CUSTOMER ASSISTANCE GUIDE
BUILDING PERMIT APPLICATION SUBMITTAL REQUIREMENTS

DEMOLITION CONSTRUCTION GUIDELINES

- Notify PA One Call at 800-242-1776 or at www.paonecall.org at least 3 days prior to start of any demolition or excavation.

- Identify the type and location of site utilities such as gas, electric, water service lateral, public sewer lateral, on-lot well or on-lot sewer system on the site plan.

- Utility Disconnections: Service utility connections shall be disconnected and capped in accordance with the approved rules and requirements of the applicable governing authority. International Building Code Section 3303.6.

- Identify on the site plan if any existing underground or aboveground storage tanks. (combustible and flammable liquids) are present on the property. A separate permit shall be applied for and obtained prior to removal of any storage tanks. Permit shall be obtained from the Pennsylvania Department of Labor and Industry.

- Asbestos shall be removed in accordance with Pennsylvania Department of Environmental Protection Air Quality's regulations. View the department's website at http://www.depweb.state.pa.us/dep/site/default.asp. Asbestos removal is regulated by the Department of Labor and Industry. Call Pennsylvania Department of Labor and Industry at 717-772-3396 for more information.

- Pedestrian Protection: The work of demolishing and building shall not commence until pedestrian protection is in place. Refer to Section 3306 of the 2009 IBC for specific protection requirements. IBC Section 3303.2.

- Site Maintenance: Where a structure has been demolished or removed, the vacant lot shall be filled and maintained to the existing grade. Only clean fill is to be used in backfilling of demolished structures. IBC Section 3303.4.

- Water accumulation: Provisions shall be made to prevent the accumulation of water or damage to any foundations on the premises or the adjoining property. IBC 3303.5.

- Future construction (if applicable) requires backfilling with approved engineered fill or excavation to virgin soil.

DEMOLITION PERMIT CHECKLIST AND CONSTRUCTION GUIDELINES

Complete the following checklist for the building demolition. Items that require an acknowledgement only mark with your initials. Items which do not apply, mark with "N/A" or not applicable.

_____ Completed permit application form with the required permit fee.

_____ Three (3) site plans clearly identifying the location and footprint square footage of the structure(s) being demolished.

_____ Acknowledge that the electrical service has been disconnected by the serving utility.

_____ Acknowledge that the gas service has been disconnected by the serving utility.

_____ When on-lot septic systems are present: (1) Tanks must be pumped. (2) any associated piping must be removed and properly disposed of, and (3) tanks must be removed and properly disposed of or abandoned in-place with holes punched in the tank bottom and filled with clean fill.

_____ When public sewer is present and the lateral is being abandoned: Laterals must be capped at the public main as directed by local sewer authority.

_____ On-lot wells to be abandoned shall have the pump removed: the shaft shall be filled with clean stone and permanently capped 12" below finished grade.

Authorized Agent/Property Owner Signature _____

Date _____