



VISION
A vibrant, innovative, culturally-inclusive, world-class community.
MISSION
A community working together to achieve an exceptional quality of life.

Demolition Permits

1. A plumbing sewer cap permit must first be applied for, issued, and FINALED prior to a demolition permit being applied for.

**If there is a septic tank, an abandonment letter from the Polk County Health Dep (863-519-8330) must be turned in at the time the demolition permit is being applied for.

2. a. Contractor must apply via Etrakit for the demolition permit.

b. Provide a notarized authorization letter from the owner of the property.

c. If contract amount is over \$5000 a recorded NOC will be required. **The NOC can serve as the authorization letter.

d. If it is a City ordered demolition, a purchase order from the City must be provided.

3. Once the demolition permit has been issued, a Public Works Preconstruction Meeting must be scheduled 24 hours prior to the demolition, as shown on the inspection sheet.

4. If the septic tank is being re-used for new construction, and not demolished, a pump and inspection report must be submitted with the demolition permit application. The pump and inspection report is performed by a septic contractor and approved by the Polk County Health Department. The report verifies the size and condition of the septic tank and drain field and is used to determine if the septic system is compatible with the new construction.

INSPECTION REQUIREMENTS:

ASBESTOS REMOVAL (if required) - by an Asbestos Abatement Contractor only -Building Inspection Division should be notified that the structures are scheduled to be demolished.

PRE-INSPECTION OF THE SITE - Demolition Contractor to notify Public Works, Engineering Division 24 hours in advance of demolition. Inspection consists of existing conditions such as soil erosion, driveway aprons, sidewalks and other items located within the public rights-of-way.

FINAL INSPECTION BY BUILDING DIVISION - after the building has been demolished and removed and the site is leveled, graded and all debris is removed.

FINAL INSPECTION OF THE SITE BY PUBLIC WORKS - Inspection consists of the conditions of the site to determine any new damages attributed to the demolition and clean up. Appropriate erosion control measures need to be in place wherein the site shall be maintained either by vegetation and/or in a dust free condition.

Driveways shall be barricaded appropriately to discourage improper use of the site.