

APPLICATION FOR DEMOLITION PERMIT

City of Jefferson

Department of Planning & Protective Services

Building Regulations Division

320 E McCarty Street, Jefferson City, MO 65101

Phone (573) 634-6410 Fax (573) 634-6562

jcbuilding@jeffersoncitymo.gov

www.jeffersoncitymo.gov

I request a permit to demolish a structure at the following location:

1. **Address:** _____

2. **Property Owner:**

Name: _____

Address: _____

City: _____

Phone: _____

Email: _____

3. **Licensed Contractor:**

Name: _____

Address: _____

City: _____

Phone: _____

Email: _____

4. **Licensed Plumbing Contractor:**

5. **Contractor Site Contact** (if different from above)

Name: _____

Phone: _____

Email: _____

6. **The Property Owner or Authorized Agent must complete and sign this application.**

7. **A permit is required prior to beginning work.**

Application for demolition must be approved and required permits issued prior to beginning work.

8. **Per City Code Sec. 8-36. Suspension of permit.**

This permit shall become invalid if work is not commenced within thirty (30) days after issuance of the permit, or if authorized work is suspended or abandoned for a period of ten (10) days after commencing work. All work including grading and lot re-construction must be completed within ninety (90) days after commencing work unless a written extension of time is issued by the Building Official.

9. **If the property subject to this permit has been found to be a nuisance by the City of Jefferson,** upon expiration of this permit, the City may perform the abatement measures deemed appropriate by the Hearing Officer in the Findings of Fact, Conclusions of Law and Order.

10. Application shall be complete prior to start of review.

A complete application includes the following information or attachments (mark "NA" or "not applicable" as appropriate):

- Stormwater Quality Checklist - *mandatory*
- Floodplain Development Permit (if located in the 100 year flood plain)
- MDNR Land Disturbance Permit (if 1 or more acre disturbed)
- Utility Disconnect Checklist - *mandatory*
- Historic Preservation Commission Application (*mandatory if property is: 50 years old or more; designated local landmark; listed on the National Register; or located within a National or Local Designated historic district*) - see Appendix Y for cost
- Street cut permit – see Appendix Y for cost

11. What is the future use of the property? Will it remain vacant or is it being cleared for another use?

12. Is the structure currently Residential or Non-Res?

CERTIFICATION:

I hereby certify that I am the owner of the named property, or that the proposed work is authorized by the owner of record and I have been authorized by the owner to make this application as his/her agent. Furthermore, I/we agree to conform to all applicable laws and regulations of the City of Jefferson and State of Missouri.

I/we understand that this application must be approved and permits issued prior to starting work. Failure to obtain the required permits may subject the project to fines or prosecution.

➤ Signature: _____
owner or authorized agent (attach form)

➤ Date: _____

12. Permit Approval:

Authorizing Official

Date



City of Jefferson, Missouri APPLICATION FOR DEMOLITION PERMIT

Checklists and Important Information Return completed applications to the Building Official

*Please Note: Applications are not complete until all of the following information is provided.
Checklists are provided for your convenience.*

- **Permit Fees – Mandatory** - Permit fee amounts are established by the City of Jefferson’s City Code Appendix Y.
- **Storm Water Quality Plan and Checklist – Mandatory** - The City of Jefferson is regulated by the U.S. EPA and MDNR. The attached Storm Water Quality Checklist must be completed, and a plan provided which details how demolition waste, dust and debris will be kept out of all storm water drainage from the site. Please direct questions to the Public Works Stormwater or Plan Review Engineers at 573-634-6410.
- **Floodplain Development Permit** (mandatory if located within the 100 year flood plain or flood way) Please direct questions to the Public Works Plan Review Engineer or Floodplain Manager at 573-634-6410.
- **MDNR Land Disturbance Permit** (mandatory for total land disturbance of one or more acres) Please direct questions to the Public Works Stormwater or Plan Review Engineers at 573-634-6410.
- **Utility Disconnect Checklist – Mandatory** - For safety reasons, utility companies must be notified of your demolition plans prior to beginning work. A utility disconnect checklist has been provided for this purpose. *Please note:* The water utility provider may require an additional street cut permit fee. Additionally, the City’s Wastewater Division requires a field inspection be made to verify that the building sewer line has been capped. Contact the Plumbing Inspector at 573-634-6410 or the Wastewater Division at 573-634-6555 to schedule an inspection. After the inspection, the Plumbing Inspector or Wastewater employee will complete the Sewer Disconnect Checklist. **The completed checklist must be submitted prior to any demolition work commencing.**
- **Historic Preservation Commission (HPC) Review or Clearance** (mandatory if property is: 50 years old or more; a designated local landmark; listed on the National Register; or located within a National or Locally Designated historic district). City Code Sections 8- 32 and 8-43 provides the HPC the opportunity to review application(s) for demolishing structures which meet certain requirements. An “Application for Demolition Review/Clearance to the HPC” must be submitted and processed if the structure falls within the listed criteria prior to approval and issuance of the demolition permit.
- **Demolition Waste Disposal** – All demolition (including hazardous) material is the Owner/Contractor’s responsibility to dispose or abate during demolition according to Federal and State regulations, including the following:
 - (a) **Disposal.** The disposal of demolition waste is regulated by the Missouri Department of Natural Resources (MDNR) under Chapter 260 RSMo. Such waste in types and quantities established by MDNR shall be taken to a licensed landfill or licensed sanitary landfill for disposal.
 - (b) **Asbestos.** Demolition waste in regulated structures must be inspected to determine if any asbestos containing materials are present. For more information contact the Department of Natural Resources at 573-751-4817 or visit <http://dnr.mo.gov/env/apcp/asbestos/index.htm>. Complete and submit the Asbestos NESHAP Notification of Demolition and Renovation, Form—MO 780-1923 to the Department of Natural Resources. ***Note: When completed and accepted by MDNR, please provide a copy to the City.***
 - (c) **Lead Paint.** The abatement of lead paint is regulated by the Department of Health and Senior Services (DHSS). Please call the DHSS at 573-526-5873 or visit <https://health.mo.gov/safety/leadlicensing/>.
- **Street Cut Permit** - Submit an application and the appropriate fee if necessary to disconnect any utility in the street.
- **Final Inspection for Demolition** - The owner or responsible agent shall call for a final inspection of the site upon completion. The vacant lot shall: have soil erosion measures in place as necessary; have concrete foundations and structures removed to a minimum of 12” below grade; be clear of all debris; be filled and maintained to the existing grade; provisions in place to prevent accumulation of water or damage to any foundations left on the premises (for site stability) or the adjoining properties; and - smooth graded with material that will sustain the area from further erosion (e.g. level enough for mowing and have seed and straw placed).

City of Jefferson, Missouri Staff Contacts
Telephone 573-634-6410
Email jcbuilding@jeffersoncitymo.gov

DEMOLITION PERMIT AGENT AUTHORIZATION

City of Jefferson Building Regulations

NOTES:

1. All owners of real property shall sign the agent authorization form below if not signing the demolition application. This form is for assigning an authorized agent for purposes of filing a demolition permit application.
2. Applications for demolition permits shall be made by legal owners of real property. If ownership changes prior to permit issuance, a new application shall be made.

I/We, _____,
please print name

Owner(s)* of _____
please print address

Hereby appoint and authorize _____
please print name
as the authorized agent to apply for a demolition permit.

If the property is in a trust, please print the trust name in the first blank and list the names and signatures of all individuals with ownership in the trust below.

Name: _____ Signature: _____

Date: _____

Name: _____ Signature: _____

Date: _____

Name: _____ Signature: _____

Date: _____

Name: _____ Signature: _____

Date: _____

Name: _____ Signature: _____

Date: _____

Name: _____ Signature: _____

Date: _____

STORM WATER QUALITY PLAN AND CHECKLIST – MANDATORY

Please direct questions to the Department of Public Works Plan Review Engineer

Property Location: _____

1. Before demolition, where does the storm water from the site drain to? (Mark any that apply)

Creek Area Pipes/Inlets To Neighboring Property To Streets

Other (Describe) _____

2. Will storm water flow through demolition area? Yes No

3. Is it possible to divert drainage away from this area without flooding the neighboring property?

Yes No

4. How will you keep demolition material out of the drainage route(s) identified in #1 above?

5. How will the demolition site be stabilized to keep mud, silt, sediment, dust, etc. on the site during and after demolition? Seed, straw, silt fence, mulch, etc.? _____

Note: Erosion & Sediment Control Details and Drawings are located at:

http://www.jeffersoncitymo.gov/government/stormwater_flood_plain_management.php.

(A hard copy can be provided upon request.)

6. Is there any other important drainage information for this site?

7. Who will be responsible for installing, regularly inspecting and maintaining inlet protection / silt fence/ etc. over the course of the demolition project?

Name: _____

Phone Number: _____

Email: _____

UTILITY DISCONNECT CHECKLIST – MANDATORY

Please direct questions to the Building Official

Property Location: _____

*Electric _____ / _____ / _____
Date notified Disconnect date Disconnect verified by

*Gas _____ / _____ / _____
Date notified Disconnect date Disconnect verified by

*+Water _____ / _____ / _____
Date notified Disconnect date Disconnect verified by

*+Sewer (City) _____ / _____ / _____
Date notified Disconnect date Disconnect verified by

* Utility disconnects must be verified by the City of Jefferson’s Building Inspectors in addition to the utility providers prior to demolition work commencing.

+ Water and sewer disconnects must be done by a licensed plumbing contractor. Sewer lateral and water service must be taken back to at least to the curb line if rebuilding.

UTILITY CONTACT INFORMATION

Water Companies	Gas & Electric	Miscellaneous
Missouri American Water 866-430-0820	Ameren Service Dept 1-800-552-7583	Dig Rite 1-800-344-7483
Public Water Supply Dist #1 573-893-2848	Sanitary Sewer	State Agency
Public Water Supply Dist #2 573-635-7011	City of Jefferson Wastewater Division 573-634-6455	MDNR Air Pollution Program 573-751-4817
Public Water Supply Dist #3 573-893-4262		
Public Water Supply Dist #4 573-395-4578		