

## DEMOLITION PERMIT

### Application, Process and Procedures

For the demolition of any structure, a Demolition Permit is required in addition to supportive information about utilities and hazardous materials.

City Code 4-1-2 requires a Building Permit to demolish any building or structure, in part or in whole. If the building will be moved to an alternate location, review City Code 4-1-4 and complete the necessary Permit Application for moving a structure.

### General Information

- Contact 763-753-2630 to schedule Building Inspections; arrange for inspections no less than 24 hours in advance.
- Contact 763-267-6188 for Erosion Control related questions.
- Contact 763-233-5200 for Public Works for water and sewer related questions and inspections. Public Works will need to create a scope of work with contractor based on future site use.
- The Fire Department may be interested in using the structure as a training exercise. Contact the City of St. Francis Fire Department at 763-753-2334 for more information.

### Required Information for the Application

- Completed Demolition Application, including all required attachments
- Erosion Control Plan
- Create Scope of Work with Public Works
- Application fee and escrow
- Review Minnesota Pollution Control “Residential Demolition Fact Sheet” to understand if a permit is needed with the MPCA

### Escrow Refund Requirements

- A site plan showing exact location of all terminated utilities, septic systems, underground storage tanks, wells, or any other items discovered in demolition.
- All debris has been removed, erosion control is in place and the site is properly filled and leveled
- Completed “Utility Disconnection Form”

### Permit Voided

If work has not commenced within, or is suspended for, a period of three (3) months from the issue date, the permit is invalid and voided.

### Asbestos and Hazardous Materials

Items such as, but not limited to, asbestos, lead and mercury must be tested for prior to the demolition of the structure. Items may be required to be removed or abated. Abatement is part of the demolition requirements to ensure harmful particles are not released into the air or ground.

**Wells, if applicable**

Many properties have one or more wells that supplied water for either interior or exterior purposes. Some wells can be identified through the State of MN Well Index at <http://www.health.state.mn.us/divs/eh/cwi/>. As noted on the permit application, by law, a well must be in use, be under a maintenance permit, or be sealed by a licensed well contractor. A well must be sealed if: 1) the well is not in use, 2) the well is contaminated, 3) the well has been improperly sealed in the past, 4) the well threatens the quality of the groundwater, or 5) the well otherwise poses a threat to health or safety. If you have an unused well and wish to keep the well for future use you must apply for a special maintenance permit form the Minnesota Department of Health (MDH). A copy of the well sealing certification will be required by a licensed contractor.

Additional information regarding wells may be located at:

<http://www.mda.state.mn.us/protecting/conservation/practices/wellseal.aspx>

[www.health.state.mn.us/divs/eh/wells/sealing](http://www.health.state.mn.us/divs/eh/wells/sealing)

**Septic Systems and Underground Storage Tanks (UST)**

Sites that have underground systems must take steps to protect leakage and soil contamination. Septic or other USTs must have the tanks pumped, removed or crushed and the site filled. City files may identify the type or location of a septic system. Documentation of its existing pumping and removal is required prior to demolition. When the system is crushed or removed, schedule an appointment with the City Building Department for review.

**Utility Disconnection**

Contact Public Works to have a meter pulled or water shut off and to create scope of work for water and sewer service terminations at main. All service installations connected to the water system that have been abandoned or, for any reason, have become useless for further service shall be disconnected at the main or at a point determined by City staff as determined by Public Works Director or designee. Termination point will be reviewed on a case by case basis. The owner of the premises, served by this service, shall pay the cost of the excavation and subsequent restoration. When new buildings are erected on the site of old ones, and it is desired to increase the existing water service size, a new permit shall be taken out and the regular tapping charge shall be made as if this were a new service. It is unlawful for any person to cause to allow any service pipe to be hammered or squeezed together at the ends to stop the flow or water, or to save expense in improperly removing such pipe from the main. Also, such improper disposition thereof shall be corrected by the City and the cost incurred shall be borne by the person causing or allowing such work to be performed.

Gas and electric utilities must be handled by the utility provider. Gas and electric utilities need to be completely disconnected prior to the demolition. This is to ensure not only the safety of the demolition project, but of the community.

Cable and telephone utilities must be handled by the utility provider.

In the event that city codes, ordinances or building permit requirements are not adhered to, enforcement action may occur. Codes that may be applicable include, but not are not limited to, vacant structures, junk and debris or nuisance properties, both directly or indirectly tied to the demolition structure.

Application Date:	
Fee:	Escrow:

### DEMOLITION PERMIT APPLICATION

<b>PROPERTY INFORMATION</b>	PARCEL ID #:		
	SITE ADDRESS:		
<b>PROPERTY OWNER</b>	NAME:		
	ADDRESS:		
	CITY:	STATE:	ZIP:
	PHONE:	EMAIL:	
<b>CONTRACTOR</b>	COMPANY:		CONTACT PERSON:
	ADDRESS:		PHONE:
	CITY:		EMAIL:
	STATE:	ZIP:	LICENSE #:
	LICENSE TYPE:		EXP. DATE:
<b>PROJECT INFORMATION</b> <small>Note: All foundation/footing materials must be removed.</small>	TYPE: <input type="checkbox"/> COMMERCIAL <input type="checkbox"/> RESIDENTIAL <input type="checkbox"/> GARAGE/ACCESSORY STRUCTURE		
	BUILDING SIZE:		NUMBER OF BUILDINGS BEING DEMOLISHED:
	NUMBER OF STORIES:		GROUND FLOOR SQ FT:
	ARE YOU REMOVING TREES? LOCATION:		
	PROJECT START DATE:		PROJECT COMPLETION DATE:
	WILL NEW CONSTRUCTION FOLLOW DEMOLITION ON THIS SITE? <input type="checkbox"/> NO <input type="checkbox"/> YES, EST. DATE: _____		TYPE OF CONSTRUCTION: <input type="checkbox"/> WOOD <input type="checkbox"/> MASONRY <input type="checkbox"/> OTHER: _____

**Complete the following Questions:**

How will dust be controlled?

How will Asbestos and Regulated Waste be addressed? Include name of Contractor:

How will NON-asbestos or regulated materials be disposed?

Describe if backfill material is needed, and type of material being used:

Expected/projected dates for:

Begin demolition:

Structures to be completely removed:

Backfill completed:

Property graded and soil erosion in place:

REQUIRED SUBMITTAL DOCUMENTS
Completed application form, erosion control plan, permit fee, and escrow deposit or surety bond.
Utility Disconnection Form, attached.
Certificate of Insurance (Contractor)
Copy of pre-demolition survey identifying or clearing any potential hazardous materials.
Certificate of all wells sealed by a licensed contractor – if applicable.
Certificate that a licensed contractor abandoned any septic or other underground storage tanks (UST) – if applicable, including: <ul style="list-style-type: none"> <li>a. Tanks pumped – provide pumping report</li> <li>b. Top/Bottom crushed – witness by Building Department</li> <li>c. Tank filled with clean sand and topped with black dirt</li> </ul>

**Application fees and expenses:** by signing this application form, the applicant agrees that all fees and expenses incurred by the City for the processing of this application, including costs for professional services, are the responsibility of the property owner to be paid immediately upon receipt or the City may approve a special assessment for which the property owner specifically agrees to be assessed for 100 percent per annum and waives any and all appeals under Minnesota Statutes 429.081 as amended. All fees and expenses are due whether the application is approved or denied or withdrawn. Escrow fees collected at the time of application may not cover actual expenses, any additional fees will be billed.

The undersigned hereby represents upon all of the penalties of the law, for the purposes of including the City of St. Francis to take the action herein requested, that all statements are true, and that all work herein will be done in accordance with the ordinances of the City of St. Francis and all local, state and federal regulations regarding debris disposal. The undersigned acknowledges that by signing this application, the city has provided no promise of future permission to build. To rebuild, zoning approval is required including additional permits.

\_\_\_\_\_ Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_  
Print Name

\_\_\_\_\_ Date \_\_\_\_\_  
Signature of Owner (if different than Applicant)

Issuance of a permit and inspection conducted do not constitute a guarantee of warranty from the City of St. Francis. The applicant hereby agrees to do all work in accordance with city ordinances, State Building Code, MPCA and all related regulatory agencies.

**APPROVAL OF APPLICATION:**

Erosion Control: \_\_\_\_\_ Date: \_\_\_\_\_

Public Works: \_\_\_\_\_ Date: \_\_\_\_\_

Community Development: \_\_\_\_\_ Date: \_\_\_\_\_

Building Official: \_\_\_\_\_ Date: \_\_\_\_\_

## UTILITY DISCONNECTION FORM

THIS FORM IS TO BE **SIGNED AND DATED** BY A REPRESENTATIVE OF THE CORRESPONDING UTILITY AUTHORITY UPON ABANDONMENT OF SERVICE.

*Part. I: Submit with permit.*

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**NATURAL GAS COMPANY**

CENTERPOINT ENERGY

612-342-5123

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

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**ELECTRIC COMPANY**

CONNEXUS ENERGY

763-323-2650

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

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**TELEPHONE COMPANY**

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

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**CABLE COMPANY**

MIDCO

1-800-783-2356

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

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*Part. II: Required for Escrow Release*

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**SEWER**

ST FRANCIS PUBLIC WORKS DEPT

763-233-5200

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

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**WATER, WATER METER REMOVAL**

ST FRANCIS PUBLIC WORKS DEPT

763-233-5200

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

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**NOTE: Well Disclosure WHAT DOES THE LAW REQUIRE?**

By law, a well must be in use, be under a maintenance permit, or be sealed by a licensed well contractor. A well must be sealed if: 1) the well is not in use, 2) the well is contaminated, 3) the well has been improperly sealed in the past, 4) the well threatens the quality of the groundwater, or 5) the well otherwise poses a threat to health or safety. If you have an unused well – and wish to keep the well for future use – you must apply for a special maintenance permit from the Minnesota Department of Health (MDH).

**Minnesota Pollution Control Agency  
Residential Demolition Fact Sheet\***

This fact sheet addresses coverage of 40 CFR part 61, Subpart M, also known as the asbestos National Emission Standards Hazardous Air Pollutants (NESHAP) to demolition projects involving residential buildings having four or fewer dwelling units.

The definition of Facility in the asbestos NESHAP is as follows:

Facility means any institutional, commercial, public, industrial, or residential structure, installation, or building (including any structure, installation, or building contain condominiums or individual dwelling units operated as residential cooperative, but excluding residential buildings having four or fewer dwelling units); any ship; and any active or inactive waste disposal site. For purposes of this definition, any building, structure, or installation that contains a loft used as a dwelling is not considered a residential structure. Installation, or building. Any structure, installation, or building that was previously subject to this subpart is not excluded, regardless of its current use or function.

The definition of Installation is as follows:

Installation means any building or structure or any group of buildings or structures at a single demolition or renovation site that are under the control of the same owner or operator (or owner or operator under common control).

The actual owner or operator of a residential building is not the consideration for determination of whether the building is covered by the asbestos NESHAP. The determination for coverage of the residential building by the asbestos NESHAP depends on the use of the property.

DESCRIPTION OF PROJECT	REGULATED	UNREGULATED
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Any urban renewal or public project involving one or more residential buildings being renovated or demolished over a period of time	X	
Any industrial, commercial, or institutional use of the residential building or property. Includes 1 or more residential properties on either one or more sites	X	
A residential building having four or fewer dwelling units not part of any large commercial or public project and is demolished to build a new residential building		X
Small, isolated residential buildings demolished for public safety or similar purposes – where the building will be replaced by another residential building or the land will remain vacant		X
Any residential building demolition project that consists of demolition of two or more residential buildings at a single site	X	
Any intentional burning of a residential building constitutes an institutional use of the building and is therefore subject to the asbestos NESHAP	X	