

**APPLICATION FOR
DEMOLITION PERMIT:**

(ONE APPLICATION MUST BE FILED FOR EACH BUILDING OR STRUCTURE TO BE DEMOLISHED)



(If in Historical District, File Separate application for Planning Commission approval)

PLANNING DEPARTMENT
Market St. Troy, OH 45373
Phone (937)339-9481, Fax (937)339-9341
www.troyohio.gov

Rev 2/8/06

1 LOCATION OF PROJECT	Project Address	Zip Code	Lot No(s)
	Name of Job	Type of Bldg/Structure (Ex: Home, Garage, Shed, Etc.)	
2 REQD INFO	Names (Please <u>Print</u>)	Mailing Addresses – Street, City, Zip Code	Phone (Day time)
	Applicant		
	Contractor		
	Bldg Owner		
3	Subdivision	4 Lot size	5 Is work within the 100 Yr Flood Plain? _____ If yes, is work within the Floodway _____
6	Are there easements or land restrictions on the property? _____ If yes, explain:		6A Is this structure within the Historic District? _____
7	What was the building last used for?		8 If applicable, will the floor slab be removed?
8	Describe Nature of Work:		

ATTENTION

SUBMISSION OF UTILITY RELEASE FORMS ARE REQUIRED PRIOR TO ISSUANCE OF PERMIT AND COMMENCEMENT OF WORK....

↑ Gas/Electric Release Form Received _____ ↑ Water/Sewer Release Form Received _____

10 OCCUPANCY CLASS (Check ONLY ONE)			OFFICE USE ONLY											
↑	1-Family Residential Building	↑	3,4 ,5 or More Family Residential Bldg	<table border="1"> <tr> <th>Permit Fees</th> <th>Due</th> </tr> <tr> <td>Demolition of Structure: \$10 Plus \$4 per 1000 sf. (Max of \$75.00)</td> <td></td> </tr> <tr> <td>TTL Amount Due</td> <td></td> </tr> <tr> <td>TTL Amt Paid</td> <td></td> </tr> <tr> <td>Receipt No.</td> <td>Date</td> </tr> </table>	Permit Fees	Due	Demolition of Structure: \$10 Plus \$4 per 1000 sf. (Max of \$75.00)		TTL Amount Due		TTL Amt Paid		Receipt No.	Date
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Receipt No.	Date													
↑	2-Family Residential Building		Specify No. of Housing Units _____											
	↑ All other buildings and structures													
11	Maximum Number of Stories													
12	Floors Involved in Work	Figure Total Square Feet of Each Floor												
A	Basement:													
B	First Floor													
C	2,3,4,5,6 (Circle One)													
D	Additional Floors													
E	Total Sq. Ft. A+B+C+D													
Sign your Full Name: _____ Address: _____ Phone _____ Date _____				<p style="color: red;">By signing this application, this allows a representative of the City of Troy to enter the property for inspection purposes.</p>										
APPROVAL CONTINGENT UPON THE FOLLOWING:														
PERMIT ISSUED BY:														
REFER TO PERMIT NO.		DATE:												
_____		_____												

CITY OF TROY, OHIO, PLANNING DEPARTMENT



100 S. Market St.
Troy OH 45373

Phone: 937-339-9481
Fax: 937-339-9341

UTILITY RELEASE FORM

PROPERTY DESCRIPTION:

Before the above property can be demolished, the Utilities Company that serves this structure must confirm that their respective service connections and appurtenant equipment, such as meters and regulators have been removed or sealed and plugged in a safe manner at this address.

1. ELECTRIC – DP&L Representative: _____
(signature)

Date disconnected: _____ Utility Co. Phone No: _____

2. GAS – Vectren Company Representative: _____
(signature)

Date disconnected: _____ Utility Co. Phone No: _____

3. WATER – City of Troy B&C Rep.: _____
(signature)

Date ordered: _____ B&C Dept. Phone No: 937-335-4151
Date disconnected: _____

4. SEWER – City of Troy Engineering Dept. Rep.: _____
(signature)

Date disconnected: _____ Engineering Dept Phone: 937-339-2641

NOTE: An Asbestos survey may also be necessary. Contact Regional Air Pollution Control Agency (RAPCA) at 937-225-5947 for details and forms.

NOTICE: This Utility Release Form must be completed and returned to the Planning & Development Department before a Demolition Permit can be issued.

This form may be duplicated and faxed copies are accepted.



Instructions for Demolition

- Receive Demolition application and Utility Release Form from the City of Troy Development Department, located at 102 S. Market St., Troy, Ohio.
- The Utility Release Form must be completed by all pertinent utility companies prior to issuance of Demolition Permit.
- Please contact the following utility companies in order of listing:
- DP&L for disconnection of electric utilities.
- Vectren for disconnection of gas utilities.
- Once DP&L and Vectren have completed the Utility Release Form, bring the form to the City of Troy Billing and Collection Department for disconnection of water and sewer utilities. The Department is located at 100 S. Market St., Troy, Ohio. The department may be contacted at 937-335-4151.
- Once all disconnection of utilities has been completed, a City of Troy Zoning Inspector will contact the applicant to submit the Demolition Permit Application for final approval.
- A permit will then be issued. The permit will be in effect for a period of 6 months.
- All debris from the demolition of a structure must be removed from the property in a timely manner.
- Should a dumpster be required for the project, please contact the Engineering Department for approval of the placement of the dumpster. The Engineering Department may be contacted at 937-339-2641.
- Once a structure has been removed, the City allows the broken foundation, concrete, bricks, etc. to be placed in the remaining hole and then covered with a minimum of 3' of topsoil. No wood is permitted in the hole.
- Once a structure has been removed, the property must be seeded and strawed to prevent excessive run-off into the storm sewer system.

Instructions for Capping Sewer Lateral

SEWER LATERALS MUST BE EXPOSED & INSPECTED BY THE CITY OF TROY ENGINEER'S OFFICE PRIOR TO CAPPING. CAPPING SHALL TAKE PLACE PRIOR TO DEMOLITION.

- Contact the City of Troy Engineering Department to schedule a time for an Engineering Technician to inspect the capping of sewer laterals. They may be reached at 937-339-2641.
- Capping of sewer laterals requires the use of a Fernco style rubber boot with a Schedule 40 PVC pipe and Schedule 40 PVC cap. Cap must be glued in place.
- Sewer trench must be backfilled prior to demolition.
- Once all steps are completed with sewer capping, the Engineering Technician will release the structure for demolition to begin.

Demolition of Structures with no Utilities

- Should a person wish to demolish a structure that has no utility hook-ups, a Waiver to Utility Release form must accompany the permit application. Attached to the application is the Waiver that must be completed, notarized, and returned to the City of Troy Planning and Zoning Department.