



City of Mt. Pleasant
Department of Building Safety
 401 N. Main Street
 (989) 779-5302

FOR OFFICE USE ONLY Date: _____ Fee: \$50/Structure Approved By: _____

DEMOLITION/MOVING PERMIT APPLICATION

APPROVAL OF ALL AFFECTED MUNICIPAL DIVISIONS AND UTILITY AGENCIES IS REQUIRED BEFORE A DEMOLITION/MOVING PERMIT CAN BE ISSUED OR ANY WORK BEGUN.

Scheduled Demolition/Moving Date:		
Job Address:		Date:
Estimated Cost of Demolition:		
Owner Information:		
Owner Name:		Phone:
Address:		Mobile Phone:
Contractor Information:		
Contractor Name:		
Address:		Phone:
License Number:	Exp. Date:	Mobile Phone:
Worker's Comp Ins. Carrier:		Exp. Date:
Liability Ins. Carrier:		Exp. Date:
IRS Employer ID or reason for exemption:		
MESC Employer number or reason for exemption:		
Authorized Signatures or Miss Dig Numbers:		
Date	Department	Authorized Signature
	Dept. of Public Works (779-5401)	
	Water Department (779-5427)	
	Waste Water Department (779-5451)	
	Consumers Energy Approval Sent (1-800-477-5050) (City Fax: 773-6791)	
	MichCon Approval Sent (800-477-4747) (City Fax: 773-6791)	
	Miss Dig: Date Scheduled (1-800-482-7171)	
	MRF (773-9631) Please call to schedule delivery.	

NOTE: Hazardous waste such as thermostats and mercury switches must be removed, double-bagged, and delivered to MRF in self-sealing plastic bags.

I have read this application and hereby certify it to be correct, and I agree to comply with all laws and ordinances governing the proposed work, to secure all necessary permits, to pay any fees and assessments that pertain, and that if I am not the owner of record, the proposed work has been authorized by such owner and I have been authorized to act as his/her Agent for the proposed work.

Signature of Owner/Agent

Date

Division of Public Works, City of Mt. Pleasant, Michigan

Subject: Demolition of Buildings

When buildings are demolished, the City utilities serving the building must be disconnected and abandoned. The following are general guidelines for the abandonment:

1. Water Services

- a. Request removal of the water meter and outside reader device by calling the water service office at (989) 779-5427. The Water Department will set an appointment time and date for City personnel to shut off the water and remove the water meter.
- b. If the water service is not to be reconnected the owner shall have the water service terminated or disconnected from the water main or at such location approved by the Water Department. This may require street or right-of-way excavation, which will require a permit from the Division of Public Works or, if on a State Truck line or Business Route a permit from the Michigan Department of State Highways may be required.
- c. If the City Water Department must do the disconnection and street restoration the costs will be on a time and material basis. A deposit will/may be required.
- d. Contractor shall notify City personnel to take measurements, so that the location of the abandonment may be recorded in City records.
- e. The owner or contractor shall obtain a permit from the Division of Public Works 48 hours prior to work.

2. Storm and Sanitary Sewer Services

- a. The storm and/or sanitary sewer service shall be abandoned at the property line or at the main line sewer unless a building permit has been issued (or in process) for building construction that requires a sanitary sewer.
- b. The sewer stub shall be plugged with concrete or suitable mechanical stopper to prevent ground water from entering the pipe.
- c. The location of the plugged stub shall be marked with a wooden or iron marker extending from the pipe to within 6-inches of finished grade.
- d. Contractor shall notify City personnel to take measurements, so that the location the abandonment may be recorded in City records.
- e. The owner or contractor shall obtain a permit from the Division of Public Works 48 hours prior to work.

3. Curb Cuts, Driveway Approaches and Sidewalks

- a. Curb cuts and driveway approaches are to be removed by the property owner unless a building permit is issued within one year of the demolition permit. A permit is required from the Division of Public Works.
- b. All damaged or misaligned sidewalks shall be repaired or reconstructed by the property owner. A permit is required from the Division of Public Works.
- c. If the work is not done, the Street Department may, with or without notice to the property owner, cause to have the work done and invoice the property owner at that time. Unpaid invoices may be transferred to the tax roll annually.

New construction requires payment of all DPW fees as if the property never had any building on it, including use fees, permit inspection fees, new water meter etc. Paid off special assessments and Paid per foot connection fees are considered paid and are not applied.