City of Milford, Connecticut

Founded 1639
70 West River Street ◆ Milford, Connecticut ◆ 06460-3317
www.ci.milford.ct.us

Building
Inspection
Division

Application for Permit to Authorize Demolition

The undersigned hereby applies for permit authorizing demolition Date of application:_____

Address of structure to be demolished: _____

Present (most recent) Use of the Structure: _____

Approximate area and height of Structure: _____ Year the Structure was built: _____

Disposal Site: _____ Cost of Demolition: _____

Owner of the Property: _____

Property Owner's address: _____

Property Owner's telephone: _____ Property Owner's email: _____

Property Owner's Signature: _____

Check the following as required:

- Plot plan is attached
- Structure is a designated structure
- Demolition is to be performed by a Class A Demolition Contractor
- Demolition is to be performed by a Class B Demolition Contractor
- Demolition is to be performed by the homeowner

Demolition Permit is for a NON Designated structure

- Notice of intent to demolish – mailing receipts returned to Building Department (Exhibit A)
- Demolition permit fees paid
- Insurance certificates
- Public utilities certificates of disconnect
- Demolition contractor's license and contact information (if required)

Demolition Permit is for a Designated structure

- Within seven days of filing, Notice of intent to demolish to neighbors, city historian, commissions, and interested parties – mailing receipts returned to Building Department (Exhibits A and C)
- Within fourteen days of filing; Notice of intent to demolish sign posted and photographed
- Within fourteen days of filing; File an affidavit under oath (Exhibit B)
- Within 30 days determine whether a 120-day wait is required by City Historian's response
- Demolition permit fees paid
- Insurance certificates
- Public utilities certificates of disconnect
- Demolition contractor's license and contact information (if required)

Other prerequisites and regulations which may affect issuance of demolition permit and demolition operations:

- Requirements for hazardous materials survey including but not limited to lead and/or asbestos.
- Requirements for removal and disposal of hazardous materials including but not limited to lead and/or asbestos.

Instructions for Demolition

1.) Submit the application for permit to authorize demolition

- application for permit to authorize demolition shall include: owner's certification of the building size, owner's certification of the building's age (75 years old or more)- Building Department may require documentation from the assessor's office to verify building age. MCO 6-7(a)
- Declaration of a "designated" structure – whether it is 75 years or older. MCO 6 – 6
- Declaration of whether demolition is proposed to be provided by the single family residence owner or a licensed demolition contractor. CGS 29 – 406
  - determination as to whether demolition contractor is required to be class A or class B license
- Submit a plot plan, site plan or site survey showing the location of the building relative to the property line
  - document whether the buildings clearance from other structures roads or highways is greater than the height of the structure subject to demolition CGS 29 402(c)
- Declaration of cost of demolition

If **NOT a designated structure** (less than 75 years old):

- Notice of intent to demolish mail a notice of intent to the owners of all properties abutting the property (note special provisions for condominium); provide certificates of mailing as evidence of compliance. The form of notice (Exhibit A) is provided by the Building Department and attached herein. CGS 29-407

If a designated structure:

- within seven days of the filing of the application, mail a notice of intent to the owners of all properties abutting and across the Street from the property (note special provisions for condominium) provide certificates of mailing as evidence of compliance (see below for mailing certificates filing requirements). The form of notice (Exhibit A) is provided by the building Department and attached herein. MCO 6-7(b)(1) and CGS 29-407
- within seven days of the filing of the application mail a notice of intent to the city historian, and other organizations designated by the building Department. Provide certificates of mailing as evidence of compliance. The form of notice (Exhibit A) is provided by the building Department and attached herein. MCO 6-7(b)(2)
- within 14 days post in a conspicuous location on the property on which the building or structure is to be demolished a sign at least 24 x 36 providing public notice. The sign shall include the text of the notice of intent and shall contain the word demolition in capital letters no less than 2 inches in height signs shall be required to be posted for not less than 14 days. Owner shall be required to provide photographs of the sign to the Building Department. MCO 6-7 (b)(3)
- Within 14 days after filing the application to demolish a designated structure the applicant shall file in the Building Department an affidavit under oath, on a form provided by the Building Department (Exhibit B) and include a copy of the notice of intent, photos of the posted sign, and the mailing certificates. MCO 6-9
- For designated structures there shall be a 120-day waiting period unless waived by the city historian. City historian shall respond with his/her objections within 30 days of the filing of the application. If the City Historian does not respond in 30 days, the permit may be processed. MCO 6-10
- Any objection to the demolition of the above building or structure must be filed in writing with the building Department within 30 days of the date of mailing of this notice. MCO 6-10

2.) Requirements for the Issuance of Demolition Permit:

- With the completion submission and acceptance of the above a Demolition Permit will be issued subject to the Building Department's receipt and acceptance of the following;
- Permit fee in the amount of $ 15 for the 1st $ 1000 plus $ 6 for each additional $ 1000 MCO 6-1

- **Demolition permit to issued to and the work provided by a Demolition contractor**
  - evidence (1) of financial responsibility in the form of a certificate of insurance specifying demolition purposes and providing liability coverage for bodily injury of at least one hundred thousand dollars per person with an aggregate of at least three hundred thousand dollars, and for property damage of at least fifty thousand dollars per accident with an aggregate of at least one hundred thousand dollars; CGS 29-406
  - A separate declaration from the contractor, on company letterhead signed by an officer of the company, with the following save harmless statement:

    - In accordance with Connecticut General Statute § 29-406, we **[contractor]** hereby agree to save harmless the **[town or city]** and its agents from any claim or claims arising out of the negligence of the applicant or his agents or employees in the course of the demolition operations associated with **[project title, address]**

  - evidence (2) in the form of a certificate of notice executed by all public utilities having service connections within the premises proposed to be demolished, stating that such utilities have severed such connections and service CGS 29-406
  - evidence (3) that he is the holder of a current valid license issued under the provisions of section 29-402,

    exceptions:

    a person who is engaged in the disassembling, transportation and reconstruction of historic buildings for historical purposes

    or who is engaged in the demolition of farm buildings

    or in the renovation, alteration or reconstruction of a single-family residence,

    or an owner who is engaged in the demolition of a single-family residence or outbuilding, as provided in subsection (c) of section 29-402.

- **If Demolition Permit is applied for by the homeowne**r and the homeowner shall provide the demolition work:
  - the demolition of a single-family residence or outbuilding by an owner of such structure if it does not exceed a height of thirty feet, provided (A) the owner shall be present on site while such demolition work is in progress and shall be held personally liable for any injury to individuals or damage to public or private property caused by such demolition, and (B) such demolition shall be permitted only with respect to buildings which have clearance from other structures, roads or highways equal to or greater than the height of the structure subject to demolition. The local building official may require additional clearance when deemed necessary for safety.
  - 1.) of financial responsibility in the form of a certificate of insurance specifying demolition purposes and providing liability coverage for bodily injury of at least one hundred thousand dollars per person with an aggregate of at least three hundred thousand dollars, and for property damage of at least fifty thousand dollars per accident with an aggregate of at least one hundred thousand dollars; each such certificate shall provide that the town or city and its agents

shall be saved harmless from any claim or claims arising out of the negligence of the applicant or his agents or employees in the course of the demolition operations; CGS 29-406

- (2) in the form of a certificate of notice executed by all public utilities having service connections within the premises proposed to be demolished, stating that such utilities have severed such connections and service; CGS 29-406

Other prerequisites and regulations which may affect issuance of demolition permit and demolition operations:

Requirements for hazardous materials survey including but not limited to lead and/or asbestos.

Requirements for removal and disposal of hazardous materials including but not limited to lead and/or asbestos.

Demolition operations Safety measures to be provided (may be a condition of issuance of permit)

Prior to commencing demolition contact the Milford Fire Department and inform them of proposed date of commencing demolition

(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. CGS 29-408

(c) 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. CGS 29-409

(d) No person shall demolish any structure or building without making suitable provision for the disposal of all accumulated materials. No person shall overload any part of the protective structures erected during the demolition operations by storage, materials or debris to an extent beyond the live load capacity. No person shall, during demolition operations, allow materials to accumulate which would, by their nature, upon removal, cause an excessive amount of dust, dirt or debris in the air, without suitably wetting down such accumulations with water, dehydrated lime or some similar agent. CGS 29-412

(e) Basements and cellars. No person shall allow any basement, cellar, hole or the like to remain uncovered or opened as a result of the demolition of any building, structure or part thereof. Each person who, in a demolition operation, uncovers or opens such a basement, cellar, hole or the like shall fill the same to grade and remove all excess materials, rubbish and debris from the premises. If a new building, structure or part thereof is to be erected on the site of such demolished premises, the building official may waive any of the provisions of this section. CGS 29-413

(Exhibit A)

NOTICE OF INTENT TO DEMOLISH

Date: _____

To Whom it May Concern:

Notice is hereby given that _____has filed an application with the Building Department for authorization to demolish the building or structure described below:

Address:_____

Type of building or structure:_____

Further information concerning this pending application may be obtained by contacting the Building Department.

Any objection to the demolition of the above building or structure must be filed in writing with the Milford Building Department, 70 West River Street Milford, Ct. 06460 (or email; builddept@ci.milford.ct.us) within thirty days of date of mailing of this notice. Objections shall state the architectural, historic and cultural importance of the subject building or structure.

_____
Applicant's Signature

Applicant information – please print

Name: _____ □ Owner □ Contractor

Address: _____

Phone: _____

Email: _____

City of Milford, Connecticut

Founded 1639
70 West River Street ◆ Milford, Connecticut ◆ 06460-3317
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Building Inspection
Division

Affidavit of Notification of Application for Permit Authorizing Demolition
(Exhibit B)

I (Name)_____, being first duly sworn, do hereby certify that on or before (Date)_____ I delivered, mailed and posted the notices required by §6-5 et. seq. of the City of Milford Code of Ordinance pertaining to an application for permit authorizing demolition pending with the Building Department regarding the building or structure located at:

_____.

Said notices being:

1. Mailed, postage prepaid a notice of intent to the owners of property abutting and across the street from the property on which the building or structure to be demolished is located. (Copies of notice of intent and certificates of mailing or certified mail, return receipt requested, as may be applicable are attached for each).

2. Mailed, postage prepaid a notice of intent to the City Historian 46 Bilyard Street Milford, CT 06461 and any organization concerned with the preservation of buildings or structures within the City who has registered with the Building Department requesting such notification. (Copies attached, including copy of receipt of certificate of mailing for each).

3. Posted as a sign of a size **no smaller** than 24" x 36", on the property on which the building or structure to be demolished is located, in a conspicuous place visible from a public or other accessing street. The sign contains the word **"DEMOLITION"** in capital letters no less than two inches high.

4. The foregoing is true and accurate to the best of my personal knowledge and belief.

Dated this _____day of_____, 20___.

_____
Signature

Subscribed and sworn to before me this
_____ day of _____, 20____.

_____
Notary Public

My Commission Expires:

List of Parties and Organizations Requiring Notification of Intent to Demolish
(Exhibit C)

City of Milford Historian

Carol LaBrake
46 Bilyard Street
Milford, CT 06461
203.874.7132
clmfdct@sbcglobal.net

Interested Parties for Notification of Demolition

The Milford Historical Society
PO Box 337
Milford, CT 06460

Milford Preservation Trust
PO Box 5343
Milford, CT 06460

Carol Molloy Smith
Historic District #2 Commission Chairman
21 Green Street
Milford, CT 06460

Robert Berchem
Milford Historic District Commission Chairman
75 Broad Street
Milford, CT 06460

Suzanne Whittaker
Milford Historic District Commission Secretary
75 Broad Street
Milford, CT 06460

Anthony Fabrizi, Battalion Chief of Training
Milford Fire Department
72 New Haven Avenue
Milford, CT 06460