



## Introduction:

This policy was created to provide a general policy and procedure for the approval of **entire** building demolition.

**\*An owner affidavit is required to be notarized and submitted at the time of application.**

## Other Agencies and Code Requirements:

### a.) Commercial Properties

Building demolition shall comply with provisions for pedestrian protection, adjoining property protection, vacant lot conditions, water accumulation and utility disconnections in accordance with the Ohio Building Code (OBC) section 3303.

**The Ohio EPA Division of Air Pollution must be notified** even if no asbestos or other hazardous materials are present. Contact the Ohio EPA at 614 466-0016. Notification forms can be obtained at [www.epa.ohio.gov](http://www.epa.ohio.gov).

**The Ohio Department of Health must be notified** if more than 50 lineal feet of asbestos is present. Contact the Ohio Department of Health at 614 466-0016. Notification of abatement forms can be obtained at [www.odh.ohio.gov](http://www.odh.ohio.gov).

**Always contact the local Fire Department prior to demolition.** You may search for local fire departments on line at [www.comapps.ohio.gov/sfm/fire\\_apps/fmpr/FDLookup](http://www.comapps.ohio.gov/sfm/fire_apps/fmpr/FDLookup)

## Demolition Permit approval procedure:

**Application Form:** Complete and submit the Application for Building Demolition.

**Commercial Plan Requirements:** Submit (1) PDF set of construction plans and documents to [commercial@co.delaware.oh.us](mailto:commercial@co.delaware.oh.us) (**plans are not necessarily required to be sealed by an Ohio registered design professional**), at a minimum, shall include the following:

- 1.) Site Details:** Construction documents shall show the location of the building to be demolished, location of adjacent buildings and their means of egress, details of pedestrian protection/barriers, as well as dimensions to the interior property lines and/or street. Fire department access shall be maintained as per the local fire official.
- 2.) Building Details:** The plans shall indicate the extent of the removal of the building footing/foundations, specifications on backfill materials, ground elevation/topography after completion, means of preventing water accumulation, adjacent property protection, utility capping/disconnection information, etc.

- 3.) **Building Service/Fire Protection details:** The plans shall indicate locations of portable fire extinguishers, maintaining required means of egress in the building during demolition. Existing standpipes shall not be demolished more than one floor below the floor being demolished.
- 4.) **Debris Disposal:** Provide information stating how debris is to be disposed of, including location where debris is being hauled.
- 5.) **\*Owner affidavit:** An affidavit signed by the Building Owner shall be provided stating that they are aware of and are authorizing the submission of this demolition application.

**Residential Plan Requirements:** Submit (1) PDF set of plans and documents containing the following information to [residential@co.delaware.oh.us](mailto:residential@co.delaware.oh.us)

- 1.) **Site Details:** Construction documents shall show the location of the building to be demolished along with location of adjacent buildings.
- 2.) **Building Details:** The plans shall indicate the extent of the removal of the building footing/foundations, specifications on backfill materials, ground elevation/topography after completion, means of preventing water accumulation, adjacent property protection, utility capping/disconnection information, etc.
- 3.) **\*Owner affidavit:** An affidavit signed by the Building Owner shall be provided stating that they are aware of and are authorizing the submission of this demolition application.
- 4.) **Debris Disposal:** Provide information stating how debris is to be disposed of, including location where debris is being hauled.
- 5.) **Regional Sewer District:** If on Delaware County sewer you must obtain approval from the Delaware County Regional Sewer District prior to applying for the demolition permit. You can reach the Sewer District at 740-833-2240.

**DELAWARE COUNTY**  
**APPLICATION FOR DEMOLITION PERMIT**

Date: \_\_\_\_\_

Permit Number \_\_\_\_\_

Business Name: \_\_\_\_\_

Project Address: (as assigned by Map Department) \_\_\_\_\_

City/Village \_\_\_\_\_ Zip Code: \_\_\_\_\_ Township \_\_\_\_\_

Between: \_\_\_\_\_ and \_\_\_\_\_

**Owner:** \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_ City, State \_\_\_\_\_ Zip \_\_\_\_\_

**Contractor:** \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_ City, State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_

**Site Contact:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Brief description of work to be done (interior, exterior, partial, complete):** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Do Floodplain regulations apply?** Yes \_\_\_\_\_ No \_\_\_\_\_

Certification: I hereby certify that the owner of record authorizes the proposed work and that I have been authorized by the owner to make this application as his authorized agent and we agree to conform to the regulations and all applicable codes and laws of the State of Ohio and the County of Delaware ,including the Department of Building Safety Virtual Inspection Program.

\_\_\_\_\_  
Signature of Owner/Agent

\_\_\_\_\_  
Print or type name here

\_\_\_\_\_  
Date

Phone: (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_