



October 23, 2006

**MEMORANDUM**

**BULLETIN G-29-03 revised 2/10/10  
(Item 1 Revised)**

TO: All Permit Applicants

FROM: Thomas H. Goldsbury, P.E., C.B.O.  
Chief, Building Inspection Division

SUBJECT: Demolition Permits

In our continuous effort to improve service to our customers, we have revised the procedures for obtaining demolition permits. This will be effective for all demolition permits obtained after January 15, 2004, as revised October 23, 2006. Please note, you do not need to submit for a demolition permit if you have submitted plans for an "Alteration and Repair" building permit that already include the demolition work.

**COMPLETE BUILDING OR PARTS OF BUILDING DEMOLITION**(not interior demo only)

- The applicant shall complete a Building Permit Application. The applicant shall obtain approval from Zoning and Development Services; both located on the 2<sup>nd</sup> floor of the Ed Ball Building, 214 North Hogan Street. Projects located within the jurisdictional area of the Jacksonville Economic Development Commission (JEDC, 1 West Adams Street, Suite 200) shall obtain their approved on the Permit Application. Projects located within a historic district shall obtain approval on the Permit Application from Joel McEachin, Senior Historic Preservation Planner in the Planning & Development Department (3<sup>rd</sup> floor Ed Ball Building). Water wells to be abandon require a permit from the Environmental Quality Division (407 North Laura Street). For commercial use projects, which include structural demolition the applicant shall obtain approval on the Permit Application from Air and Water Quality Division (407 North Laura Street). They will require an asbestos survey report for their approval. Commercial use projects also require approval from the Fire Marshall who will charge a review fee.*

2. If the entire structure is to be demolished, there must be a sewer disconnect permit issued. The contractor must show the measurements to the sewer disconnect at the time of pulling the plumbing permit. If a septic system is involved, a copy of a septic system abandonment permit, provided by the Health Department (900 University Blvd.), shall be included. If there is no sewer to be disconnected (demolished), it shall be noted as such on the building permit application for demolition.
3. The building permit application shall be submitted to the Mechanical, Electrical and Plumbing (MEP) counter in room 100. The application package shall consist of the following data:
  - A. Site development plan (**Commercial Only**), sketch drawn to scale is acceptable showing the following (3 sets):
    - 1). Protected trees with protection barricades
    - 2). Public protection planned such as fences, sidewalk or street closure or covers
    - 3). Sediment control documentation and sufficient details to include, but not limited to: silt fences, straw bales at inlets, sediment traps, etc.
    - 4). Distance building is from property lines and other buildings.
  - B. Written demolition plan indicating the following (3 sets)(**Commercial Only**):
    - 1). Copy of Barricade Bond and right-of-way (ROW) permits, if necessary (demolition within the ROW will require a ROW permit – room 101), DOT permit if in DOT ROW.
    - 2). Description of Public Protection.
    - 3). Method of Demolition
  - C. Grassing and seeding affidavit is required, may be obtained in room 102 (**Commercial and Residential**)
  - D. Application signed by property owner and notarized, or provides notarized Letter of Agency/Power of Attorney if signed by other (**Commercial and Residential**).
4. Prior to starting demolition a “pre-demolition” inspection (#52) and/or “tree protection” inspection (#3) may be required. The contractor must call for these inspections. These inspections are to be done by the Building Inspection Division and shall consist of the following:
  - A. Verify public protection is in place and is adequate
  - B. Verify that the trees are as shown on the drawing and are properly barricaded if applicable
  - C. Check that sediment control measures are in place
  - D. Check that utility disconnect permits were finalized when applicable
  - E. Review demolition procedures with the superintendent on the job
5. All commercial demolition permits shall require a final inspection when completed.

### **INTERIOR DEMOLITION**

1. A Building Permit application shall be completed.
2. Two (2) sets of floor plans drawn to scale, shall be provided showing complete floor layouts and space names in the area of demolition and the work that is to be

- demolished. If any load bearing supports are to be removed leaving a load above, two (2) sets of signed and sealed re-shoring drawings shall be provided from a Florida licensed engineer.
3. Applicant must thoroughly inspect the facility or that part of the facility where the demolition or renovation work will occur for the presence of asbestos. If any load-supporting members are being removed, it constitutes a demolition under NESHAP rules, and a notification to Air and Water Quality Division is required, even if no asbestos is present. If no load-supporting members are being removed, then according to NESHAP rules, it is a renovation, and a notice is required only if more than de minimis amounts of asbestos as defined in the NESHAP are present.
  4. The City must review this to ensure that what remains meets code regarding firewalls, travel distances, exit access, etc. For these reasons this package will need to be submitted for review at the Building Plans Review Counter, 2<sup>nd</sup> floor of the Ed Ball Building, 214 North Hogan Street.