



City of Middletown

BUILDING DIVISION

245 DeKoven Drive, Middletown, CT 06457

TEL: (860) 638-4870 FAX: (860) 638-1970

Demolition Permit Procedure Checklist

Please submit this checklist and permit application with **all required documents to the Building Department. Demo fees can be paid by check only after all paperwork is submitted to the department**

1. ____ Certificate of Insurance (specifying demolition purpose)

2. ____ Public utilities Certificate of Notice stating utilities have been severed & letters from the utilities companies stating that the utilities have been severed.
 - a) ____ Electric Service
 - b) ____ Gas Service
 - c) ____ Water & Sewer
 - d) ____ Cable
 - e) ____ Phone

3. ____ The demolition contractor is required to hold a current and valid certificate of registration (29-402). There are no exceptions to this requirement.

4. ____ A certified letter must be sent to the Middlesex County Historical Society (a copy must be submitted with application).

Executive Director
Middlesex County Historical Society
151 Main Street
Middletown, CT 06457

5. ____ Notify Planning and Zoning in writing prior to the start of demolition.

6. ____ If the Building is fifty years or older, a legal notice shall be placed in the local newspaper by the applicant. The legal notice shall state the following:
 - a) ____ An application for a demolition permit is being applied for;
 - b) ____ The date of the filing;
 - c) ____ The location of the property;

- d) ____The name of the owner of the property
 - e) ____Unless written objection is filed to the issuance of the demolition permit setting for the reasons for the objection with the Building Official within ten (10) days of the publication of the notice, the permit may be issues after the expiration of said (10) days.
7. ____ **Notify adjoining property owners by registered/certified mail before starting demolition and submit copies of the receipts to this office.**
8. ____ **The demolition permit shall be signed by the owner of the property or the owner's designated agent (enclosed affidavit must be completed).**
9. ____ **Notify the Middletown Health Department in writing prior to the start of demolition. Approval cannot be granted until all Health Department requirements are met.**
- a) ____An environmental assessment of the property must be conducted to determine the presence and extent of contaminants i.e. asbestos, lead and petroleum products. The assessment and plan of abatement/disposal must be submitted and approved by the Health Department.
 - b) ____The location of existing wells and septic systems must be shown on a plot plan and submitted to the health official.
 - c) ____A licensed pest control operation must treat for vermin infestations such as rodents. Documentation must be submitted to the health official.
 - d) ____Measures must be in place to lessen the effects of dust during demolition.
 - e) ____Copies of lead and asbestos manifest must be forwarded to the Health Department once proper disposal is completed.
10. ____ **Letter of intent to demolish must be mailed or e-mailed to the CT Trust for Historic Preservation (a copy must be submitted with application):**
- Jordan Sorensen
Connecticut Trust for Historic Preservation
940 Whitney Avenue
Hamden, CT 06517
- jsorensen@cttrust.org
11. ____ **A fence/barricade no less than 8 feet high must be installed around the location of the demo and must be inspected by our office BEFORE any demolition work begins. (See attached code paperwork for details)**

**** Any questions please contact Chief Building Official, Dean Lisitano at 860-638-4872 ****



DEMO PERMIT APPLICATION

Middletown Building Department
TEL: (860) 638-4870 FAX: (860) 638-1970

Proposed Job Location: _____

Description of Work: _____

Estimated Cost of Work (materials & labor): _____ Permit Fee (office use only): _____

#of Dwelling Units: _____ Type of Property: Residential _____ Commercial _____

Applicant Information:

Name/Business: _____

Address: _____ City/State/Zip _____

Phone: _____ Email (how approved permit is sent): _____

Contractor's License # (if applicable): _____

Property Owner Information:

Name: _____

Mailing Address: _____ City/State/Zip _____

Affidavit and Agreement (check one)

I hereby certify that I am the owner of the property, OR I am the authorized agent of the property owner, which is the subject of this application. I agree to call in advance for each trade inspection and not to conceal any work before inspection; I understand this is an application for a permit and in no way an authorization to start work, unless authorized by the Building Official under certain circumstances. I understand that when a permit is issued, it is to begin the approved work and grants no right to violate any code, ordinance or statute.

I HAVE READ AND AGREE TO ALL THE ABOVE

Applicant Name: _____ Signature: _____



City of Middletown

JOSEPH A. HAVLICEK, M.D.
Director of Health

DEPARTMENT OF HEALTH
245 deKoven Drive
Middletown, CT 06457
TEL: (860) 638-4960 FAX: (860) 638-1960
TDD: TEL: (860) 304-3521

DEMOLITION

Address: _____ Owner: _____
_____ Residential _____ Commercial _____ Other
Demolition Contractor: _____ Phone: _____
Contractor License Number: _____

Environmental Assessment

- _____ State of Connecticut (Check off as applicable)
 - _____ Abatement Notification Form
 - _____ Demolition Notification Form
 - _____ Alternative Work Practice Approval Letter
 - _____ Asbestos Assessment Report
 - _____ Asbestos Plan of Abatement
 - _____ Asbestos Disposal Manifest
 - _____ Lead Based Paint Assessment Report
 - _____ Lead Based Paint Plan of Abatement
 - _____ Lead Based Paint Manifest
 - _____ TCLP Clearance
 - _____ Petroleum Products... Underground Oil Tanks... Removed
 - _____ Letter Of Site Visit And Treatment From Licensed Pest Control Operator
 - _____ Well Abandonment _____ Septic Abandonment
- Dust control method to be used: _____

Approval

Date: / / _____
Health Department Staff Signature and Title

(b) In addition to the powers granted pursuant to this part, any town, city or borough may impose, by ordinance, a waiting period of not more than one hundred eighty days before granting any permit for the demolition of any building or structure or any part thereof, except when the demolition permit is required for the removal of a structure acquired by the Department of Transportation for a transportation project.

(February, 1965, P.A. 551, S. 7, 8; P.A. 73-595, S. 2; P.A. 77-177, S. 2; P.A. 78-288, S. 2; P.A. 82-451, S. 5, 9; P.A. 83-187, S. 1; P.A. 87-263, S. 4; P.A. 95-8; P.A. 07-26, S. 1; P.A. 09-35, S. 8; P.A. 11-256, S. 9.)

History: P.A. 73-595 made provisions applicable to cities and boroughs in addition to towns; P.A. 77-177 added exception in Subdiv. (3) for persons engaged in disassembly, transportation and reassembly of historic buildings for historical purposes; P.A. 78-288 extended exception in Subdiv. (3) to include persons engaged in farm building demolition or in renovation, alteration or reconstruction of single-family residences; P.A. 82-451 changed "license" to "certificate of registration"; Sec. 19-403g transferred to Sec. 29-406 in 1983; P.A. 83-187 added Subsec. (b) allowing municipalities to impose a waiting period of not more than 90 days; P.A. 87-263 amended Subsec. (a), substituting "building official" for "administrative officer"; required in Subdiv. (2), written evidence in the form of a certificate of notice executed by public utilities, and added an exemption in Subpara. (B) for owners engaged in the demolition of single-family residences or outbuildings; P.A. 95-8 amended Subsec. (a)(3)(A) to delete reference to "demolition" of single-family residences; P.A. 07-26 made a technical change in Subsec. (a) and amended Subsec. (b) to increase maximum waiting period from 90 to 180 days; P.A. 09-35 amended Subsec. (a)(3) to replace "certificate of registration" with "license"; P.A. 11-256 amended Subsec. (a) to replace "written evidence" with "written notice", amended Subsec. (b) to exempt transportation project permits from waiting period, and made technical changes, effective July 13, 2011.

Cited, 18 CA 40.

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Sec. 29-407. (Formerly Sec. 19-403h). Notice to adjoining property owners. No person shall commence any demolition operation unless he first notifies each adjoining property owner by registered or certified mail at such owner's last address according to the records of the assessor of the city, town or borough in which such demolition operation is planned.

(February, 1965, P.A. 551, S. 9; P.A. 73-595, S. 3.)

History: P.A. 73-595 replaced "town assessor" with "assessor of the city, town or borough in which such demolition is planned"; Sec. 19-403h transferred to Sec. 29-407 in 1983.

Cited, 18 CA 40.

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Sec. 29-408: (Formerly Sec. 19-403i). Safety measures to be provided. Fence. (a) No person shall remove or demolish any building or structure or part thereof without providing adequate safety measures for all workmen and suitable protections for the public.

(b) No person shall demolish any building or structure, without causing to be erected and maintained, for the duration of the demolition operations, a fence or barricade meeting the requirements of this section. Each such fence or barricade shall be adequate for safety; shall be not less than eight feet high; shall extend along the street line for the entire length of the building or structure facing on the street, with each end returning back to the building line, and shall be solid for its entire length, except for such openings, provided with sliding doors swinging inward, as may be necessary for the proper prosecution of the work. The building official may waive the requirements of this subsection, or may make such further requirements as he deems necessary for the protection of the public, the adjoining properties or any personalty of such owners and its use.

(February, 1965, P.A. 531, S. 10, 11; P.A. 87-263, S. 5.)

History: Sec. 19-403I transferred to Sec. 29-408 in 1983; P.A. 87-263 amended Subsec. (b), substituting "building official" for "administrative officer".

Cited. 243 C. 66.

Cited. 18 CA 40.

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Sec. 29-409. (Formerly Sec. 19-403j). Sidewalk shed requirements. No person shall demolish any building or structure or part thereof, when such building, structure or part is within six feet of a street line, or is twelve feet or more in height, or is within six feet of an area which the owner or lessee provides and invites the public to use as it would a public way, or when the distance between such street line or area and such building, structure or part is more than six feet but less than one-half the total height of the object to be demolished, without causing to be erected and maintained a sidewalk shed meeting the requirements of this section. Such shed shall: (1) Extend for the full length of the building on all street fronts; (2) exist for the duration of the demolition operations; (3) be not less than four feet wide and six feet eight inches high in the clear; (4) be watertight, and (5) be adequately lighted for pedestrian traffic. When the roof of any such shed is used for the storage of material or for the performance of work of any kind, adequate railings, not less than three feet high, and solid toe boards, not less than six inches high, shall be affixed along the open sides and ends of such roofs. The roofs of such sheds shall be of sufficient strength and stability safely to sustain the weight of materials that may be placed thereon and the shocks incidental to the handling, preparation for use, trucking or delivery of materials. The requirements of this section, as they relate to street lines, shall not apply in any case in which all such streets are officially closed to pedestrian and vehicular traffic. The building official may waive any of the requirements of this section, if the object to be demolished is more than forty feet from any street line or area used as a public way and its demolition is accomplished by the removal of one story at a time.

(February, 1965, P.A. 531, S. 12; P.A. 87-263, S. 6.)

History: Sec. 19-403j transferred to Sec. 29-409 in 1983; P.A. 87-263 substituted "building official" for "administrative officer".

Cited. 18 CA 40.

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