



Demolition Permit

City of Portsmouth, Engineering Department
728 2nd Street, Room 25, Portsmouth, OH 45662
Phone: 740-354-7557 Fax: 740-354-5383
Email: portsmouth.eng@portsmouthoh.org

Application Number _____

Permit Fee \$100.00 (Residential)
Permit Fee \$125.00 (Commercial)

LOCATION OF DEMOLITION

Address

OR _____
Parcel #

PROPERTY OWNER: _____

CONTRACTOR: _____

Address: _____

Address: _____

City, State, Zip: _____

City, State, Zip: _____

Phone: _____

Phone: _____

Email: _____

Email: _____

APPLICANT: (check one) OWNER ☐ CONTRACTOR ☐ IF OTHER (Fill out below)

Name: _____ Phone: _____ Email: _____

Structure Type: (check all that apply) Single Family Dwelling ☐

Two or Three Family Dwelling ☐ Garage/Shed ☐ Commercial Building ☐

Located in Historic Boneyfiddle District? Y ☐ N ☐

General Notes: (Please review all notes before signing application)

1. Applicant **MUST** provide receipt of extermination from a professional exterminator at time of submittal.
2. All contractors must have current registration with the Engineering Department.
3. If located in the Historic Boneyfiddle District, a Certificate of Appropriateness from the Design Review Board must be obtained before a demolition permit will be issued.
4. See reverse side for demolition specifications.

I hereby certify that all information in this application is true and complete to the best of my knowledge. I further certify that all work will comply with current city or state codes. I agree that I shall be responsible from the date of this permit or the beginning of work, whichever is earlier, for all injury or damage resulting from this work, to person or property. I agree to indemnify and save harmless the city from and against all claims or actions, and all expenses incidental to the defense of any such claims, litigation and actions, based upon or arising out of damage or injury (including death) to persons or property caused by or sustained in connection with any work performed under this permit. I also agree to allow all inspections and right of entry throughout the duration of this permit.

Note: Only the property owner, architect, contractor, or other authorized agent should sign this application.

Signature of Applicant

Date

For Portsmouth City Health Department Air Division Use Only

Subject ☐ Not Subject ☐ Start Date: _____

By: _____ Date: _____

General Instructions

- Verify the correct address and building before starting demolition.
- Be sure you have a demolition permit from the building department.
- Be sure all utilities have been rendered inoperable prior to starting demolition (Electric, Water, Gas, Cable, Phone, Etc.). If any utilities are found to be "Live", contact the appropriate utility company to cut service.
- Be sure you have permission to move on adjacent properties, if necessary, or block public right-of-way.

Jobsite Safety

- Safety equipment must be used onsite. Demolition is a "Hard Hat" site and is to be marked as such.
- Always check the structure interior and the interior of any out buildings for occupancy before starting demolition. This includes basements and garages.
- All materials associated with the demolition must be removed from the site and disposed of in a land fill that accepts demolished building materials. If any toxic or hazardous material is found on the site, they must be sent to a landfill that accepts such material.
- Prior to the start of demolition, the contractor is responsible for complying with all Federal, State, and Local regulations related to lead and other hazardous materials.
- Once demolition has begun, NO unauthorized personnel are allowed onsite. Authorized personnel consist of the demolition contractor, sub-contractors, local police, fire officials, utility employees, and government inspectors or their agents.
- The contractor is responsible for keeping the demolition site safe at the end of each work day. Litter and debris must be kept on the site and not encroaching on adjacent properties or public right-of-way. Equipment left on site must be secured in a safe manner and not accessible to others.

Scope of Work

- The structure must be reduced to its foundation.
- Foundation walls must be reduced to three (3) feet below grade.
- All underground utility lines must be preserved and plugged with approved caps.
- Basement floors must be broken and cracked to allow water flow. Exterior concrete pads, driveways, sidewalks, etc. must be crashed and removed from site.
- All cisterns, wells or other holding tanks on site must have tops and bottoms crushed and filled with bank run gravel and covered with two (2) feet of clean topsoil.
- All bushes, hedges, and similar vegetation shall be removed from site.
- The site must be leveled, graded and cleared of all debris, trash, vehicles, and other manmade items on site. If trees are to be removed, this will be noted with the address. Trees will be reduced to the stump no more than one (1) foot above grade level. The stump shall be cross cut diagonally to hasten decay. If stump is to be removed, it shall be noted with the address.
- Contractor shall have available onsite or immediately adjacent to the site, equipment that will permit the watering down of dust from demolition. Equipment must be sufficient to water the site to where no airborne debris is apparent. The City will permit contractor to use nearby fire hydrants for water access. However, contractor must provide hoses or holding tanks.
- Backfill the site with clean fill dirt with no aggregate larger than four inches (4"). The top two (2) feet of fill will be clean topsoil with NO aggregate whatsoever.
- Grass seed shall be spread and watered over the entire area, unless otherwise directed.
- Backfilled areas shall be compacted with appropriate equipment so as not to allow settlement of the material.
- Upon completion, the site must be graded to level and free of ALL manmade objects.
- Upon completion, the contractor shall notify the building department who will inspect the site and, as appropriate, approved or direct additional tasks to be performed before final approval.
- Upon approval, the contractor will remove all equipment, tools, and any rubbish or debris they may have on the site. The site should have only level, seeded ground and any trees or structures designated to remain on the property.