



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."

- Palm Beach County Statement of Responsibilities Regarding Asbestos, if applicable (Commercial and Multi-Residential)(Building)
- Signed/sealed current surveys (identify which structures to be demolished and the sq. ft. of each)
 - o **Partial demos:** 2 copies 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:** 2 copies 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 Letter from Town's Public Works Department (Plumbing/Utilities)
- Sewer Cap or Septic Tank Abandonment Letter required with a passed inspection (Public Works)
- 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 (original and 1 copy) required to be on site if demolition cost is more than \$2,500
- 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 in order to prevent dust or soil erosion. A designated contractor performing work for a 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 2 (two) surveys 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 two (2) tree protection barricade details for existing trees on site to remain. This barricade must be installed prior to the beginning of 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 completely filled out this checklist and all applicable items in my application package.

Permit Applicant

Permit Tech

Permit Number