

**CITY OF CLEVELAND  
DEMOLITION PERMIT APPLICATION  
FEES: \$100-PERMIT PERIOD 180 DAYS FROM THE DATE OF ISSUANCE**

**Property Information:**

Applicant Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address of Demolition: \_\_\_\_\_

Property Owner Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Property Owner Address: \_\_\_\_\_

Describe structure(s) to be removed: \_\_\_\_\_

Estimated Cost of Demolition: \_\_\_\_\_

**Contractor Information:**

General Contractor: \_\_\_\_\_

Demolition Contractor: \_\_\_\_\_

Other Contractor: \_\_\_\_\_

**Property Owner Authorization:**

The undersigned owner hereby authorizes the demolition contractor identified above to proceed with demolition of the above described structure subject to compliance with City of Cleveland Codes and Ordinances

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

**Applicant Certification:**

The applicant agrees to comply with all applicable codes and ordinances including, but not limited to, the following:

Provide written releases from all utility companies EVERGY, MGE (Laclede) City of Cleveland Water/Sewer Department

The property shall be inspected by Cass County Health Department if there is an existing well or septic field.

Maintain to keep the building closed when not supervised. Arrange to keep humans and animals out of the partially demolished building that can constitute dangerous conditions (putting a 6 foot construction fence around the building during the demolition process is a recommended).

Site shall be "wet down" as needed to control dust during demolition.

Work hours restricted to the following: Weekdays 7 AM – 8 PM, Saturdays 8 AM – 9 PM, Sundays 8 AM – 7 PM.

Premises & surrounding area shall be kept free from debris. Dumpsters must be kept on the property.

\$100.00 Permit fees shall be paid before work begins. Issuance of this permit is NO WAY authorizes any new construction or plans for subject site.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

## **NOTICE REQUIREMENTS FOR DEMOLITION**

Written notices shall be given by applicant to the legal property owner/tax payer of each parcel of land, improved or vacant, which is adjacent to of any portion of the parcel for which the demolition permit is being sought. The notice shall be served by certified or registered mail, return receipt requested, or by personal delivery to the property owner/tax payer of each parcel of land and each letter shall be signed for.

All notices shall be in writing and shall be similar to the "SAMPLE NOTICE - RESIDENTIAL DEMOLITION" attached to these instructions. As indicated, the Notice shall include the following provisions: The name and address of the applicant (and the owner if other than the applicant) as well as a statement that the applicant has applied to the City of Cleveland for a demolition permit. The correct street address of the structure to be demolished. A description of the existing structure which will be demolished.

## **PROTECTION OF ADJOINING PROPERTY**

Protection required. Adjoining public and private property shall be protected from damage during construction, remodeling and demolition work. Protection must be provided for footings, foundations, party walls, chimneys, skylights and roofs. Provisions shall be made to control water runoff and erosion during construction or demolition activities.

## **SPECIAL CONDITIONS FOR DEMOLITION – DISMANTLEMENT – ALTERATIONS - RAZING**

**Wetting Procedures:** Before the demolition of any section of wall, floor, roof or other structure, adequate wetting procedures to lay the dust shall be utilized. All debris shall be thoroughly wetted before loading and while dumping into trucks, other vehicles or containers. In all cases at all stages of demolition, wetting procedures shall be adequate to settle the dust.

**Transport of Debris:** Trucks shall be adequately covered or enclosed to prevent dust dispersion while in transit to point of disposal.

**Handling Procedures for Debris:** No structural members shall be dropped or thrown from any floor but shall carefully be lowered to ground level by hoists. Debris shall not be dropped or thrown from any floor to the area below. Debris shall be transported from the upper floors via enclosed dust-tight chutes, via buckets or via machine. Where chutes are used, a water wetting agent spray shall be employed to saturate the debris before it reaches the point of discharge from the chute. Where buckets are used, the debris shall be adequately wetted to preclude dust dispersion when buckets are dumped. In the event particulate matter becomes airborne for a continuous period of 10 minutes, despite the application of the above procedures or freezing temperatures preclude the use of water for settlement of demolition dust, the work of demolition shall cease at once until other appropriate measures can be taken.

**Demolition - Segregation of Materials:** Demolition materials shall be segregated according to combustible and non-combustible. making certain the proper precautions are undertaken for the various toxic chemicals, acids, fuel oils, cleaning fluids, paints and other pollutants, are utilized as prescribed by law.

**Demolition Excess Debris:** No excess materials and debris shall be permitted to remain on the premises above grade susceptible to becoming airborne.

**Asbestos:** Where there is asbestos containing material present, the demolition and renovation activity shall be conducted in compliance with all applicable laws

**SAMPLE NOTICE – RESIDENTIAL DEMOLITION**

Date of letter

Property Owner’s Name

Street Number and Address

City, State. Zip Code

RE: DEMOLITION PERMIT NOTICE

Location of Demolition:

Applicant Name:

Applicant Address:

Owner’s Name:

Owner’s Address:

Dear Sir/Madam:

This Letter will serve as official notice that a demolition permit is being sought by (*applicant’s name*) on behalf of the property owner, (*legal property owner’s name*), in order to demolish (*detailed description of existing structure(s)*) at (*full address*). Attached please find a site plan depicting the location of the structure along with photos of the structure that is going to be demolished.

Once the structure is demolished, we intend to (e.g., “grade the lot and plant sod\seed in order to prevent erosion” or “construct a new 3500 square foot single family home.”). Attached please find a site plan illustrating the structure(s) to be built upon this property (this sentence is to be deleted if no new structure(s) is proposed). Please note that the demolition work will not begin for a minimum of 15 days after the receipt of this notice. If you have any questions concerning this matter, please contact the City of Cleveland 816-618-3412.

Respectfully,

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(Applicant Signature)

Applicant Full Name

Applicant Company

Applicant Address

Applicant Phone Number

**CITY OF CLEVELAND  
DEMOLITION PERMIT APPLICATION**

**FOR OFFICE USE ONLY** \_\_\_\_\_

Permit #: \_\_\_\_\_ Permit Fee: \_\_\_\_\_

Building Dept. Approval: \_\_\_\_\_

Date: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_