

Permit Fee \$53.00 (Revised June 30, 2015)

APPLICATION FOR DEMOLITION PERMIT

City of Jefferson
Department of Planning & Protective Services
Development Services Division
320 E McCarty Street, Jefferson City, MO 65101
Phone (573) 634-6410 Fax (573) 634-6562
jcplanning@jeffcitymo.org
www.jeffersoncitymo.gov

I request a permit to demolish a structure at the following location:

1. **Address:** _____
2. **Property Owner:**
Name: _____
Address: _____
City: _____
Phone: _____
Email: _____
3. **Authorized Agent/Applicant:**
Name: _____
Address: _____
City: _____
Phone: _____
Email: _____
4. **Licensed Contractor:**
Name: _____
Address: _____
City: _____
Phone: _____
Email: _____
5. **Site Manager:**
Name: _____
Address: _____
City: _____
Phone: _____
Email: _____

This Space for Official Use

Permit No.	Fee Paid \$	
Approvals	Date Received	Date Approved
Storm Water Quality BMP		
Grading		
Floodplain Development Permit		
Historic Preservation Commission		
Approval: _____ <i>Authorizing Official</i> <i>Date</i>		

6. A permit is required prior to beginning work. Application for demolition must be approved and required permits issued prior to beginning work. Please allow up to 60 days for review of demolition application.

7. The Property Owner or Authorized Agent must complete and sign this application.

8. Application shall be complete prior to start of review. A complete application includes the following information or attachments:

- STORMWATER QUALITY CHECKLIST
 - FLOODPLAIN DEVELOPMENT PERMIT
 - GRADING PERMIT
 - City Grading Permit
 - MoDNR Land Disturbance Permit (+1 acre)
 - UTILITY DISCONNECT CHECKLIST
 - DEMOLITION WASTE DISPOSAL
 - *HISTORIC PRESERVATION CHECKLIST
- * For properties 50 years old or older

CERTIFICATION:

I hereby certify that I am the owner of the named property, or that the proposed work is authorized by the owner of record and I have been authorized by the owner to make this application as his/her agent. Furthermore, I/we agree to conform to all applicable laws and regulations of the City of Jefferson and State of Missouri.

I/we understand that this application must be approved and permits issued prior to starting work. Failure to obtain the required permits may subject the projects to fines or prosecution.

➤ Signature: _____

➤ Date: _____

Individuals should contact the ADA Coordinator at 573-634-6570 to request accommodations or alternate formats as required under the Americans with Disabilities Act. Please allow three (3) business days to process the request.



City of Jefferson, Missouri
APPLICATION FOR DEMOLITION PERMIT
Checklists and Important Information
Return completed applications to Larry Burkhardt, Building Official

*Please Note: Applications are not complete until all of the following information is provided.
Checklists are provided for your convenience.*

Storm Water Quality Plan and Checklist

The City of Jefferson is regulated by the U.S. EPA and MDNR. The attached Storm Water Quality Checklist must be completed, and a plan provided which details how demolition waste, dust and debris will be kept out of all storm water drainage from the site. Please direct questions to Shane Wade, P.E. at 634-6449 or Don Fontana, P.E. at 634-6452.

Grading Permit

- (a) City Grading Permit
 - (b) MDNR Land Disturbance Permit (only required for total land disturbance of one or more acres)
- Please direct questions to Shane Wade, P.E. at 634-6449 or Don Fontana, P.E. at 634-6452.

Utility Disconnect

For safety reasons, the utility companies must be notified of your demolition plans prior to beginning work. A utility disconnect checklist has been provided for this purpose. *Please note:* Missouri American Water Company may require an additional street cut permit fee.

Next, the City's Wastewater Division requires a field inspection be made to verify that the building sewer line has been capped. Contact the Wastewater Division at 573-634-6555 to schedule the inspection. After the inspection, a Wastewater employee will complete the Sewer Disconnect Checklist.

Demolition Waste Disposal

- (a) Disposal. The disposal of demolition waste is regulated by the Missouri Department of Natural Resources (MDNR) under Chapter 260 RSMo. Such waste in types and quantities established by MDNR shall be taken to a licensed landfill or licensed sanitary landfill for disposal.
- (b) Asbestos. Demolition waste in regulated structures must be inspected to determine if any asbestos containing materials are present. For more information contact the Department of Natural Resources at 573-751-4817 or visit www.dnr.mo.gov/env/apcp/asbestos.htm.

Complete and submit the Asbestos NESHAP Notification of Demolition and Renovation, Form—MO 780-1923 to the Department of Natural Resources.

Note: When completed and accepted by MDNR, please provide a copy to the City.

Historic Preservation Review

Section 8- 32 of the City Code provides the Historic Preservation Commission with 60 days to review demolition application(s) affecting structures which are 50 years of age or older. Application to the Historic Preservation Commission can take place prior to completion of the rest of the Demolition Permit Application. Exterior & interior color photographs and a statement as to why the property cannot be rehabilitated or restored are required to be submitted with the demolition permit application. A negative response by the Historic Preservation Commission shall not be grounds for denying a demolition permit. Please direct questions to Jayme Abbott, Neighborhood Services Coordinator at 634-6305.

City of Jefferson, Missouri Staff Contacts
Telephone 573-634-6410
Email jcplanning@jeffcitymo.org

Storm Water Quality Checklist

Please direct questions to Shane Wade, P.E., Department of Public Works

Property Location: _____

1. Before demolition, where does the storm water from the site drain to? (Mark any that apply)

Creek Area Pipes/Inlets To Neighboring Property To Streets

Other (Describe) _____

2. Will storm water flow through demolition area? Yes No

3. Is it possible to divert drainage away from this area without flooding the neighboring property?

Yes No

4. How will you keep demolition material out of the drainage route(s) identified in #1 above?

5. How will the demolition site be stabilized to keep mud, silt, sediment, dust, etc. on the site during and after demolition? Seed, straw, silt fence, mulch, etc.? _____

Note: Erosion & Sediment Control Details and Drawings are located at:

<http://www.jeffersoncitymo.gov/publicworks/documents/2013-STANDARDDRAWING-APWADIVISIONIIISTORMWATER.pdf>. A hard copy can be provided upon request.

6. Is there any other important drainage information for this site?

7. Who will be responsible for installing, regularly inspecting and maintaining inlet protection / silt fence/ etc. over the course of the demolition project?

Name: _____

Phone Number: _____

Email: _____

UTILITY DISCONNECT CHECKLIST
Please direct questions to Larry Burkhardt, Building Official

Property Location: _____

Electric _____ / _____ / _____
 Date notified Disconnect date Disconnect verified by

Gas _____ / _____ / _____
 Date notified Disconnect date Disconnect verified by

Water _____ / _____ / _____
 Date notified Disconnect date Disconnect verified by
Note: Missouri American Water disconnect may require a street cut permit fee

Sewer (City) _____ / _____ / _____
 Date notified Disconnect date Disconnect verified by

UTILITY CONTACT INFORMATION

Water Companies

Missouri American Water
866-430-0820

Public Water Supply Dist #1
573-893-2848

Public Water Supply Dist #2
573-635-7011

Public Water Supply Dist #3
573-893-4262

Public Water Supply Dist #4
573-395-4578

Gas & Electric

Ameren Service Dept
1-800-552-7583

Sanitary Sewer

City of Jefferson
Wastewater Division
573-634-6455

Miscellaneous

Dig Rite
1-800-344-7483

State Agency

MDNR Air Pollution Program
573-751-4817

HISTORIC PRESERVATION CHECKLIST

Please direct questions to Jayme Abbott, Neighborhood Services Coordinator

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Address: _____

1. Year Built _____
2. Is the structure 50 (fifty) years or older? Yes No
3. Is the structure listed on the National Register of Historic Places? Yes No
(Please see the list of properties at <http://www.dnr.mo.gov/shpo/Cole.htm>)
4. Is the structure a recipient of a City of Jefferson Landmark Award? Yes No
(Please see the list of properties at <http://www.jeffersoncitymo.gov/pps/LandmarkAwards.html>)
5. Historical name of structure (if any) _____
6. Historical use _____
7. Most recent use _____
8. If answers to Questions 2, 3 or 4 are "Yes," please provide a statement addressing why the property cannot be rehabilitated or restored with a reasonable economic return to the owner (attach additional pages if necessary):

9. Please attach photographs either in hard copy or digital files of all exterior sides, interior rooms and stairwells. Photographs should have been taken within the last ninety (90) days.

Hard copy photographs

Digital files

10. Applicant Contact Name and Phone Number:

Name: _____

Phone: _____