

# DEMOLITION PERMIT APPLICATION



## APPLICANT INFORMATION

APPLICANT:	CONTACT:
ADDRESS:	CITY/ST/ZIP:
PHONE:	EMAIL:

## PROJECT INFORMATION

**TYPE OF PROJECT (CHECK ONE):**

STRUCTURE DEMOLITION  INTERIOR DEMOLITION

## LOCATION & SCOPE OF WORK

PROJECT ADDRESS: \_\_\_\_\_ LOT: \_\_\_\_\_ BLOCK: \_\_\_\_\_

TYPE OF STRUCTURE (E.G., HOUSE, BARN, SHED, OR INTERIOR): \_\_\_\_\_

PROJECT COST: \$	TYPE OF CONSTRUCTION:	SQUARE FOOTAGE:	NO. OF RESTROOMS:	NO. OF WATER CLOSETS:
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SCOPE OF WORK:  
(PLEASE BE SPECIFIC)

## UTILITY INFORMATION

REMOVE ELECTRIC METER?  YES  NO REMOVE WATER METER?  YES  NO

### FOR INTERIOR DEMO ONLY

DO YOU NEED UTILITY SERVICE?  YES  NO

### FOR STRUCTURE DEMOLITION ONLY

EDMOND ELECTRIC  OG&E  EDMOND SEWER  SEPTIC  EDMOND WATER  WELL

## RELEASE INFORMATION

DATE OF ONG RELEASE DATE OF DEQ RELEASE:  
▶ REQUIRED FOR COMMERCIAL & RESIDENTIAL ▶ REQUIRED FOR COMMERCIAL & RESIDENTIAL IF APPLICABLE

## SUBMITTAL INFORMATION

- ▶ ALL DEMOLITION APPLICATIONS MUST INCLUDE THREE (1) COMPLETE SET OF PLANS DRAWN TO SCALE AND 1 PDF
- ▶ TO PROCESS YOUR PERMIT APPLICATION IN A TIMELY MANNER, IT IS ESSENTIAL TO PROVIDE COMPLETE AND ACCURATE INFORMATION.
- ▶ PLEASE USE THE CHECKLIST BELOW TO VERIFY ALL PLAN REQUIREMENTS AND DOCUMENTS ARE INCLUDED WITH YOUR APPLICATION.
- ▶ ALL DOCUMENTS INDICATED MUST BE SUBMITTED FOR AN APPLICATION TO BE ACCEPTED AND SUBSEQUENTLY REVIEWED. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.
- ▶ UPON SUBMITTAL OF A COMPLETE APPLICATION, THE PLAN REVIEW PROCESS TAKES APPROXIMATELY 5 TO 7 WORKING DAYS FOR RESIDENTIAL AND 10 TO 14 WORKING DAYS FOR COMMERCIAL.

## DOCUMENT REQUIREMENTS

<ul style="list-style-type: none"> <li>▶ <b>SITE PLAN</b> – TO INCLUDE: LOCATION AND DIMENSION OF ALL PROPERTY LINES, RIGHT-OF-WAY LINES, PUBLIC AND PRIVATE EASEMENTS, ALL TENANT SPACES WITHIN THE BUILDING</li> <li>▶ <b>COPY OF DEED</b> COUNTY STAMP REQUIRED</li> <li>▶ <b>ONG RELEASE</b> SIGNED ONG SECTION OF DEMOLITION PERMIT AUTHORIZATION FORM ON REVERSE SIDE</li> <li>▶ <b>DEQ RELEASE</b> REQUIRED FOR COMMERCIAL &amp; RESIDENTIAL IF APPLICABLE SIGNED DEQ SECTION OF DEMOLITION PERMIT AUTHORIZATION FORM ON REVERSE SIDE</li> </ul>	<ul style="list-style-type: none"> <li>▶ <b>DEMO PLAN</b> – SHOW &amp; LABEL EXISTING AND DEMOED WALLS</li> <li>▶ <b>SCOPE OF WORK</b> WRITTEN DESCRIPTION OF PROPOSED WORK</li> <li><b>Electric Release</b> Electric release is required for all structures not served by Edmond Electric</li> <li>▶ <b>COPY OF GENERAL LIABILITY</b> INSURED AMOUNT MUST BE \$100,000 +</li> </ul>
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## PLAN REVIEW CHECKLISTS

	DEMO PLAN	SITE PLAN	DEED	ONG RELEASE	DEQ RELEASE	SCOPE OF WORK	GENERAL LIABILITY	ELECTRIC RELEASE
▶ INTERIOR DEMOLITION	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A	N/A	N/A	N/A	N/A
▶ STRUCTURE DEMOLITION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

BUILDING(S) CANNOT BE OCCUPIED WITHOUT A CERTIFICATE OF OCCUPANCY ISSUED BY THE BUILDING & FIRE CODE SERVICES DEPARTMENT.  
 BY SIGNING THIS FORM, YOU ACKNOWLEDGE THE BUILDING PLANS SUBMITTED COMPLY WITH ALL REQUIREMENTS, APPLICABLE CODES, AMENDMENTS AND ORDINANCES SET FORTH BY THE EDMOND CITY COUNCIL.

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

# DEMOLITION PERMIT AUTHORIZATION FORM

SERVICE CONNECTIONS AND APPURTENANT EQUIPMENT, SUCH AS METERS AND REGULATORS, HAVE BEEN REMOVED OR SEALED AND PLUGGED IN A SAFE MANNER.  
A PERMIT MAY BE OBTAINED TO DEMOLISH THE STRUCTURE(S) LOCATED AT:

MAIN BUILDING(S)

ACCESSORY BUILDING(S)

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PLEASE CONTACT THE AGENCIES LISTED BELOW FOR THE APPROPRIATE AUTHORIZATION SIGNATURES.

OKLAHOMA NATURAL GAS (ONG):

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
DATE

OKLAHOMA GAS & ELECTRIC (OG&E):  
(OR OTHER ELECTRIC UTILITY SUPPLIER  
BESIDES EDMOND ELECTRIC)

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
DATE

OKLAHOMA STATE DEQ:

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
DATE

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DEQ APPROVAL IS REQUIRED FOR MULTI-FAMILY, COMMERCIAL AND INDUSTRIAL DEMOLITIONS ONLY

IT IS SUGGESTED BY ALL UTILITIES SERVICES THAT THE APPLICANT CALL BEFORE COMING INTO THEIR OFFICE TO ENSURE THAT THEY HAVE THE PROPER INFORMATION AND TIME TO CHECK THE LOCATIONS.

THE AUTHORIZED SIGNATURES MAY BE SECURED FROM THE FOLLOWING:

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CITY OF EDMOND PUBLIC WORKS DEPARTMENT:

(405) 216-7770

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CITY OF EDMOND UTILITY BILLING DEPARTMENT:

(405) 359-4541

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OKLAHOMA NATURAL GAS COMPANY:

OKCMETROPROJECTCOORDINATORS@ONEGAS.COM

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OKLAHOMA GAS & ELECTRIC:

(405) 619-6500

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OKLAHOMA DEPARTMENT OF ENVIRONMENTAL QUALITY (DEQ):

(405) 702-4100

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WATER WELLS MUST ALSO COMPLY WITH THE REQUIREMENTS OF THE OKLAHOMA WATER RESOURCES BOARD, PLEASE CALL THEM DIRECTLY AT (405) 530-8800.

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I, (PRINT NAME) \_\_\_\_\_ DO HEREBY CERTIFY THAT THE OWNER HAS AUTHORIZED THE DEMOLITION OF THE STRUCTURE(S) AT THE ADDRESS LISTED ABOVE AND THAT THE DEMOLISHED STRUCTURE WILL BE DISPOSED OF IN A PERMITTED LANDFILL OR OTHER LOCATION AUTHORIZED BY THE CITY OF EDMOND.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE