

St. Joseph County | City of South Bend

BUILDING DEPARTMENT

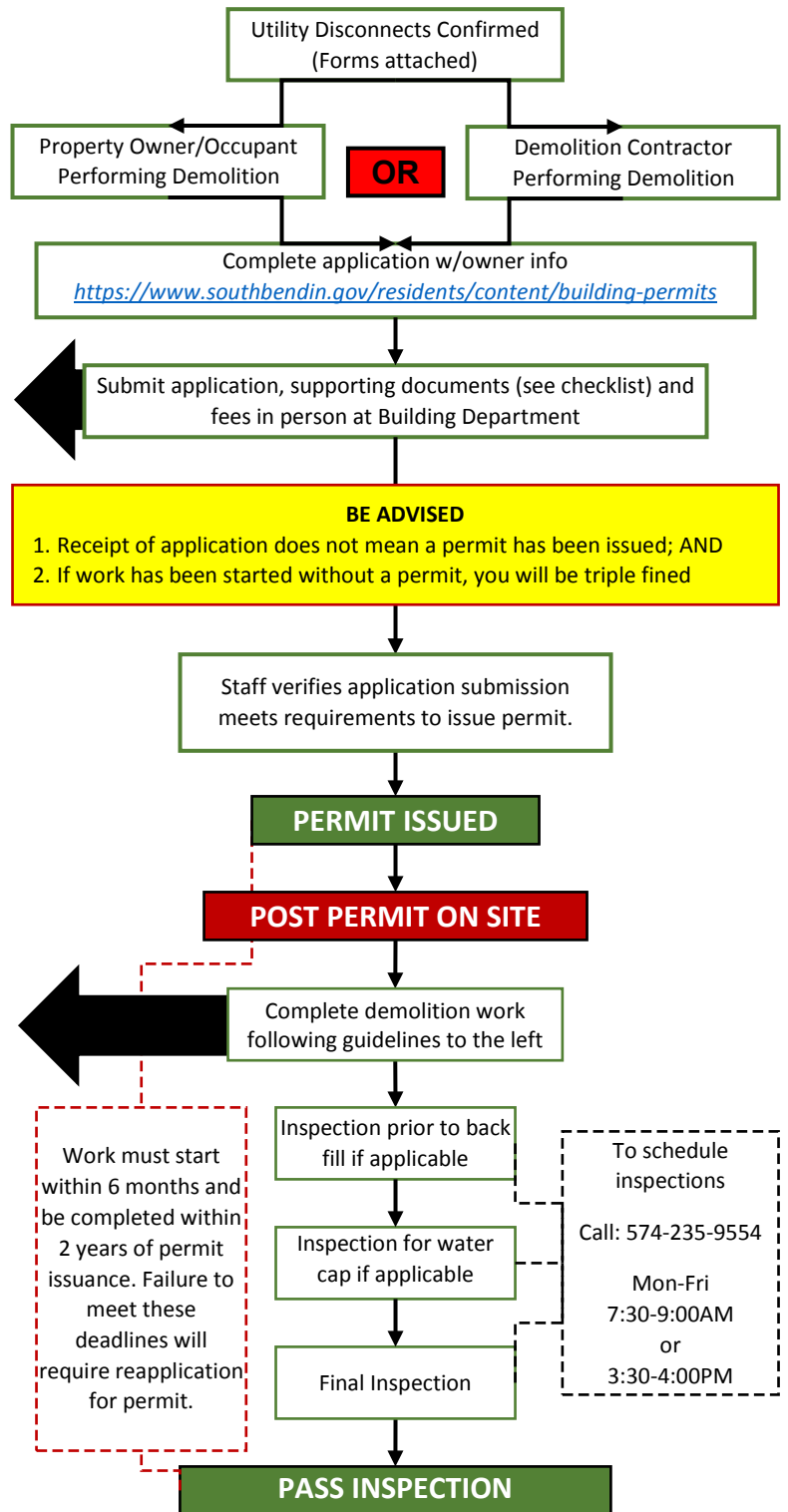
COMMERCIAL DEMOLITION PERMIT APPLICATION

DEMOLITION APPLICATION CHECKLIST

- 1. Completed Application
- 2. All applicable contractors involved in the demolition OR if the property is within CITY limits AND the property owner is doing the work AND the structure(s) is larger than 600 sq/ft a bond must be registered with the building department.
- 3. For County Demolitions, an Abandonment Permit from the Health Department is required for septic AND well.
- 4. Utility Release verifications
- 5. Application fee ****SEE FEE SCHEDULE FOR APPLICABLE PERMIT FEES**

DEMOLITION GUIDELINES

1. Be sure to obtain any other applicable permits required (eg. Occupancy Permits for occupying Public Right-of-Way.)
2. For County Demolitions, an Abandonment Permit from the Health Department is required.
3. Ensure asbestos or other hazardous/toxic materials are identified and disposed of properly. **Attached Notification of Demolition and Renovation Operations Form must be completed (see page 4 for details)**
4. Demolition of the building(s) includes removal of the following: accessory buildings and sheds, sidewalks, driveways, slabs, fences, retaining walls, basements, dead trees, bushes and all other such items that might be a part of the property that should be removed.
5. Septic tank and drywells must be filled with clean fill.
6. In the case of a demolition including a basement all debris must be removed from the remaining and hole and visual inspection by the Building Department completed prior to backfilling.
7. Fill must be to grade level and completed with clean fill.
8. Unless specifically requested by the client all live trees must be left standing.
9. Demolition must begin within 6 months of permit issuance and completed within 2 years of permits issuance. Failure to comply with these timelines will require reapplication for permit.
10. All debris and residue as a result of demolition is to be hauled away or removed by an approved landfill.
11. Upon completion schedule an inspection to verify.





DEMOLITION PERMIT APPLICATION

ST. JOSEPH COUNTY | CITY OF SOUTH BEND | BUILDING DEPARTMENT

PROPOSED PROJECT ADDRESS:

_____ Address _____ City _____ Zip _____ Township

ZONING: _____ **OVERLAY/NNZO:** Yes No **HISTORIC DISTRICT:** Yes No

PROPERTY OWNER: _____

PHONE NUMBER: _____ **EMAIL:** _____

MAILING ADDRESS: _____ Address _____ City _____ State _____ Zip

STRUCTURE TYPE TO BE DEMOLISHED:

PRIMARY STRUCTURE INCLUDING BASEMENT INCLUDING ATTACHED GARAGE ACCESSORY STRUCTURE

FLOORS: 1ST Floor _____ sq/ft 2ND Floor _____ sq/ft 3RD Floor _____ sq/ft Basement _____ sq/ft
Attached Garage _____ sq/ft Accessory Structure _____ sq/ft **TOTAL** _____ sq/ft

VERIFICATION OF UTILITY DISCONNECTS: ELECTRIC GAS WATER/WELL/SEPTIC

**Proof of utility disconnects must be provided with this application.*



DEMOLITION PERMIT APPLICATION

ST. JOSEPH COUNTY | CITY OF SOUTH BEND | BUILDING DEPARTMENT

DEMOLITION

CONTRACTOR: _____

OR

OWNER AS CONTRACTOR

*Please note that properties within
City limits that are over 600 sf may
NOT be demolished by a property owner

PHONE: _____

EMAIL: _____

ADDRESS:

Address City State Zip

***All contractors must be licensed and/or registered with our department. For more information on this go to <http://www.southbendin.gov/government/content/contractor-licenses-0>**

***Application must be signed below**

I certify the above to be a true and accurate to the best of my knowledge.

APPLICANT SIGNATURE

DATE

PRINT NAME

ORG/BUSINESS OR OWNER

PHONE

EMAIL

Indiana Demolition and Renovation Requirements

Pursuant to 326 IAC 14-10-1, prior to the commencement of a demolition or renovation activity, the owner or operator of a facility shall use an Indiana licensed asbestos building inspector to thoroughly inspect the affected facility, or any part of the facility where the demolition or renovation operation will occur, for the presence of asbestos, including Category I and Category II non-friable asbestos-containing material.

Prior to performing any renovation or demolition, the owner or operator is required to submit a notification of demolition or renovation to IDEM-OAQ. Pursuant to 326 IAC 14-10-3, the owner or operator of a facility where demolition or renovation activity will take place shall provide the Indiana Department of Environmental Management Office of Air Quality with written notice of the intention to demolish or renovate on a form provided by the department and update such notice as necessary. A notification is required even if no asbestos is present.

- Information regarding asbestos inspections can be found at: <https://www.in.gov/idem/asbestos/2334.htm>
- Information regarding notifications can be found at: <https://www.in.gov/idem/asbestos/2333.htm>
- The notification with instructions as well are located under “Asbestos” at the following address: https://www.in.gov/idem/5157.htm#oaq_compliance_asbestos
- The completed notification should be emailed to: AsbestosDemoReno@idem.In.gov

Please direct any questions to:

Adrienne Lenyo,
Office of Air Quality
Compliance Inspector
Northern Regional Office
574-245-4882 or by email at a lenyo@idem.IN.gov

Thank you for your attention to this matter.



NOTIFICATION OF DEMOLITION AND RENOVATION OPERATIONS

State Form 44593 (R3 / 9-18)

INDIANA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT

I. TYPE OF NOTIFICATION (check one):		<input type="checkbox"/> Original	<input type="checkbox"/> Revised	<input type="checkbox"/> Canceled	<input type="checkbox"/> Courtesy
II. FACILITY INFORMATION					
Owner / Operator:					
Address:		City:		State:	ZIP:
Contact:		Telephone:		E-mail:	
Asbestos Removal Contractor:		Demolition Contractor:			
Address:		Address:			
City:	State:	ZIP:	City:	State:	ZIP:
Contact:	Telephone:		Contact:	Telephone:	
E-mail:		E-mail:			
IN License Number:	Expiration:				
Licensed Asbestos Inspector:		Project Designer:			
Address:		Address:			
City:	State:	ZIP:	City:	State:	ZIP:
Contact:	Telephone:		Contact:	Telephone:	
E-mail:		E-mail:			
IN License Number:	Expiration:		IN License Number:	Expiration:	
III. TYPE OF OPERATION					
<input type="checkbox"/> Demolition	<input type="checkbox"/> Renovation	<input type="checkbox"/> Ordered Demolition	<input type="checkbox"/> Emergency Renovation	<input type="checkbox"/> Intentional Burning	
IV. IS ASBESTOS PRESENT? <input type="checkbox"/> Yes <input type="checkbox"/> No					
V. PROCEDURES / ANALYTICAL METHODS USED TO DETECT THE PRESENCE AND AMOUNT OF ASBESTOS MATERIALS					
VI. APPROXIMATE AMOUNT OF ASBESTOS TO BE REMOVED AND/OR NOT TO BE REMOVED					
	Regulated ACM to be removed	Nonfriable Asbestos Material to be removed		Nonfriable Asbestos Material NOT to be removed	
		Category I	Category II	Category I	Category II
Pipes (Ln. Ft.)					
Surface Area (Sq. Ft.)					
Total Volume (Cu. Ft.)					
Total amount on or off all facility components where length or area could not be measured previously					
VII. SCHEDULED DATE OF STRIPPING / REMOVAL		Start (mm/dd/yy):		End (mm/dd/yy):	
VIII. SCHEDULED DATES OF RENOVATION / DEMOLITION					
Renovation	Start (mm/dd/yy):		End (mm/dd/yy):		
Demolition	Start (mm/dd/yy):		End (mm/dd/yy):		
IX. FACILITY DESCRIPTION					
Building Name:					
Street Address:					
City:			State:	County:	
Location of removal within building (including floor and room numbers):					
Building Size (Sq. Ft.):		Number of Floors:		Age / Year Built:	
Present Use:			Prior Use:		

X. DESCRIPTION OF PLANNED DEMOLITION OR RENOVATION WORK, METHODS/TECHNIQUES TO BE USED, AFFECTED FACILITY COMPONENTS AND TYPE OF MATERIAL REMOVED					
XI. DESCRIPTION OF WORK PRACTICES AND ENGINEERING CONTROLS TO BE USED TO PREVENT EMISSIONS OF ASBESTOS AT THE SITE; INCLUDING ASBESTOS STRIPPING, REMOVAL AND WASTE HANDLING PROCEDURES TO PREVENT NONFRIABLE ASBESTOS MATERIAL FROM BECOMING FRIABLE IN THE COURSE OF THE PROJECT					
XII. DESCRIPTION OF PROCEDURES TO BE FOLLOWED IN THE EVENT UNEXPECTED ASBESTOS IS FOUND OR PREVIOUSLY NONFRIABLE ASBESTOS MATERIAL BECOMES CRUMBLLED, PULVERIZED, OR REDUCED TO POWDER					
XIII. ASBESTOS WASTE TRANSPORTER			XIV. ASBESTOS WASTE DISPOSAL SITE		
Name:			Name:		
Address:			Address:		
City:	State:	ZIP:	City:	State:	ZIP:
Contact:	Telephone:		Contact:	Telephone:	
E-mail:			E-mail:		
XV. ORDER DEMOLITIONS					
Agency Name:			Date Ordered Demolition to Begin (mm/dd/yy):		
Contact:	Title:		Telephone:	E-mail:	
Regulatory Authority:			Date of Order (mm/dd/yy):		
XVI. EMERGENCY RENOVATIONS					
Date (mm/dd/yy) and Time of Emergency:					
Description of sudden, unexpected event:					
Explanation of how the event caused unsafe conditions or would cause equipment damage:					
XVII. CERTIFICATION STATEMENT AND SIGNATURE BY OWNER/OPERATOR					
I HEREBY CERTIFY THAT THE INFORMATION IN THIS NOTIFICATION IS CORRECT AND THAT I WILL ONLY USE INDIANA LICENSED WORKERS AND PROJECT SUPERVISORS, TO IMPLEMENT THIS ASBESTOS PROJECT, WHICH HAVE BEEN TRAINED IN 326IAC 14-10; 40 CFR PART 61, SUBPART M; AND, IF APPLICABLE, INDIANAPOLIS AIR POLLUTION CONTROL BOARD REGULATION 14. THE TRAINED INDIVIDUAL(S) ALONG WITH EVIDENCE THAT THE REQUIRED TRAINING WAS ACCOMPLISHED SHALL BE AVAILABLE AT THE JOB SITE DURING ACTUAL WORKING HOURS.					
			Date (mm/dd/yy):	E-mail:	
Owner / operator (Signature)					
			Title:		
Owner / operator (Printed)					