



BUILDING, PLANNING & DEVELOPMENT

260.925.6449 p | 260.925.8239 f | 210 S Cedar St / PO Box 506 Auburn, IN 46706 | bpd@ci.auburn.in.us

Demolition Permit Requirements Checklist

Permit Process

1. **SITE VISIT:** Staff from the Department of Building, Planning, and Development may schedule a site visit to the property to be demolished. The purpose of the site visit is to consider access, dumpster location, and potential public safety concerns.
2. **SUBMITTAL REQUIREMENTS:**
 - ☐ Completed and signed Demolition Permit Application
 - ☐ Proof of title to the property – (recorded deed, recent property tax bill, etc.)
 - ☐ Notarized Affidavit of Ownership if the applicant is not the property owner
 - ☐ Documentation of contractor's liability insurance (comprehensive general liability with a combined single limit of \$500,000 or more for any one occurrence)
 - ☐ Any relevant plans or drawings
3. **PLAN REVIEW & ROUTING:** The Demolition Permit Application will be routed to all appropriate City and County Departments and utility companies for review. The Department of Building, Planning, and Development will communicate any concerns or comments from the other Departments/utility companies to the applicant. If there are issues with the proposed demolition, adjustments to the project may be necessary. The Plan Review and Routing Process takes about two weeks. Follow up to the initial review is rarely necessary for demolition projects.
4. **UTILITY LOCATES and DISCONNECTION:** Applicant is responsible for calling 811 for utility locates and providing documentation that all utilities have been or are scheduled to be turned off and appropriately terminated.
5. **PERMITS:** Once Departments/Utilities comments are satisfied, the \$50 permit fee shall be paid and the Demolition Permit shall be issued.
6. **SITE CHECK:** The applicant shall call for a final site check once demolition, final grading, and seeding is complete.
7. **CERTIFICATE OF COMPLETION:** The Department of Building, Planning, and development shall issue a Certificate of Completion upon determining the demolition is complete and in compliance with the City's ordinance, the issued Demolition Permit, and the Demolition Requirements Checklist.



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City of Auburn Demolition Specifications

1. Contractor is responsible to call for Utility Locates and make arrangements for appropriate termination 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 _____
2. Any work performed by subcontractors shall be the full responsibility of the permit applicant and contractor.
3. All contractors 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.
4. 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.
5. Prior to demolition of a building, all sewer and drain lines shall be cut and plugged outside the foundation of the structure 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.
6. Care must be taken to protect existing trees, overhead wiring and property markers. A ten (10) foot safety zone shall be maintained between equipment and overhead wiring at all times.
7. 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
8. The contractor shall maintain control over demolition and ensure the potential for hazards to residents is minimized. 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.
9. 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



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compacted thoroughly. Basement floors shall be broken for a minimum of twenty percent (20%) of floor area uniformly distributed.

10. Should the contractor encounter any underground tanks, the tank should be removed in accordance with the requirements of the Indiana Department of Environmental Management. Cisterns encountered shall be uncovered and removed. Contractor indemnifies the City and assumes all liability on the removal of said tanks and/or cisterns.
11. 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.
12. When applicable, any fences shall be removed and posts broken off three (3) feet below grade.
13. Manhole and catch basin castings and fire hydrants shall be protected and left intact.
14. At no time will structures or materials be burned, or any fires permitted on site.
15. 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.



DEMOLITION PERMIT

Department of Building, Planning, & Development

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APPLICANT/PROPERTY OWNER INFORMATION

Applicant	Name	
	Address	
	Phone / Email	
Property Owner Same as applicant Y N	Name	
	Address	
	Phone / Email	

PROJECT LOCATION

Address		
Subdivision, Lot		
Township		DeKalb County

PROJECT INFORMATION

Project Description <i>Include work to be completed and method of demolition</i>			
Contractor / Subcontractors <i>If different than applicant, provide name, number and email</i>			
Disposal Location <i>Provide facility name, phone and city</i>			
Method of Securing Site			
City Property Disturbed <i>Note any disturbance of right-of-way or City-owned property</i>			
Start Date		Completion Date	

OFFICE USE ONLY

Rec'd By / Date		Insurance Certificate	
Zoning District		Demolition Permit	
Floodplain District	NO FF FW	Fee	\$
City Dept Notified By / Date		Cash / Check / Charge	
Issued By / Date		Receipt	

APPLICANT CERTIFICATION AND SIGNATURE

I certify each of the following (review and check all boxes):

I am the owner or have been authorized by the owner to do this work.

All information provided on this Demolition Permit is true and accurate.

All landfill tickets from the disposal of debris will be provided to the City of Auburn upon request.

Arrangements have been made for all applicable utilities to be located and terminated / disconnected.

Any and all asbestos materials encountered during demolition shall be properly disposed of according to requirement of Indiana Dept of Environmental Management. Contractor indemnifies the City of any and all materials and assumes all liability

I agree to indemnify and hold harmless the City of Auburn and its employees for any loss, liability or damage that may result or accrue from or because of my negligence in performing the work authorized by this permit; in providing necessary barriers and warning devices; and/or by disregarding any order issued by the City relating to the work authorized by this permit.

I understand that I am responsible for any and all damage to curbs, streets, alleys, and all other public property caused during demolition and removal of debris from the site.

I have read, understand, and agree to abide by the City of Auburn Demolition Specifications contained within the Demolition Permit Requirements Checklist.

Applicant's Signature

Printed Name

Date



AFFIDAVIT OF PROPERTY OWNERSHIP

Department of Building, Planning, & Development

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PROPERTY OWNER INFORMATION

Name	
Mailing Address	
Phone / Email	

PROJECT LOCATION

Address	
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AUTHORIZED AGENT

Name									
Phone/Email									
Application Type	<table><tr><td><input type="checkbox"/></td><td>PC</td><td><input type="checkbox"/></td><td>BZA</td><td><input type="checkbox"/></td><td>Demolition</td><td><input type="checkbox"/></td><td>Other _____</td></tr></table>	<input type="checkbox"/>	PC	<input type="checkbox"/>	BZA	<input type="checkbox"/>	Demolition	<input type="checkbox"/>	Other _____
<input type="checkbox"/>	PC	<input type="checkbox"/>	BZA	<input type="checkbox"/>	Demolition	<input type="checkbox"/>	Other _____		

OWNERS CERTIFICATION AND SIGNATURE

I certify that I am the owner of the property listed above as the project location. The authorized agent listed above is designated to act on my behalf for matters pending before the City of Auburn according to the application types checked above.

By: _____

Owner, Signature

Owner, Printed Name

Date

By: _____

Owner, Signature

Owner, Printed Name

Date

OWNER ACKNOWLEDGEMENT

State Of _____)

) SS:

County Of _____)

BEFORE ME, the undersigned Notary Public in and for said County and State, this _____ day of _____, 20____ personally appeared the within named _____ herein "Owner"

WITNESS my Hand and Notarial Seal

By: _____

Notary Public, Signature

Notary Public, Printed Name

Number / Expiration Date or Stamp