



ORANGE CITY

The Heart of Southwest Volusia

DEMOLITION PERMIT PROCEDURES

Anyone wishing to demolish all or part of an existing structure which is not part of a renovation covered by a valid building permit must apply for and receive a permit from the Orange City to do so according to the procedures and policies set forth herein.

Additional and pertinent information described in this document shall be attached to and made part of the application and permit.

APPLICANT

1. Demolition of non-residential and other than one or two-family homes must be carried out by a licensed contractor or demolition contractor. Demolition of one or two-family homes may be carried out by an owner/builder subject to exemption standards of the Building Code. Contractors shall provide proof of liability insurance and workers' compensation coverage.
2. The applicant for a demolition permit shall provide a notarized letter from the property owner of record acknowledging that the structure is to be demolished, the property is vacant, the utilities are to be disconnected and that all other applicable regulations shall be adhered to.
3. A Notice of Commencement shall be required for all demolition activity when required per Chapter 713, Florida Statutes.

PERMIT

Concurrent with an application for demolition of a structure or a portion thereof, the following information shall be included and made part of the application:

1. Written description of the means of demolition to be utilized including any special needs, equipment or machinery, and the proposed methods of storage of debris until removed from the site.
2. Written description of the nature of material to be removed from the site and the proposed means of disposal – recycle, landfill, hazardous waste, etc.
3. Written description of the proposed means of controlling potential adverse impacts of demolition activity including sedimentation, erosion, storm-water runoff, windblown sand, dust and debris and any other issues particular to the site.
4. Site plan, survey, or other graphic depiction of site improvements which are proposed to be removed from the property and any improvements which are proposed to remain after demolition is completed including structures, building slabs, footers, pavement or other impervious surfaces and underground structures.
5. Projection of the duration of the excavation activity including commencement and completion.

6. Copy of the Volusia County Property Appraiser tax records.
7. Disconnect Letter(s) from utility providers – including Volusia County Environmental Health for septic systems.
8. All required information shall be submitted prior to the issuance of the demolition permit.

INSPECTIONS

FIRST: Prior to the issuance of a demolition permit, an inspection shall be scheduled through the Building Official to verify:

1. All utilities have been disconnected.
2. Any required runoff or other potential environmental hazards have been addressed.
3. Fencing, if required, has been installed according to the Temporary Fence Permit.

SECOND: After the completion of demolition activity, a post-demolition inspection shall be scheduled to confirm the following:

1. All debris has been removed from the site
2. Construction/demolition fencing has been removed
3. Site has been restored according to the demolition permit

PROCEDURE

1. The applicant is encouraged to schedule a pre-permit meeting with the Orange City Building Official to review the proposed demolition and permit requirements
2. Submission of a demolition permit application and all required attachment information including utility shut-off and confirmations.

UTILITY DOCUMENTATION

Prior to the issuance of a demolition permit, the applicant shall provide written confirmation from all applicable utility providers that service has been discontinued and service lines have been removed, cut, capped or otherwise appropriately disconnected. See contact list below.

ASBESTOS REMOVAL

State and federal regulations require that all applicants for demolition permits be advised of the existence of established standards for the removal and disposal of asbestos.

Prior to the issuance of a demolition permit, the applicant shall provide documentation of adherence to said standards including a copy of the required notification to the Environmental Protection Agency and contact with the State Asbestos Coordinator.

OZONE DEPLETING SUBSTANCES

The removal and disposal of refrigerants in air conditioning systems and equipment is required to be done by a certified technician and is subject to Section 608 of the Clean Air Act as enforced by the Environmental Protection Agency.

Documentation shall be provided of compliance with these provisions if applicable.

ADDITIONAL INFORMATION

Based on individual situations the Building Official may require further certification regarding the structure to be demolished and the site conditions including but not limited to the following:

1. Certification by a State Certified Pest Control technician that the building is free of infestation by rodents and/or other vermin.
1. Documentation that any existing septic tank(s) have been addressed according to applicable standards.
2. Written confirmation that any grease traps, underground storage tanks, fuel oil, propane and/or other hazardous materials will be disposed of according to pertinent federal, state, county or municipal regulations and a description of required permits and processes.

Upon review of specific circumstances the Director of Development Services may adjust the requirements contained herein.

STANDARDS

DEMOLITION: All demolition activity shall adhere to the following standards:

1. All demolition activity shall be performed in accordance with generally accepted safe practices and applicable federal, state, county and municipal codes.
2. Every effort shall be made during the demolition process to minimize negative or hazardous impacts associated with demolition activity including impacts on surrounding properties, public roadways, sidewalks, undesirable visual blight, or adverse environmental effects.
3. Depending on site conditions, the Building Official may require the installation of silt fences or other means to control runoff during demolition activities.
4. Fencing may be required by the Building Official to address site-specific health and safety concerns. Any required fencing shall obtain a Temporary Fence Permit.
5. Swimming pools are to be removed or have the bottom broken out, beams destroyed and filled with acceptable clean fill.
6. Wells shall be abandoned by a licensed contractor as part of the demolition process.
7. The Building Official may permit the preservation of grade level improvements provided that they are deemed to be in satisfactory condition and do not present a safety hazard.

RESTORATION: All portions of a site which have been disturbed or otherwise altered by demolition activity shall be restored in the following manner:

8. Unless otherwise approved by the Building Official, all above and below ground, man-made stationary features, including mechanical and electrical accessories, shall be removed including footers, posts, foundations and the like.

9. Level, hard surface improvements including parking lots, vehicular use areas, building slabs and the like may be preserved on site provided that there are no vertical protrusions or projections or significant potholes or depressions which may be hazardous or retain storm-water, subject to review by the Building Official.
10. Any holes or depressions in hard-surface areas to be retained as identified during the pre-demolition inspection shall be filled concurrent with site grading activities with a material acceptable to the Building Official.
1. The disturbed portion of a site and all other pervious area shall be re-graded to a uniform condition so that they are generally smooth and level with no drop-offs, holes or other features which might pose a safety hazard including areas likely to hold standing water.
2. Changes in grade between the subject and abutting properties shall be minimized. In no instance shall the site be regraded so that the subject site is higher than adjacent properties at the property line, including frontage on rights-of-way.
3. No change in storm-water runoff or outfall from the property shall result from the regrading
4. Unpaved or other pervious surfaces shall be re-vegetated with sod, seed, or sprigs of a lawn grass commonly used in Volusia County and maintained, including watering, until growth is self-sustaining.
5. After completion of demolition activity and final inspection by the building official, the site shall be maintained in a clean, well-maintained manner. Failure to maintain property in such a manner may result in Code Enforcement action by the city.

CONTACT INFORMATION

Call before you DIG: 811

Asbestos:

State Asbestos Coordinator; (850) 488-1344
DEP Asbestos Removal Notification; (407) 893-3333

Septic Tank:

Volusia County Health Department;
Environmental Health Services; (386) 424-2061

Wells:

St Johns River Water Management District; (407) 659-4800
Volusia County Health Department; (386) 274-0500

Water:

Orange City; (386) 775-5433

Sewer:

Orange City; (386) 775-5433
Utilities, Inc. of Florida (407) 869-1919

Electric Utilities:

Florida Power and Light; (386) 668-2600

Gas: Florida Public Utilities:

Natural and Propane; (855) 427-7712

Petroleum Storage Tanks:

Orange County Environmental Protection Division: (407) 836-1400