



DEMOLITION PERMITTING CHECKLIST

*** This permit is not for land clearing; it is for structural demolition.**

Please verify that your permit application package contains all applicable items required for permit issuance. Your permit application will not be processed if the required information is not complete or marked "not applicable."

- Signed/sealed current surveys (identify which structures to be demolished and the sq. ft. of each)
 - o **Partial demos:** 1 copy of a current survey followed by a signed/sealed survey at the completion of the demolition (Building)
 - Note: signed/sealed survey can be collected by the Town Inspector at the final inspection. The Inspector will write his/her name, date, and permit number along the edge of the survey before submitting it to the Building Official.
 - o **Complete demos:** 1 copy of a current survey (Building)
- Town of Highland Beach Notice of Demolition or Asbestos Notification Statement (Building)
- Pest Control Inspection Report indicating that property is free of rodents (Building)
- Daily Work Schedule - list of all equipment used for demolition of buildings more than one story (Building)
- Notarized letter from demolition contractor stating from where water will be obtained for dust control (Building)
- Construction Site Management Handbook signed and dated by owner and contractor (Building)
- Gas Disconnect Letter (Plumbing) *Contact your gas utility company via email and request a letter stating there is no existing gas service at the property. You must provide your name, address of property, phone number, and reason for the letter (applying for a total demolition permit)*
- Water Service Disconnect – The water supply needs to be cut off from the rear of the current back flow assembly. If the existing back flow assembly is being used, it must have a valid and up to date certification. If there isn't a back flow assembly in place, one needs to be installed that corresponds to the size of the water meter and must be inspected by the Utilities Department. (Utilities)
- Sewer Disconnect – The portion of the sewer lateral on the Town's side needs to be severed and sealed on the right of way. It should be elevated by 2 feet and painted green. Must be inspected by the Utilities Department. (Utilities)
- FPL Disconnect Letter (Electrical)
- Copy of EPA License and/or letter from licensed contractor recovering refrigerant from A/C units (Mechanical)
- Fire Service Water Meter Removal Letter (if buildings have standpipes or sprinklers) (Fire)
- Notice of Commencement required to be on site if demolition cost is more than \$5,000.00.
- A letter signed by the property owner in agreement that all undeveloped portions of a parcel of land shall be left undisturbed or planted with ground cover or lawn to leave no exposed soil to prevent dust or soil erosion. A designated contractor performing work for the Town of Highland Beach Unsafe Structures case shall be exempt from this requirement. The property owner is not exempt from this requirement. (Landscaping)
- If any staging and/or demolition is in the Town's Right of Way, a Maintenance of Traffic permit from FDOT is required when submitting the demolition permit. (Engineering/Building)
- Hold Harmless Agreement for Demolition (for partial **and** complete demo) (Building)
- Dewatering Affidavit (Building) (If applicable)



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TREE PROTECTION

- For existing trees on site, indicate the location of trees/palms on the survey and provide a corresponding list of tree number, botanical name, common name, overall height, trunk DBH for trees, clear trunk for palms, condition %, and indicate that all existing trees/palms are to be protected and will remain on site.
- Provide tree protection barricade details for existing trees on site to remain. This barricade must be installed prior to the beginning of the proposed work.
- For trees that must be removed to access demo areas, provide separate sub-permit application for tree removal, unless permit for site redevelopment is submitted.
- If no trees exist on site, provide a letter stating such.

IF DEMOLITION IS COMMERCIAL OR MULTIFAMILY

- Provide an Erosion and Sediment Control (ESC) plan which includes details on the following: silt fence around the perimeter of site, rock construction entrance, vehicle wash down area, storm water basin protection devices (onsite and 100-ft. from the property lines), suitable dewatering, pumping, sedimentation and filtering systems for dewatering foundations, type and size of the temporary construction fence, including locations of gates and gate swing radii and a listing of other Best Management Practices. (Engineering/Building)
- Provide a Staging and Storage Plan. The plan shall propose mitigation measures to minimize construction impacts to adjacent residential and businesses areas. The plan shall address items such as proposed fenced areas, material and equipment storage areas, crane locations, construction traffic, debris truck routing and times, noise control, dust control, glare/lighting control, potential impacts to underground utilities, construction & inspection personnel parking areas, and plans for maintaining traffic during the phases to be constructed. (Engineering/Building)

I have reviewed and filled out this checklist and all applicable items in my application package.

Permit Applicant

Permit Tech

Permit Number



DEMOLITION HOLD HARMLESS

HOLD HARMLESS AGREEMENT FOR DEMOLITION WORK ACTIVITIES WITHIN THE TOWN'S JURISDICTION

In association with the issuance of Building Permit # _____, the signatories below ("hereby referred to as Owner) individually agree to the following:

During the pendency of the Demolition Work Activities until completion, the Owner shall protect, defend, indemnify and hold harmless the Town, its officers, employees and agents from and against any and all lawsuits, penalties, damages, settlements, judgments, decrees, costs, charges and other expenses, including attorneys' fees and liabilities of every kind, nature or degree resulting from or arising out of actions associated with the actions associated with Building Permit being issued by Town. Without limiting the foregoing, any and all such claims, suits, causes of action relating to personal injury, death, damage to property, or alleged violation of any applicable statute, ordinance, administrative order, rule or regulation or decree of any court, is included in the indemnity. The Owner further agrees to investigate, handle, respond to, provide defense for, and defend any such claims at its sole expense and agrees to bear all other costs and expenses related thereto even if the claim is groundless, false or fraudulent and if called upon by the Town, Owner shall assume and defend not only itself but also the Town in connection with any claims, suits or causes of action, and any such defense shall be at no cost or expense whatsoever to Town, provided that the Town (exercisable by the Town's Risk Manager) shall retain the right to select counsel of its own choosing.

Property Address: _____

(Contracted Company Name)

(Printed Name of Qualifier for Contracted Company)

As a consideration for the permission granted herein, _____ (Property Owner) agrees to indemnify and hold harmless the Town of Highland Beach for any damages, claims or injuries that may result from the temporary traffic modification described herein.

By: _____
(Property Owner's Signature) _____
(Qualifier for Contracted Company)

Sworn and subscribed before me this _____ day of _____, A.D., 20____.

My Commission Expires: _____

Notary Public State of Florida

County of _____