

**DEMOLITION
PERMIT**

City of Florence
Community Services Department
250 Highway 101
Florence, OR 97439
(541) 997-8237
FAX (541) 997-4109

Application needs to be filled out completely.

Site Address: _____

Name of Property Owner: _____

Owner's Mailing Address: _____

City/State/Zip: _____ Phone: _____

Contractor: _____

CCB #: _____ Expiration Date: _____

Contractor's Mailing Address: _____

City/State/Zip: _____ Phone: _____

Contact Person: _____ Phone: _____

Occupancy/Use of Building: _____ Business Name: _____

Square footage of building: _____

Sewer cap required? Yes _____ No _____

Proof of ownership verified by staff? Yes _____ No _____

Wells on property? Yes _____ No _____

It is the applicant's responsibility to notify the State of Oregon, Water Resources Division (503) 378-3739, when wells are present on a property where the structure is going to be removed.

Lead (or lead paint) on property? Yes _____ No _____

Asbestos on property? Yes _____ No _____

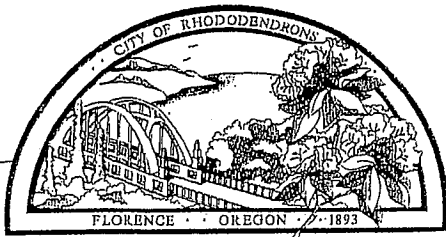
It is the applicant's responsibility to notify the State of Oregon, Department of Environmental Quality (503) 378-8240, when structure is going to be removed.

Please attach a site map showing location of structure and all utilities.

I am responsible for the demolition of the above mentioned structure and will make all notifications required.

Applicant

Date



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OUTLINES PROCEDURES FOR THE ISSUANCE OF DEMOLITION PERMITS.

Procedure Summary:

Outlines procedure for the issuance of a demolition permit.

Background:

There are several important issues which must be addressed by City staff and the applicant before the issuance of a permit to demolish a structure.

Procedure:

When reviewing an application for the demolition of a structure, the following procedure should be followed:

1. Insure that the permit application is filled out completely.
2. Insure that the applicant is the owner or has written authorization from the owner to obtain the permit.
3. If the applicant determines that underground storage tanks are located on the site, inform the applicant of the procedure to follow.
4. Determine if the structure has a basement. If so, discuss with the applicant how it will be filled (i.e. structural fill - a compaction certification will be required).
5. Obtain the number and type of plumbing fixtures, the type of dwelling unit, the number of bedrooms (if applicable), and building footprint square footage for determination of SDC credit. This should also include the removal of any impervious area.
6. If all of the above have been completed, the permit may be issued. Additional permits may be required for the following:
 - sanitary sewer permit for the capping of the sewer service at the property line
 - curb cut permit for the required removal of any driveway approaches into the property and the restoration of curbing to city standards
 - a permit to occupy public right-of-way must be obtained if utilizing the City r-o-w for staging purposes
 - if utilizing a State Highway right-of-way, the applicant must make contact with ODOT to secure appropriate permits.
7. If a water meter is serving the site, the applicant should be asked if it is to be removed. If so, a water meter removal inspection must be completed and verified by Public Works.
8. The applicant should be informed that he/she is responsible for contacting the utility companies that provide electricity, natural gas, telephone, and TV cable.
9. Determine the fees for the various permits. The demolition permit fee is based upon Council resolution.
10. Demolition permits will be issued within 48 hours of application. This provides time to verify utility locates and other information related to the demolition.