



DEMOLITION INFORMATION PACKET

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I. Demolition Application Checklist

Please fill out this checklist by initialing on each line and return along with the Demolition Standards, Inspections, and Site Standards (pages 9-10) with your permit applications.

_____ Permit Applications* – Pages 2-7

- Right-of-Way/Alley/Easement Permit Application (for disconnects)
- Demolition Permit Application Form
- Site Sketch – 3 copies

_____ Utility Disconnections – Page 12

Proof of disconnection (e.g. signed letter from licensed trade contractor) of utilities serving the property must be provided with the Demolition Permit application.

- DTE Energy Electric and Gas
- City of Garden City Water Department

_____ Right-of-Way/Alley/Easement and Demolition Permit Issuance – Page 11

- Permit Fees
- Performance (cash) Bonds
- Proof of Insurance

_____ List of Necessary Inspections – Page 15

* If historic site, additional approvals are necessary prior to Demolition Permit Application submission.



Department of Public Services
 31800 Beechwood, Garden City MI 48135
Inspection line 734.793.1800
ALLOW TWO (2) BUSINESS DAYS TO SCHEDULE INSPECTION

For Department Use Only Permit # _____
 Permit Fee _____ Bond _____

RIGHT-OF-WAY/PUBLIC ALLEY/EASEMENT PERMIT APPLICATION

DATE _____ JOB ADDRESS _____

****If a contractor is to perform the construction work authorized by this permit and is supplying the cash deposit; he/she will fill out the information below and thereby assumes responsibility along with the property owner for all provisions of this permit. The property owner's attention is called to the general conditions on page two (2) of this application. ****

1. Owner's Information

Name _____ Address _____
 City/State _____ Zip Code _____ Phone # _____
 Email _____

2. Contractor's Information

Name _____ Address _____
 City/State _____ Zip Code _____ Phone # _____
 Email _____
 State/Local License Number _____ Federal Employer ID/Exemption _____
 Worker's Compensation Insurance Carrier or reason for exemption _____
 MESC Employer Number or reason for exemptions _____

3. Description of Work – Please see page for fee schedule worksheet also to be filled out by applicant.

Please detail a description of the desired facility and/or activity. If a drawing is preferable, please attach.

Section 23a of the State construction code act, P.A. 230 of 1972, as amended, MCL 125.1523A, prohibits a person from conspiring to circumvent the licensing requirement of this State relating in persons who are to perform work on a residential building or a residential structure. Violators of Section 23a are subject to civil fines.

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his/her authorized agent, and we agree to conform to all applicable laws of the City of Garden City, the State of Michigan, and all conditions stated on page two of this application. All information submitted on this application is accurate to the best of my knowledge.

This permit shall be null and void if SUBSTANTIAL construction has not occurred WITHIN 90 DAYS from the date of issuance.

Note: All refunds subject to 25% service fee PERMIT IS GOOD FOR 6 MONTHS.

 Applicant's Signature Date

Contractor Home Owner
 Do not write below this line

Per all City Codes and Ordinances.

Approved by _____ Date _____

General Conditions

The construction and work described herein shall be accomplished in accordance with the approved specifications, maps, and statements filed with the city and which are incorporated in and made a part of this permit. The property owner and/or contractor agree to the following:

1. The permit shall not become operative until it has been fully executed by the City. After execution, notification must be given to the City office, at the telephone number indicated on the front of this permit at least two (2) business days before starting construction so that arrangements can be made for inspection.
2. If required by City, PROPERTY OWNER shall, before commencing any operations, deposit with the department a cash deposit to cover damage to the roadway, public easement area, or adjacent properties. The department may retain any portion of a cash deposit which, in the opinion of the department, shall be necessary to cover any expense or damage incurred by it through the granting of this permit, and the cash deposit or the balance thereof shall be returned to the PROPERTY OWNER upon completion of the work to the satisfaction of the department in accordance with applicable City ordinance.
3. WHEN APPLICABLE, THE FOLLOWING MUST BE ATTACHED TO THIS PERMIT AT THE TIME THE PERMIT IS EXECUTED:
 - a. Plan review and/or field inspection fee
 - b. Site plans and specifications or sketch for anything non-single family
 - c. Required cash deposit and insurance
4. The PROPERTY OWNER is responsible for any repairs due to damage or defects in the right-of-way area (pavements, structures, stop boxes, trees, etc.) that exist at completion of permitted work. If any right-of-way areas are defective prior to commencement of work, PROPERTY OWNER shall document same with photography and provide proper documentation to the Department of Public Services for review prior to commencement of work. As an alternative, the PROPERTY OWNER may arrange for a pre-construction field condition review by requesting this option when calling for inspection.
5. It is the responsibility of the PROPERTY OWNER to ascertain the condition and usability of the existing sewer lead to which a connection will be made. The City makes no guarantee of the condition, location, existence, or long-term usability of the existing sewer lead to which a connection will be made. Any existing lead to be reutilized must be televised in right-of-way, and Director of Public Services must approve use of existing lead.
6. On any project involving excavation/backfilling for local road crossings, pavement, or utility work, bonds will be held for a minimum period of six (6) months after backfilling or until all right-of-way/easement restoration work is completed and turf has been successfully established, whichever is later. This is to protect against long-term settlements, and the bonds will be held over winter if turf is not successfully established.
7. Any and all operations under this permit shall meet all requirements of the current standards and specifications of the City of Garden City.
8. The PROPERTY OWNER and the CONTRACTOR shall indemnify, save harmless and defend the City against all claims, suits, and judgments of every name and description arising out of the operations covered by this permit or the issuance of this permit, shall furnish proof of insurance covering liability damage arising under the work performed out of the work performed under this permit in the amount stated on the permit or as required.
9. It is distinctly understood that the rights granted herein are revocable at the will of the Director of Public Services, and that the PROPERTY OWNER acquires no rights in the highway or public easement area and expressly waives any right to claim damages or compensation in case this permit is revoked.
10. This permit does not relieve the PROPERTY OWNER from meeting all requirements of law. The PROPERTY OWNER shall be responsible for securing any other legally required permits from the City of Garden City, other governmental agencies and jurisdictions, corporations, or individuals.
11. The PROPERTY OWNER assumes all responsibility for the interruption and damage of underground utilities. The presence or absence of utilities is based on the best information shown on the plans, and the City is not responsible for the accuracy of this information. The PROPERTY OWNER shall contact all utility owners regarding their facilities prior to starting work. Most utilities may be contacted through MISS DIG.
12. The PROPERTY OWNER or CONTRACTOR shall furnish all such personnel and warning devices in accordance with the procedures and standards as established by the Michigan Manual of Uniform Traffic Control Devices.
13. The construction, operation, and maintenance of the facility covered by this permit shall be at the PROPERTY OWNER's expense. The PROPERTY OWNER will not be responsible for maintaining road widening or any other pavement which becomes part of the main roadway after the completion of the construction.
14. New water service connections are to be minimum size of 1 inch. Disconnection of water services must be done at city water main.
15. Please Note: Inspection fee collected is based on inspection during normal business hours, which are 7:30 a.m. through 3:30 pm, weekend and holidays excluded. If inspection must be conducted outside these times, actual costs, if not paid in advance, will be deducted from the cash bond.

*These General Conditions are applicable to both the Garden City Flatwork and Right-of-Way/Alley/Easement Permits



Building Department
 6000 Middlebelt Road, Garden City MI 48135
 734.793.1650 Fax 734.793.1651
 24 hour inspection line 734.793.1656

For Department Use Only	
R.O.W. Permit Number	_____
Date-Sewer/Water Inspection Approval	_____
Gas Shut-Off Proof Obtained	<input type="checkbox"/> Yes
Electric Shut-Off Proof Obtained	<input type="checkbox"/> Yes

DEMOLITION PERMIT APPLICATION

RIGHT OF WAY/ALLEY/EASEMENT PERMIT WITH INSPECTED AND APPROVED DISCONNECTION OF WATER AND SEWER MUST PRECEDE THE ISSUANCE OF THIS PERMIT

DATE _____ JOB ADDRESS _____

1. Owner's Information

Name _____ Address _____
 City _____ State _____, Zip Code _____ Phone _____
 Email _____
****Please provide e-mail address for expedited plan review results****

2. Contractor's Information

Name _____ Address _____
 City _____ State _____, Zip Code _____ Phone _____
 Builder's License Number _____ Federal Employer ID/Exemption _____
 Worker's Compensation Insurance Carrier or reason for exemption _____
 MESC Employer Number or reason for exemptions _____
 Email _____
****Please provide e-mail address for expedited plan review results****

3. Proposed Project Type

- Single Family Duplex Multi-family Commercial Industrial

4. Redevelopment - Will the property be redeveloped right away?

- Yes No

***Notes:** a) If main structure is being demolished without redevelopment, all other structures on site must be removed.
 b) A separate building permit application and plans will need to be submitted for any redevelopment.

5. Fees

TYPE OF WORK	BEING DONE?	FEE FOR EACH	TOTAL
Administration fee (non-refundable)	√	\$ 45.00	\$ 45.00
Plan Review fee (non-refundable)	√	\$ 45.00	\$ 45.00
• Note: The fees below do NOT include sewer/water cap fee as this needs to be addressed with a R.O.W permit			
Demolition of:			
Moving Structure		\$ 120.00	
Residential Structure		\$ 120.00	
Commercial Structure		\$ 300.00	
BOND/RE-INSPECTION/REGISTRATION FEES			
Bond		\$ 500.00	
Re-inspection		\$ 50.00	
Annual registration fee		\$ 24.00	
		TOTAL COST =	

*Note: All refunds subject to 25% service fee

**Administrative and plan review fees (\$45.00 EACH) due at time of submission. Permit fee(s) may be paid once plans are approved.

***Inspection fee collected is based on inspection during normal business hours, which are 7:30 a.m. through 4:00 pm, weekend and holidays excluded. If inspection must be conducted outside these times, actual costs, if not paid in advance, will be deducted from the cash bond.

6. Additional Information:

- a) All information must be correct, complete, and legible.
- b) Include three copies of mortgage survey or plot plan is required.
- c) Separate permits are required for electrical, mechanical, and plumbing.
- d) No work may be started before the issuance of a right-of-way permit with inspection approval and plan review approval and issuance of this permit. Penalty for work done prior to the issuance of a permit shall double the permit fee.
- e) 24 Hours notice is required for inspections
- f) Stamped Approved plans shall be on site in a readily available and observable location for the inspector to use. If plans are not available inspection will be denied
- g) A separate building permit application and plans will need to be submitted for any redevelopment of the property.

PERMIT IS GOOD FOR 6 MONTHS.

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his/her authorized agent, and we agree to conform to all applicable laws of the City of Garden City and the State of Michigan. All information submitted on this application is accurate to the best of my knowledge.

Section 23a of the State construction code act, P.A. 230 of 1972, as amended, MCL 125.1523A, prohibits a person from conspiring to circumvent the licensing requirement of this State relating in persons who are to perform work on a residential building or a residential structure. Violators of Section 23a are subject to civil fines.

Applicant's Signature

Date

Contractor*

Property Owner

*If applicant is NOT property owner, than the property owner must sign this application as well.

Property Owner's Signature

Date

Do not write below this line

Per all City Codes and Ordinances; the adopted Michigan Residential Code, and the adopted Michigan Building Code.

Zoning Review Approved by _____

Date _____

Approved by _____

Date _____

Revised 5/2015

III. Demolition Standards, Inspections, and Site Conditions

Demolition Standards

The following is a summary of the demolition standards that must be followed by the contractor performing the demolition work. These requirements can be found in Chapter 131 General Building Regulations of the City Code.

- _____ A. No structure shall be removed from the premises in a whole or substantially whole condition. All buildings shall be demolished on the premises.
- _____ B. All structures and their foundations shall be completely razed to a level of two (2) feet below the ground surface or grade line and removed from the site. Razing shall include, but is not limited to, all posts, piers, walls, basement partitions, sheds, steps, thresholds, paved areas and all other above-ground items.
- _____ C. Concrete floors shall be broken and foundation walls removed two (2) feet below grade.
- _____ D. All basements and cellars or other areas below grade shall be filled and compacted to grade only with sound approved solid fill of sand, gravel and dirt. Brick, stone, mortar, plaster or concrete removed from the demolished structures may be used if it is arranged not to form or collect surface or subsurface water. Masonry fragments used as fill shall not be over 24 inches in greatest dimension. No decomposable organic material or wood, glass, paper, piping, steel or other metal material or any unstable or combustible material shall be used in making fills.
- _____ E. All masonry, such as private sidewalks, driveways, driveway aprons or retaining walls, shall be removed unless such removal will create a hazardous condition or unless the owner has requested otherwise in writing.
- _____ F. Wood partitions, stairways, furnaces, piping and other equipment, rubbish and debris located in basements or elsewhere on the property shall be removed from the site.
- _____ G. Any damage to public sidewalks or any part of the street right-of-way shall be repaired or replaced to meet City Engineer standards.
- _____ H. The lot shall be filled, compacted and graded to blend with surrounding property and sidewalk grades.
- _____ I. Final fill shall be at least two inches of sandy loam, dirt or topsoil containing no brick, mortar or concrete pieces. Grass shall be planted using the MDOT Roadside Seed Mixture. Specifications:

QUANTITY	VARIETY	PURITY	MIN GERM
50%	Perennial Ryegrass	99.5%	90%
35%	Creeping Red Fescue	98.5%	85%
15%	Kentucky Bluegrass	98.5%	85%
Note: All varieties used in above mix are selected from the MDOT Qualified Product List			
Recommended seeding rate: 5 lbs per 1,000 sq. ft. – 220 lbs per acre			

- _____ J. The sewer lateral benefit inspection requirement – a 4x4 piece of wolmanized lumber must mark the location of the disconnect and meet finish grade. Backfilling to be done only after inspection and approval by City.
- _____ K. Water service must be disconnected *at the water main* and curb stop box removed.
- _____ L. If main structure is being removed and not redeveloped, all other structures must be completely removed including basements, pools, etc.
- _____ M. Site must be adequately fenced with at least six (6) feet tall cyclone fencing on the entire perimeter of the property line. This fencing shall be removed after the initial grade inspection is approved.

IV. Permit Approvals

The City of Garden City has several requirements regarding the demolition of existing structures. The following is a summary of those requirements.

Right of Way/Alley/Easement and Demolition Permit Applications

Both permit applications must be completed in full. Some of the sections in the application may need to be completed by the property owner. An incomplete application will not be accepted.

A Right of Way/Alley/Easement permit must be obtained to disconnect the water service at the water main and the sanitary lead at the property line. A Demolition Permit is also required for the demolition of any structure in the City of Garden City. Disconnections must be successfully completed (except pavement/ground restoration) before a Demolition Permit will be issued. Please check with the Building Department by calling 734-793-1650 before starting any demolition work.

Site Sketch/Aerial Photo

A site sketch (can be hand-sketched on top of aerial photo, ex. Google Earth) must be submitted showing:

1. Property lines.
2. All structures, including outbuildings, fences, decks, etc. on the subject property.
3. All flatwork, including sidewalks, driveways, patios, etc. on the subject property.
4. Hatching of all structures and flatwork for removal.
5. Written description of any items NOT proposed for removal.
6. Known easements, Rights-of-Way, other encumbrances.
7. North arrow.
8. Written description of restoration plan, acknowledging requirements in Section III of this document.

Permit Fees

Right-of-Way/Alley/Easement Permit

- Permit Fees: \$\$\$\$
- Performance Bond (Cash): \$3,000.00

Demolition Permit

- Permit Fees: \$\$\$\$
- Performance Bond (Cash):
 - Single Family Residential Properties: \$1,500.00
 - Multi Family/Commercial/Industrial Properties: TBD during the plan review process by the Building Official

Proof of Insurance

Liability insurance required of all contractors involved (building/plumbing/escavators).

V. Utility Disconnections

Wrecking Clearances

Wrecking clearances for electric and gas utilities must be submitted with the Demolition Permit. The contact information for DTE Energy is listed below.

Please note: Water and sewer disconnections handled through the Right-of-Way/Alley/Easement Permit and inspections.

Asbestos Survey and Mitigation Report

Asbestos abatement certificate and clearance report must be provided prior to the issuance of a demolition permit.

Natural Gas and Electric Services	
DTE Energy	Phone: 800-338-0178
Disconnection Fee: None	
Comments: Contact is for both gas and electric services. Prompts will take you first to the gas shut off service and then to electric.	

Water Service

The demolition permit applicant is responsible for contacting other connected utilities (i.e. telephone, cable television, or internet providers) prior to demolition.

VI. Other Important Issues

Asbestos Treatment

The rules concerning the treatment of asbestos during the demolition of commercial facilities pertain to all structures, including bridges and boats, and 1- to 4-unit privately owned residences. A thorough inspection must be conducted by an accredited Asbestos Inspector. DEQ and DLEG must be notified on Form EQP5661/MIOSHA-CSH 142 ten days prior to start of demolition *even if no relevant asbestos was found*. Friable asbestos or asbestos that may become friable during the demolition process must be removed prior to the start of demolition. A qualified Asbestos Abatement contractor must be used to remove asbestos containing materials (ACM).

Contractor and worker requirements are found in Michigan PA 135 (1986) and 440 (1988) as amended. The regulations found in 40 CFR 61 Subpart M (NESHAP) and MIOSHA regulations Parts 305 and 602 apply during removal of ACM and demolition if ACM are allowed to remain in the facility.

The contractor is subject to the worker health and safety regulations overseen by Department of Labor and Economic Growth (MIOSHA).

For More Information on Asbestos:

Web Sites:

www.michigan.gov/deqair

www.michigan.gov/asbestos

<http://yosemite.epa.gov/r5/r5ard.nsf/asbestos+main?OpenView>

Asbestos Abatement Compliance Monitoring: 517-241-7463

MIOSHA Standards Section: 517-322-1845

Lead-based Paint Treatment

Lead based paint in commercial demolition is subject to MIOSHA worker protection rules. Disposal of the debris may be regulated by the EPA if it qualifies as toxic waste under RCRA waste code D008.

Web Sites:

www.epa.gov/epaoswer/non-hw/debris http://www.michigan.gov/documents/CIS_WSH_part310_35615_7.pdf
http://www.michigan.gov/documents/cis_wsh_cet5050_90143_7.doc

MIOSHA Standards Section (517) 322-1845

Lead-based Paint Treatment – Residential Facilities

Lead based paint in residential demolition is subject to MIOSHA worker protection rules. The debris is exempt from regulations and may be disposed of in either municipal or C & D landfills. Partial demolition followed by reconstruction and residential reuse is regulated by the EPA and the State.

(If Federal funds are used in the project the rules found in 24 CFR 35 and the HUD Guidelines for the Evaluation and Control of Lead Based Paint Hazards in Housing will also apply.

<http://www.hud.gov/offices/lead/lbp/hudguidelines/index.cfm>)

Web Sites:

http://www.michigan.gov/documents/CIS_WSH_part310_35615_7.pdf
http://www.michigan.gov/documents/cis_wsh_cet5050_90143_7.doc
http://www.michigan.gov/mdch/0,1607,7-132-2940_2955_2983-19420--,00.html

MIOSHA Standards Section (517) 322-1845

VII. Inspections

Two departments, Building and Public Services, will be involved in the inspection process.

Department of Public Services – Right-of-Way/Alley/Easement Permit

All work done in relation to this permit application will be inspected by the Department of Public Services (DPS). Information on arranging inspections by DPS is provided in the permit application packet and on the permit that is issued. Information on restoration requirements for areas disturbed by the disconnection work are provided in the permit application packet.

DPS – Required Inspection Types

1. Disconnections
2. Form*
3. Final Grade in Right-of-Way – to ensure proper grass growth after six (6) months or one (1) growing season

**Only necessary if flatwork needs to be restored. Flatwork should be finalized at the same time as the grade.*

IMPORTANT NOTES

- a. The sewer lateral, and storm lateral if one exists, shall be exposed and properly capped at the lot line or at a location designated by the Inspector.
- b. Water service line MUST be disconnected at the water main.
- c. Backfilling is to be done only after water and sewer cap is inspected and approved by the City. If the property is backfilled without the proper progress inspection(s), the demolition contractor will be required to remove the fill. Final fill shall be entirely sandy loam, dirt, or topsoil containing no debris.

Building Department – Demolition Permit

All work done in relation to this permit will be inspected by the Building Department. Information on arranging inspections with the Building Department is provided on the permit that is issued.

The final inspection shall be done at the request of the demolition contractor. Call the building department to arrange for the final inspection. The Inspector will look for the following:

Building – Demolition Permit

Open hole

Initial Grade

Final grade – to ensure proper grass growth, six (6) months or one (1) entire growing season after Initial Grade inspection

IMPORTANT NOTE

Backfilling is to be done only after inspected and approved by the City. If the property is backfilled without the proper progress inspection(s), the demolition contractor will be required to remove the fill.

Close Out of Demolition Permit

After six (6) months or one (1) growing season, once grass has been established on both private and public property, final grade inspections need to be conducted by the proper departments (see notes above) to verify this growth and all site work. Upon approval, the City will close out each of the Building and Right-of-Way/Alley/Easement permits respectively and return any performance bonds that may be associated with the permits.