



**TOWN OF SURFSIDE
BUILDING DEPARTMENT**

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CHECKLIST FOR DEMOLITION OF WHOLE STRUCTURES

Residential Single Family Item Number	Submission Completed	Requirements
1		OBTAIN PLUMBING PERMIT TO CAP SEWER, TURN OFF WATER SERVICE. INSPECTION MUST BE APPROVED PRIOR TO ISSUANCE OF DEMOLITION PERMIT.
2		EXECUTED DEMOLITION PERMIT APPLICATION
3		CURRENT SEALED SURVEY (NOT MORE THAN 2 YEARS OLD)
4		OWNER(S) NOTARIZED CONSENT TO DEMO FORM
5		PROOF OF OWNERSHIP, IF DIFFERENT THAN THE TOWN'S CURRENT RECORDS.
6		CORPORATE MINUTES IF CORPORATION IS THE OWNER
7		PROOF OF AUTHORIZATION IF TRUSTEE IS THE APPLICANT
8		ASBESTOS REPORT AND DERM REVIEW STAMP
9		LETTER FROM A/E CERTIFYING THAT NO ASBESTOS IS PRESENT IN THE SUBJECT SITE
10		DISCONNECT LETTERS FROM APPLICABLE UTILITY COMPANIES FOR ELECTRICAL, GAS, CABLE OR OTHER UTILITIES
11		OBTAIN VERMIN CLEAR LETTER (e.g., RODENTS)
12		EXECUTE NPDES SEDIMENT CONTROL FORM
Commercial and Multi-Family	Submission Completed	Requirements
1		COMPLETE APPLICABLE ITEMS 1 TO 12 ABOVE EXCLUDING No. 1
2		PROVIDE UNDERGROUND UTILITY DEMOLITION PLAN PREPARED BY CIVIL ENGINEER. ACCEPTANCE OF UNDERGROUND DEMOLITION REPORT MUST BE SUBMITTED TO BUILDING OFFICIAL BY ENGINEER.
3		PROVIDE CONSTRUCTION SITE CIRCULATION AND STAGING PLAN
4		SUBMIT CONSTRUCTION TRAILER AND FENCE PERMIT APPLICATION.