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

Project

Description of Project:  
Address of Project (Number & Street):  
Application Date:  
Auditor’s Parcel #:  
Current Zoning District:  
Lot #:  
Subdivision Name:  
Entrance to Subdivision is off of:  
On the ☐ North ☐ South ☐ East ☐ West side of street between the intersection of: (list street names)  
Flood Hazard area? ☐ N/A ☐ Floodway ☐ 100 Yr ☐ 500 Yr  
Flood Zone:  

Owner

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

Applicant

Applicant Name:  
Same as above: ☐  
Address:  
City:  
State:  
Zip:  
Telephone:  
E-mail:  
Fax:  

Contractor

Contractor Name:  
Same as above: ☐  
Address:  
City:  
State:  
Zip:  
Telephone:  
E-mail:  
Fax:  
Contractor Registration Number:  

Structural

Previous Use:  
Utilities in Use:  
☐ Public Water  
☐ Public Sewer  
☐ Electric  
☐ Cable TV  
☐ Telephone  
☐ Natural Gas  
☐ Natural Gas (Check all that apply)  
Type of Heat:  
☐ Natural Gas  
☐ Electric  
☐ Fuel Oil  
☐ Propane  
☐ Natural Gas (Check all that apply)  
Type of Structure:  
☐ Masonary  
☐ Concrete  
☐ Wood Frame  
☐ Post & Beam  
☐ Other  
☐ Masonary (Check all that apply)

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:  

Office Use Only

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

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

### Step 1

<table>
<thead>
<tr>
<th>Contact all utility service providers and request to have all services disconnected and removed from the property</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Sewer line located □Yes □No</td>
</tr>
<tr>
<td>□ Contact the City of Newark Water Department &amp; 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)</td>
</tr>
<tr>
<td>□ Gas meter(s) removed and tap disconnected (Columbia Gas or The Energy Cooperative)</td>
</tr>
<tr>
<td>□ Electric service equipment and drop cable removed (AEP or The Energy Cooperative)</td>
</tr>
<tr>
<td>□ Telephone cable(s) removed (Time Warner Cable or Windstream)</td>
</tr>
<tr>
<td>□ Cable TV cable(s) remove drop cable (Time Warner Cable)</td>
</tr>
</tbody>
</table>

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.

### Step 2

Submit application and attachments to the Engineering/Zoning Department

- □ 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.)
- □ 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.
- □ The entire demolition site should have safety fencing installed to keep the public a safe distance from all activities and provide security.
- □ 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.
- □ Verify compliance with all of the above items and submit documentation to the Engineering/Zoning Office for review.
- □ Upon issuance of a Demolition Permit, demolition may begin.

### Step 3

After the structure is demolished

- □ 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.
- □ All materials and debris must be removed from the site. Any mud tracked onto the road must be cleaned up.
- □ The empty lot must be leveled out and graded prior to removal of the security fence.
<table>
<thead>
<tr>
<th>Status</th>
<th>Date</th>
<th>Examiner Signature</th>
<th>Date Notified</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Incomplete</td>
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<tr>
<td>□ Disapproved</td>
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<td>□ Approved</td>
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<tr>
<td>□ Hold</td>
<td></td>
<td>Reason:</td>
<td></td>
</tr>
</tbody>
</table>

- □ Water Meter(s) removed
- □ Sewer located on drawing
- □ Electric Drop(s) removed
- □ Cable TV Drop(s) removed
- □ Telephone Drop(s) removed
- □ Gas Meter(s) removed
- □ Site Diagram complete
- □ Site Measurements recorded
- □ EPA Demo/Renovation Permit

Inspector Approval to Proceed: ___________________________ Date: ______________________

### 1 & 2 Family Demo Fees
- Application Fee: $7.50
- $45 per structure
- $7.50/100 sq ft over 1500 sq ft ($225 max)

**TOTAL FEE**

### All Other Demo Fees
- Application Fee: $7.50
- $15 per structure
- $1.50/100 sq ft over 500 sq ft ($450 max)

**TOTAL FEE**