



Demolition Information Packet



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Demolition Information Packet

I. Demolition Process Checklist

➤ Approval for Demolition

- Zoning Administrator **OR**
- Planning Commission

➤ Demolition Permit Application

- Demolition Permit Application Form
- Site Sketch
- LUDS (SESC) Permit, if needed (see p. 4)

➤ Utility Disconnections

The Township will request cut-off of utilities servicing the property if proof of disconnection (e.g. signed letter from licensed trade contractor) is not provided with the Demolition Permit application.

- Indiana Michigan Power
- Michigan Gas Utilities/Semco Energy
- Village of Berrien Springs Water

➤ Demolition Permit Issuance

- Permit Fee
- Proof of Insurance

➤ Progress Inspection

- Cap – Sanitary and Storm Sewers
- Crack – Basement and Foundation

➤ LUDS (SESC) Inspection – As needed

➤ Final Inspection – Site Conditions

➤ Permit Close Out



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II. Approval for Demolition

The Township of Oronoko has several requirements regarding the demolition of existing structures. The following is a summary of those requirements.

Historic Property

If the Structure is a historic landmark, demolition must be approved by the Planning Commission.

Generally speaking, an application for a Certificate of Appropriateness can be heard by the Planning Commission within 2-4 weeks of its receipt by the Planning Department.

“Repair or Demolish” Orders

Where a structure is badly deteriorated and is under Repair or Demolish orders under the Housing Code or Building Code, no further approval is needed – with one exception. If the property is a historic landmark, the property owner must also obtain the approval of the Planning Commission.

Zoning Ordinance

For a structure that is not under Repair or Demolish orders, and is not a historic landmark, the Township’s Zoning Ordinance requires that a site plan for the redevelopment of the property be approved prior to securing a demolition permit.

The Zoning Administrator reviews the proposed redevelopment plan, whether it be for a new structure or for green space, and determines whether it meets the requirements of the Zoning Ordinance for the applicable zone district. In some cases, the Zoning Ordinance requires that the application be forwarded to the Planning Commission for its review and approval of the redevelopment plan.



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III. Demolition Permit Approval

A building permit is required for the demolition of any structure in Oronoko Township, unless an exception is granted by the Township's Building Official. A permit is generally not required to dismantle, wreck or demolish a residential-type garage, tool shed or other similar building having no utilities. Please check with Oronoko Township before starting any demolition work.

Demolition Permit Application

A demolition permit application must be completed in full. Some of the sections in the application may need to be completed by the property owner. An incomplete application will not be accepted.

Site Sketch

A site sketch of the property must be included with the demolition permit application. The site sketch must show all the structures and flat masonry on the property. Any item that is not to be removed must be highlighted.

Permit Fee

\$50

Permit Expiration

The demolition shall be completed within 90 days.

Proof of Insurance

A copy of an insurance certificate naming the Township as additional insured and indicating the location of the project i.e., street address, must be attached to this form.

LUDS Soil Erosion and Sedimentation Control (SESC) Permit

SESC permits are issued as components of the Land Use Development Services (LUDS) permitting program. A LUDS (SESC) permit is required for any demolition involving finish grading of one (1) acre or more, as well as any demolition within 500 feet of a water body (lake, river, stream, or drainage ditch). To obtain a LUDS permit, submit a LUDS Plan Review application and three (3) copies of a site sketch showing SESC measures to the Development Center. A permit fee is required.



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IV. Utility Disconnections

The following utilities need to be contacted for utility disconnections before demolition can be authorized to start. The contact information is provided below.

Water Service
Village of Berrien Springs 112 N Cass Berrien Springs, MI 49103 269-473-6921
Disconnection Fee: None
Comments:

Natural Gas Service
Michigan Gas Utilities www.michigangasutilities.com 800-401-6402
Disconnection Fee: Cut and Cap Fee may be required
Comments: Fee, if required, must be paid prior to the work being scheduled. For residential property, it can take up to 10 days to cut and cap after payment is received. For commercial property, it can take up to 30 days to cut and cap after payment is received.

Electric Service
Indiana Michigan Power www.indianamichiganpower.com 800-311-6424
Disconnection Fee: None
Comments: Call the toll-free number and ask for an “electric service disconnection due to building demolition”

The demolition permit applicant is responsible for contacting other connected utilities (i.e. telephone, cable television, or internet providers) prior to demolition.



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V. Other Important Issues

Asbestos Treatment – Commercial Facilities

The rules concerning the treatment of asbestos during the demolition of commercial facilities pertains to all structures, including bridges and boats, except 1- to 4-unit privately owned residences *not part of a larger project even if on scattered sites*. A thorough inspection must be conducted by an accredited Asbestos Inspector. DEQ and DLEG must be notified on Form EQP5661/MIOSHA-CSH 142 ten (10) days prior to start of demolition *even if no relevant asbestos was found*. Friable asbestos or asbestos that may become friable during the demolition process must be removed prior to the start of demolition. A qualified Asbestos Abatement contractor must be used to remove asbestos containing materials (ACM).

Contractor and worker requirements are found in Michigan PA 135 (1986) and 440 (1988) as amended. The regulations found in 40 CFR 61 Subpart M (NESHAP) and MIOSHA regulations Parts 305 and 602 apply during removal of ACM and demolition if ACM are allowed to remain in the facility.

Asbestos Treatment – 1- to 4-Unit Residential Facilities

Homeowners, and contractors hired by homeowners, are exempt from the asbestos National Emissions Standards for Hazardous Air Pollutants (NESHAP) notification, testing and abatement regulations in residences being demolished or renovated if dealing with only one building. *If the renovation includes two building such as a house and DETACHED garage, the regulations apply.*

In any case, the contractor is subject to the worker health and safety regulations overseen by Department of Labor and Economic Growth (MIOSHA).

For More Information on Asbestos:

Websites: www.michigan.gov/asbestos

<http://yosemite.epa.gov/r10/owcm.nsf/webpage/asbestos+in+demolition+and+renovation>

Asbestos Abatement Compliance Monitoring: 517-241-7463

MIOSHA Standards Section: 517-322-1845



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Lead-based Paint Treatment – Commercial Facilities

Lead based paint in commercial demolition is subject to MIOSHA worker protection rules. Disposal of the debris may be regulated by the EPA if it qualifies as toxic waste under RCRA waste code D008.

Websites: <http://www.epa.gov/wastes/nonhaz/municipal/landfill/pb-paint.htm>
http://www.michigan.gov/documents/CIS_WSH_part310_35615_7.pdf
http://www.michigan.gov/documents/cis_wsh_cet5050_90143_7.doc

MIOSHA Standards Section 517-322-1845

Lead-based Paint Treatment – Residential Facilities

Lead based paint in residential demolition is subject to MIOSHA worker protection rules. The debris is exempt from regulations and may be disposed of in either municipal or C & D landfills. Partial demolition followed by reconstruction and residential reuse is regulated by the EPA and the State.

(If Federal funds are used in the project the rules found in 24 CFR 35 and the HUD Guidelines for the Evaluation and Control of Lead Based Paint Hazard in Housing will also apply.)

http://portal.hud.gov/hudportal/HUD?src=/program_offices/healthy_homes/lbp/hudguidelines

Websites: http://www.michigan.gov/documents/CIS_WSH_part310_35615_7.pdf
http://www.michigan.gov/documents/cis_wsh_cet5050_90143_7.doc

MIOSHA Standards Section 517-322-1845



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Reuse, Recycling of Materials

As an alternative to placing useable materials in landfills, contractors are encouraged to consider reusing or recycling materials.

Reuse of Materials

Nonprofit organizations accept materials in good condition, such as doors, double-pane windows, and cabinetry. Contact information listed below:

Harbor Habitat for Humanity
2302 Plaza Drive
Benton harbor, MI 49022
269-927-0006
Jay Haynes – Director of Restore

Recycling of Materials

Businesses that accept recyclable goods and metals can be found in the yellow pages under "Recycling Centers and Services".



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VI. Demolition Standards, Inspections, and Site Conditions

Demolition Standards

The following is a summary of the demolition standards that must be followed by the contractor performing the demolition work.

- A. No structure shall be removed from the premises in a whole or substantially whole condition. All buildings shall be demolished on the premises.
- B. The sewer lateral, *and storm lateral if one exists*, shall be exposed and properly capped at the lot line or at a location designated by the Inspector. Backfilling is to be done only after inspected and approved by the Township.
- C. All structures and their foundations shall be completely razed to a level of two (2) feet below the ground surface or grade line and removed from the site. Razing shall include, but not limited to, all posts, piers, walls, basement partitions, sheds, steps, thresholds, paved areas and all other above-ground items.
- D. Concrete floors shall be broken and foundation walls removed two (2) feet below grade.
- E. All basements and cellars or other areas below grade shall be filled and compacted to grade only with sound approved solid fill of sand, gravel and dirt. Brick, stone, mortar, plaster or concrete removed from the demolished structures may be used if it is arranged not to form or collect surface or subsurface water. Masonry fragments used as fill shall not be over 24 inches in greatest dimension. No decomposable organic material or wood, glass, paper, piping, steel or other metal material or any unstable or combustible material shall be used in making fills.
- F. All masonry, such as private sidewalks, driveways, driveway aprons or retaining walls, shall be removed unless such removal will create a hazardous condition or unless the owner has requested otherwise in writing.
- G. Wood partitions, stairways, furnaces, piping and other equipment, rubbish and debris located in basements or elsewhere on the property shall be removed from the site.
- H. Demolition and disposal shall be compliant with Natural Resources and Environmental Protection Act, Public Act 451 of 1994 (as amended). Parts 55, 111 and 115 and adopted administrative rules and all ordinances adopted by Oronoko Charter Township.
- I. Any damage to public sidewalks or any part of the street right-of-way shall be repaired or replaced.
- J. The lot shall be filled, compacted and graded to blend with surrounding property and sidewalk grades.
- K. Final fill shall be at least two inches of sandy loam, dirt or topsoil containing no brick, mortar or concrete pieces larger than two inches.



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Inspections

The Township will conduct a progress and final inspection to ensure the work is being done as permitted.

Progress Inspection

A progress inspection will be done to check the following items. The demolition contractor should plan the work to ensure only one progress inspection is needed.

Sewer and Storm Laterals

The sewer lateral, *and storm lateral if one exists*, shall be exposed and properly capped at the lot line or at a location designated by the Inspector.

Basement Floor and Foundation

Following the removal of the structure(s) above grade, a progress inspection must be done before the basement can be backfilled. The Inspector will look for:

1. Whether all wood partitions, stairways, furnaces, piping and other equipment, rubbish and debris located in basements or elsewhere on the property have been removed from the site.
2. To determine whether the concrete basement floors have been broken and foundation walls removed two (2) feet below grade.

IMPORTANT NOTE

Backfilling is to be done only after inspected and approved by the Township. If the property is backfilled without the proper progress inspection(s), the demolition contractor will be required to remove the fill.

Final (Post-Demolition) Inspection

The final inspection shall be done at the request of the demolition contractor. Call the inspector listed on the demolition permit to arrange for the final inspection. The Inspector will look for the following:

1. All structures on the site have been removed.
2. Masonry on the site has been removed, as shown on the site sketch.
3. The lot is properly filled, compacted and graded.
4. Final fill is at least two inches of sandy loam, dirt or topsoil containing no brick, mortar or concrete pieces larger than two inches.
5. The condition of the public sidewalk and driveway approach.

Close Out of Demolition Permit

After the final inspection has been conducted and the site work approved, the Township will close out the building permit and issue a Completion Certificate.



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VII. Attachments

Routing Sheet for Approval of Demolition

Demolition Permit Application

Site Sketch Example

Utility Company Correspondence

Home Repair Services Letter