

**APPLICATION FOR DEMOLITION PERMIT**

CITY OF OLIVETTE PUBLIC WORKS  
DEPARTMENT OF PUBLIC WORKS  
1200 NORTH PRICE  
OLIVETTE, MO 63132  
314/993-0252 fax: 314/994-9862

Application No.: _____ Date: _____
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TO: CITY OF OLIVETTE, MISSOURI

I, (We) \_\_\_\_\_  
(please print)

Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
(zip code)

Hereby make application for permit to demolish structure(s) on property located at:

Address \_\_\_\_\_

Lot No. \_\_\_\_\_ Subdivision \_\_\_\_\_

Type of structure(s): \_\_\_\_\_  
Width Length Height  
(incl. Depth)

Signature of Applicant: \_\_\_\_\_  
(applicant hereby affirms that all documentation required is in order and is included with this application, and is aware of Public Works policies regarding the issuance of a demolition permit as outlined by the handout, "How To Obtain A Demolition Permit" – see reverse side)

Owner of Building and/or Grounds: \_\_\_\_\_  
(please print)

Signature of Owner: \_\_\_\_\_

Owner's Current Mailing Address: \_\_\_\_\_  
(zip code)

Phone: \_\_\_\_\_

NOTE: Demolition Permit Fee shall be at a rate of \$0.40 per 100 cu. ft. of volume of structure plus \$28.00 per additional inspection. The minimum fee shall be \$50.00.

After submitting this application, excavation permit application(s) for water tap destroy and sewer cap may then be submitted. Please note: Sewer and water are to be disconnected AT THE MAIN. An excavation in the right-of-way requires two fees == \$500(deposit) + \$50(permit), and if any part of the street is to be opened, the deposit is \$2000. These fees are paid separately, and a refund of the deposit is made only after, 1) receiving a written request, and 2) three months has elapsed since the excavation final inspection. The excavation(s) in the right-of-way are to be backfilled within 48 hours of the rough inspection. After a final inspection has been conducted and approved, the demolition permit can then be released. A final inspection of the demolition permit will verify that the premises are maintained free from all unsafe or hazardous conditions, approved grades have been established and the installation of any retaining walls and fences as required by the building code has been accomplished. If new construction is to commence following the demolition, a final inspection will verify that all required barriers and silt control measures are in place, and that the site has been prepared to control and prevent mud and debris from becoming a nuisance to adjoining property, sidewalks and streets.

Permit received by: \_\_\_\_\_ Date: \_\_\_\_\_

# OLIVETTE PUBLIC WORKS

## HOW TO OBTAIN A DEMOLITION PERMIT

STEP ONE: **APPLICATION** – Submit an application and required fee for a Demolition Permit. Along with the application the following are required:

1. Proof of Ownership and receipt of all property taxes paid
2. 3 Copies of legal site plan showing all of the following existing improvements on the property, and an indication of all items proposed to be removed:
  - primary structure
  - detached garages
  - sheds
  - driveway and turnarounds
  - sidewalks
  - decks
  - pools
  - patios
  - fences
  - retaining walls, etc.

And including the following site information (including items to be removed):

- all trees over 8-inches in caliper, including species name and type
  - tree control fencing
  - location of all siltation fencing and hay bales
  - location of any dirt and debris pile storage
  - type of enclosure mechanism for dirt and debris storage
3. 3 Copies of Restoration Plan, including
    - type of fill to be used
    - compaction information (method or plan, lift height, equipment, etc.)
    - type of ground cover proposed

**PLEASE NOTE: IF A STRUCTURE IS PROPOSED OR PLANNED FOR THE SITE AND THE SITE IS NOT TO BE RESTORED TO GRADE USING AN APPROVED RESTORATION PLAN, AN APPLICATION FOR A BUILDING PERMIT IS REQUIRED TO BE SUBMITTED AND APPROVED BEFORE THE DEMO PERMIT WILL BE ISSUED.**

4. Electric and Gas company release letters stating that their respective service connections and appurtenant equipment, such as meters and regulators, have been removed or disconnected.
5. **St. Louis County Department of Health Application for Demolition Waste Disposal and Authorization of Demolition Permit Release (These are two separate forms)**

**STEP TWO: WATER AND SEWER DISCONNECTS** – After all of the above have been submitted, excavation permit application(s) for water tap destroy and sewer cap may then be submitted. Plumbing permits obtained and inspected through St. Louis County are required. Please note: Sewer and water are to be disconnected AT THE MAIN. An excavation in the right-of-way requires two fees – \$500(deposit) + \$50(permit), and if any part of the street is to be opened, the deposit is \$2000. These fees are paid separately, and a refund of the deposit is made only after 1) receiving a written request, and 2) three months has elapsed since the excavation final.

The excavations in the right-of-way are to be backfilled within 48 hours of the rough inspection. After a final inspection has been conducted and approved, the demolition permit can then be released.

**STEP THREE: INSPECTIONS** – The demolition will require inspection(s). A final inspection of the demolition permit will verify that the premises are maintained free from all unsafe or hazardous conditions, approved grades have been established and the installation of any retaining walls and fences as required by the building code has been accomplished.

If new construction is to commence following the demolition, a final inspection will verify that all required barriers and silt control measures are in place, and that the site has been prepared to control and prevent mud and debris from becoming a nuisance to adjoining property, sidewalks and streets.