

City of Sabula – Demolition Permit Application

This permit application must be completed in full and approved by the City of Sabula prior to commencement of any demolition activities.

Project Information

Project Address	
Legal Description (if applicable)	
Description of Demolition Work	
Proposed Start Date	
Proposed Completion Date	

Property Owner Information

Owner Name	
Owner Mailing Address	
Owner Phone Number	
Owner Email Address	

Contractor Information

Contractor / Company Name	
Contractor Mailing Address	
Contractor Phone Number	
Contractor Email Address	

Contractor Insurance Information

Insurance Company	
Policy Number	
Policy Expiration Date	

Coverage Limits	
Certificate of Insurance Attached	Circle One: YES / NO

Iowa One Call / Utility Locate Information

Iowa One Call Contacted (Call 800-292-8989)	Circle One: YES / NO
Ticket Number	
Date Utilities Were Notified	

City of Sabula – Permit Approval

Reviewed By (Name & Title)	
Approval Signature	
Date Approved	
Permit Number	

Final Inspection / Completion Certification

Work completed in accordance with issued permit	Circle One: YES / NO
Final Inspection By (City Official)	
Final Approval Signature	
Date of Final Approval	

I certify that the information provided on this application is true and correct and that all demolition work will be performed in compliance with applicable local, state, and federal regulations.

Applicant Certification

Applicant Name (Print)	
Applicant Signature	
Date	

I have read and understand this Ordinance, Title VII Special Ordinances, Chapter 5- Building Construction, Demolition and Moving. I understand if I do not follow this Ordinance, I can be fined with a civil penalty: 1st offense- \$750.00 and 2nd offense- \$1000.00.

This signature page must be signed before any construction, demolition or moving can start.

Home owner's signature

Date _____

Contractor's signature

Date _____

TITLE VII SPECIAL ORDINANCES

CHAPTER 5 - BUILDING CONSTRUCTION, DEMOLITION AND MOVING

7-5-1	Permit Required	7-5-4	Special Provisions
7-5-2	Application for Permit	7-5-5	Insurance Requirements
7-5-3	Permit Issuance; Generally	7-5-6	Special Requirements

7-5-1 PERMIT REQUIRED.

1. Activities requiring a permit. It shall be unlawful for any person, firm, or corporation to:
 1. Demolish a building or portion thereof; or
 2. Move a building from one location to another across private or public property; or
 3. Use or occupy the streets or public property for the purpose of erecting, constructing, enlarging, altering, repairing, or remodeling a building or structure; or
 4. For storing or using materials, machinery, or equipment in relation thereto; or
5. For engaging in building construction, demolition, or related operations on adjacent streets or public properties, within the city, unless such person obtained a permit therefore in compliance with the provisions of this Chapter and of the Building Code.

2. Definitions. For the purpose of this Chapter, the following terms, phrases, words and their derivations shall have the meaning given hereto:

a. **BUILDING.** Any structure used or intended for supporting or sheltering any use or occupancy, including all public or private garages, barns, shed, residential, commercial, educational, institutional or industrial uses and any accessories thereto.

7-5-2 APPLICATION FOR PERMIT.

1. Application. To obtain a permit, the applicant shall first file an application therefore in writing on a form furnished by the City. Every such application shall:
 - a. Identify and describe the work to be covered by the permit for which application is made.
 - b. Describe the land on which the proposed work is to be done, by legal description, street address, or similar description that will readily identify and definitely locate the proposed work.

- c. Indicate the use or occupancy for which the proposed work is intended.
- d. Be accompanied by plans, diagrams, computations and specifications and other data as required in subsection b of this section.
- e. Be signed by the permittee, or the permittee's authorized agent who may be required to submit evidence to indicate such authority.
- f. Be accompanied by proof of insurance as required by this Chapter for the type of permit desired.
- g. Contain a plan for the storage of construction materials and maintenance of the construction site.
- h. Contain a certification from the City of Sabula Public Works Director or the director's designee that all utility services have been properly discontinued, disconnected, and capped under the direction and supervision of said Public Works Director or designee.
- i. Give such other data and information as may be required by the City Council.
- j. Be accompanied by payment of a fee for the issuance of permits under this ordinance in an amount to be established by the City Council.

2. **Plans and Specifications.** Plans, engineering calculations, diagrams, and other data shall be submitted in one or more sets with each application for a permit. The Council may require plans, computations, diagrams and specifications to be prepared and designed by an architect or engineer licensed by the State to practice as such. Exception: the City Council by majority vote, may waive the submission of plans, calculations, etc., if the City Council finds that the nature of the work applied for is such that reviewing of plans is not necessary to obtain compliance with this Chapter.

3. **Information on Plans and Specifications.** Plans, specifications and diagrams shall be drawn to scale upon substantial paper or cloth and shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of this Chapter and all relevant laws, ordinances, rules and regulations. Exception: The City Council may waive the requirements of this subsection if the Council finds that the same are not necessary to obtain compliance with this chapter.

4. **Notice to Adjacent Property Owners.** The clerk shall direct that the applicant send, not less than ten days after the filing of the application, a notice of the filing of the application by First Class Mail by all owners of property adjacent to the property to which the permit is issued, describing the demolition and the date when demolition will commence. Prior to the issue of the Permit, the Clerk shall verify with the applicant that the required notice was sent.

7-5-3 PERMIT ISSUANCE. Generally:

- 1. Issuance.

a. The application, proof of insurance, plans, specifications, diagrams and other data followed by an applicant for a Permit shall be reviewed by the City Council. Such plans shall also be reviewed by any other departments of the City to verify compliance with any applicable laws or requirements under their jurisdiction. If it is found that the work described in an application for a Permit and the plans, specifications, diagrams and other data filed therewith conform to the requirements of this Chapter and other pertinent laws and ordinances, and that the fees as established by the City Council have been paid, the Mayor shall issue the Permit together with any special conditions which may be attached to and may be a part of the Permit.

b. Approved plans, specifications and diagrams shall not be changed, modified or altered without authorization from the City Council, and all work shall be done in accordance with the approved plans, specifications and diagrams.

2. Validity. The issuance or granting of a permit shall not be construed to be a permit for, or an approval of, any violation of any of the provisions of this chapter or of the Sabula Municipal Code of Ordinances. No permit presuming to give authority to violate or cancel the provisions of this chapter or code shall be valid, except insofar as the work or use which it authorized is lawful.

3. Expiration.

a. Every permit issued by the Mayor in accordance with the provisions of this chapter shall expire by limitation and become null and void if the moving or demolition of the building or structure, or the use of the public property, is not accomplished during the period of time which is stated on the permit. Such work or use of public property shall cease upon expiration of the permit and shall not be recommenced until a new permit has been obtained by revising or renewing the original application and by payment of a new fee.

b. Every demolition permit shall expire thirty (30) days from the date of issue, unless the building is part of a demolition project which, because of its complexity or proportions, will require more time, in which instance the original permit may be issued for the approved term of the demolition schedule. Each demolition permit may be renewed for successive additional periods of thirty (30) days; provided, that a fee is paid for each renewal in the same amount as the original demolition permit fee.

c. Every permit for the use of streets or public property shall expire on the last day for which the permit was issued, as described on said permit, and shall be renewed upon the payment of an additional fee as established by the City Council. Failure to renew the permit for the use of streets or public property shall be considered as due cause for the City Council to order all barricades or fences removed and the public property returned to public availability and use.

4. Suspension or Revocation. The City Council may authorize the Mayor to send a written notice of suspension or revocation of a permit issued under the provisions of this chapter whenever the permit is issued in e1TO, on the basis of incorrect information supplied, failure to comply with permit conditions, or in violation of any ordinance.

7-5-4 SPECIAL PROVISIONS.

1. Transfer of Permits Prohibited. Each moving permit, demolition permit or permit for use of public property shall not be transferrable from one building or building site to another building or building site nor from one person to another.

2. Moving Buildings.

a. A building being moved shall follow the route prescribed on the permit by the City Council. The mover shall coordinate the route with utility companies.

b. A police escort shall be required for all buildings moved from one location to another within the jurisdictional limits of the city, or moved out of or moved into the jurisdictional limits of the city, utilizing public streets or alleys when in the opinion of the Chief of Police, such escort is necessary to protect the general welfare.

c. The Chief of Police shall determine the number of personnel for escort service.

d. The fee established by the City Council shall be paid prior to issuance of a permit to move a building or structure.

e. The permit applicant shall pay all costs for the trimming of trees and replacement of natural obstructions or official signs and signals or other public or private property required to be removed during the movement of a vehicle and load.

3. Demolition of Buildings.

a. All pieces, parts, scraps, debris, combustible material, rubbish or organic material from a building, structure, or portion of a building in the process of being demolished shall be cleaned up and removed from the premises at least once weekly except for streets and public property, which shall be cleaned on a daily basis unless otherwise specified on the permit. Final clean up after the building or structure is demolished shall include the thorough removal of all- wood, debris and organic materials, filling of excavations, cisterns, and other depressions with acceptable rubble or earthen fill, and spreading a tillable layer of topsoil over the entire lot to a uniform natural grade consistent with the established adjacent grades.

b. Demolition work shall include site work as necessary to fill all excavations and to create a smooth and even finish grade capable of supporting vegetation. Materials and specifications for filling and final site work are as follows: only material that will not decompose in the ground shall be used for filling all excavations to within one foot of the top of the surrounding grade. The top one foot of fill material shall be tillable soil, of which the formed aggregate does not exceed one and one half inches. An earthen crown shall be provided at the center of the demolition site to allow for proper site drainage. Final site work shall include the spreading of a grass seed blend that is suitable for the site and able to provide adequate ground cover and protection from erosion of soil. All mechanical ground work shall be removed from the site of demolition. Foundation walls may be used as solid fill and in all cases shall be removed or collapsed so as to allow burial below grade.

Basement and on-grade concrete slabs shall be removed or substantially pulverized to allow adequate drainage. In no case shall excavation fill exceed a volume of two cubic feet.

c. No pieces, parts, scraps, debris, rubbish, combustible material, organic material or any other material associated with the structure or the demolition thereof shall be burned within the city limits of the City of Sabula, Iowa. If an unlawful burn in accordance with this ordinance is reported and confirmed by any city department, the City Council shall revoke any demolition permit granted here under, and the City Council may assess a fine to the property owner in the amount of \$750 for a first offense, and \$1,000 for all subsequent violations. Such an unlawful burn shall be considered a municipal infraction.

d. When directed by the City Council, water shall be used to minimize dust when demolishing structures or under any dust producing conditions. As ordered, buildings shall be washed down frequently to keep dust at a minimum.

e. When an interior wall is exposed because of demolition of an adjoining structure, said wall shall be provided with a weather resistive barrier. No such wall shall be exposed to the weather without the written approval of the Mayor after a majority vote of the Council.

f. When a demolition project has been abandoned or is found to be unsafe, the City Council may order the unsafe conditions corrected, the building boarded up and the premises barricaded upon failure of the owner or the owner's agent to comply with the order of the Council within seven (7) days, the City Council, after notice and opportunity for hearing, may cause said building or structure to be demolished, the premises cleaned, and suitable drainage grades established. The cost of such demolition, cleaning, and grading shall be assessed to the property as provided by law. This section shall also apply to any site from which a building or structure has been moved.

4. Disconnecting Utility Services. The power in all electric service lines shall be shut off and all such lines cut or disconnected at or outside the moving or demolition area before work is started on the site. Prior to the disconnection of such lines, and prior to obtaining any demolition permit hereunder, the property owner shall notify the Public Works Director or designee, who shall supervise the disconnecting of utility services, which shall be done to the satisfaction of said director or designee, and shall be in compliance with all applicable codes and other requirements. All gas, water, sewer and any other service lines shall be shut off and capped or otherwise controlled at or outside of the moving or demolition area or curb line before moving or demolition work is commenced. In each case, the service company and the Public Works Director shall be notified in advance and their approval obtained by the permittee or property owner in compliance with applicable codes and requirements.

7-5-5 INSURANCE REQUIREMENTS

1. Insurance Required.

a. Before a permit may be issued for the moving of the building, the applicant therefore shall have filed a Certificate of Comprehensive Public Liability Insurance with coverage limits of

not less than \$1,000,000 per occurrence and \$2,000,000 general aggregate.

b. In all other cases where a permit is required by this chapter, a Certificate of Comprehensive Public Liability Insurance shall be provided with coverage limits of not less than \$1,000,000.

c. The permittee shall not commence work under this chapter until the permittee has obtained all insurance required under this subsection. Certificates of Insurance shall be filed with the City Clerk for approval.

d. The permittee shall require sub-permittees if any, not protected under the permittees insurance policies to take out and maintain insurance of the same nature and in the same amounts as required of the permittee for Comprehensive Liability Insurance. The permittee shall not allow any sub-permittee to commence work until all similar insurance required for the sub-permittee or sub-permittees has been so obtained and approved.

7-5-6 SPECIAL REQUIREMENTS.

1. Compliance with Regulations Applicable to Moving Buildings. Every person, firm, or corporation obtaining a moving or demolition permit or permit for use of streets or public property shall comply with and faithfully observe and obey all applicable regulations and ordinances of the City now existing or hereafter enacted, and all other applicable laws now existing or hereafter enacted affecting or relating to the moving of houses, buildings, or other structures upon or across public property, or affecting or relating to the demolition of such structures.

2. Payments of Damages or Loss to City. Every person, firm or corporation obtaining a moving or demolition permit or permit for the use of streets or public property shall pay all damages or loss to the city, that may occur from any act or negligence of said person, firm or corporation, such person's, firm's or corporation's agents or employees, anyone under such person's, firm's or corporation's moving of houses, buildings or other structures upon or across property.

(Ord. 2-2015, Passed October 26, 2015)