

DEMOLITION
Permit Application

**City of Auburn Department of
Building, Planning & Development**

210 South Cedar Street, P.O. Box 506
Auburn, IN 46706-0506
Phone: 260-925-6449 ext. 1200
Fax: 260-925-8239
E-Mail: bpd@ci.auburn.in.us

Permit # _____	Received By: _____	Date: _____
Flood Plain District: No ___ YES ___ If Yes: FF or FW	Township: _____	Zoning: _____
Contractor Certificate of Liability on file? Yes ___ No ___	City Departments Notified by: _____ Date: _____	
Permit Fee \$50.00	Receipt # _____	Check # _____ Cash: _____
Issued by: _____	Date: _____	

Property Owner or Authorized Representative	Name: _____			Phone: _____
	Street: _____			Fax: _____
	City: _____	State: _____	Zip Code: _____	E-Mail: _____

Property Owner	Name: _____		Same As Applicant? Yes / No	Phone: _____
	Street: _____			Fax: _____
	City: _____	State: _____	Zip Code: _____	E-Mail: _____

Location	Address of Project: _____		
	Lot: _____	Subdivision: _____	Section: _____

Description of Work to be Completed	_____

Public Property, if any, to be disturbed (Circle all that apply): Street Alley Sidewalk Parking Curb Pavement Gravel Grass

If fire damaged structure, provide the Fire Department's release date: _____
Date/Time Contacted

Estimated Demo: Start Date: _____ Completion Date: _____

Where is the debris be hauled to? _____

In an effort to ensure public safety to the community, we ask that you contact the agencies listed below to disconnect service prior to your demolition project:

- | | |
|---|---------------------|
| 1. Utility Locate Service: Free service. Requires at least 2 business days notice to flag property. | 811 or 800-382-5544 |
| 2. Electric Service: Auburn Electric Service | 260-925-8232 |
| 3. Street Closing: Auburn Street Dept. | 260-925-6455 |
| 4. Water Service: Auburn Water Department | 260-925-5711 |
| 5. Gas Service: NiSource (Property Owner must notify the gas company NOT contractor) | 888-643-5427 |
| 6. Sewer: Auburn Water Pollution Control | 260-925-1714 |
| 7. Phone Service: AT & T 800-288-2020 / Auburn Essential Svcs. 260-333-0100 X 1705 | |
| 8. Cable Service: Mediacom 260-925-2885 / Auburn Essential Svcs. 260-333-0100 X 1705 | |

CERTIFICATION: I certify that: I am the Contractor on the above-described project and property; that I am the owner or the owner's authorized representative; that the information in this Application is true and accurate; and that I have complied with the terms of this Application. I agree to indemnify and hold harmless the City of Auburn and its employees for any loss, liability or damage that may result or occur from or because of my negligence: in performing the work under this permit; in providing the necessary barriers and warning devices; or by disregarding any legitimate order issued by any agent of the City of Auburn relating to the work described.

Signature of Applicant	Print name	Date

Signature of Property Owner	Print name	Date

DEMOLITION PERMIT REQUIREMENTS CHECKLIST

- The Department of Building, Planning and Development staff shall meet the contractor at the property site before demolition begins. The contractor is to contact the Department of Building, Planning and Development by phone two (2) days prior to demolition of property at (260) 925-6449. This meeting is to insure that the proper structure designated for demolition is identified and to coordinate the removal of personal property with prior owners.
- Description of the building/structure.
- Address/location of the building/structure.
- Proof of ownership of property to be demolished.
- If not the owner, a sign affidavit from owner(s) allowing for the demolition.
- Documentation of adequate comprehensive general liability insurance with a combined single limit in the amount of no less than \$500,000.00 aggregate for any one occurrence.
- Estimated start and end dates.
- Notifications to all utility organizations. Contractor (Except where otherwise noted) is responsible to call for all Utility Locates at least three (3) days prior to demolition. (811 or 1-800-382-5544).
 - Gas (Note: The property owner must notify the gas company NOT the contractor)
 - Electric
 - Water
 - Sanitary Sewer
 - Other _____
- List of subcontractors, if applicable. Note that any work performed by subcontractors shall be the full responsibility of the primary contractor and meet all written requirements of the Department of Building, Planning and Development as stated herein.
- The contractor shall comply with the applicable laws and ordinances governing the disposal of materials, debris, rubbish, and trash on or off the area and shall commit no trespass on any public or private property in any operation due to or connected with the demolition and site clearance.
- Should the contractor encounter any asbestos material during demolition, contractor shall properly dispose of any and all materials in accordance with requirements of the Indiana Department of Environmental Management. Contractor indemnifies the City of any and all materials and assumes all liability.
- The work is to be completed within thirty (30) days from the beginning of demolition of the structure, unless proper written approval of a longer completion period is obtained from the Department of Building, Planning and Development.

DEMOLITION PERMIT REQUIREMENTS CHECKLIST

- Prior to demolition of a building, all sewer and drain lines shall be cut and plugged outside the foundation of the structure in accordance with the City of Auburn Utility specifications, and shall be subject to inspection before backfilling. It is the contractor's responsibility to schedule the required inspections with the Department of Building, Planning and Development and the Utility Departments.
- Care must be taken to protect existing trees, overhead wiring and property markers. A ten (10) foot safety zone will be maintained between equipment and overhead wiring at all times.
- The contractor is to demolish and remove all building and appurtenances thereto. After demolition is started, the contractor is to work on it continuously until completion unless otherwise stated in writing by the Administrator/Zoning Administrator of the Department of Building, Planning and Development.
- The contractor is to ensure that the demolition site is adequately secured to protect the general public, particularly children, from the exposure to any potential hazards, and from accessing the site during demolition
- Maintain control over operation to eliminate hazards to residents. Nails and other tire puncturing items shall not be dropped on streets, alleys and adjacent property. Existing public streets, curbs and sidewalks shall be protected from damage as much as possible. Warning signs shall be placed as needed. The contractor shall plan daily operations so that exposed basements or crawl spaces are filled, if left unguarded, before the end of the workday.
- The basement walls, crawl space walls and all other concrete slabs, footings, sidewalks, steps, etc., shall be removed three (3) feet below finished grade. Material used for backfill shall consist of solids only. The fill which is placed from grade to a depth of twelve (12) inches shall consist of at least eighty percent (80%) soil base material and have no stones or rocks larger than four (4) inches in dimension. All backfill shall be compacted thoroughly. Basement floors shall be broken for a minimum of twenty percent (20%) of floor area uniformly distributed.
- Should the contractor encounter any underground tanks, they should be removed in accordance with the requirements of the Indiana Department of Environmental Management. Cisterns encountered shall be uncovered and removed in accordance with requirements for the City of Auburn. Contractor indemnifies the City and assumes all liability on the removal of said tanks and/or cisterns.
- Contractor shall be liable for any and all damage to curbs, streets, alleys and all other public property caused during demolition and removal of debris from site.
- When applicable, any fences shall be removed and posts broken off three (3) feet below grade.
- Manhole and catch basin castings and fire hydrants shall be protected and left intact.
- At no time will structures or materials be burned, or any fires permitted on site.
- It shall be the responsibility of the contractor to leave the area in a clean manner. No debris is to be left scattered on site. If the site is to remain undeveloped then the site is to be graded and property seeded. The top twelve (12) inches shall be backfilled with a soil suitable for support of vegetation and apply a park grass seed mix at a rate of 150 pounds per acre. If some other use is planned for the site the contractor/owner must get prior approval from the Department of Building, Planning and Development before any construction or site development takes place.