

[JAN 18 2011]

CITY OF LONGWOOD
DEMOLITION PERMIT PROCEDURES

Anyone wishing to demolish all or part of an existing structure which is not part of a renovation covered by a valid building permit must apply for and receive a permit from the City of Longwood to do so according to the procedures and policies set forth herein.

Additional and pertinent information described in this document shall be attached to and made part of the application and permit.

APPLICANT

- Demolition of non-residential and other than one or two-family homes must be carried out by a licensed contractor or demolition contractor. Demolition of one or two-family homes may be carried out by an owner/builder subject to exemption standards of the Building Code. Contractors shall provide proof of liability insurance and workers' compensation coverage.
- The applicant for a demolition permit shall provide a notarized letter from the property owner of record acknowledging that the structure is to be demolished, the property is vacant, the utilities are to be disconnected and that all other applicable regulations shall be adhered to.
- A Notice of Commencement shall be required for all demolition activity when required per Chapter 713, Florida Statutes.

PERMIT

Concurrent with an application for demolition of a structure or a portion thereof, the following information shall be included and made part of the application:

- Written description of the means of demolition to be utilized including any special needs, equipment or machinery, and the proposed methods of storage of debris until removed from the site.
- Written description of the nature of material to be removed from the site and the proposed means of disposal – recycle, landfill, hazardous waste, etc.
- Written description of the proposed means of controlling potential adverse impacts of demolition activity including sedimentation, erosion, stormwater runoff, windblown sand, dust and debris and any other issues particular to the site.
- Site plan, survey, or other graphic depiction of site improvements which are proposed to be removed from the property and any improvements which are proposed to remain after demolition is completed including structures, building slabs, footers, pavement or other impervious surfaces and underground structures.
- Projection of the duration of the excavation activity including commencement and completion
- Copy of the Seminole County Property Appraiser tax records
- Disconnect Letter(s) from utility providers – including Seminole County Health Department for septic systems
- All required information shall be submitted prior to the issuance of the demolition permit

INSPECTIONS

FIRST: Prior to the issuance of a demolition permit, an inspection shall be scheduled through the Building Official to verify:

- All utilities have been disconnected
- Any required runoff or other potential environmental hazards have been addressed

- Fencing, if required, has been installed according to the Temporary Fence Permit

SECOND: After the completion of demolition activity, a post-demolition inspection shall be scheduled to confirm the following:

- All debris has been removed from the site
- Construction/demolition fencing has been removed
- Site has been restored according to the demolition permit

PROCEDURE

- The applicant is encouraged to schedule a pre-permit meeting with the Longwood Building Official to review the proposed demolition and permit requirements
- Submission of a demolition permit application and all required attachment information including utility shut-off and confirmations.

UTILITY DOCUMENTATION

Prior to the issuance of a demolition permit, the applicant shall provide written confirmation from all applicable utility providers that service has been discontinued and service lines have been removed, cut, capped or otherwise appropriately disconnected. See contact list below.

ASBESTOS REMOVAL

State and federal regulations require that all applicants for demolition permits be advised of the existence of established standards for the removal and disposal of asbestos.

Prior to the issuance of a demolition permit, the applicant shall provide documentation of adherence to said standards including a copy of the required notification to the Environmental Protection Agency and contact with the State Asbestos Coordinator.

OZONE DEPLETING SUBSTANCES

The removal and disposal of refrigerants in air conditioning systems and equipment is required to be done by a certified technician and is subject to Section 608 of the Clean Air Act as enforced by the Environmental Protection Agency.

Documentation shall be provided of compliance with these provisions if applicable.

ADDITIONAL INFORMATION

Based on individual situations the Building Official may require further certification regarding the structure to be demolished and the site conditions including but not limited to the following:

- Certification by a State Certified Pest Control technician that the building is free of infestation by rodents and/or other vermin
- Documentation that any existing septic tank(s) have been addressed according to applicable standards
- Written confirmation that any grease traps, underground storage tanks, fuel oil, propane and/or other hazardous materials will be disposed of according to pertinent federal, state, county or municipal regulations and a description of required permits and processes.

Upon review of specific circumstances the Director of Community Services may adjust the requirements contained herein.

STANDARDS

DEMOLITION: All demolition activity shall adhere to the following standards:

- All demolition activity shall be performed in accordance with generally accepted safe practices and applicable federal, state, county and municipal codes.

- Every effort shall be made during the demolition process to minimize negative or hazardous impacts associated with demolition activity including impacts on surrounding properties, public roadways, sidewalks, undesirable visual blight, or adverse environmental effects.
- Depending on site conditions, the Building Official may require the installation of silt fences or other means to control runoff during demolition activities.
- Fencing may be required by the Building Official to address site-specific health and safety concerns. Any required fencing shall obtain a Temporary Fence Permit.
- Swimming pools are to be removed or have the bottom broken out, beams destroyed and filled with acceptable clean fill.
- Wells shall be abandoned by a licensed contractor as part of the demolition process
- The Building Official may permit the preservation of grade level improvements provided that they are deemed to be in satisfactory condition and do not present a safety hazard

RESTORATION: All portions of a site which have been disturbed or otherwise altered by demolition activity shall be restored in the following manner:

- Unless otherwise approved by the Building Official, all above and below ground, man-made stationary features, including mechanical and electrical accessories, shall be removed including footers, posts, foundations and the like.
- Level, hard surface improvements including parking lots, vehicular use areas, building slabs and the like may be preserved on site provided that there are no vertical protrusions or projections or significant potholes or depressions which may be hazardous or retain stormwater, subject to review by the Building Official.
- Any holes or depressions in hard-surface areas to be retained as identified during the pre-demolition inspection shall be filled concurrent with site grading activities with a material acceptable to the Building Official
- The disturbed portion of a site and all other pervious area shall be re-graded to a uniform condition so that they are generally smooth and level with no drop-offs, holes or other features which might pose a safety hazard including areas likely to hold standing water
- Changes in grade between the subject and abutting properties shall be minimized. In no instance shall the site be regraded so that the subject site is higher than adjacent properties at the property line, including frontage on rights-of-way.
- No change in stormwater runoff or outfall from the property shall result from the regrading
- Unpaved or other pervious surfaces shall be re-vegetated with sod, seed, or sprigs of a lawn grass commonly used in Seminole County and maintained, including watering, until growth is self-sustaining.
- After completion of demolition activity and final inspection by the building official, the site shall be maintained in a clean, well-maintained manner. Failure to maintain property in such a manner may result in Code Enforcement action by the city.

CONTACT INFORMATION

Asbestos

State Asbestos Coordinator 850-488-1344
DEP Asbestos Removal Notification 407-893-3333

Septic Tank

Seminole County Health Department; Environmental Health Services

407-665-3619

Wells

St Johns River Water Management District 407-659-4800
Seminole County Health Department 407-655-3619

Water

City of Longwood 407-263-2388
Utilities, Inc. of Florida 407-869-1919

Sewer

City of Longwood 407-263-2388
Utilities, Inc. of Florida 407-869-1919

Electric Utilities

Progress Energy 407-629-1010

Gas

Teco Peoples Gas Company 407-420-2674

Telephone

CenturyLink 407-830-3650
Fax 407-260-2683

Petroleum Tanks

Seminole County Petroleum Storage Tank Bureau 407-655-2330

Instructions

The state asbestos removal program requirements of s. 376.60, F.S., and the renovation or demolition notice requirements of the National Emission Standards for Hazardous Air Pollutants (NESHAP), 40 CFR Part 61, Subpart M, as embodied in Rule 62-257, F.A.C., are included on this form.

Check to indicate whether this notice is an original, a revision, a cancellation, or a courtesy notice (i.e., not required by law). If the notice is a revision, please indicate which entries have been changed or added.

Check to indicate whether the project is a demolition or a renovation.

If you checked demolition, was it **ordered** by the State or a local government agency? If so, in addition to the information required on the form, the owner/operator must provide the name of the agency ordering the demolition, the title of the person acting on behalf of the agency, the authority for the agency to order the demolition, the date of the order, and the date ordered to begin. A copy of the order must also be attached to the notification.

If you checked renovation, is it an **emergency renovation operation**? If so, in addition to the information required on the form, the owner/operator must provide the date and hour the emergency occurred, the description of the sudden, unexpected event, and an explanation of how the event caused unsafe conditions or would cause equipment damage or an unreasonable financial burden. If you checked renovation and it is a **planned renovation operation**, please note that the notice is effective for a period not to exceed a calendar year of January 1 through December 31.

- I. Complete the facility information. This section describes the facility where the renovation or demolition is scheduled. This address will be used by the Department inspector to locate the project site. Provide the name of the consultant or firm that conducted the asbestos site survey/inspection. For "prior use" check the appropriate box to indicate whether the prior use of the facility is that of a school, college, or university; residence, as "residential dwelling" is defined in Rule 62-257.200, F.A.C.; small business, as defined in s. 288.703(1), F.S.; or other. If "other" is checked, identify the use. Please follow the same instructions for "present use."
- II. Complete the facility owner information.
- III. Complete the contractor information.
- IV. List separately the scheduled start and finish dates (month/day/year) for both the asbestos removal portion of the project and the renovation or demolition portion of the project.
- V. Describe and check the methods and procedures to be used for a planned demolition or renovation. Include a description of the affected facility components. (Note: The NESHAP for asbestos, which is adopted and incorporated by reference in Rule 62-204.800, F.A.C., requires obtaining Department approval prior to using a dry removal method in accordance with 40 CFR section 61.145(3)(c)(i).)
- VI. Describe the procedures to be used in the event unexpected RACM is found or previously nonfriable asbestos material becomes crumbled, pulverized, or reduced to powder after start of the project.
- VII. Complete the asbestos waste transporter information.
- VIII. Complete the waste disposal site information.
- IX. List the amount of RACM or ACM of each type of asbestos to be removed. (Note: A volume measurement of RACM off facility components is **only** permissible if the length or area could not be measured previously.) Identify and describe the listed surfacing material and other listed materials as applicable.
- X. Provide the address where the Department is to send the invoice for any fee due. Do not send a fee with the notification. The fee will be calculated by the Department pursuant to Rule 62-257.400, F.A.C.

Sign the form and mail the original to the district or local air program having jurisdiction in the county where the project is scheduled (**DO NOT FAX**). The correct address can be obtained by contacting the State Asbestos Coordinator at: Department of Environmental Protection, Division of Air Resources Management, 2600 Blair Stone Road, Tallahassee, FL 32399-2400.

UNSAFE STRUCTURE CERTIFICATION OF SERVICE DISCONNECT

(Call 811/Sunshine Locate before digging)

1. Applicant () Contractor_____

() Owner Name_____

2. _____
Address Telephone No.

3. Building Structure is () Residential () Commercial

Project Address

Parcel/Tax No.

Owner of Record/Address

Duke Energy

Date Disconnected

Utilities Departments

a. Water_____

b. Sewer_____

c. Gas_____

d. Septic Certificate

