



OFFICE OF THE
BUILDING DEPARTMENT

TOWN OF VERNON

55 WEST MAIN STREET, VERNON, CT 06066

Tel: (860) 870-3633

Fax: (860) 870-3589

DEMOLITION PERMIT APPLICATION CHECKLIST

- **Completed Vernon Building Department Demolition Permit Application:** All information must be filled in and legible. The application shall be signed by the property owner of record, the Connecticut licensed demolition contractor and the applicant.
- **Site Drawings:** The applicant shall provide site drawings identifying the structure(s) to be demolished that shows distances to property lines, other buildings and the street
- **Demolition Delay Ordinance:** The applicant shall comply with the Town of Vernon ordinance regarding demolition delay if the property **is 50 years or older** (*Vernon, CT- Code of Ordinances Sec. 3.3*)(Ord. No. 198) (*see attached*)

https://library.municode.com/ct/vernon/codes/code_of_ordinances?nodeId=PTIICOOR_CH3BUBURE_S3-3DEDE

- **Demolition License:** The applicant must provide a current copy of the demolition contractor's license issued by the Connecticut Department of Public Safety, or be the owner of the property in the case of a single-family dwelling or outbuilding.

ATTENTION!!!

The owner of the single-family dwelling may only be the applicant when the structure being demolished does not exceed thirty feet in height, and the owner must be present on the site while the demolition work is in progress.

- **Workman's Comp Insurance:** The applicant shall provide a copy of valid workman's compensation insurance or complete a State of Connecticut Workman's Compensation Commission form 7A.
- **Certificate of Liability and Property Insurance:** The applicant shall provide a certificate of insurance as required by Connecticut General Statute (CGS) 29-406 and shall specify in writing the following:
 - Certificate of Insurance must name the *Town of Vernon* as an additional insured
 - Insurance must be specifically for demolition
 - The property address clearly identifying the structure being demolished
 - Liability for bodily injury of at least \$100,000 per person and \$300,000 aggregate
 - Property damage of \$50,000 per accident and \$100,000 aggregate
- **Hold Harmless Letter:** The applicant shall provide a signed hold harmless document from an officer of the demolition company or the homeowner performing the demolition stating the following:
 - "In accordance with CGS 29-406 we, [contractor or homeowner name] hereby agree to save harmless the Town of Vernon and its agents from any claim or claims arising out of the negligence of the applicant or their agents or employees in the course of the demolition operations associated with [property address]
- **Letters of Disconnect:** The applicant shall provide written confirmation from all utility providers serving the structure (water, gas, electric, sewage, cable, phone, etc...) that utility services have been properly disconnected (*This requirement may be waived for small outbuildings with permission from the Building Official*).

- **Demolition Notice to Adjoining Property Owners:** The applicant shall provide postal receipts and copies for certified letters sent to all abutting property owners, informing them of when and where the demolition is to occur (per C.G.S. 29-407).
- **Hazardous Material Survey Report:** The applicant shall provide an inspection report for the building being demolished identifying any lead, asbestos, or other hazardous material.
- **State of Connecticut Department of Public Health Notification:** The applicant shall provide copies of the required State of Connecticut Department of Public Health form(s) as applicable. These form(s) are to be completed and post marked or hand delivered to the Connecticut Department of Public Health (DPH) at least ten (10) days prior to the start of asbestos abatement or demolition.
 - **Asbestos Abatement Notification Form-** This form must be completed and submitted by the applicant to the Department of Public Health (DPH) for asbestos abatement involving more than ten (10) linear feet or more than twenty-five (25) square feet of asbestos-containing material.

https://portal.ct.gov/-/media/Departments-and-Agencies/DPH/dph/environmental_health/asbestos/2019-Uploads/123019-AANF-PDF-REV.pdf?la=en

ATTENTION!!!

All asbestos abatement involving more than three (3) linear feet or more than three (3) square feet of asbestos-containing material must be performed by a licensed asbestos contractor.

- **Demolition Notification Form-** This form must be completed and submitted by the applicant to the Department of Public Health (DPH) when a structure is being demolished and the structure either contains no known asbestos-containing material or if the structure contains no more than ten (10) linear feet or no more than twenty-five (25) square feet of asbestos-containing material.

https://portal.ct.gov/-/media/Departments-and-Agencies/DPH/dph/environmental_health/asbestos/2019-Uploads/Demo-Notification-Form_050219.pdf?la=en

NOTICE TO APPLICANTS!!!

- Basements, cellars or other holes must be immediately filled to grade.
- Safety fencing may be required depending on the size, scope, and location of the structure being demolished
- All debris or demolished materials shall be removed from the site immediately. Pursuant to the Connecticut General Statutes, Department of Environmental Protection Agency, State Health Department Regulations, and the Town of Vernon Zoning Regulations:

NO ON-SITE BURIAL OF ANY BUILDING MATERIALS IS PERMITTED

- The following inspections are **REQUIRED:**
 - Pre-Demolition Inspection
 - Inspection when the building site is backfilled & graded
 - *Additional inspections as required by the Building Official*
- Please call the Building Department's main number at (860) 870-3633 at least **48 hours** in advance to schedule all inspections.

A Demolition Permit will not be issued unless ALL items above are provided along with all applicable fees



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Sec. 3-3. - Demolition delay.

- a) *Findings.* There are located in Vernon buildings of architectural and historic importance that are invaluable assets of the community and are irreplaceable. Historic buildings may be subject to demolition due to their age and condition. An owner of a historically significant building may not realize the significance of the building, the feasibility of rehabilitation, the potential for adaptive reuse or its marketability for sale to a party interested in obtaining an historic building. A temporary delay of demolition of an historic building accompanied by public notification of the pending demolition can prevent an irremediable error from occurring and be an important step in preserving the historically significant architecture of the community.
- b) *Application to be filed; required information.* Each person filing an application for a permit to demolish a building in the Town of Vernon that is more than fifty (50) years old shall file with the town's building official, on forms provided by the building official, the following: (1) Any information required by the building official; (2) The address of the building to be demolished; (3) The name and address of the building's owner; (4) The date on which demolition is desired to begin; and (5) The approximate age and type of building to be demolished. The application shall include a copy of the current assessor's street card.
- c) *Notice.* Upon receipt of an application, the building official shall publish a copy of the notice in a newspaper having a substantial circulation in the town. Such notice shall be published not later than fifteen (15) days after its receipt by the building official. The building official shall mail such notice, not later than the date of its publication, to the local historic properties commission, the municipal historian, and to any person or organization requesting such notification by a written document delivered to the building official. Each such request for notification shall be renewed annually in writing.
- d) *Purpose of notice; delay authorized.* The purpose of the notice of demolition is to provide public awareness of the intent to demolish a building more than fifty (50) years old so that proper consideration may be given to its historical, architectural and/or cultural significance to the town. If the building official has received no written objection to the application within fifteen (15) days after such notice is published, he/she may issue a demolition permit. If the building official receives a written objection to the issuance of a permit, he/she shall delay the issuance of a permit for up to ninety (90) days following the date on which he/she received the application and notice.
- e) *Waiver by building official.* If the building official, in consultation with the historic properties commission and/or the municipal historian, makes a written finding that the building which is proposed to be demolished is not of an age, style, location and/or cultural significance to the town, he/she may waive the provision of this section requiring notice of the provision requiring delay in the issuance of a demolition permit.
- f) *Appeals.* Any person aggrieved by the action of the building official in waiving such provisions or delaying the demolition may appeal to the building code board of appeals. Upon receipt of a written request for appeal, the building official shall request the chair of the building code board of appeals to conduct a public hearing within five (5) days, excluding Saturdays, Sundays and legal holidays, after the date of receipt of the appeal. The board shall upon majority vote affirm, modify or reverse the decision of the building official in a written decision. The board shall file its decision with the building official not later than five (5) days, exclusive of Saturdays, Sundays and legal holidays, following the day of the hearing. A copy of the decision shall be mailed to the party making the appeal.



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Demolition Permit Application

Permit Number: _____
(Building Dept. Use Only)

Demolition Site Address: _____

Description of Structure & Scope of Work: _____

Demolition Will Occur From: _____ (start date) To: _____ (end date)

Approximate Cost of Demolition: \$ _____ Fee: \$ _____ Zoning District: _____
(Building Dept. Use Only)

Type of Building or Structure (circle one):

Single-Family Dwelling

Two-Family or More Dwelling (# of units _____)

Residential Garage

Residential Shed or Outbuilding

Assembly

Business

Educational

Factory & Industrial

Mercantile

Storage

Mixed Use

Other: _____

Year Built: _____ Age of Building: _____ (years) - *if 50 years or more - Town of Vernon Demolition Delay Ordinance applies*

Height of Building: _____ (feet) No. of Stories: _____ Floor Area (including all floors): _____ (square feet)

Water Supply (circle one): Public Water Well N/A

Gas Supply (circle one): Natural Gas Propane N/A

Electrical Supply (circle one): Underground Overhead N/A

Sewage Disposal (circle one): Public Sewer Septic N/A

Call Before You Dig Work #: _____

Does the Structure Contain Lead, Asbestos, or Other Hazardous Material (circle one): Yes No Unknown

Demolition Site Address: _____

PROPERTY OWNER MUST SIGN AND DATE

Property Owner's Name (print): _____

Address: _____ Phone#: _____

Signature of Property Owner: _____ Date: _____

CONTRACTOR MUST SIGN AND DATE

Contractor Name (print): _____

Address: _____ Phone#: _____

License Type: _____ License No.: _____ State: _____ Exp.: _____

Signature of Contractor: _____ Date: _____

APPLICANT MUST SIGN IN THE PRESENCE OF A NOTARY PUBLIC

All proposed work has been authorized by the owner of this property and all information contained within this application is true and accurate to the best of my knowledge and belief. All work will be done in strict accordance with all LOCAL, STATE and FEDERAL CODES and no work will commence until a *Demolition Permit* is ISSUED by the Building Official.

Applicant Name (print): _____

Address: _____ Phone#: _____

Signature of Applicant: _____ Date: _____

(For Notary Public Only)

STATE OF _____ COUNTY OF _____ SUBSCRIBED AND SWORN

TO OR AFFIRMED BEFORE ME THIS _____ DAY OF _____,

BY: _____ (Notary Public)

MY COMMISSION EXPIRES: _____

(Building Dept. Use Only)

Special Conditions or Comments: _____

Reviewed and Issued By: _____ Date: _____

(Town of Vernon Building Official)