PA MUNICIPAL CODE ALLIANCE, Inc.

Chambersburg Office: 405 Wayne Ave. Chambersburg, PA 17201 **Phone:** 717 496-4996
Bedford Office: 125 S. Richard Street, Suite 102, Bedford, PA 15522 **Phone:** 814 310-2326
Somerset Office: 318 Georgian Place, Somerset, PA 15501 **Phone:** 814 444-6112
Email: pmca@pacodealliance.com **Website:** http://pacodealliance.com/

Requirement checklist to obtain a building permit for a:

DEMOLITION

PLEASE NOTE – FOR ALL RESIDENTIAL OR COMMERCIAL DEMOLITIONS:
Partial Demolition OR close proximity to other structures may require additional information and details. If you have any question about the level of details needed call the PMCA office nearest you for further clarification so your project is not delayed due to lack of necessary information.
Thank you

- ☐ Completed Demolition 1 page Application (needs to be legible and signed)
- ☐ Land Use Permit (signed/approved by the Municipality)
- ☐ Detailed Project Description – explain in a narrative and please be legible – hard to read documents cause delay in the application review process
- ☐ 2 sets of drawings (drawings requirements will vary – see the note in the boxed section above)
- ☐ 2 copies of site plans (include all existing structures, proposed structure and their distances to all lot lines)
- ☐ Copy of the Contractors Certificate of Liability Insurance if contracting out the work
  OR
  If doing the work yourself submit a signed Workers Compensation Certificate of Liability
- ☐ Driving directions from a known landmark or intersection

NOTE: All Commercial Buildings to be demolished must notify DEP per *NESHAP Regulation 40 CFR 61 Subpart M* – Call DEP for more details: 814 946-7290

- ✓ After submitting all required documents your application will be reviewed.
- ✓ PMCA will contact you to let you know if your application has been approved or denied.
- ✓ When the project is approved you will be notified the Building Permit is ready. Prior to obtaining the building permit all charges (i.e. administrative, inspections fees) must be paid.
- ✓ Be advised additional fees may be applied, throughout the project, for failed or missed inspections.

ALWAYS CALL 811 BEFORE YOU DIG

We Support Pennsylvania 811

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▶DEMOLITION PERMIT APPLICATION◀

Municipality _____ County _____ Tax Parcel I.D. _____ *Official use only [date stamp]* _____

Location of Property where demolition is taking place: (Complete Street City Zip) _____

1. BUILDING/STRUCTURE OWNER'S INFORMATION

First Name _____ Mi. _____ Last Name _____ Phone No: _____

Street Address _____ City _____ State _____ Zip _____

2. DEMOLITION CONTRACTOR INFORMATION

First Name _____ Mi. _____ Last Name _____ Phone No: _____

Street Address _____ City _____ State _____ Zip _____

3. UTILITIES

Demolition may not begin until all utilities have been terminated. The owner must ensure that all utilities have been properly terminated. Upon completion of the demolition, all debris shall be removed from the premises and the cellar filled and graded to level.

Gas Service has been terminated: ☐ yes ☐ no Sign & date: _____

Electric Service has been terminated: ☐ yes ☐ no Sign & date: _____

Water/Sewer Service has been terminated: ☐ yes ☐ no Sign & date: _____

4. SITE PLAN REQUIREMENTS

Two copies of a site plan showing the proposed demolition must accompany the application. Each plan must detail:

- Size and location of all buildings or structures to be demolished, distances to property lines and distances to sidewalks, pavement and curbs where they abut property lines.
- Size and location of any existing buildings or structures that will remain on the site.
- Area to be filled to existing grade and seeded or to be fenced and otherwise protected in anticipation of new construction.
- If applicable, location dimension and construction details for pedestrian protections required in section 3306 of the *International Building Code.*

5. APPLICANT INFORMATION

I certify that I am the owner of record, or that I have been authorized by the owner of record to submit this application and that the work described has been authorized by the owner of record, and I agree to conform to all applicable local, state, and federal laws governing the execution of this project. I certify that the Code official or his representative shall have the authority to enter the areas in which this work is being performed, at any reasonable hour, to enforce the provisions of the Codes governing this project.

Print Full Name _____ *Phone (Cell and/or Land line)* _____ *Email Address* _____

Complete Mailing Address: *Street/P.O. Box* _____ *City* _____ *State* _____ *Zip* _____

APPLICANT SIGNATURE: _____ DATE: ____/____/____

ATTACH ADDITIONAL SHEETS AS NEEDED TO COMPLY WITH SITE PLAN REQUIREMENTS – see #4 above

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Demolition Permit Handout

INFORMATION ON DISCONNECTION OF UTILITIES

A - Owners of Residential Properties:

Owner must pay for and obtain a demolition permit from the building department before the residential structure is to be demolished or removed. You may request, for a fee, to be determined and paid for by owner, at time of your request, that utilities be disconnected on a certain date or within a certain period of time. The applicable agencies need lead time prior to disconnection of services. Please note that most agencies are closed during weekend and holidays.

Dust Control

The owner shall use all means necessary to prevent dust from being a nuisance to the public, neighbors, or local businesses during the construction period. Owner should not perform any demolition work without spraying water over the demolition work area to control the dust if it appears to be a problem.

Storm Water Pollution Prevention

The Owner shall prevent any material created as a result of his activities from entering the storm drain system. The storm drain system includes, but is not limited to, the gutter, the roadway, creeks, ditches, and any underground storm water conduit.

Regardless of the size and area of the property, the owner shall install straw wattles or other appropriate erosion and sedimentation (E&S) control features or devices along the entire length of the drain and discharge sides of the property. E&S controls shall be placed in a manner consistent with standard industry practice."

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Agencies to contact

Electric	Water	Telephone
Gas	Sewer	Cable

Submit permit application at least two weeks prior to desired start date to PMCA – contact the office where your application was submitted

Call three (3) working days prior to start of work:

1 – Contact the office where your application was submitted – see letterhead for contact information to confirm when demolition will start.
2 - To disconnect the existing electric, water, and sewer lines to your property, some utilities may require a greater lead time.
3 . Call PA ONECALL, 72 hours before any excavation, (800) 242-1776

Encroachment Permit

You may need to take an encroachment permit from Penn DOT Engineering Division or the municipality if the demolition work involves work to be carried out into public right of way. Owner is responsible for all the required fees

Abandoning Wells & Septic Tanks

Call your municipal SEO
Owner is responsible for all the required fees

B – Owners & Contractors:

Owners who wish to demolish their properties, and contractors with a contract to demolish any structure, must pay for and obtain a demolition permit from the building department before the structure is to be demolished or removed. The Owner and/or Contractor shall arrange to have all utility services connections disconnected, and capped off at the curb side, at his own expense, prior to start of demolition work. Owner and/or Contractor must call the building department, and other appropriate agencies, for inspections to verify the work was done properly and according to the acceptable construction standards. Please note that most agencies are closed during weekend and holidays.

Dust Control

The Owner and/or Contractor shall use all means necessary to prevent dust from being a nuisance to the public, neighbors, or local businesses during the construction period. Owner and/or Contractor should not perform any demolition work without spraying water over the demolition work area to control the dust if it appears to be a problem.

Storm Water Pollution Prevention

The Owner and/or Contractor shall prevent any material created as a result of his activities from entering the storm drain system. The storm drain system includes, but is not limited to, the gutter, the roadway, creeks, ditches, and any underground storm water conduit.

Regardless of the size and area of the property, the owner shall install straw wattles or other appropriate erosion and sedimentation (E&S) control features or devices along the entire length of the drain and discharge sides of the property. E&S controls shall be placed in a manner consistent with standard industry practice."

Agencies to contact

Call five (5) working days prior to start of work:

1 – Contact the office where your application was submitted – see letterhead for contact information to confirm when demolition will start.
2 - To disconnect the existing electric, water, and sewer lines to your property, some utilities may require a greater lead time.
3 . Call PA ONECALL, 72 hours before any excavation, (800) 242-1776

Encroachment Permit

Owner and/or Contractor need to take an encroachment permit from Penn DOT Engineering Division if the demolition work involves work to be carried out into state right of way. Owner and/or Contractor are responsible for all the required fees.

Abandoning Wells & Septic Tanks

Call your municipality. Owner and/or Contractor are responsible for all the required fees.

Environmental Health

Buildings built prior to 1/1/1978 are presumed to contain lead based paint. Buildings built prior to 1/1/1980 are presumed to contain asbestos.

For information about removal of lead based paint and asbestos containing materials, contact:

The Pennsylvania Department of Environmental Protection

PA DEP
South Central Region 909
Elmerton Avenue
Harrisburg, Pa. 17110-8200
717 705-4700

DIRECTIONS TO THE SITE LOCATION

Please give directions to the work site from a known landmark and/or intersection. Use a directional drawing also in the space provided below if that would assist.

Applicant: _____ Phone: _____

Site Street Address: _____

Directions: _____

_____

_____

_____

_____

_____

Use this space if needed to further clarify the site location:

Please Note: Inspectors cannot inspect what they cannot find, Be certain the directions are clear. Use Road or Street names, distances between turn offs, and the direction of that travel (North South East or West). Landmarks are very helpful.