



TOWN OF VERNON

55 WEST MAIN STREET, VERNON, CT 06066

Tel: (860) 870-3633

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OFFICE OF THE
BUILDING DEPARTMENT

DEMOLITION PERMIT APPLICATION CHECKLIST

- **Completed Vernon Building Department Demolition Permit Application:** All information must be filled in and legible. The application shall be signed by the property owner of record, the Connecticut licensed demolition contractor and the applicant.
- **Site Drawings:** The applicant shall provide site drawings identifying the structure(s) to be demolished that shows distances to property lines, other buildings and the street
- **Demolition Delay Ordinance:** The applicant shall comply with the Town of Vernon ordinance regarding demolition delay if the property ***is 50 years or older*** (*Vernon, CT- Code of Ordinances Sec. 3.3)(Ord. No. 198)(see attached Demolition Delay)*)

https://library.municode.com/ct/vernon/codes/code_of_ordinances?nodeId=PTIICOOR_CH3BUBURE_S3-3DEDE

- **Demolition License:** The applicant must provide a current copy of the demolition contractor's license issued by the Connecticut Department of Public Safety, or be the owner of the property in the case of a single-family dwelling or outbuilding.

ATTENTION!!!

The owner of the single-family dwelling may only be the applicant when the structure being demolished does not exceed thirty feet in height, and the owner must be present on the site while the demolition work is in progress.

- **Workman's Comp Insurance:** The applicant shall provide a copy of valid workman's compensation insurance or complete a State of Connecticut Workman's Compensation Commission form 7A.
- **Certificate of Liability and Property Insurance:** The applicant shall provide a certificate of insurance as required by Connecticut General Statute (CGS) 29-406 and shall specify in writing the following:
 - Certificate of Insurance must name the *Town of Vernon* as an additional insured
 - Insurance must be specifically for demolition
 - The property address clearly identifying the structure being demolished
 - Liability for bodily injury of at least \$100,000 per person and \$300,000 aggregate
 - Property damage of \$50,000 per accident and \$100,000 aggregate
- **Hold Harmless Letter:** The applicant shall provide a signed hold harmless document from an officer of the demolition company or the homeowner performing the demolition stating the following:
 - "In accordance with CGS 29-406 we, [*contractor or homeowner name*] hereby agree to save harmless the Town of Vernon and its agents from any claim or claims arising out of the negligence of the applicant or their agents or employees in the course of the demolition operations associated with [*property address*]
- **Letters of Disconnect:** The applicant shall provide written confirmation from all utility providers serving the structure (water, gas, electric, sewage, cable, phone, etc....) that utility services have been properly disconnected (*This requirement may be waived for small outbuildings with permission from the Building Official*).

- **Demolition Notice to Adjoining Property Owners:** The applicant shall provide postal receipts and copies for certified letters sent to all abutting property owners, informing them of when and where the demolition is to occur (per C.G.S. 29-407).
- **Hazardous Material Survey Report:** The applicant shall provide an inspection report for the building being demolished identifying any lead, asbestos, or other hazardous material.
- **State of Connecticut Department of Public Health Notification:** The applicant shall provide copies of the required State of Connecticut Department of Public Health form(s) as applicable. These form(s) are to be completed and post marked or hand delivered to the Connecticut Department of Public Health (DPH) at least ten (10) days prior to the start of asbestos abatement or demolition.
 - Asbestos Abatement Notification Form- This form must be completed and submitted by the applicant to the Department of Public Health (DPH) for asbestos abatement involving more than ten (10) linear feet or more than twenty-five (25) square feet of asbestos-containing material.

https://portal.ct.gov/-/media/Departments-and-Agencies/DPH/dph/environmental_health/asbestos/2019-Uploads/123019-AANF-PDF-REV.pdf?la=en

ATTENTION!!!

All asbestos abatement involving more than three (3) linear feet or more than three (3) square feet of asbestos-containing material must be performed by a licensed asbestos contractor.

- Demolition Notification Form- This form must be completed and submitted by the applicant to the Department of Public Health (DPH) when a structure is being demolished and the structure either contains no known asbestos-containing material or if the structure contains no more than ten (10) linear feet or no more than twenty-five (25) square feet of asbestos-containing material.

https://portal.ct.gov/-/media/Departments-and-Agencies/DPH/dph/environmental_health/asbestos/2019-Uploads/Demo-Notification-Form_050219.pdf?la=en

NOTICE TO APPLICANTS!!!

- Basements, cellars or other holes must be immediately filled to grade.
- Safety fencing may be required depending on the size, scope, and location of the structure being demolished
- All debris or demolished materials shall be removed from the site immediately. Pursuant to the Connecticut General Statutes, Department of Environmental Protection Agency, State Health Department Regulations, and the Town of Vernon Zoning Regulations:

NO ON-SITE BURIAL OF ANY BUILDING MATERIALS IS PERMITTED

- The following inspections are **REQUIRED:**
 - Pre-Demolition Inspection
 - Inspection when the building site is backfilled & graded
 - *Additional inspections as required by the Building Official*
- Please call the Building Department's main number at (860) 870-3633 at least **48 hours** in advance to schedule all inspections.

A Demolition Permit will not be issued unless ALL items above are provided along with all applicable fees