



CITY OF SUMMIT

DEPARTMENT OF COMMUNITY SERVICES: Construction Division

512 SPRINGFIELD AVE, SUMMIT, NJ 07901

(908)-273-6408

FAX (908) 608-1214

DEMOLITION APPLICATION

PROPERTY INFORMATION:		
Address:		
Block:	Lot:	Zone:
Present owner name:	Present owner address: (<input type="checkbox"/> same as above)	
Present owner phone:	Present owner email:	
Type of structure/ waste to be removed: <input type="checkbox"/> 1-family <input type="checkbox"/> 2-family <input type="checkbox"/> Multi-family: # of units _____ <input type="checkbox"/> Commercial <input type="checkbox"/> Other:		

REQUIRED DOCUMENTS & FORMS:

The following documents and forms are required at the time of demolition permit submittal.

☐ **UCC Permit application forms**

- Jacket (UCC F100)
- Building Tech Section (UCC F110) and
- Construction Permit (UCC F170)
- If required, Plumbing Tech Section (UCC F130)
- If required, Electrical Tech Section (UCC F120)

☐ **One (1) copy of a valid home improvement contractor registration if the construction being demolished is in a R2, R3, R4, or R5 use group.**

☐ **Two (2) copies of a site plan showing (to scale) the size and location of all construction to be demolished and the location and size of all existing structures and construction that are to remain on the site or plot (N.J.A.C.5:23-2.15(f)1.i.).**

☐ **Letter from a licensed asbestos company stating there is no evidence of asbestos.** Before a structure can be demolished or removed, the owner or agent shall document that the requirements of USEPA 40 CFR 61 SUBPART M have been or shall be met. A permit to demolish or remove the structure shall not be issued until the owner or agent notifies the enforcing agency that all friable asbestos or asbestos containing material that will become friable during demolition or removal have been or will be properly abated prior to demolition (Construction Permit required for abatement). If evidence of asbestos exists, an asbestos abatement report from a licensed asbestos company is required. Demolition that is institutional, commercial, industrial, large scale residential (five or more units) must comply with the EPA'S NESHAP (National Emission Standards for Hazardous Air

Pollutants) standards. All surveys and samplings must accompany the abatement report from a licensed asbestos company must accompany a permit application.

- The Letter/report must be dated and contain the correct tax address of the property being demolished.
- ☐ I have read and agree with the above asbestos requirements and will comply if any asbestos is encountered.

Print applicant name

Applicant signature

Date

☐ **Utility Shut-off/Disconnect Letters**

- A permit to demolish or remove a structure shall not be issued until written releases are obtained from all utilities that provide service to the property, stating that their respective service connections and appurtenant equipment, such as meters and regulators, have been removed or sealed or plugged in a safe manner N.J.A.C.5:23-2.17(a).
- Letter must be dated and contain the correct tax address of the property being demolished.
- Letter must state that service has been disconnected and meters have been removed.

- ☐ Electric Company (company name: _____)
- ☐ Gas Company (company name: _____)
- ☐ Water Company (company name: _____)
- ☐ Telephone Company (company name: _____)
- ☐ Cable TV Company (company name: _____)

- ☐ Will any utility or similar services to adjoining property owners be interrupted?

YES___ NO___

If yes, have these property owners been notified in writing?

YES___ NO___ (Provide copy of written notification).

☐ **Is a septic system in place?** YES_____ NO_____

If yes, Westfield Health Department must provide approval of abandonment, replacement, or reconnection.

- ☐ **Dust Control Confirmation** – By signing below, you are confirming that dust control measures shall be maintained at all times during demolition and throughout construction. Please provide the type of dust control measure(s) to be used: _____.

☐ **Sealed Well Confirmation** - Was or is there a well on the property? YES _____ NO _____

If there is/was a well on the property that has been abandoned in conjunction with the proposed demolition, a separate permit must be obtained from a well driller licensed by the DEPE indicating that the well has been sealed in accordance with N.J.A.C.5:23-2.17(b)1.

☐ Sealed Well Confirmation: Licensed vendor name: _____ Phone #: _____

☐ **Is 5000sq ft+ being disturbed?** YES _____ NO _____

- If yes, Somerset-Union Soil Conservation letter of approval or exemption is required.
- An **NJ DEP 5G3** authorization is required if:
 - construction activities including clearing, grading and excavation (that disturb one acre or more, or that disturb less than one acre but are part of a larger plan of development or sale);
 - single family home construction that disturbs one or more acres of land..
 - construction of a sanitary or hazardous waste landfill before it receives wastes, or construction that does not disrupt waste material in a properly closed landfill.
 - Certain industrial facilities where construction activities are proposed are not eligible for the construction General Permit and must apply for a different permit:
 - facilities with storm water subject to EPA effluent guidelines for cement manufacturing; fertilizer manufacturing; steam electric; coal pile runoff; mineral mining and processing; ore mining and dressing; and asphalt emulsion;
 - all mining and quarrying activities previously covered under this permit. This includes active or inactive mining or quarrying of sand, gravel, soil, shale, or clay including crushing, grinding, pulverizing, and washing activities
 - construction at landfills except as noted above

☐ **Summit City Engineering permit application for sewer capping**

- Engineering permit fee for sewer capping is \$105 - The engineering permit application can be found online at www.cityofsummit.org.

☐ **Proof that rodent baiting at the property has been done within 2 weeks of permit application submittal** (i.e., an invoice).

- Letter/invoice/proof must be dated and contain the correct tax address of the property being demolished.

APPLICANT STATEMENT OF UNDERSTANDING *(By signing, I agree to and understand the following):*

- A separate application and permit shall be required for each building as per N.J. Uniform Construction Code requirements (*N.J.A.C.5:23-2.15(c)*).
- This form must be completed in full as part of the process to obtain the required construction permit. Failure to complete this form may delay the process in obtaining a construction permit.
- Attached email correspondence is adequate in lieu of actual sign off/s or letter/s.

- Whenever a structure is demolished or removed, the premises shall be maintained free from all unsafe or hazardous conditions by the proper regulation of the lot, restoration of established grades and the erection of the necessary retaining walls and fences in accordance with the provisions of the appropriate subcodes (Lot regulation: *N.J.A.C. 5:23-2.17(d)*).
- I am also responsible for any other requirements not listed in this application.

_____	_____	_____
Print applicant name	Applicant signature	Date

For office use only:

- ☐ Engineering Dept. / Engineering Designee

_____	_____	_____
Print name	Signature	Date

- ☐ Sewer Utility / Sewer Designee

_____	_____	_____
Print name	Signature	Date

- ☐ City Forester / Forester Designee

_____	_____	_____
Print name	Signature	Date

- ☐ Zoning Officer / Assistant Zoning Officer / Zoning Assistant / Zoning Designee

_____	_____	_____
Print name	Signature	Date

- ☐ Tax Collector / Tax Collector Designee

_____	_____	_____
Print name	Signature	Date

- ☐ Demo notification email sent to HPC (summit.nj.hpc@gmail.com)

_____	_____	_____
Emp. Initials	Date	