



Application for: Demolition

One application required for each building or structure to be demolished
Any structure in the Historic District must apply for Historic Review for Planning Commission approval.
Please review the instruction sheet and utility disconnection form for more information.

Address of Project: _____

Applicant/ Contractor Name: _____

Address: _____

Phone: _____ Email: _____

Property Owner Name: _____

Address: _____

Phone: _____ Email: _____

Type of building/ structure: (Ex: Home, Garage, Shed, etc.) Total Sq. Ft. of building being demolished:

Occupancy Class: - Single Family Residential - Two-family Residential - Accessory structure
 - Multi- Family Residential (# of units: _____) - Commercial - Industrial - Other

Number of Stories of structure: _____ If vacant, last use of the structure: _____

Removal of Slab or Infill Basement: - Yes -No _____

Any Easements or Land restrictions: - Yes -No
If Yes, Explain: _____

Is the property within the 100 Flood Plain: - Yes -No
If Yes, is the work within the Floodway: - Yes - No

Is the property within the Historic District: - Yes -No
If Yes, please meet with staff for historic review app, and process.

Fees: - Demolition of Structure: \$25

By signing this application, I acknowledge that I am authorized by the owner to make this application. The information presented is accurate. I will read and abide by the instructions and utility disconnection requirements. I agree to allow City of Troy employees to enter the property in order to complete necessary inspections. I agree to conform to all applicable laws of the City.

Signature: _____ Date: _____



Instructions for Demolition

- Obtain the 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 and returned by all pertinent utility companies prior to issuance of Demolition Permit. Contact information is on that form.
- Contact the utility companies to get disconnection and confirmation of the services being retired:
 - DP&L for disconnection of electric utilities.
 - Vectren for disconnection of gas utilities.
 - Troy Billing & Collections for water service.
 - Contact the Ohio EPA and an Asbestos Abatement Contractor for an inspection, application and notification for demolition.
- Once DP&L and Vectren have completed the Utility Release Form, return 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 along with Ohio EPA Notification, submit those documents with confirmations to the City of Troy Zoning Inspector. Then contact the City Engineering Department for the sewer lateral capping, 937-339-9481.
- Once the capping of the sewer lateral has been inspected and notification has been made to the Zoning Inspector 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 Development Department.





UTILITY RELEASE FORM

Property Address: _____

Contact Name: _____

Contact Phone: _____

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

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

Date disconnected: _____ Utility Co. Phone No: 937-331-4860
Email: constructioncenter@aes.com

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

Date disconnected: _____ Utility Co. Phone No: 1-800-990-1930
Email: newservice@centerpointenergy.com

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 Ohio EPA: (614) 644-3020 or Regional Air Pollution Control Agency (RAPCA): 937-225-5947 for details and forms.

Any asbestos notifications or reports must be submitted to the assigned City of Troy, Zoning Inspector.

**This form may be duplicated and signed, forms may be returned to: troy.permits@troyohio.gov
Service disconnections**





Waiver to Utility Release Form

I, _____ do hereby attest that the structure located at _____ has no known connected utilities.

Should myself or the contractor encounter any utilities, I/they will stop immediately and contact the City of Troy Engineering Department at 937-339-2641 for further direction.

Date: _____

Signed: _____

STATE OF Ohio
COUNTY OF Miami

Before me, a Notary Public in and for said County and State, personally appeared the above named _____, who acknowledge that _____ did sign the foregoing instrument and that the same is his/her free act and deed.

IN TESTIMONY WHEREOF, I have hereunto set my hand and official seal, at _____, Ohio this _____ day of _____, 20__.

(seal)

NOTARY PUBLIC

