



Demolition Information Packet



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Demolition Information Packet

I. Demolition Process Checklist

- Approval for Demolition**
 - Repair or Demolish Orders and Historic Preservation Approval **OR**
 - Planning and Historic Preservation Approval

- Demolition Permit Application**
 - Demolition Permit Application Form
 - Site Sketch
 - LUDS (SESC) Permit, if needed (see p. 4)
 - Temporary Occupancy Permit (for right-of-way), if needed

- Utility Disconnections**

The City will request cut-off of utilities serving the property if proof of disconnection (e.g. signed letter from licensed trade contractor) is not provided with the Demolition Permit application.

 - MichCon/DTE Energy
 - Consumers Energy
 - City of GR Water

- Demolition Permit Issuance**
 - Permit Fee
 - Performance Guarantee
 - Proof of Insurance

- Progress Inspection**
 - Cap - Sanitary and Storm Sewers
 - Crack - Basement and Foundation

- LUDS (SESC) Inspection - As needed**

- Final Inspection – Site Conditions**

- Permit Close Out, Release of Performance Guarantee**



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II. Approval for Demolition

The City of Grand Rapids has several requirements regarding the demolition of existing structures. The following is a summary of those requirements.

Historic Property

If the structure is located in a historic district or is a historic landmark, demolition must be approved by the Historic Preservation Commission (HPC). For more information on applying to the HPC, please contact Rhonda Baker, Historic Preservation Specialist, at 456-3451. To obtain an application, called a “Certificate of Appropriateness,” please go to www.grcity/planning and select Historic Preservation Commission or visit the Planning Department, located on the third floor of 1120 Monroe Avenue NW, during normal business hours.

Generally speaking, an application for a Certificate of Appropriateness can be considered by the HPC within 2 – 4 weeks of its receipt by the Planning Department.

“Repair or Demolish” Orders

Where a structure is badly deteriorated and either the Code Compliance or Building Division has issued a “Notice To Repair or Demolish”, no further approval is needed – with one exception. If the property is located in a historic district or is a historic landmark, the property owner must also obtain the approval of the Historic Preservation Commission. See above.

Zoning Ordinance

For a structure that has not been issued a “Notice to Repair to Demolish” and is not a historic landmark or located in a historic district, the City’s Zoning Ordinance requires that a site plan for the redevelopment of the property be approved prior to securing a demolition permit.

Planning Department staff reviews the proposed redevelopment plan and determines whether it meets the requirements of the Zoning Ordinance for the applicable zone district. Where redevelopment of the property is proposed, Special Land Use approval is required from the Planning Commission. For more information, please contact Landon Bartley, Planner, at 456-4499 or visit the Planning Department, located on the third floor of 1120 Monroe Avenue NW, during normal business hours.

If staff review is all that is required, and sufficient information on the redevelopment plan is provided, the response time is generally less than 1 week. If Planning Commission approval is required, the timeline is approximately 6 – 8 weeks.



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III. Demolition Permit Approval

A building permit is required for the demolition of any structure in the City of Grand Rapids, unless an exception is granted by the City's Building Official. A permit is generally not required to dismantle, wreck or demolish a residential-type garage, tool shed or other similar building having no utilities. Please check with the Development Center by calling 616-456-4100 before starting any demolition work.

Demolition Permit Application

A demolition permit application must be completed in full. Some of the sections in the application may need to be completed by the property owner. An incomplete application will not be accepted.

Site Sketch/Aerial Photo

A site sketch of the property must be included with the demolition permit application. For commercial or industrial properties with more than one structure on the property, an aerial photograph must also be submitted. The site sketch/aerial photo must show all the structures and flat masonry on the property. Any item that is not to be removed must be highlighted.

Permit Fee (includes \$55 Sewer Lateral Service Demo/Cap Off Inspection fee)
\$280 for one- or two-family structures.
\$355 for all other structures.

Performance Guarantee

Prior to the issuance of a permit, the applicant shall furnish to the City a bond equal to the contract cost of demolition. All such bonds shall be submitted to the City Attorney for approval as to form. Any person, firm or corporation normally engaged in the demolition of buildings may provide an annual bond to the City of Grand Rapids in the amount of One Million Dollars (\$1,000,000.00), which shall cover all demolition bonds as heretofore required.

Proof of Insurance

A copy of an insurance certificate naming the City as additional insured and indicating the street address of the project must be attached to this form. The policy limits must be \$1 million general liability and \$1 million auto. Statutory worker's compensation must also be included.

LUDS Soil Erosion and Sedimentation Control (SESC) Permit

SESC permits are issued as components of the Land Use Development Services (LUDS) permitting program. A LUDS (SESC) permit is required for any demolition involving finish grading of one (1) acre or more, as well as any demolition within 500 feet of a water body (lake, river, stream, or drainage ditch). To obtain a LUDS permit, submit a LUDS Plan Review application and three (3) copies of a site sketch showing SESC measures to the Development Center. A permit fee is required.

Temporary Occupancy Permit (TOP)

If any part of the public right-of-way (sidewalk, driveway approach, parkway, or street) will be used to park equipment or waste receptacles during the demolition, a Temporary Occupancy Permit (TOP) is required from the City's Engineering Department. The permit is available through the Development Center. A permit fee is required.



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IV. Utility Disconnections

The following utilities need to be contacted for utility disconnections before demolition can be authorized to start. The contact information is provided below.

Water Service	
Water Department City of Grand Rapids 1900 Oak Industrial Dr NE Grand Rapids MI 49505	Phone: 616-456-3200
Disconnection Fee: None	
Comments:	
Natural Gas Service	
MichCon/DTE Energy Michigan Consolidated Gas Company 4420 44 th Street SE Suite B Grand Rapids, MI 49512	Phone: 1-800-533-6620 or 616-954-4701
Disconnection Fee: Cut and Cap Fee	
Comments: Fee must be paid prior to the work being scheduled. For residential property, it can take up to 10 days to cut and cap after payment is received. For commercial property, it can take up to 30 days to cut and cap after payment is received.	
Electric Service	
Consumers Energy West Kent Customer Service Center 4000 Clay Avenue Grand Rapids, MI 49548	Phone: 1-800-477-5050
Disconnection Fee: None	
Comments: Call the toll-free number and ask for an “electric service retirement due to building demolition.” Overhead service removals are usually completed within 5 working days after Consumers receives the <i>Demolition Utility Cut-Off Notice</i> from the City. More complicated removals take longer.	

The demolition permit applicant is responsible for contacting other connected utilities (i.e. telephone, cable television, or internet providers) prior to demolition.



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V. Other Important Issues

Asbestos Treatment – Commercial Facilities

The rules concerning the treatment of asbestos during the demolition of commercial facilities pertain to all structures, including bridges and boats, except 1- to 4-unit privately owned residences *not part of a larger project even if on scattered sites*. A thorough inspection must be conducted by an accredited Asbestos Inspector. DEQ and DLEG must be notified on Form EQP5661/MIOSHA-CSH 142 ten days prior to start of demolition *even if no relevant asbestos was found*. Friable asbestos or asbestos that may become friable during the demolition process must be removed prior to the start of demolition. A qualified Asbestos Abatement contractor must be used to remove asbestos containing materials (ACM).

Contractor and worker requirements are found in Michigan PA 135 (1986) and 440 (1988) as amended. The regulations found in 40 CFR 61 Subpart M (NESHAP) and MIOSHA regulations Parts 305 and 602 apply during removal of ACM and demolition if ACM are allowed to remain in the facility.

Asbestos Treatment – 1- to 4-Unit Residential Facilities

Homeowners, and contractors hired by homeowners, are exempt from the asbestos National Emissions Standards for Hazardous Air Pollutants (NESHAP) notification, testing and abatement regulations in residences being demolished or renovated if dealing with only one building. *If the renovation includes two buildings such as a house and DETACHED garage, the regulations apply.*

In any case, the contractor is subject to the worker health and safety regulations overseen by Department of Labor and Economic Growth (MIOSHA).

For More Information on Asbestos:

Web Sites: www.michigan.gov/deqair
www.michigan.gov/asbestos
<http://yosemite.epa.gov/r5/r5ard.nsf/asbestos+main?OpenView>

Asbestos Abatement Compliance Monitoring: 517-241-7463
MIOSHA Standards Section: 517-322-1845



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Lead-based Paint Treatment – Commercial Facilities

Lead based paint in commercial demolition is subject to MIOSHA worker protection rules. Disposal of the debris may be regulated by the EPA if it qualifies as toxic waste under RCRA waste code D008.

Web Sites: www.epa.gov/epaoswer/non-hw/debris
http://www.michigan.gov/documents/CIS_WSH_part310_35615_7.pdf
http://www.michigan.gov/documents/cis_wsh_cet5050_90143_7.doc

MIOSHA Standards Section (517) 322-1845

Lead-based Paint Treatment – Residential Facilities

Lead based paint in residential demolition is subject to MIOSHA worker protection rules. The debris is exempt from regulations and may be disposed of in either municipal or C & D landfills. Partial demolition followed by reconstruction and residential reuse is regulated by the EPA and the State.

(If Federal funds are used in the project the rules found in 24 CFR 35 and the HUD Guidelines for the Evaluation and Control of Lead Based Paint Hazards in Housing will also apply.
<http://www.hud.gov/offices/lead/lbp/hudguidelines/index.cfm>)

Web Sites: http://www.michigan.gov/documents/CIS_WSH_part310_35615_7.pdf
http://www.michigan.gov/documents/cis_wsh_cet5050_90143_7.doc
http://www.michigan.gov/mdch/0,1607,7-132-2940_2955_2983-19420--,00.html

MIOSHA Standards Section (517) 322-1845



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Reuse, Recycling of Materials

As an alternative to placing useable materials in landfills, contractors are encouraged to consider reusing or recycling materials.

Reuse of Materials

Two nonprofit organizations in the Grand Rapids accept materials in good conditions, such as doors, double-pane windows, and cabinetry. Contact information is listed below:

Home Repair Services of Kent County – Builders Abundance Store
Contact: Mike Zamarron
1100 S. Division Avenue
Grand Rapids, MI 49507

Habitat for Humanity Kent County – The Restore
Contact: Tom Hyde
5701 S. Division Avenue
Wyoming, MI 49548

Recycling of Materials

Businesses that accept recyclable goods and metals can be found in the yellow pages under “Recycling Centers and Services.”



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VI. Demolition Standards, Inspections, and Site Conditions

Demolition Standards

The following is a summary of the demolition standards that must be followed by the contractor performing the demolition work. These requirements can be found in Chapter 131 General Building Regulations of the City Code.

- A. No structure shall be removed from the premises in a whole or substantially whole condition. All buildings shall be demolished on the premises.
- B. The sewer lateral, *and storm lateral if one exists*, shall be exposed and properly capped at the lot line or at a location designated by the Inspector. Backfilling is to be done only after inspected and approved by the City.
- C. All structures and their foundations shall be completely razed to a level of two (2) feet below the ground surface or grade line and removed from the site. Razing shall include, but is not limited to, all posts, piers, walls, basement partitions, sheds, steps, thresholds, paved areas and all other above-ground items.
- D. Concrete floors shall be broken and foundation walls removed two (2) feet below grade.
- E. All basements and cellars or other areas below grade shall be filled and compacted to grade only with sound approved solid fill of sand, gravel and dirt. Brick, stone, mortar, plaster or concrete removed from the demolished structures may be used if it is arranged not to form or collect surface or subsurface water. Masonry fragments used as fill shall not be over 24 inches in greatest dimension. No decomposable organic material or wood, glass, paper, piping, steel or other metal material or any unstable or combustible material shall be used in making fills.
- F. All masonry, such as private sidewalks, driveways, driveway aprons or retaining walls, shall be removed unless such removal will create a hazardous condition or unless the owner has requested otherwise in writing.
- G. Wood partitions, stairways, furnaces, piping and other equipment, rubbish and debris located in basements or elsewhere on the property shall be removed from the site.
- H. Any damage to public sidewalks or any part of the street right-of-way shall be repaired or replaced to meet City Engineer standards.
- I. The lot shall be filled, compacted and graded to blend with surrounding property and sidewalk grades.
- J. Final fill shall be at least two inches of sandy loam, dirt or topsoil containing no brick, mortar or concrete pieces larger than two inches.



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Inspections

The City will conduct a progress and final inspection to ensure the work is being done per code.

Progress Inspection

A progress inspection will be done to check the following items. The demolition contractor should plan the work to ensure only one progress inspection is needed. *Call 616-456-3047 to arrange the inspection from the Plumbing Inspector.*

Sewer and Storm Laterals

The sewer lateral, and storm lateral if one exists, shall be exposed and properly capped at the lot line or at a location designated by the Inspector.

Basement Floor and Foundation

Following the removal of the structure(s) above grade, a progress inspection must be done before the basement can be backfilled. The Inspector will look for:

1. Whether all wood partitions, stairways, furnaces, piping and other equipment, rubbish and debris located in basements or elsewhere on the property have been removed from the site.
2. To determine whether the concrete basement floors have been broken and foundation walls removed two (2) feet below grade.

IMPORTANT NOTE

Backfilling is to be done only after inspected and approved by the City. If the property is backfilled without the proper progress inspection(s), the demolition contractor will be required to remove the fill.

Final (Post-Demolition) Inspection

The final inspection shall be done at the request of the demolition contractor. Call the inspector listed on the demolition permit to arrange for the final inspection. The Inspector will look for the following:

1. All structures on the site have been removed.
2. Masonry on the site has been removed, as shown on the site sketch.
3. The lot is properly filled, compacted and graded.
4. Final fill is at least two inches of sandy loam, dirt or topsoil containing no brick, mortar or concrete pieces larger than two inches.
5. The condition of the public sidewalk and driveway approach.

IMPORTANT NOTE

Also, if the demolition does not pass the final inspection, the City will retain the contractor's performance guarantee and withhold payment (if applicable) until all items meet demolition standards.

Close Out of Demolition Permit

After the final inspection has been conducted and the site work approved, the City will close out the building permit. At that time, the City will return the performance bond or letter of credit to the demolition contractor.



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VII Attachments

Demolition Permit Application

Site Sketch Example

Utility Company Correspondence

Home Repair Services Letter