

Town of West Hartford

DEMOLITION CHECKLIST

The demolition of structures is governed by the following:

1. 2022 Connecticut State Building Code: 2021 International Residential Code Section 115, 116, 117, 2021 International Building Code Section 116, 117, 118 and Chapter 33, Section 3303.
2. Connecticut General Statutes Chapter 541 Part IV.
3. Town of West Hartford Code of Ordinances 58-6.

The following is a general list of requirements for the demolition/removal of structures in the Town of West Hartford. In order to apply for a demolition permit the following information is required:

1. Notice to Abutters – The owner/authorized agent is to notify abutting property owner(s) of the demolition that is to take place by either registered or certified mail. A copy of the notification letter along with proof of delivery of the registered or certified mail must be provided in the form of return receipt cards to the Building Inspection Division prior to the issuance of a demolition permit. C.G.S 29-407
2. Provide certificates of utility disconnection (ie: electric, sewer, gas, water, telephone, etc.) to the Building Inspection Division prior to issuance of a demolition permit. C.G.S 29-406
3. Provide to the Building Inspection Division confirmation letter that an inspection for all hazardous materials/conditions has been completed and a plan for removal of the hazardous materials found. C.G.S 19a-332a
4. The Demolition contractor must be registered through the State Department of Public Safety as either a Class “A” or Class “B” contractor depending on the proposed demolition. The contractor must provide to the Building Inspection Division: contractor’s name, address and registration information prior to the issuance of a demolition permit. C.G.S 29-401-1 unless exempted by State Statute. C.G.S. 29-406
5. Provide the Certificate of Insurance with the contractor’s name and address indicating the Town of West Hartford as the certificate holder.
6. Per the Office of the State Building Inspector, a separate declaration from the contractor, on company letterhead signed by an officer of the company, with the following Save Harmless Statement:

In accordance with Connecticut General Statute 29-406, we [CONTRACTOR] hereby agree to save harmless the Town of West Hartford and it’s agents from any claim or claims arising out of the negligence of the applicant or his agents or employees in the course of the demolition operations associated with [PROJECT TITLE, AND ADDRESS]

7. Provide to the Building Inspection Division a demolition plan stating specifically what type of demolition is to be undertaken, showing safety precautions to be used including pedestrian protection provided (fencing, sidewalk, sheds, etc.). C.G.S 29-408, C.G.S 29-409, I.B.C Section 3306
8. Provide to the Building Inspection Division specifics on the type of debris, including estimated cubic volume of each type of debris and the proposed disposal site of the debris created from the demolition. The name of disposal site facility, including the exact street address, town and state must be provided. C.G.S 29-412
9. A filled out demolition permit application. The demolition permit application must be signed by the building owner AND the demolition contractor. C.G.S 29-406

If the building to be demolished is more than 500 square feet in size or larger AND more than 50 years old, West Hartford’s Code of Ordinances 58-6 also applies. All costs for the advertising required for a demolition permit application are to be paid for by the property owner.

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WEST HARTFORD CODE OF ORDINANCES CHAPTER 58-6.
DEMOLITION OF CERTAIN BUILDINGS

- A. No Permit for the demolition of any building or part thereof which is 500 square feet in size or larger and more than 50 years old shall be issued until the following requirements are satisfied:
1. The filing of an application for a demolition permit in the Division of Building Inspection upon a form provided by the Town Demolition Officer, which form shall contain, in addition to such other information as may be required, the name and address of the owner of the building to be demolished and the address of the building to be demolished.
 2. Publication by the Town Demolition Officer of notice of the demolition permit application in a newspaper having substantial circulation in the municipality. The notice shall be published within seven days following the filing of the demolition permit application.
 3. Notification by mail, within seven days following the filing of the demolition permit application of any organization concerned with the preservation of structure within the municipality and any organization concerned with the social and economic development of the neighborhood in which the building is located. To be entitled to notification under this provision, any such organization shall register with the Town Demolition Officer and indicate a desire to be notified of demolition permit applications affecting its area of concern, and such registration must be renewed annually each January 1st following the initial registration.
 4. Notification by mail, within seven days following the filing of the demolition permit application, of the owners of all property on which the building (s) to be demolished is located. The identity of the owners entitled to notification under this provision shall be those adjoining property owners as shown on the current West Hartford Assessors Map.
 5. The completion of a waiting period of 90 days following the filing of the application for the demolition permit. No waiting period shall be required in any of the following circumstances:
 - a. The demolition of the building was proposed as part of a land Use application which underwent a public hearing and decision-making process pursuant to Chapter 177 of this Code of Ordinances or pursuant to the Subdivision Regulations of the Town of West Hartford and a final decision to approve said application has been rendered.
 - b. The owner of the property obtains a written determination from the West Hartford Historic District Commission and from the Connecticut Historical Commission, or from their successor agencies, that the structure to be demolished is of no historical significance.
 - c. The Building Official determines that the condition of the structure is such that the delay of its demolition would pose significant risks to public safety. The Building Official shall notify the Chair of the West Hartford Historic District Commission as soon as practicable after making such a determination.
- B. No Demolition permit shall be required of any person who has been ordered to demolish a structure by the Director of Health or his or her designee once the period for the appeal of such order has expired. The Director of Health shall notify the Chair of the West Hartford District Commission as soon as practicable after issuing such an order.