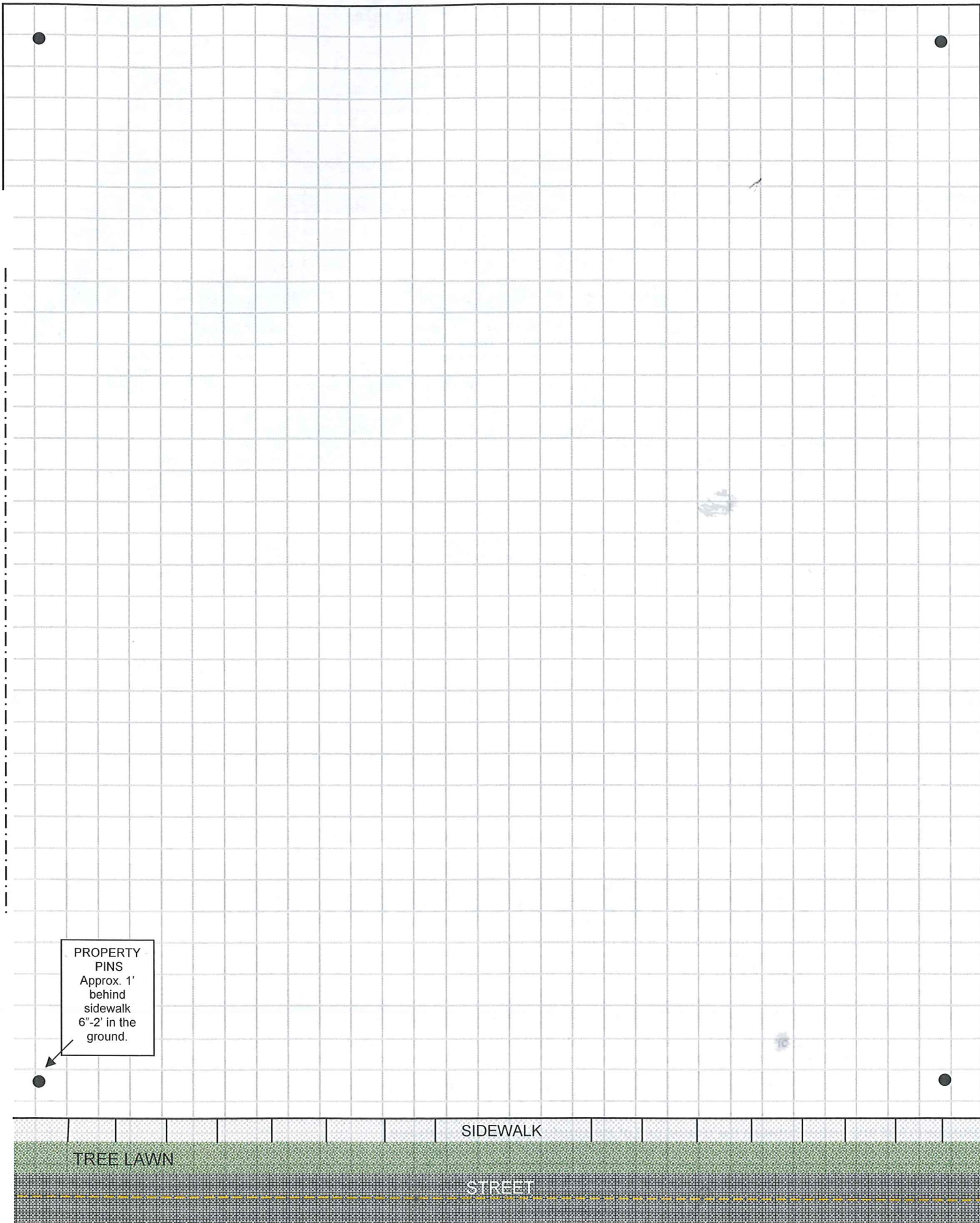
**Approved** or  **Denied** by  
Safety-Service Director / Designee: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Fee: \$</b>	<b>This Permit expires from the date of issuance, in 30, 60 or 90 days, depending on the size of the project, but may be extended by the City of Bellevue.</b>
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**After the Application is reviewed and approved, you will be notified and asked to pick up your Permit.  
After the Permit is issued, you will be allowed to begin demolition.  
Failure to comply with any provisions of this Permit shall be a 3<sup>rd</sup> Degree Misdemeanor.**

STREET NAME: (if on a corner lot)

STREET NAME: (if on a corner lot)



STREET NAME: (front of house)

**Applicant must comply with the following requirements to be issued a Permit:**

**STEP 1 – Contact all utility service providers, including City utility departments and request to have all services disconnected and removed from the property.**

The following checklist is provided for your reference and verification.

Complete    N/A

- or  Sewer line located:    \_\_\_ Yes    \_\_\_ No
- or  Notify Bellevue Utilities Collection (419-483-7497) & request termination of account(s)
- or  Water meter(s) removed and tap disconnected (Call Water Dept. at 419-483-7497)
- or  Gas meter(s) removed and tap disconnected (Columbia Gas)
  
- or  Electric service equipment & drop cable removed (Ohio Edison)
- or  Telephone cable(s) removed (Notify telephone service provider.)
- or  Cable TV cable(s) remove drop cable (Time Warner)
  
- Stage 2 Permit requires a \$1 Million Dollar Certificate of Insurance to be filed.
- Stage 3 Permit requires a \$2 Million Dollar Certificate of Insurance to be filed.

(All Certificates of Insurance shall name the City of Bellevue as additionally insured.)

**STEP 2- Submit Application(s) and all information required in Step 1 to the City Offices at the City Centre.**

- Provide site plans (on graph paper) detailing the lot dimensions, location of all structures and distances between structures and lot property lines. Indicate structure(s) to be demolished.
- If equipment or any work requires occupying the street, alley or sidewalk, a permit from the Safety Service Director's Office is required. A plan for pedestrian and vehicle traffic control at the site should be included with the Application.
- Provisions must be made and in place for water to control dust during demolition. Discuss water sources with the Water Department.
- The entire demolition site must have safety fencing installed, to keep juveniles and on-lookers at a safe distance from all activities, and security when operations are shut down during the night.
- The Ohio Utilities Protection Service (800-362-2764) must be notified two, working days prior to demolition & excavation activities per State Law.
- Supply all documents and verify compliance with all of the above items and submit to the City Offices for review.

**STEP 3 – After the structure is demolished:**

After the Permit is issued and the structure has been removed, the sewer line must be located, cut off at the property line, sealed with a screw cap and encased in concrete. Inspections by the City of Bellevue of the sewer capping and encasement must be made prior to backfilling.

- All materials and debris must be removed from the site. Any mud tracked onto the road must be cleaned up.
- The empty lot must be leveled out and graded before removal of the security fence and final approval is issued for the property.

**The following applies to INDUSTRIAL, COMMERCIAL and MULTIPLE RESIDENTIAL demolitions only:**

**Every demolition** of a facility requires EPA notification regardless of whether asbestos is involved. **Renovation** of a facility must be submitted to the EPA when the amount of regulated asbestos-containing material (RACM) stripped, removed, dislodged, cut, drilled, or similarly disturbed exceeds 260 linear feet on pipes or 160 square feet on other facility components or 35 cubic feet of facility components. A signed EPA permit application (**OEPA Notification of Demolition and Renovation**) will be required before the City of Bellevue issues a Demolition Permit. Contact the **Ohio EPA-Division of Air Pollution Control** for compliance requirements at (614) 644-2270 or ([www.epa.state.oh.us/dapc/files/files.html](http://www.epa.state.oh.us/dapc/files/files.html))