

DEMOLITION

PERMIT APPLICATION CHECKLIST (Return with Application)

Permit application for _____
(job address)

Owner's Name _____

Contractor's Name _____

Before a permit may be issued all of the following documentation must be submitted or justified as non-applicable. Please indicate by checkmark that each item has been enclosed with the application.

- 1. LOT DIAGRAM or PLOT PLAN on back of first page of the application.
(Required for all applications)
- 2. PROOF OF OWNERSHIP (deed, land contract, tax statement, etc.)
- 3. PROPERTY TAX I.D. NUMBER FOR THE PROPERTY INVOLVED.
- 4. PROOF OF UTILITY DISCONNECTIONS: documentation from utility companies servicing structure that services have been removed for demolition.
 - Electric Service
 - Gas Service
 - Water/Sewer Service
- 5. Is the structure within 500 feet of water? YES / NO
If YES, a SOIL EROSION PERMIT is required.
- 6. Regulated/controlled materials (i.e. contaminated materials, asbestos, underground storage tanks, etc.) are present on the site. YES / NO
If YES, appropriate authorities must be contacted, and material disposed properly.

RESPONSIBILITIES OF APPLICANTS

It is the legal responsibility of the applicant to call for all required inspections or before any electrical, plumbing, mechanical, or structural work is concealed or covered. It is also the applicant's responsibility to obtain and submit separate applications for any electrical, mechanical, plumbing or building permits.

BUILDING DEPARTMENT (Associated Government Services, Inc.) OFFICE HOURS are 8:00 am to 12:00 and 1:30pm to 4:30pm, Monday through Friday. The HOME OFFICE may be contacted by PHONE at 269-629-0600 or 1-800-627-2801 (an answering system operates 24 hours a day to obtain information, forms, and inspections); by MAIL at 8721 Gull Road, Suite B, Richland, MI, 49083; or by FAX at 269-629-0601.

Signed: _____ Date: _____

**PLEASE CALL SHOULD YOU REQUIRE FURTHER
ASSISTANCE IN COMPLETING APPLICATIONS.**