

# THE CITY OF

## Building Inspection Division



# Owatonna

540 West Hills Circle  
Owatonna, MN 55060-4794  
Ph. (507) 444-4370  
FAX: (507) 444-4351

### **Permit Submittal: Demolition Permits**

Permits are required for demolition of all building structures and/or interior building demolition work. The permit fee for interior and/or complete building demolition work is based on valuation and must be submitted to the building inspection department for review. A separate permit fee is required for storm water management.

It is the responsibility of the owner and/or contractor to comply with the requirements and rules of all authorities and government agencies having jurisdiction. The permit applicant shall be responsible for contacting all of the proper State, County and Local authorities prior to the demolition commencing. All asbestos and other prohibited materials shall be removed and disposed of in accordance with the rules and regulations established by the Minnesota Pollution Control Agency. The Department of Natural Resources, County Environmental Services Department, County Watershed, Public Utilities and City of Owatonna Engineering Division are examples of agencies and/or authorities that may be involved in any given project and a demolition permit issued by the Building Inspections Department shall not be construed as permission to proceed without approval from all appropriate agencies.

#### **Submittal Requirements:**

- Application; (see attached application and signature form)
- Checklist for Demolition Permit with appropriate requested information attached
- Copy of MPCA Notification of Intent to Perform a Demolition: Asbestos Program
- Submit asbestos reports by a third party agency; as applicable to the project.

Prior to demolition the following items must be checked and remain in place throughout the duration of the project:

- Traffic control
- Pedestrian protection
- Silt fence – dust control

#### **Required Inspections:**

- Site Utility Disconnection; utility disconnect must be inspected prior to backfill or covering by the Owatonna Engineering Department by calling 507-444-4350.
- Clean hole inspection; prior to backfilling, the hole must be inspected by the Owatonna Building Inspection Department to verify removal of all foundation materials and the hole is ready for approved suitable backfill material. Arrangements may be made to stockpile backfill materials on site or partially backfill while removal is taking place, contact building inspections for additional assistance at 507-444-4370.
- Owner/contractor must provide verification of proper clean-up and disposal of contaminated soils, and all abatement issues.

After the demolition project has taken place the following items must be checked, by the Owatonna Storm water manager at 507-774-7300, during the final inspection:

- Site properly cleaned up and appropriately graded including erosion control measures.
- Street cleaning

If you have any questions regarding the classification, removal, transport, disposal, or any questions regarding asbestos rules, regulations, or standards, please feel free to contact the MPCA asbestos team at the following numbers: **MPCA Rochester office**; 18 Wood Lake Drive SE, Rochester, MN 55904 , **Phone: 507-285-7343**. Toll-Free: 800-657-3864; Fax: 507-280-5513

Information is also available at the MPCA website: <http://www.pca.state.mn.us>



Name of demolition contractor: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Name of property owner: \_\_\_\_\_

Address of the property / building to be demolished: \_\_\_\_\_

Proposed start time and date of demolition: \_\_\_\_\_ Approximate finish time and date: \_\_\_\_\_

Former use of Building:  Multi-family.  Commercial.  Storage  Residential  Other

The building demolition contractor, doing business as \_\_\_\_\_

hereby assumes responsibility to notify all of those offices below listed and assumes liability for all damage claims resulting from outages to utilities. They also assume liability for damage to streets, roads, highways, curbs, gutters and trees on private or public property resulting from the demolition of the building or structure.

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

**All approvals must be secured 10 days prior to the date of the building demolition.**

Approval will be noted by signature of official in charge of the following:

<u>NAME</u>	<u>DATE</u>
Fire Chief (507-444-2454) _____	_ / _ / _
107 West Main Street, Owatonna, MN.	

City of Owatonna Engineering / Storm Water Management; 540 West Hills Circle, Owatonna, MN.

Engineer; Kyle Skov _____	_ / _ / _
(507-774-7307) (Sanitary and Storm Sewer)	

Storm Water Management _____	_ / _ / _
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Contact Bradley Rademacher at (507-774-7300) for additional criteria on silt fencing and site protection.

A separate permit fee is required for storm water management.

Steele County Environmental Services _____	_ / _ / _
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Contact Bruce Holland at (507) 402-1719 if the demolition waste is going to the Steele County Landfill

Owatonna Public Utilities _____	_ / _ / _
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208 South Walnut Ave, Owatonna, MN. (507-451-1616)

Water: _____	_ / _ / _
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Gas: _____	_ / _ / _
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Electrical: _____	_ / _ / _
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Other utilities: _____	_ / _ / _
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(Charter @ 1110 E School St, Owatonna, MN 55060 (888) 438-2427), Others? {As applicable}

Current Building Owner: _____	_ / _ / _
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Building Official; Ken Beck _____	_ / _ / _
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Demolition Permit Application CHECKLIST:  
Has the following been provided or completed?

Yes No N/A

- \_\_\_\_\_ Completed permit application submitted to the Municipality.
- \_\_\_\_\_ Two Sets of site plans verifying the location and size of structure(s) being demolished including erosion control information: silt fencing locations, backfill stock-pile locations, completed site drainage, etc.
- \_\_\_\_\_ Two sets of plans showing area of interior demo work.
- \_\_\_\_\_ Written verification and/or site plan identifying the type of pedestrian protection being provided. Describe type, location and height of fencing to be used.
- \_\_\_\_\_ Have all utilities been properly terminated.
- \_\_\_\_\_ Has a " Notification of intent to perform a demolition" been submitted to the Minnesota Pollution Control Agency.
- \_\_\_\_\_ Performance bond, letter of credit, escrow or securities applicable provided in accordance with the Municipality policy.
- \_\_\_\_\_ Have all hazardous materials been removed and disposed of in accordance with the Minnesota Pollution Control Agency.

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

Rev. 01/14/2014