Housing, Economic Development and Commerce Department

Office of the Construction Official

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Demo Requirements and Check List

The following is promulgated to assist the applicant in providing a clear and concise outline of the requirements in obtaining a permit to demolish a building. It is broken down into documents required and steps required.

Documents Required

( ) Plumbing permit for sewer cap. Sewer Seal Certificate, obtained from Plumbing Subcode.

( ) Water shut off certificate. Obtained from 233 Coles Street (JCMUA).

( ) Letter from PSE&G demo gas and electric meters have been removed and utilities disconnected.

( ) Certificate from Tax Office that taxes have been paid to date. Obtained from City Hall.

( ) Certificate from Water Department that the water bill has been paid to date. Obtained from Troy Street.

( ) Certification from Contractor that all utility companies have been notified for underground mark outs.

( ) Exterminator certificate with certification that site has been baited for rodents for 10 or more days.

( ) Asbestos Abatement Certification (see attached form to be completed).

( ) Certification by property record card obtained from Tax Assessors office that the property is not over 150 years old, not in Historic Area, or Redevelopment Zone. Review by Historic and Sign Off.

( ) Completed Building Subcode Application and Permit Application.

( ) Underground Storage tank certification or CA for removal.

( ) Plot Plan ( ) Tax Plate

( ) Pictures of Adjoining properties.

( ) If not the actual contractor, subcontractor consisting of name, address, phone number, including certificate of insurance

Prior to Submission

( ) Board of Health Approval

( ) If demolition is over 5 thousand square feet, Hudson Essex Soil Erosion filing and approval. Located at 80 Orchard Street, Bloomfield, NJ, 07003, Phone 8623334505, Fax 8623334507

( ) Non Attached Buildings or more than 3 foot from adjoining structures, details on protection adjoining buildings dust control, property line issues. Fencing and securing site if demo is not completed.

( ) Attached buildings, Effective as of today July 22, 2015, when any drawings are filed or documents submitted for any excavations or demolitions within three (3) feet of an adjoining building, the following shall apply:
Prior to the issuance of permits a licensed structural engineer shall be retained by the builder/developer for oversight of the excavation/demo process of a building.
The developer/builder shall provide documentation to this office that an licensed structural engineer has been retained for on-site supervision. The documentation shall include the engineers professional credentials. Prior to start of the demolition the office shall be contacted and the building inspector shall be notified of the conditions at the site by the licensed engineer.
The engineer shall provide a signed and sealed written report to the Building Department specifying the methods the contractor shall follow during the demolition.
No demolition shall take place unless the engineer is physically on site. Should the engineer not be on site work shall cease until he/she returns to the site. During the course of the demolition, the building inspector shall make periodic inspections to ensure compliance with these procedures.
( ) Notification to adjoining property owners
( ) Building inspector to view demolition and procedures

CONTINUED ON BACK

Day of Job Start

( ) Traffic Engineering approval for Street and Sidewalk Closures

( ) Building inspector, inspector on site

( ) If applicable retained engineer

( ) water truck with amble hoses and water supply

( ) all required safeguards in place

Near Completion

( ) Inspector notified after foundations and slab removed, certification of fill materials

At completion

( ) Final inspection, consisting of site graded, repairs or restorations to adjoining properties, grading of property with assurances not pitched to adjoining buildings, installation of fence, repair of sidewalk.

( ) WHEN APPROVED CERTIFICATE OF APPROVAL ISSUED TO ALLOW NEXT PHASE OF PROJECT.