



**City of Mt. Pleasant
Department of Building Safety
320 W. Broadway - (989) 779-5302**

**DEMOLITION / MOVING
PERMIT APPLICATION**

FOR OFFICE USE ONLY	
Date:	_____
Fee:	\$50.00
Use:	_____ Zone: _____
Occupancy Group:	_____
Const. Type:	_____
Bond Required:	_____
DPW approval:	_____
DPS approval:	_____
Fire Alarm/Sprinkler:	_____
PC or ZBA:	_____
Approved By:	_____

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

Estimated Cost of Project: \$

I. PROJECT LOCATION		<input type="checkbox"/> Demolition	<input type="checkbox"/> House Move
Street Address:	Business name:	Is the property a rental unit:	
Lot Dimensions:	Subdivision:	Lot Number:	
Is the Property Located in a flood plain?		Is the property located in a wetland?	
II. OWNER INFORMATION:			
Owner Name:	Phone:	Mobile:	Fax:
Address:		Email:	
III. CONTRACTOR INFORMATION:			
Name:			
Address:		Email:	
City:	State:	Zip:	Phone:
Builder's License Number:		License Expiration Date:	
Federal Employee ID Number or Reason for Exemption:			
Workers Compensation Insurance Carrier or Reason for Exemption:			
MESC Employee Number or Reason for Exemption:			
Liability Insurance Carrier:		Insurance Expiration Date:	
IV. SITE PLAN <i>(Site plans for commercial or industrial facilities shall be prepared by a registered design professional)</i>			
The following information shall be included on the site plan for demolition of dwellings units or note "See Attachment"			
a. Provide property dimensions	b. Indicate all buildings on property	c. Provide the building dimensions	
d. Indicate distance to property lines	e. Identify limitations of excavation	f. ID Pedestrian protection & method	
V. AUTHORIZED SIGNATURES and MISS DIG:			
Date	Department	Authorized Signature	
	Dept. of Public Works (779-5401)		
	Water Department (779-5427)		
	Waste Water Department (779-5451)		
	Consumers Energy Approval (1-800-477-5050)		
	DTE Energy (989-773-7090)		
	Miss Dig: Date Scheduled (1-800-482-7171)		
	MRF (773-9631) - Hazardous waste such as thermostats and mercury switches must be removed, double-bagged, and delivered to MRF in self-sealing plastic bags. Contractor must call to schedule delivery.		
<i>Authorizations may be faxed or sent electronically to the Department of Building Safety at 989-773-4691 or building@mt-pleasant.org</i>			
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.			
Section 23a of the state construction codes act of 1972, 1972 PA 230, MCL 125, 1523a, prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who are to perform work on a residential building or a residential structure. Violators of section 23a are subjected to civil fines.			
In accordance with the City Zoning ordinance, individuals making application for a demolition permit agree to restore the grade and place sod or topsoil and seed the disturbed area during the same growing season.			
Signature of Owner/Agent (Required for Issuance)		Signature of Applicant	Date

City of Mt. Pleasant, Michigan

Subject: Demolition and House Moving Requirements

When buildings are demolished or moved, the City utilities serving the building must be disconnected and abandoned under permits issued by the Department of Public Works (DPW). DPW Permits shall be secured a minimum of 48 hours before work may begin. Questions may be directed to (989) 779-5401.

1. Water Services

- a. Request removal of the water meter and outside reader device by scheduling a service disconnect at (989) 779-5401 or at the time of the DPW permit application.
- 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 separate permit/approval by the Division of Public Works. Where the work is located 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 determined on a time and material basis. A deposit for the will work will be required at the time of application for a DPW permit.
- d. The Contractor will be responsible for notifying City personnel to inspect utility disconnect prior to backfill, so that the location of the abandonment may be recorded in City records.

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.
- e. The sewer stub shall be plugged with concrete or suitable mechanical stopper to prevent ground water from entering the pipe and inspected by DPW personnel, so that the location of the abandonment may be recorded in City records.
- b. Catch basins adjacent to an earth change shall be protected to prevent sediment from entering the system activity with approved SESC measures.

3. Curb Cuts, Driveway Approaches, Sidewalks and Streets

- a. Curb cuts and driveway approaches are to be removed by the property owner as part of the demolition or house move, unless a building permit for new construction is issued by the Department of Building Safety for new construction on the parcel that will utilize the existing curb and/or drive.
- b. All damage to sidewalks or construction of new sidewalks by the contractor/homeowner that fails to meet city standards may be repaired or reconstructed by the DPW staff. The contractor/homeowner will be responsible for covering the cost of the work.
- c. All streets shall be maintained free of soils and sediment as a result of construction activity in accordance with section 98.12 of the City Code.

4. Moving Buildings (*City Code 98.08 and Adm. Memo #1-83*)

- a. The mover shall submit a complete application for a *moving permit* to the Department of Building Safety, floor plans with dimensions and photos and a

- route map for approval by the Department, Department of Public Works (DPW) and the Department of Public Safety (DPS).
- b. The mover shall file an application for DPW permits for utility disconnects and use of public ROW, along with a performance bond in the amount of \$5,000, payable to the City of Mt. Pleasant, with the DPW permits to cover any damages to public property.
 - c. The mover shall provide a copy of liability insurance in the amount established by the City Commission. Information regarding insurance levels may be directed to the DPW at 989-779-5401.
 - d. The mover shall file a written request to the Department of Public Safety for police escort required for a building move at a minimum rate of \$50, plus an hourly rate established by the Department. Questions may be directed to (989) 779-5101.
 - e. The Department of Building Safety shall inspect any structure that is to be moved into the City prior to an application for a building permit, to determine compliance with the City's zoning provisions. A fee of \$20.00 will be charged by the Department for the review.
 - f. An application for a *building permit* shall be secured from the Department of Building Safety for placement of a building being brought into or relocated onto a parcel in the City, prior to any work on the project. If the building is to be moved outside the City limits, it is recommended that permits be obtained from the authority having jurisdiction prior to the move.

The Bond required for all work under a DPW permit shall be returned to the contractor/homeowner once the DPW conducts an inspection along the haul route or work site and determines there has been no damage to public or private property.

5. Building Code Information: Michigan Building Code (MBC)

Pedestrian Protection - Prior to demolition, any work site adjacent to buildings/businesses still in operation, shall be required to provide approved pedestrian protection. The contractor shall identify the method and provide construction details prior to any work on the project with the application for a demolition permit in accordance with section 3302.2 of the MBC. The contractor will be responsible for constructing the approved pedestrian walkway and scheduling an inspection with the department prior to the commencement on any demolition work.

Site Restoration - All properties shall be restored with approved vegetation or in compliance with a site plan approved by the Planning Commission. Excavations shall be free of building materials and filled with approved compacted fill. The site shall be covered with a minimum of 4 inches of top soil seeded in accordance with section 3303.04 of the MBC and the City Code.

Utility Disconnects - Service utility connections shall be discontinued and capped in accordance with the approvals granted under Section V of the application in accordance with 3303.06 of the MBC and the City Code.

6. National Emission Standards for Hazardous Air Pollutants (NESHAP)

The contractor shall be responsible for complying with the Air Quality Division (AQD) of the DEQ delegated to implement the National Emission Standards for Hazardous Air Pollutants (NESHAP) program for asbestos in the state of Michigan. The asbestos NESHAP protects the public and environment by minimizing the release of asbestos fibers during renovation and demolition activities. Advanced notification is required to ensure all precautions are being taken to minimize asbestos emissions. (*Refer To Attachments from the DEQ regarding the program*)