

# St. Joseph County | City of South Bend

## BUILDING DEPARTMENT

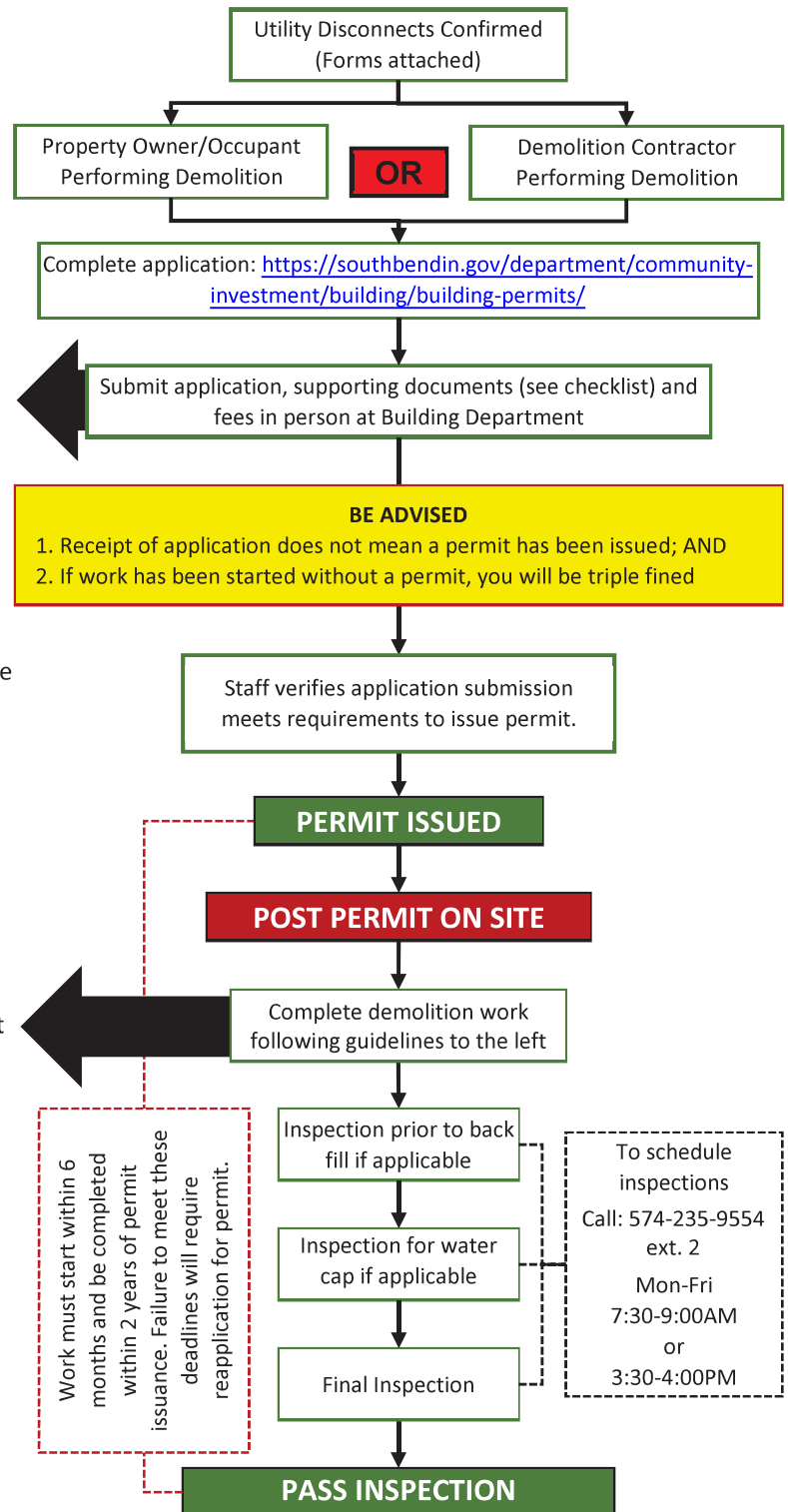
### COMMERCIAL DEMOLITION PERMIT APPLICATION

#### 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.
- ☐ 4. Utility Release verifications
- ☐ 5. Application fee \*\*SEE FEE SCHEDULE FOR APPLICABLE PERMIT FEES

#### DEMOLITION GUIDELINES

- ☐ 6. Be sure to obtain any other applicable permits required (eg. Occupancy Permits to occupy Public Right-of-Way.)
- ☐ 7. For County Demolitions, an Abandonment Permit from the Health Department is required.
- ☐ 8. Ensure asbestos/other hazardous/toxic materials are identified and disposed of properly. **Notification of Demolition and Renovation Operations Form must be completed and sent to the State (see page 3 for details). Proof of receipt must be provided to the Building Dept.**
- ☐ 9. 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.
- ☐ 10. Septic tank and drywells must be filled with clean fill.
- ☐ 11. 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.
- ☐ 12. Fill must be to grade level and completed with clean fill.
- ☐ 13. Unless specifically requested by the client all live trees must be left standing.
- ☐ 14. 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.
- ☐ 15. All debris and residue as a result of demolition is to be hauled away or removed by an approved landfill.



EXCELLENCE | ACCOUNTABILITY | INNOVATION | INCLUSION | EMPOWERMENT



## DEMOLITION PERMIT APPLICATION

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

PAYMENT:

CHECK #

CARD

CASH

☐☐

16. Upon completion schedule an inspection to verify.

### APPLICANT INFORMATION

DATE:

#### PROPERTY

OWNER:

\_\_\_\_\_

PHONE:

\_\_\_\_\_

EMAIL:

\_\_\_\_\_

ADDRESS:

\_\_\_\_\_

Address

\_\_\_\_\_

City

\_\_\_\_\_

State

\_\_\_\_\_

Zip

APPLICANT:

\_\_\_\_\_

ORG/BUSINESS:

\_\_\_\_\_

PHONE:

\_\_\_\_\_

EMAIL:

\_\_\_\_\_

ADDRESS:

\_\_\_\_\_

Address

\_\_\_\_\_

City

\_\_\_\_\_

State

\_\_\_\_\_

Zip

### PROPERTY INFORMATION

ADDRESS:

\_\_\_\_\_

Address

\_\_\_\_\_

City

\_\_\_\_\_

Zip

### PROJECT INFORMATION

STRUCTURE TYPE:

☐

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:

Proof of utility disconnects must be provided with this application.

☐

ELECTRIC

☐

GAS

☐

WATER

DEMOLITION CONTRACTOR:

\_\_\_\_\_

All demolition contractors must be registered with our department.

For more information on this go to <http://www.southbendin.gov/government/content/contractor-licenses-0>

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

APPLICANT SIGNATURE

DATE

## 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#oag\\_compliance\\_asbestos](https://www.in.gov/idem/5157.htm#oag_compliance_asbestos)
- The completed notification should be emailed to: [AsbestosDemoReno@idem.in.gov](mailto:AsbestosDemoReno@idem.in.gov)  
Please direct any questions to:  
Office of Air Quality  
Northern Regional Office  
574-245-4873 or by email at [AsbestosDemoReno@idem.in.gov](mailto:AsbestosDemoReno@idem.in.gov)

Thank you for your attention to this matter.