

DEMOLITION AND REMOVAL

Please read all of the following information. The following is a checklist. You must have a “checkmark” in all the sections listed below prior to submitting your application.

- “Affidavit of Exemption”
 - a) If you are hiring a contractor to demolish and remove your structure, and they have workers’ compensation, have the contractor or their insurance carrier provide us with a “Certificate of insurance” showing proof of such.
 - b) If the homeowner or a contractor without workers’ compensation is doing the construction, the blue form in the Application Packet must be completed and notarized.
- **You must supply one or the other with your applications!**
- A site plan showing the existing structure to be demolished including the outside dimensions of the structure, distance in feet to the front, side, and rear property lines. Also indicated any adjoining structures or adjoining buildings.
- Description of building and its previous use.
- Indicate where septic is located and how it will be capped if applicable.
- Descriptions of the back fill to be used.
- DEP Asbestos Removal Certificate.- (Commercial Only)
- Certification of taxes being current from tax collector.
- Completed building permit application. (Tax parcel number must be provided)

A building code official shall grant or deny a permit application, in whole or in part, within 15 business days of the filing date or the application is deemed approved.

CCBCEA will review plans submitted to determine code compliance. If the minimum submittal requirements are not met, we will ask the applicant to supply additional information. If the minimum requirements are met, the plans will be reviewed. A building permit will be issued and the applicant will be notified of the inspection fees and when they can pick-up the permit at the CCBCEA Office. All fees shall be paid prior to the issuance of the permit. You will then use the inspection procedures provided to have all of the required inspections performed.