

# DEMOLITION APPLICATION INSTRUCTIONS



**CITY OF MIDDLEBURG HEIGHTS**  
**BUILDING DEPARTMENT**  
15700 Bagley Road  
Middleburg Heights, OH 44130  
Phone (440) 234-2218

Website: [middleburgheights.com](http://middleburgheights.com) E-mail: [building@middleburgheights.com](mailto:building@middleburgheights.com)



**This completed form must accompany the Demolition Plan Approval Application.**

**Interior Demolition**      Application has been submitted for future construction of the space:    **Yes**     **No**

**DESCRIPTION OF PROJECT/EXTENT OF WORK:**

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**ESTIMATED COST OF WORK: \$** \_\_\_\_\_

**Structure Demolition**

**TYPE OF STRUCTURE(S) TO BE DEMOLISHED:** \_\_\_\_\_

**Please describe any procedures, including analytical methods, employed to determine the presence and quantity of regulated asbestos-containing material and/or nonfriable asbestos-containing material, or any other potentially hazardous material:**

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**- PRIOR TO THE ISSUANCE OF A PERMIT TO DEMOLISH A STRUCTURE:**

1. CONTRACTOR MUST BE REGISTERED
2. PERMIT APPLICATION MUST BE PROPERLY COMPLETED AND SUBMITTED TO THE BUILDING DEPARTMENT WITH ALL SUPPORTING DOCUMENTATION RELATIVE TO ALL APPLICABLE AHERA, NESHAP, AND OSHA REGULATIONS
3. PROPERTY OWNER MUST PROVIDE WRITTEN AUTHORIZATION FOR DEMOLITION OF STRUCTURE(S) ON PROPERTY
4. APPLICANT MUST PROVIDE WRITTEN DOCUMENTATION OF TERMINATION OF ALL UTILITIES AT THE RIGHT-OF-WAY

**- PRIOR TO THE COMMENCEMENT OF ANY DEMOLITION WORK:**

1. PERMIT MUST BE ISSUED
2. COMPLETION BOND MUST BE PAID TO THE DIVISION OF BUILDING
3. WALK-THROUGH OF SITE AND STRUCTURE MUST BE CONDUCTED WITH A BUILDING OFFICIAL
4. SEPTIC TANK ABANDONMENT PERMIT MUST BE OBTAINED FROM COUNTY HEALTH DEPARTMENT WHEN APPLICABLE

**- PRIOR TO FINAL APPROVAL AND RELEASE OF COMPLETION BOND FUNDS:**

1. PRE-BACKFILL INSPECTION MUST BE CONDUCTED
2. ALL DEBRIS MUST BE REMOVED FROM THE SITE
3. DOCUMENTATION CONFIRMING CAPPING OF ALL SEWER LINES AND/OR PROPER TERMINATION OF ANY SANITARY FACILITIES OR SEPTIC SYSTEMS MUST BE PROVIDED TO THE BUILDING DEPARTMENT
4. SITE MUST BE PROPERLY GRADED AND RESTORED
5. APPLICATION FOR VALUATION DEDUCTION FOR DESTROYED OR INJURED PROPERTY [CUYAHOGA COUNTY DTE FORM 26] MUST BE COMPLETED AND SIGNED BY THE PROPERTY OWNER, NOTARIZED, AND RETURN TO THE BUILDING DEPARTMENT