



INTEROFFICE MEMORANDUM

Date: October 2, 2017

To: Code Services Staff

From: Brad Claussen, Building Official

Subject: Demolition of Structures

The purpose of this memo is to ensure a clean, self-draining, buildable site at the conclusion of the demolition process by or on behalf of a private or public interest. Whenever a structure is demolished or removed, the person, firm, or corporation commencing such demolition or removal must do all of the following:

- (1) Prior to commencing demolition.
 - a. Submit a completed demolition permit application and pay appropriate fees at issuance of a demolition permit
 - b. Arrange for proper abandonment of all utility services.
 - c. Conduct a hazardous material assessment in accordance with state and federal regulations
 - d. Abate hazardous materials in accordance with local, state, and federal regulations
 - e. Request and confirm a site utility locate
 - f. Coordinate the closure of any public street or sidewalk with the Public Works Department
 - g. Install safety measures to limit access to the demolition site if required
 - h. Install soil erosion control measures as site conditions warrant when directed by the Public Works Department
- (2) During demolition.
 - a. Terminate existing sanitary sewer lateral(s) within 5 feet of the property line on the lot closest to the connection to the sewer main. Ensure a watertight termination(s). Contact Code Services for inspection prior to backfilling sewer cap
 - b. Demolish the entire structure including all appurtenances attached thereto.
 - c. Remove all footings, foundations, basement walls, and basement floors. Only by pre-approval may foundations be left in place such as with re-use of the foundation, removal of nuisance structures, removal of a structure due to buy out in a flood plain where there will not be any future structures located or if the foundation has been approved for use with the re-build of a new structure

d. Excavations shall be backfilled with clean fill acceptable to the City and compacted to prevent settling. The City reserves the right to require compaction testing paid by the contractor or owner if deemed necessary

c. Grade the site to blend smoothly with surrounding properties, public sidewalks, driveways, and curbs. Final grade shall be executed in a manner that provides a continuous smooth grade free of voids, pockets, and debris including, but not limited to, rocks, roots, plastic, wood, concrete, block, brick, and steel or other construction material. Grade shall be completed so as to eliminate pooling or draining of water onto neighboring properties.

(3) After demolition.

a. Replace all public sidewalks, curbs, driveway approaches, and driveways on the demolition site and adjoining properties damaged during demolition or removal activities in accordance with City standards.

b. Remove all paper, wood, rubbish, and debris from the site before final inspection.

(4) Exception. The Building Official may authorize a deviation from the above standards in the best interest of the City

A contractor/owner handout will be available in hardcopy and on the Code Services website and will be added to each demolition permit packet.