



Engineering & Zoning
40 W. Main St.
Engineering Department
Newark, OH 43055
(740) 670-7727

Rev 2/10

City of Newark
Application for Demolition of
Structure Permit
www.newarkohio.gov

Office Use Only

Application # _____
Date Received _____
Paid Date _____
Paid: Check Cash
(Circle one)
Check Number _____
Amount \$ _____

Project	Description of Project:			Application Date:		
	Address of Project (Number & Street):			Auditor's Parcel #:		
	Current Zoning District: <i>If filling out electronically, click for dropdown</i>		Lot #:	Subdivision Name:	Entrance to Subdivision is off of:	
	On the <input type="checkbox"/> North <input type="checkbox"/> South <input type="checkbox"/> East <input type="checkbox"/> West side of street between the intersection of: (list street names)					
	Flood Hazard area? <input type="checkbox"/> N/A <input type="checkbox"/> Floodway <input type="checkbox"/> 100 Yr <input type="checkbox"/> 500 Yr			Flood Zone:		

Owner	Property Owner:			Telephone:	
	Address:			E-mail:	
	City:	State:	Zip:	Fax:	

Applicant	Applicant Name:		Same as above: <input type="checkbox"/>	Telephone:	
	Address:			E-mail:	
	City:	State:	Zip:	Fax:	

Contractor	Contractor Name:		Same as above: <input type="checkbox"/>	Telephone:	
	Address:			E-mail:	
	City:	State:	Zip:	Fax:	
	Contractor Registration Number:				

Structural	Previous Use: <i>If filling out electronically, click for dropdown</i>		Utilities in Use:		Type of Heat:		Type of Structure:	
	Specify Use: <i>Ex: 1-Family, 2-Family, 3, etc.</i>		<input type="checkbox"/> Public Water <input type="checkbox"/> Public Sewer <input type="checkbox"/> Electric <input type="checkbox"/> Cable TV <input type="checkbox"/> Telephone <input type="checkbox"/> Natural Gas		<input type="checkbox"/> Natural Gas <input type="checkbox"/> Electric <input type="checkbox"/> Fuel Oil <input type="checkbox"/> Propane		<input type="checkbox"/> Masonary <input type="checkbox"/> Concrete <input type="checkbox"/> Wood Frame <input type="checkbox"/> Post & Beam <input type="checkbox"/> Other	
	Floor Area Sq Ft:		(Check all that apply)		(Check all that apply)		(Check all that apply)	
Number of Stories:								

I fully understand that no excavation, construction or demolition of any structure may be undertaken or performed until the Demolition Permit applied for herein has been approved and issued. I hereby certify that I am the owner of the named property, or that the proposed work is authorized by the owner of record who has designated me to make this application upon his/her behalf. I acknowledge that I have read and understand the instructions on page three of this application and agree to comply with the rules and regulations of the City of Newark Engineering/Zoning Department.

Signature: _____ Date: _____

Applicant must comply with the following requirements to be issued a Demolition Permit:

<i>Step 1</i>	Contact all utility service providers and request to have all services disconnected and removed from the property
	<input type="checkbox"/> Sewer line located <input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Contact the City of Newark Water Department & request termination of account(s). Schedule water meter removal and disconnection from tap. Discuss provisions for water to control dust during demolition.(City of Newark Water Department 349-6740)
	<input type="checkbox"/> Gas meter(s) removed and tap disconnected (Columbia Gas or The Energy Cooperative)
	<input type="checkbox"/> Electric service equipment and drop cable removed (AEP or The Energy Cooperative)
	<input type="checkbox"/> Telephone cable(s) removed (Time Warner Cable or Windstream)
	<input type="checkbox"/> Cable TV cable(s) remove drop cable (Time Warner Cable)

The following applies to commercial and multiple residential demolitions only: [Every demolition](#) of a facility requires **EPA** notification regardless of whether asbestos is involved. [Renovation](#) of a facility must be submitted to the **EPA** when the amount of regulation asbestos-containing material (RACM) stripped, removed, dislodged, cut, drilled, or similarly disturbed exceeds 260 linear feet on pipes or 160 square feet on other facility components or 35 cubic feet of facility components. **A signed EPA permit application (OEPA Notification of Demolition and Renovation) will be required before the City of Newark issues a Demolition Permit.** Contact the Ohio EPA-Division of Air Pollution Control for compliance requirements at (614)644-2270 or www.epa.ohio.gov.

<i>Step 2</i>	Submit application and attachments to the Engineering/Zoning Department
	<input type="checkbox"/> Provide Site Plan(s) detailing the lot dimensions, location of all structures and distances between structures and property lot lines. Indicate structure(s) to be demolished. (See Site Plan example attached.)
	<input type="checkbox"/> If equipment or any work requires occupying the street, alley or sidewalk, a “Permit for Use of the Public Right-of-Way” form must be completed and approved. A Plan for pedestrian and vehicle traffic control at the site should be included with the application.
	<input type="checkbox"/> The entire demolition site should have safety fencing installed to keep the public a safe distance from all activities and provide security.
	<input type="checkbox"/> The Ohio Utilities Protection Service (1-800-362-2764) must be notified a minimum of two-working days prior to demolition & excavation activities per State Law.
	<input type="checkbox"/> Verify compliance with all of the above items and submit documentation to the Engineering/Zoning Office for review.
	<input type="checkbox"/> Upon issuance of a Demolition Permit, demolition may begin.

<i>Step 3</i>	After the structure is demolished
	<input type="checkbox"/> After the permit is issued and the structure has been removed, the sewer line must be located, cut-off at the property line, and sealed. (See Standard Drawing 900-4A attached.) Inspections of the sewer cap conducted by the Engineering/Zoning Department must be done prior to backfilling.
	<input type="checkbox"/> All materials and debris must be removed from the site. Any mud tracked onto the road must be cleaned up.
	<input type="checkbox"/> The empty lot must be leveled out and graded prior to removal of the security fence.

ZD - _____
Application #

DO NOT WRITE BELOW THIS LINE – FOR OFFICE USE ONLY

Status	Date	Examiner Signature	Date Notified
<input type="checkbox"/> Incomplete			
<input type="checkbox"/> Disapproved			
<input type="checkbox"/> Approved			
<input type="checkbox"/> Hold		Reason:	
<input type="checkbox"/> Water Meter(s) removed	<input type="checkbox"/> Cable TV Drop(s) removed	<input type="checkbox"/> Site Diagram complete	
<input type="checkbox"/> Sewer located on drawing	<input type="checkbox"/> Telephone Drop(s) removed	<input type="checkbox"/> Site Measurements recorded	
<input type="checkbox"/> Electric Drop(s) removed	<input type="checkbox"/> Gas Meter(s) removed	<input type="checkbox"/> EPA Demo/Renovation Permit	
<hr/> Inspector Approval to Proceed _____ Date _____			

Residential	
Permit Fee	\$75
Accessory Structure	
Permit Fee	\$25

Commercial	
Permit Fee	\$150
TOTAL FEE	