



DEMOLITION PROCEDURES

City of Ann Arbor

Planning & Development Services

100 N. fifth Avenue, P.O. Box 8647

Ann Arbor, MI 48107

(734) 994-2674

You have requested information on the City of Ann Arbor's procedures for dealing with a demolition request. They are as follows:

1. The applicant must fill out a **BUILDING PERMIT APPLICATION** (attached) from PLANNING & DEVELOPMENT SERVICES and check off: Demolition of Existing Building as the proposed work.
2. The applicant must then submit a completed **APPLICATION FOR DISCONNECTION OF WATER AND/OR SEWER SERVICE** (attached) to the PUBLIC SERVICES CUSTOMER SERVICE CENTER. This form must be signed off by Field Services Personnel and the City Treasurer or designee (who certifies the taxes have been paid). The applicant must then submit a notice of Utilities Disconnection to Planning & Development Services.
3. The applicant must furnish written proof to PLANNING & DEVELOPMENT SERVICES from both the local electric (**Detroit Edison**) and gas (**MichCon**) companies that those utilities have been disconnected. (Telephone and Cable Television service should also be disconnected but written proof is not required).
4. The applicant must fill out an **AFFIDAVIT OF INVESTIGATION INTO HOUSE RELOCATION AND RECLAMATION OF USABLE MATERIALS** (attached) from PLANNING & DEVELOPMENT SERVICES.
5. If the site is not being redeveloped immediately, a **GRADING PERMIT APPLICATION** (attached) from PLANNING & DEVELOPMENT SERVICES must also be filled out to verify that the site is not being re-used as a parking lot or any other accessory use.
6. If the property is in a designated historic district, the applicant must submit an **APPLICATION FOR DETERMINATION OF APPROPRIATENESS** (attached) from PLANNING & DEVELOPMENT SERVICES. The Historic District Commission must grant approval before a demolition permit may be issued. The procedure is to hold a special public hearing for any demolition request.
7. Submit the entire **COMPLETED** package to PLANNING & DEVELOPMENT SERVICES for review.

Once Planning & Development Services staff determines the application package is complete, they may issue the demolition permit. If the site will not be used for another building, Code requires that the foundation be removed at least three feet below grade and any slabs or other flatwork be broken up to insure proper water drainage on the site. No organic material may be left in the hole. An inspection must be scheduled, made and passed before the former basement may be filled in, and again after the site is graded.

YOU MUST FILL IN ALL FIELDS

DATE SUBMITTED: _____ **CITY OF ANN ARBOR, MICHIGAN** PERMIT #: PB _____

**BUILDING PERMIT APPLICATION
FOR ONE- AND TWO-FAMILY DWELLINGS ONLY**

**PLANNING & DEVELOPMENT
100 N. FIFTH AVENUE
ANN ARBOR, MI 48104**

Permission is requested by the Contractor and by the
Owner to perform work as described below and on the
reverse side, and as shown on the attached plans.

**PHONE: (734) 994-2674
FAX: (734)994-8460**

PROPERTY	Address _____	Zoning District _____
	Between _____ And _____	Assessor Code _____
PROPERTY OWNER	Name _____	Phone _____
	Address _____	Fax _____
CONTRACTOR	Last Name/Business _____	Phone _____
	Address _____ City _____	License # _____ Exp. _____
ARCHITECT/ ENGINEER	Name _____	Phone _____
	Address _____	License # _____

BUILDING INFORMATION																																					
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Rev 01/08

*** **A MINIMUM OF 24 HOURS IS REQUIRED FOR REVIEW AND PROCESSING** ***
 (MULTIPLE APPLICATIONS ON A PROPERTY MAY REQUIRE ADDITIONAL PROCESSING TIME)

You ***MUST*** submit ***TWO (2)*** copies of plans.

FOR ADDITIONAL REQUIREMENTS, REFER TO THE ATTACHED CHECKLIST

DESCRIPTION OF WORK _____

VALUE OF WORK - Includes Mechanical, Electrical, Plumbing and Labor: \$ _____

PURSUANT TO PUBLIC ACT 135 OF 1989 ALL BUILDING DEPARTMENT PERMIT APPLICANTS MUST FILL OUT THIS SECTION

1. Workers Compensation Carrier: _____

2. Tax ID# _____ 3. MESC # /Unemployment Agency# _____ 4. Homeowner - N/

SECTION 23A of the State Construction Codes Act of 1972, Act. No. 230 of Public Acts of 1972, being Section 125.1523a of the Michigan Compiled Laws, prohibits a person from conspiring to circumvent the licensing requirements of this State relating to persons who perform work on a residential building or a residential structure. Violators of Section 23a are subjected to civil fines.

HOMEOWNERS AFFIDAVIT: I hereby certify that I am the bona fide homeowner of the above property which is a single residence and not for rent. I am familiar with the provisions of the applicable ordinances and rules and hereby agree to make this installation or construction in conformance with the ordinance. I realize that in making this application, I assume the responsibility of a licensed contractor for the work mentioned in this permit. I agree to notify the Building Department within 72 hours after the work is completed so that the Department may make its required inspection(s). I further agree to keep all parts of this work exposed until accepted by the inspector.

Violation Penalties: Any person who shall violate any provision of the Ordinance or shall fail to comply with any of the requirements thereof, shall, upon conviction thereof, be punished by a fine not to exceed \$500.00, or by imprisonment for not to exceed 90 days or both such fine and imprisonment, in the discretion of the Court.

Signature (Homeowners Only) _____ Printed Name and Address _____ Date _____

NOTICE: A copy of this permit will be provided to the City Assessor's Office when the requested building permit is issued. A staff member of the Assessor's Office may visit the property for assessment purposes in connection with this building permit. By signing this application you acknowledge, personally and on behalf of the property owner, receipt of this notice.

Contractor, acting through the undersigned, agrees to comply with all terms and conditions of permit as it may be issued.

Signature: _____ Date: _____

I, Owner, or person acting as owner's agent, agree to require Contractor to comply with all terms and conditions of permit as it may be issued, agree to the terms and conditions of permit as it may be issued, and agree to pay all fees and costs that may come due as a result of any activity under the permit.

*Signature: _____

Print Name of Signature and Title _____

Company Name: _____

Print Name of Signature _____

*If Owner's signature is by Contractor or its representative, Contractor warrants and represents that it is an authorized agent for Owner for purposes of obtaining this permit. (NOTE: Contractor is NOT allowed to act as agent for Owner if Contractor is in non-compliance status on other permits.)

OFFICE USE ONLY

ZONING NOTES: Zoning: _____

Use: _____

Front Yard _____ Side _____

Rear _____ Side _____

Notes: _____

FEES: Building Permit _____

Certificate of Occupancy _____

Plan Review _____

Grading Permit _____

TOTAL _____

BUILDING NOTES: Use: _____

Construction Type: _____

Notes: _____

Approval: _____

Date: _____

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DATE SUBMITTED: _____

CITY OF ANN ARBOR, MICHIGAN

PERMIT #: PB _____

**BUILDING PERMIT APPLICATION
FOR ALL PERMITS EXCEPT ONE- AND TWO-FAMILY DWELLINGS**

PLANNING & DEVELOPMENT
100 N. FIFTH AVENUE
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	Address _____ City _____	Fax _____
	License # _____	Exp. _____
ARCHITECT/ ENGINEER	Name _____	Phone _____
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