



Where great things happen.

DEMOLITION PROCEDURES

1. Contact the local EPA office to give ten day notice of demolition. Forms are available online at:

www.epa.ohio.gov/portals/27/atu/asbestos/asbestos_inst_form.pdf.

2. Contact the Ashtabula County Health Department at 440-576-6010 (Option/Extension #5), to obtain a Construction and Demolition Debris Disposal application. An approval must be granted prior to issuance of a demolition permit by the Ashtabula County Building Department.
3. Contact Ohio Utilities Protection Service (O.U.P.S.) at 800-362-2764 with a completed Locate Work Order Form.

www.oups.org - You will be given a list of member utility owners that O.U.P.S. notifies. You will be given the names and phone numbers of the Limited Basis Participants (LBPs) that you must notify yourself.

For commercial contractors or excavators, you may use the i-dig Newtin Remote Ticket Entry (RTE) available at www.oups.org.

4. Contact the zoning department having jurisdiction at the location of the project for site specific demolition procedures. If a zoning permit is not required, submit in writing a letter from zoning stating this permit is not required.
5. Contact the local Sewer & Water Authority prior to terminating the buildings systems from the public sewer & water system. (Refer to the attached Water & Sanitary Sewer Service by Municipality Chart)
6. Go to the Ashtabula County Building Department to obtain the demolition permit. You will need to bring:
 - a. A copy of the Ohio EPA Notification of Demolition and Renovation
 - b. A copy of the notarized Ashtabula County Health Department Application for Construction and Demolition Debris Disposal.
 - c. A signed copy of the Construction & Debris (C&DD) Disposal Approval/Disapproval Form from the Ashtabula County Health Department.
 - d. A site plan or an aerial image (i.e. Google Maps, Bing Maps, Etc.) of the property that illustrates the construction to be demolished and the location and size of existing structures and construction that is to remain on the site or plot.

BUILDING DEPARTMENT

25 W. Jefferson St.
Jefferson, Ohio 44047
440-576-3737



BOARD OF COMMISSIONERS

Casey Kozlowski
J.P. Ducro IV
Kathryn L. Whittington

Where great things happen.

DEMOLITION APPLICATION

DATE SUBMITTED: _____ PERMIT NUMBER: _____ DATE APPROVED: _____

TYPE OF STRUCTURE TO BE DEMOLISHED: _____

NAME OF BUSINESS STRUCTURE TO BE DEMOLISHED(IF APPLICABLE): _____

ADDRESS: _____

CITY/TOWNSHIP: _____ ESTIMATED COST: _____

DESCRIPTION OF SITE INDICATING PROPOSED DEMOLITON **(COPY MUST BE ATTACHED)**

NOTE:

PER RCO 106.1.1 ITEM #2 / OBC 106.1.1 ITEM #2, A SITE PLAN SHALL BE SUBMITTED THAT SHOWS THE CONSTRUCTION TO BE DEMOLISHED AND THE LOCATION AND SIZE OF EXISTING STRUCTURES AND CONSTRUCTION THAT ARE TO REMAIN ON THE SITE OR PLOT.

ZONING PERMIT #: _____ **(COPY MUST BE ATTACHED)**

IF ZONING PERMIT IS **NOT** REQUIRED, **SUBMIT IN WRITING** A LETTER FROM ZONING STATING THIS PERMIT IS NOT REQUIRED.

SUPPLEMENTAL REQUIREMENTS:

- ATTACH A COPY OF THE OHIO EPA NOTIFICATION OF DEMOLITION & RENOVATION SIGNED AND DATED BY THE ASHTABULA COUNTY HEALTH DEPARTMENT.

OWNERS CONSENT FOR DEMOLITION

OWNERS SIGNATURE: _____

NAME PRINTED: _____

OWNERS ADDRESS: _____

PHONE NUMBER: _____

IT IS THE DUTY OF THE GENERAL CONTRACTOR TO INSURE THAT ALL UTILITIES ARE PROPERLY DISCONNECTED AND THE REQUIRED INSPECTIONS ARE SCHEDULED AND APPROVED BY THE ASHTABULA COUNTY BUILDING DEPARTMENT. THE GENERAL CONTRACTOR IS RESPONSIBLE TO OBTAIN A FINAL INSPECTION AT THE COMPLETION OF THE DEMOLITION. THIS PERMIT BECOMES NULL AND VOID IF DEMOLITION HAS NOT COMMENCED WITHIN 12 MONTHS, OR IF WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF 180 CONSECUTIVE DAYS AT ANY TIME AFTER WORK HAS COMMENCED.

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND THAT ALL INFORMATION IS TRUE ACCURATE AND COMPLETE. ALL PROVISIONS OF LAWS ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. I AUTHORIZE ASHTABULA COUNTY BUILDING DEPARTMENT TO ENTER THIS PROPERTY FOR THE PURPOSE OF SITE INSPECTIONS FOR THE DURATION OF THIS PROJECT.

FALSIFICATION OF A PUBLIC DOCUMENT IS A VIOLATION OF THE OHIO REVISED CODE, SECTION 2921.12(A)(5), PUNISHABLE BY UP TO SIX(6) MONTHS IMPRISONMENT AND A FINE OF \$1,000 OR BOTH.

GENERAL CONTRACTORS SIGNATURE: _____

GENERAL CONTRACTORS PRINTED NAME: _____

BUSINESS NAME: _____

BUSINESS ADDRESS: _____

PHONE NUMBER: _____ CELL PHONE NUMBER: _____

APPROVED BY: _____ DATE: _____