

I. **Demolition Process Checklist**

Structures Requiring No Permit

- Residential Structures 200 Square Feet or Less
- Commercial Structures 120 Square Feet or Less

Structures Requiring No Bond

- 1 and 2 Family Residential Structures
- Commercial, Industrial, Multi-Family (3 units or more) and Institutional Structures less than 12,000 Square Feet

Structures Requiring Bond

- Commercial, Industrial, Multi-family (3 units or more), and Institutional Structures greater than 12,000 square feet

Demolition Permit Application

- Building Permit Application Form – Check “Demolition” under Type of Improvement
- Site Sketch

Utility Disconnections

KABA will require cut-off of utilities serving the property and written verification of the same.

- MichCon/DTE Energy
- Consumers Energy – Electric / Gas
- Water – City / Private Well
- City Sewer / Private Septic
- Underground Storage Tanks/Structures (Permit from State of Michigan)

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- Environmental Issues**
 - Asbestos Treatment
 - Lead-based Paint Treatment

- Demolition Permit Issuance**
 - Permit Fee
 - Performance Guarantee
 - Proof of Insurance

- Progress Inspection**
 - Cap – Sanitary and Storm Sewers
 - Maintain MIOSHA Safety Standards
 - Removal of Foundation

- LUDS (SESC) Inspection - As needed**
 - Demolition involving the grading of more than 1 acre or within 500 feet of a body of water

- Final Inspection – Site Conditions**
 - Demolition Waste Disposal Tickets

- Permit Close Out, Release of Performance Guarantee**

II. Demolition Permit Approval

A demolition permit is required for the demolition of any structure under the jurisdiction of KABA, unless an exception is granted by KABA's Building Official. A permit is generally not required to dismantle, wreck or demolish a residential-type garage, tool shed or other similar building having no utilities. Please check with the Building Official by calling 269-216-9511 before starting any demolition work. Notification will be made to the local jurisdiction prior to the issuance of the permit.

Demolition Permit Application

A Demolition Permit Application must be completed in full. An incomplete application will not be accepted.

Site Sketch/Aerial Photo

A site sketch of the property must be included with the demolition permit application. For commercial or industrial properties with more than one structure on the property, an aerial photograph must also be submitted. The site sketch/aerial photo must show all the structures and flat masonry on the property. Any item that is not to be removed must be clearly identified on the plot plan.

Permit Fee (includes \$45 Sewer Lateral Service Demo/Cap Off Inspection fee) \$150 for one- or two-family Residential structures. \$250 for Commercial, Industrial, Multi-Family (3 units and above), or Institutional structures that are 12,000 square feet or less. \$350 for Commercial, Industrial, Multi-Family (3 units and above), or Institutional that are greater than 12,000 square feet.

Performance Guarantee

Prior to the issuance of a permit for Commercial, Industrial, Multi-family (3 units and above), or Institutional Structure greater than 12,000 square feet, the applicant shall furnish to KABA a bond equal to the contract cost of demolition. All such bonds shall be submitted to the KABA Director for approval as to form. Any person, firm or corporation normally engaged in the demolition of buildings may provide an annual bond to KABA in the amount of One Million Dollars (\$1,000,000.00), which shall cover all demolition bonds as heretofore required.

Proof of Insurance

A copy of liability insurance certificate naming KABA as additional insured and indicating the street address of the project must be attached to this form. The policy limits must be \$1 million general liability and \$1 million auto. Statutory worker's compensation must also be included.

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LUDS Soil Erosion and Sedimentation Control (SESC) Permit

SESC permits are issued as components of the Land Use Development Services (LUDS) permitting program. A LUDS (SESC) permit is required for any demolition involving finish grading of one (1) acre or more, as well as any demolition within 500 feet of a water body (lake, river, stream, or drainage ditch). To obtain a LUDS permit, submit a LUDS Plan Review application and three (3) copies of a site sketch showing SESC measures to the Development Center. A permit fee is required.

Contact: Office of the Kalamazoo County Drain Commissioner
201 West Kalamazoo Avenue, Kalamazoo, MI 49007
269-384-8117

Hazardous Conditions

Additional fees, increased bonding, and/or safety conditions may be required to address hazardous conditions when the KABA Building Official determines it is necessary to preserve and protect public health, safety and welfare.

III. Utility Disconnections

The following utilities need to be contacted for utility disconnections before demolition can be authorized to start. The contact information is provided below.

Water Service & Sanitary Sewer Service	
<p>Water & Sewer Department City of Kalamazoo 415 E. Stockbridge Avenue Kalamazoo, MI 49001 Phone: 269-337-8149</p>	<p>Public Works & Water (Cooper Twp) City of Parchment 650 S. Riverview Drive Parchment, MI 49004 Phone: 269-349-3785</p>
<p>Water Department (Comstock Twp) City of Galesburg 200 E. Michigan Avenue Galesburg, MI 49053 Phone: 269-665-7000</p>	<p>Gull Lake Sewer & Water Authority 7722 N. 37th Street Richland, MI 49083 Phone: 269-731-4595 (Cooper Twp)</p>
<p>Kalamazoo County Environmental Health Division 3299 Gull Road Kalamazoo, MI 49048 Phone: 269-373-5210</p>	

Natural Gas Service	
<p>Consumers Energy 2500 E. Cork Street Kalamazoo, MI 49001</p>	<p>Phone: 1-800-477-5050</p>

Electric Service	
<p>Consumers Energy 500 E. Cork Street Kalamazoo, MI 49001</p>	<p>Phone: 1-800-477-5050</p>

The demolition permit applicant is responsible for contacting other connected utilities (i.e. telephone, cable television, propane, or internet providers) prior to demolition.

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IV. Other Important Issues

Asbestos Treatment – Commercial Facilities

The rules concerning the treatment of asbestos during the demolition of commercial facilities pertain to all structures except 1- to 4-unit privately owned residences *not part of a larger project even if on scattered sites*. A thorough inspection must be conducted by an accredited Asbestos Inspector. DEQ and DLEG must be notified on Form EQP5661/MIOSHA-CSH 142 ten days prior to start of demolition *even if no relevant asbestos was found*. Friable asbestos or asbestos that may become friable during the demolition process must be removed prior to the start of demolition. A qualified Asbestos Abatement contractor must be used to remove asbestos containing materials (ACM) and disposed of in accordance with Michigan law.

Contractor and worker requirements are found in Michigan PA 135 (1986) and 440 (1988) as amended. The regulations found in 40 CFR 61 Subpart M (NESHAP) and MIOSHA regulations Parts 305 and 602 apply during removal of ACM and demolition if ACM are allowed to remain in the facility.

Asbestos Treatment – 1- to 4-Unit Residential Facilities

Homeowners, and contractors hired by homeowners, are exempt from the asbestos National Emissions Standards for Hazardous Air Pollutants (NESHAP) notification, testing and abatement regulations in residences being demolished or renovated if dealing with only one building. *If the renovation includes two buildings such as a house and DETACHED garage, the regulations apply.*

In any case, the contractor is subject to the worker health and safety regulations overseen by Department of Labor and Economic Growth (MIOSHA).

Contractor will provide the asbestos inspection report and any abatement plan to KABA.

For More Information on Asbestos:

Web Sites: www.michigan.gov/deqair www.michigan.gov/asbestos
<http://yosemite.epa.gov/r5/r5ard.nsf/asbestos+main?OpenView>

Asbestos Abatement Compliance Monitoring: 517-241-7463
MIOSHA Standards Section: 517-322-1845

Lead-based Paint Treatment – Commercial Facilities

Lead based paint in commercial demolition is subject to MIOSHA worker protection rules. Disposal of the debris may be regulated by the EPA if it qualifies as toxic waste under RCRA waste code D008.

Web Sites: www.epa.gov/epaoswer/non-hw/debris
http://www.michigan.gov/documents/CIS_WSH_part310_35615_7.pdf
http://www.michigan.gov/documents/cis_wsh_cet5050_90143_7.doc

MIOSHA Standards Section (517) 322-1845

Lead-based Paint Treatment – Residential Facilities

Lead based paint in residential demolition is subject to MIOSHA worker protection rules. The debris is exempt from regulations and may be disposed of in either municipal or C & D landfills. Partial demolition followed by reconstruction and residential reuse is regulated by the EPA and the State.

(If Federal funds are used in the project the rules found in 24 CFR 35 and the HUD Guidelines for the Evaluation and Control of Lead Based Paint Hazards in Housing will also apply.
<http://www.hud.gov/offices/lead/lbp/hudguidelines/index.cfm>)

Contractor will provide the lead-based paint inspection report and any abatement plan to KABA.

Web Sites: http://www.michigan.gov/documents/CIS_WSH_part310_35615_7.pdf
http://www.michigan.gov/documents/cis_wsh_cet5050_90143_7.doc
http://www.michigan.gov/mdch/0,1607,7-132-2940_2955_2983-19420--,00.html

MIOSHA Standards Section (517) 322-1845

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Reuse, Recycling of Materials

As an alternative to placing useable materials in landfills, contractors are encouraged to consider reusing or recycling materials.

Reuse of Materials

Businesses in the Greater Kalamazoo Area that accept materials in good condition are listed below:

Kalamazoo Valley Habitat for Humanity – Retail Outlet
1810 Lake Street
Kalamazoo, MI 49001
269-381-5523

Heritage Architectural Salvage and Supply
150 North Edwards Street
Kalamazoo, MI 49009
269-385-1004

Kalamazoo Scrap & Processing
2730 Millcork Street
Kalamazoo, MI 49001
269-381-7277

RJ Industrial Recycling of Battle Creek
989 Raymond Road N
Battle Creek, MI 49014
810-207-0471

This list is not exhaustive. Other resources may be available.

V. Demolition Standards, Inspections, and Site Conditions

Demolition Standards

The following is a summary of the demolition standards that must be followed by the contractor performing the demolition work. These requirements can be found in Chapter 33 of the Michigan Building Code.

- A. No structure shall be removed from the premises in a whole or substantially whole condition. All buildings slated for demolition shall be demolished on the premises.
- B. Water services into structures shall be capped and staked at the lot line or at a location designated by the Inspector. If the property has a private well, it will be capped in accordance with Kalamazoo County Environmental Health Division standards.
- C. The sewer lateral, and storm lateral if one exists, shall be exposed and properly capped within 24" of the valve box or at the lot line. If the property has on-site septic, it will be filled and/or crushed pursuant to Kalamazoo County Environmental Health Division standards. Backfilling is to be done only after inspected and approved by KABA. Call 269-216-9511 to arrange an inspection.
- D. Permit Holder assumes the responsibility to guard against casual entry to the demolition site by unauthorized personnel at all times
- E. Dangerous conditions – unstable structures, open holes, et al – must be fenced completely around the perimeter, with sufficient clear distance, during times where the site is not occupied by authorized personnel
- F. Conformity to MIOSHA standards must be maintained at all times throughout the demolition process.
- G. All structures and their foundations slated for demolition shall be completely razed and removed from the site.
- H. All masonry, such as private sidewalks, driveways, driveway aprons or retaining walls, shall be removed.
- I. Any damage to public sidewalks or any part of the street right-of-way shall be repaired or replaced to meet Township Engineering standards.
- J. All excavated areas shall be filled and compacted to grade only with clean fill composed of sand, gravel, or dirt. Final grade shall be at least 4" of clean, sandy loam, dirt, or top soil. This must be seeded or finished to match surrounding areas.

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Inspections

KABA will conduct a progress and final inspection to ensure the work is being done per code and permit standards.

Progress Inspection

A progress inspection will be done to check the following items. The demolition contractor should plan the work to ensure only one progress inspection is needed. *Call 269-216-9511 to arrange the inspection.*

Sewer and Storm Laterals / Septic

The sewer lateral, and storm lateral if one exists, shall be exposed and properly capped within 24" of the valve box or at the lot line. If the property has on-site septic, it will be filled and/or crushed pursuant to Kalamazoo County Environmental Health Division standards.

Potable Water

The water line or well shall be plugged and/or capped in accordance with Kalamazoo County Environmental Health Division standards.

Basement Floor and Foundation

All structures and their foundations slated for demolition shall be completely razed and removed from the site.

IMPORTANT NOTE

Backfilling is to be done only after inspected and approved by KABA. If the property is backfilled without the proper progress inspection(s), the demolition contractor will be required to remove the fill.

Final (Post-Demolition) Inspection

The final inspection shall be done at the request of the demolition contractor. *Call KABA at 269-216-9511 to arrange for the final inspection.* The Inspector will look for and require the following:

1. All structures slated for demolition on the site have been removed.
2. Masonry and concrete on the site has been removed, as shown on the site sketch.
3. The lot is properly filled, compacted and graded.
4. Final fill is at least 4 inches of sandy loam, dirt or topsoil.
5. Public sidewalks, right of ways and approaches damaged through the demolition process shall be restored to their earlier condition.
6. Demolition Waste Disposal Tickets.

IMPORTANT NOTE

Also, if the demolition does not pass the final inspection, KABA will retain the contractor's performance guarantee and withhold bond (if applicable) until all items meet demolition standards. Re-Inspection fees may apply.

Close Out of Demolition Permit

After the final inspection has been conducted and the site work approved, KABA will close out the demolition permit. At that time, KABA will return the performance bond or letter of credit to the demolition contractor.

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VI. Attachments

Demolition Permit Application

Site Sketch Example

Utility Company Correspondence