

	STANDARD OPERATING PROCEDURE BUILDING & SITE DEVELOPMENT	Number: 230.7
Approval: Yves Khawam 		Effective Date: February 25, 2008
Subject: Permitting requirements for demolitions		Page 1 of 2

1.0 PURPOSE:

This document describes permitting requirements for demolitions.

2.0 REVISION HISTORY:

New standard operating procedure. Renumbered SOP from 410.9 on 12/30/10. Revised 09/13/12 to include criteria for asbestos and dust control.

3.0 PERSONS AFFECTED:

Permitting and inspection staff.

4.0 ADMINISTRATIVE POLICY:

Demolitions shall be permitted and inspected in accordance with the procedure contained herein. Either a “Demo” specific permit shall be obtained or the demolition may be incorporated within a general remodeling permit containing the word “demo” in the permit description.

5.0 DEFINITIONS:

Not applicable.

6.0 RESPONSIBILITIES:

Not applicable.

7.0 PROCEDURES:

7.1 Permitting

A permit shall be obtained for all demolitions of structures regulated by the Building Code. The following items shall be reviewed:

- Verification that the demolition shall not adversely affect other structures.
- Verification that utilities are secured.



- If structure is on septic, septic system may remain in capped state or septic system may be abandoned by pumping and crushing tank and filling with sand.
- PDEQ asbestos (NESHAP) permit is required if building comprises greater than 4 dwelling units or if building is commercial and demolition includes load-bearing members.
- PDEQ fugitive dust permit required if greater than 1 acre of surface is stripped, if greater than 300 ft of trench is cut or if blasting is conducted.
- If site is in the floodplain, it shall require RFCD review.

Fees for demolitions shall be assessed as one hour of “reinspection” in addition to the base permit fee. The inspection item to be inserted is “9050 Investigative Inspections.”

7.2 Inspections

An inspection shall be called prior to building demolition to verify that all utilities to include electrical, fuel, water and waste connections have been disconnected and secured. Upon successful verification that the utilities have been secured, the inspector shall record a partial approval and enter a note requesting the applicant recall the inspection item once the structure is demolished and the site cleaned up.

If the permit requires the septic tank to be pumped, crushed and filled in with sand, compliance shall be confirmed in the field during the inspection.

Upon successful verification that the structure has been removed, that the utilities remain secured and that the site is left in a safe and clean condition, the inspection item may be approved and the permit closed.