

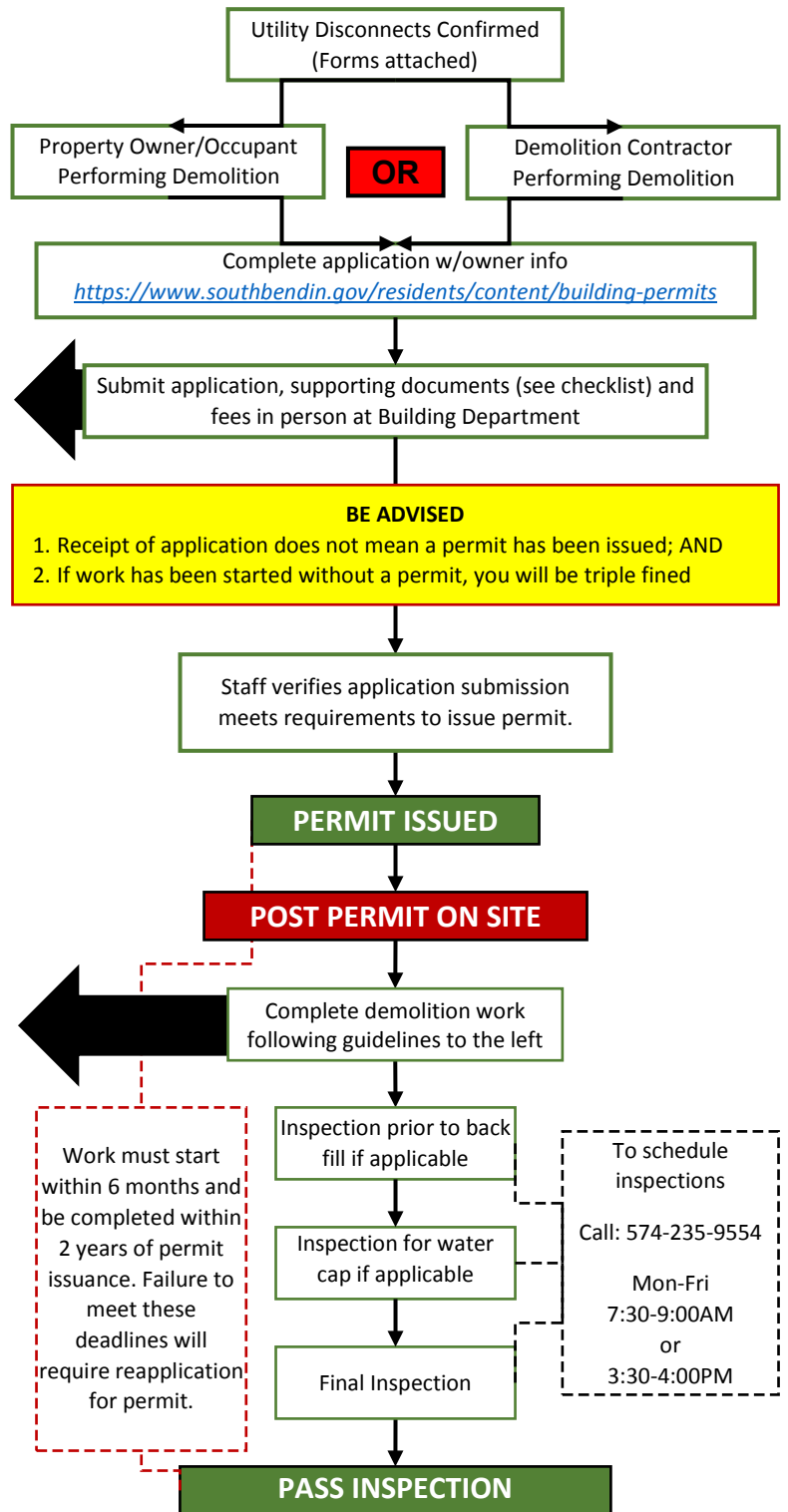
# St. Joseph County | City of South Bend BUILDING DEPARTMENT DEMOLITION PERMIT APPLICATION

## 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.
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

PAYMENT:   
CHECK # \_\_\_\_\_   
CARD   
CASH

**PROPOSED PROJECT ADDRESS:**

\_\_\_\_\_   
Address City Zip Township

**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:**

1<sup>ST</sup> Floor \_\_\_\_\_ sq/ft    2<sup>ND</sup> Floor \_\_\_\_\_ sq/ft    3<sup>RD</sup> 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.*

**\*\*\*If you will be blocking a public right-of-way (including sidewalks, roadways, or alleys) you must obtain Permits from Engineering.**



**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**