



VILLAGE OF WAVERLY

Pike County, Ohio

201 W. North Street
Waverly, Ohio 45690

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FOR DEPARTMENT USE ONLY:

Permit App. No. _____
Date Received: _____
Date Rejected: _____
Date Issued: _____
Approved by: _____

FORM ADOPTED: 02/2016

Form available at: www.cityofwaverly.net

APPLICATION FOR DEMOLITION PERMIT

SITE ADDRESS:		
LOT #:	SUBDIVISION:	
PARCEL No.:		
LOCATED BETWEEN (nearest streets) _____ and _____		
DESCRIPTION OF DEMOLITION ACTIVITIES:		
APPLICATION DATE: / /	ESTIMATED PROJECT COST: \$	
ESTIMATED START DATE:	ESTIMATED FINISH DATE:	
TYPE OF STRUCTURE:	<input type="checkbox"/> MASONRY <input type="checkbox"/> POST & BEAM <input type="checkbox"/> WOOD FRAME <input type="checkbox"/> OTHER _____	
TYPE OF HEAT:	<input type="checkbox"/> NATURAL GAS <input type="checkbox"/> FUEL OIL <input type="checkbox"/> ELECTRIC <input type="checkbox"/> PROPANE	
UTILITIES IN USE: (or to the structure)	<input type="checkbox"/> NATURAL GAS <input type="checkbox"/> WATER/SEWER <input type="checkbox"/> ELECTRIC <input type="checkbox"/> CABLE TV <input type="checkbox"/> TELEPHONE	
RESIDENTIAL:	<input type="checkbox"/> ONE FAMILY <input type="checkbox"/> TWO FAMILY <input type="checkbox"/> THREE FAMILY <input type="checkbox"/> FOUR FAMILY <i>*(Greater than Four Family – See Below)</i>	
*COMMERCIAL: OBC USE GROUP: _____ *MIXED USE: <input type="checkbox"/> YES <input type="checkbox"/> NO <i>*(Commercial or Mixed Use – See Below)</i>		
The following information MUST be completed to process the application		
PROPERTY OWNERS NAME:		
ADDRESS:		
TELEPHONE:	FAX:	MOBILE:
E-MAIL ADDRESS:		
DEMOLITION CONTRACTOR:		
CONTRACTOR REGISTRATION No. (if applicable)		
ADDRESS:		
TELEPHONE:	FAX:	MOBILE:
E-MAIL ADDRESS:		
APPLICANT:		
ADDRESS:		
TELEPHONE:	FAX:	MOBILE:
E-MAIL ADDRESS		
*OHIO EPA REQUIREMENTS – As required by OAC 3745-20-03 and 40 CFR 61.145(b); for Commercial, Multi-Family Residential (greater than four units), and Multiple Residential Structure demolition projects; notification and permitting is required by the OhioEPA. Evidence of compliance with the OhioEPA is required for issuance of this Demolition Permit. - Contact Information: OhioEPA Southeast District Office, 2195 Front Street, Logan, OH 43138 – Phone: (740) 380-5267 - Visit: www.epa.ohio.gov (Division of Air Pollution Control – Asbestos)		

APPLICANT MUST COMPLY WITH THE FOLLOWING REQUIREMENTS TO BE ISSUED A PERMIT

STEP 1: Contact all utility service providers including municipal utility departments and request to have all services disconnected and removed from the property. The following checklist is provided for your reference and verification.

- SEWER LATERAL – The location of the private sanitary sewer lateral to the structure is marked on-site? _____YES_____No
- WATER & SEWER ACCOUNTS - Notify Waverly Water Office & request termination of Water and Sewer Accounts – (740.947.4888)
- WATER METER REMOVAL – Contact Waverly Water Office for removal of the water meter(s) and tap disconnection – (740.947.4888)
- NATURAL GAS DISCONNECTED - Gas meter(s) removed and tap disconnected - Contact Pike Natural Gas: 937.393.1901
- ELECTRIC SERVICE DISCONNECTED - Electric service equipment (meter) & service drop cable removed - (AEP: 1-800-672-2231)
- TELEPHONE SERVICE DISCONNECTED - Telephone cable(s) removed, notify telephone service provider.
- CABLE TV DISCONNECTED - Cable TV service drop cable removed. - (Time Warner: 1.877.797.8991)
- OHIO EPA REQUIREMENTS - OhioEPA notification and permit for Commercial & Multi-Residential – (OhioEPA SEDO – 740.380.5267)

STEP 2: Complete all of the items in Step 1, provide the items below, and submit this Permit Application to the Mayor's Office for review

- SITE PLAN - Provide a site plan detailing the lot dimensions, structure locations, distances between structures and lot property lines. Indicate structure(s) to be demolished.
- WORK WITHIN THE RIGHT-OF-WAY: If equipment or any work requires occupying the street, alley or sidewalk, a plan for pedestrian and vehicle traffic control at the site should be included with this application.
- ENVIRONMENTAL CONTROLS - Provisions must be made for water to control dust during demolition. Contact the Village of Waverly Water Department for issuance of a temporary service meter. Burning of structure and/or construction debris is prohibited.
- OUPS - Call 8-1-1 or 1-800-362-2764, by law, contact the Ohio Utilities Protection Service, at least 48 hours but no more than 10 working days (excluding weekends and legal holidays) before beginning ANY digging project including excavation or demolition activities.

After the application is approved, the permit will be issued and you will be authorized to begin demolition in accordance with the items below.

STEP 3: STRUCTURE DEMOLITION – Failure to comply with the items listed below may cause revocation of the Permit until complied.

- SITE SAFETY & SECURITY – The entire site shall have safety fencing installed to keep the public a safe distance from all activities and for security when operations are shut down during the night.
- SANITARY SEWER CAPPING – In the presents of the Village Sewer Department, cut the sanitary sewer lateral at the property line and install a PVC SDR35 Cleanout with screw cap at finished grade as approved by the Village of Waverly.
- DEMOLITION – With all utilities disconnected, proceed with demolition as approved in this PERMIT and by the Ohio EPA (as applicable).
- FOUNDATIONS – Basement walls and floor slabs shall be removed, completely – or – the floor slab broken up, in-place, and the basement walls pushed in and crushed into aggregate to be used as fill. Care should be taken to compact the fill as to remove any voids.
- MATERIALS DISPOSAL – All materials resulting from demolition of an existing structure should be transported and placed in a landfill certified to receive the waste (i.e. general construction debris or hazardous waste landfill).
- COMPACTION – Clean earthen or granular fill shall be used to backfill the site and firmly compacted. Placement of the fill material in 8-inch maximum lifts with mechanical compaction is recommended. However, the property owner shall determine the level of compaction necessary for the future uses of the property. Such activities are not covered by this permit nor warranted by the Village of Waverly.
- SITE CLEANUP - All materials and debris must be removed from the site. Any mud tracked into the road must be cleaned-up promptly.
- SITE RESTORATION - The empty lot must be graded before removal of the security fence. Seeding and mulching shall be provided immediately following completion for erosion control.
- OEPA REQUIREMENTS – For Commercial (Industrial), mixed use, multi-family residential of greater than 4 units, and/or multiple residential structure demolitions; compliance shall occur with Ohio EPA permit requirements. Documentation must be provided in proof of OhioEPA final inspection of asbestos removal.

VILLAGE OF WAVERLY

Office of the Mayor – Planning and Zoning

CERTIFICATION	
<p>DEMOLITION PERMITS EXPIRE 45 DAYS FROM THE DATE OF ISSUE. A ONE TIME RENEWAL SHALL BE PERMITTED IF REQUESTED IN WRITING <u>PRIOR TO THE EXPIRATION DATE OF THE ORIGINAL PERMIT</u>. RENEWED PERMITS SHALL EXPIRE 45 DAYS FROM THE RENEWAL DATE.</p> <p>I FULLY UNDERSTAND THAT NO EXCAVATION, DEMOLITION OR REMOVAL OF MATERIALS OF ANY BUILDING, STRUCTURE, SIGN, OR PART THEREOF AND NO USE OF THE ABOVE SHALL BE UNDERTAKEN OR PERFORMED UNTIL THE PERMIT APPLIED FOR HEREIN HAS BEEN APPROVED AND ISSUED BY THE VILLAGE OF WAVERLY, OFFICE OF THE MAYOR – PLANNING & ZONING DEPARTMENT.</p> <p>I hereby certify that I am the owner of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his/her authorized agent and I agree to conform to all applicable laws of the jurisdiction. In addition, if a permit for work described in this application is issued, I certify that the code official or the code official's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit.</p> <p>I HEREBY ACKNOWLEDGE THAT I HAVE READ AND FULLY UNDERSTAND THE ABOVE LISTED INSTRUCTIONS.</p>	
APPLICANT	
Printed Name:	Date:
Signature:	/ /
FOR VILLAGE USE ONLY (BELOW THIS LINE)	
APPLICATION CHECKLIST (Prior to Issuance of Permit)	FINAL APPROVAL CHECKLIST (Final Sign-off on work)
Permit Fee Collected. Amount = \$	Site security provided during Demolition
Check Number	Sanitary sewer lateral capped with cleanout installed
UTILITIES (Inspect on-site)	Site grading, seeding and mulching completed
Water Meter Removed	All debris removed from the site
Gas Meter Removed	OhioEPA Approval on Asbestos Abatement <i>(if applicable)</i>
Electric Service Drop Removed	NOTES: (As Applicable)
Telephone Service Drop Removed	
Cable TV Service Drop Removed	
Sanitary Sewer Lateral Marked	
INFORMATION SUBMITTED BY APPLICANT	
Site Diagram Provided	
Right-of-Way work (pedestrian & traffic control)	
Acknowledgement of Intent to call OUPS	
OhioEPA notification forms (Copies ONLY)	
APPROVED FOR ISSUANCE OF PERMIT	FINAL APPROVAL OF DEMOLITION PERMIT
Village of Waverly, OH – Mayor's Office / Planning & Zoning	Village of Waverly, OH – Mayor's Office / Planning & Zoning
By	By
<i>Signature</i>	<i>Signature</i>
Date:	Date: