

# APPLICATION FOR DEMOLITION PERMIT

Windom, Minnesota

RETURN ALL FORMS TO: City of Windom  
444 9<sup>th</sup> Street  
P.O. Box 38  
Windom, Minnesota 56101-0038  
Phone: 507-831-6125  
Fax: 507-831-6142

OFFICE USE ONLY	
Permit No.	_____
Date Received	_____
Date Paid	_____

(Please Print)

Site Address: \_\_\_\_\_

Owners Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Excavation Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

OFFICE USE ONLY	
Permit Fee	\$ _____
State Surcharge	\$ _____
<b>TOTAL FEE DUE:</b>	<b>\$ _____</b>
Zoning District	_____

## DESCRIPTION OF DEMOLITION:

Type of structure to be demolished: \_\_\_\_\_

Start date of demolition: \_\_\_\_\_ Completion date of demolition: \_\_\_\_\_

Contractor to notify local utilities to disconnect services as per City requirements.  
(SEE ATTACHED "DEMOLITION PERMIT PROCEDURES".)

## NOTIFICATION TO GOPHER STATE ONE-CALL FOR EXCAVATION:

Minnesota Statutes Chapter 216D requires that the EXCAVATOR must call GOPHER STATE ONE-CALL at 1-800-252-1166 at least 48 hours before beginning any excavation. It is important to avoid striking any underground utility, telephone, cable television or water and sewer lines. Hand digging is required when excavating within two feet of the markings.

**IMPORTANT:** By signing this document, I am indicating that I have received this notice and agree to accept responsibility for either calling Gopher State One-Call or notifying my excavator to call 48 hours prior to excavating.

## APPLICANT'S CERTIFICATIONS AND COMPLIANCE:

I hereby certify that I have read, examined and completed this application and know the same to be true and correct. I accept responsibility for compliance with all applicable laws, notifications, and city provisions, including those noted on the attached MPCA handouts. The granting of this permit does not authorize violation or cancellation of any state or local law regulating demolition or the performance of demolition.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant's Printed Name: \_\_\_\_\_ Address: \_\_\_\_\_

## APPROVAL BY BUILDING OFFICIAL

Comments or Conditions: \_\_\_\_\_

Building Official Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# DEMOLITION PERMIT PROCEDURES

## City of Windom

**PERMIT:** A Demolition Permit Application must be completed, signed, and the fees paid prior to any demolition work proceeding.

**MINNESOTA POLLUTION CONTROL AGENCY:** The handouts provided with this demolition permit application have been supplied by the Minnesota Pollution Control Agency (MPCA). These forms need to be completed and forwarded to MPCA for their approval prior to commencement of the demolition project (if required). (SEE INSTRUCTIONS PROVIDED ON FORMS.) Additional handouts and more information regarding demolition can be obtained at the Office of the City Building Official or by calling the MPCA at 1-800-657-3864.

**GOPHER STATE ONE-CALL:** The applicant or demolition contractor **MUST** contact Gopher State One-Call (1-800-252-1166) **AT LEAST 48 HOURS** prior to the commencement of demolition. They will notify the city's electrical, telecom, and water/wastewater departments, and also the phone companies and gas company to enable them to mark the location of their utilities. The applicant or demolition contractor is responsible for making appropriate arrangements with the utility companies for any necessary disconnections of their services to the affected structure(s).

### **REQUIRED INSPECTIONS:**

#### **1. Pre-Demolition Inspection:**

- a. Before demolition starts, an inspection of the structure must be scheduled and conducted by the City Building Official or other approved Inspector.
- b. This inspection is to verify that all hazardous materials and other environmental materials have been removed from the structure as per MPCA guidelines.
- c. Verification that Gopher State One-Call was contacted and that all the utility services have been located and marked. [Applicant or demolition contractor is responsible for all arrangements for any necessary disconnections of utility services to the structure(s).]

#### **2. Inspection Prior to Backfilling:**

- a. After the entire structure has been removed, it must be inspected by the City Building Official prior to backfilling. This is to verify that all building materials (basement foundations including all footings) and debris have been completely removed from the excavation. Official (or his representative) must also verify that all the appropriate utilities have been properly terminated and/or capped.

#### **3. Final Inspection:**

- a. After the site has been backfilled and the site is finish graded, that all work is complete and all material is removed from the site.

City of Windom Ordinance requires that all structures demolished must have all of the structure removed. This includes all footings and foundations, concrete slabs, underground tanks and septic tanks. Private wells must be abandoned and capped by a certified well driller, and the paper work copied to the City Building Official. Sewer and water lines must be properly capped and marked at the property line or as directed by the City of Windom Water Wastewater Superintendent (831-6138). All other utilities must be abandoned as per the following listed utility contacts: **City Electric** (831-6151), **Windomnet** (Cable TV, Internet, Phone) – For Work Tickets: 831-6129, **Century Link** (Phone, Internet) – formerly Qwest - (800-833-0825 – Buried Cable or for local contact, call: 507-822-4351), and **Minnesota Energy Resources** (800-889-9508 or for local contact, call: 507-848-1059).