DEMOLITION REQUIREMENTS

It is the responsibility of the owner and/or contractor to comply with the requirements and rules of all authorities and government agencies having jurisdiction.

- The applicant shall be responsible for contacting all of the proper State, County, and Local authorities prior to the demolition commencing.
- A demolition permit will not be issued until MCWD notifies the city that a permit has been issued or that no permit is needed. **Contact the MCWD at 952-471-0590.**
- All asbestos and other prohibited materials shall be removed and disposed of in accordance with the regulations of the Minnesota Pollution Control Agency.
- The Department of Natural Resources, City Utilities, and Public Works Director are examples of agencies and/or authorities that may be involved in any given project and a demolition permit issued by the Building Inspections Department shall not be construed as permission to proceed without approval from all appropriate agencies.
- Permit will not be issued until a water and sewer disconnect permit has been issued to a registered master plumber. **Application is not complete until a hazardous materials survey has been completed and submitted.**

Submittal Requirements

- ☐ Application
- ☐ Demolition Permit Checklist with appropriate requested information attached
- ☐ MCWD notice to the city that a permit has been issued or that no permit is needed.

Required Inspections (call MnSpect at 952-442-7520 and Ray Hanson at 952-472-0614)

- ☐ Prior to demolition the following items must be checked and remain in place throughout the duration of the project:
  - ☐ Disconnect and capping of sewer and water lines by a master plumber; any well must be capped and abandoned under the provisions of State Health Department.
  - ☐ Traffic control and pedestrian protection
  - ☐ Disconnection of gas, electric, telephone services
  - ☐ Silt fence (until vegetation is re-established) – dust control
  - ☐ Owner/contractor must provide verification of proper clean-up and disposal of contaminated soils, and all abatement issues, and disconnects
  - ☐ If rodents or harmful insects are in harborage, extermination shall be done before demolition.
- ☐ Empty hole inspection (when applicable) - Call MnSpect at 952-442-7520
- ☐ After the demolition project has taken place, the street shall be cleaned and the site properly cleaned and graded. Contact Ray Hanson at 952-472-0614 or rayhanson@cityofmound.com for site specific requirements.

If you have any questions regarding the classification, removal, transport, disposal, or any questions regarding asbestos rules, regulations, or standards, please feel free to contact the MPCA asbestos team at the following numbers: (651) 296-6300 (800) 657-3864
Information is also available at the MPCA website: http://pca.state.mn.us

Permit fee is based on approved valuation of work

DEMOLITION PERMIT CHECKLIST

Have the following been provided or completed?

Yes	No	N/A	
☐	☐	☐	Completed permit application submitted to the Municipality.
☐	☐	☐	Two sets of site plans verifying the location and size of structure(s) being demolished.
☐	☐	☐	Two sets of plans showing area of interior demo work.
☐	☐	☐	Written verification and/or site plan identifying the type of pedestrian protection being provided. Describe type, location, and height of fencing to be used.
☐	☐	☐	Have all utilities have been properly terminated.
☐	☐	☐	Has a "Notification of Intent to Perform a Demolition" been submitted to the Minnesota Pollution Control Agency.
☐	☐	☐	Have all wells and/or septic systems been properly abandoned in accordance with State Health Department regulations.
☐	☐	☐	Written description of building demolition method provided.
☐	☐	☐	Are there any underground storage tanks to be removed?
☐	☐	☐	Performance bond, letter of credit, escrow, or securities provided in accordance with the Municipality policy.
☐	☐	☐	Have all hazardous materials been removed and disposed of in accordance with the Minnesota Pollution Control Agency.

REQUIRED DOCUMENTS:

- ☐ **Hazardous Material Survey**
- ☐ **Test Lab Results**
- ☐ **Transportation Manifest**

(Transportation Manifest is required prior to building permit issuance if abatement occurs.)

CITY OF MOUND

2415 Wilshire Blvd
Mound, MN 55364
Phone 952-472-0607
Fax 952-472-0620

BUILDING PERMIT

☐ Handout Given _____

☐ Lead Handout Given

TO BE FILLED OUT BY APPLICANT - INCOMPLETE APPS MAY NOT BE PROCESSED

SITE ADDRESS:_____ PID:_____

1) Was the home constructed before 1978? (**YES** □, continue with line 2, **NO** □ continue without completing EPA Section)
2) Will the work disturb ≥6 sq ft of interior painted surfaces or ≥20 sq ft of exterior painted surfaces? (**YES** □ go to line 4, **NO** □ line 3)
3) Are there any windows being replaced? (**YES** □, go to line 4, **NO** □ continue without completing EPA Section)
4) Has this home been Certified Lead Free? (**YES** □, you MUST Attach Certification Information, **NO** □ complete line 5)
5) EPA Contractor Certification Number: **NAT -**

PROPERTY OWNER:		Address:	
City:	State: Zip:	Email:	
Contact Name:		Phone:	
CONTRACTOR:		Address:	
City:	State: Zip:	Phone:	Fax:
Contractor License No:		Contact Name:	Phone:
Email:			
ARCHITECT:		Address:	
City:	State: Zip:	Phone:	Fax:
Email:		Contact Name:	Phone:

TYPE OF WORK:	□ New Construction	□ Deck	□ Re-Roof
□ Commercial □ Residential	□ Change of Use	□ Pool	□ Re-Side
EST. VALUATION OF WORK	□ Finish Basement	□ Retaining Wall	□ Shed _____
$ _____	□ Remodel	□ Porch	□ Window/Door Replacement
Square feet:	□ Addition	□ Demolition	# being replaced _____
	□ Garage-Attached/Detach	□ Misc Other	□ Misc Other
Detailed Description of Work:	□ Accessory Structure		

Signature of this application by the legal property owner or a licensed contractor, as the owner's representative, is required and authorizes the Zoning Administrator or designee and the Building Official or designee to enter upon the property to perform needed inspections. Entry may be without prior notice. I hereby acknowledge that I have read this application and state that all information is true and correct to the best of my knowledge. I further agree that all work performed will be in accordance with approved plans, specifications and conditions and to abide by all ordinances of the Municipality and the laws of the State of Minnesota regarding actions taken pursuant to this permit. **I agree to pay all plan review fees even if I choose not to proceed with the work.** Permit expires when work is not commenced within 180 days from date of permit, or if work is suspended, abandoned, or not inspected for 180 days. Work beyond the scope of this permit, or work without a permit or inspection, will be subject to a penalty.

SIGNATURE OF APPLICANT: _____ **DATE:**_____

PRINTED NAME: □ Owner □ Contractor □ Owner's Representative

OFFICE USE ONLY

OCCUP. TYPE: CONST. TYPE: CODE: BLDG SPRINKLED Yes / No

VALUATION: $

		COPIED	APPROVED
Permit Fee: $			
Plan Review Fee: $	ZONING		
State Surcharge: $	CITY ENG/DPW		
Site Inspection Fee: $	PUBLIC WORKS		
S.E.C. Fee: $		UTIL	TAX / OTHER
Investigation fee / Other Fee: $	ASSESSING/UTIL BILL		
Copy Charge ($.25 per 8.5 x11 page) $	BUILDING OFFICAL		
License Check ($5) / Lead Check ($5) $			
Sub Total $			

Special Conditions/Required Setbacks:

Building Approval By: DATE:

Printed Building Approval By: □ License Verification □ Lead Verification - Checked By:

City Approval By: DATE:

Information supplied on this form will be considered public according to the MN Government Data Practices Act.
See reverse side for an important statement regarding Indian Mounds.

Supplemental Information for Building Permits – Indian Mounds and Earthwork Sites

Applicant is advised that there are historic Indian burial mounds and/or earthwork sites in and around the City of Mound. While many of the mounds have been severely impacted by development over the years, the mounds do receive protection under state law and penalties are imposed for unauthorized disturbance of mounds.

The City maintains some general information about possible sites in an inventory of the "Earthwork/Mound/Burial Areas" contained on the Cultural Resources Map in the Mound Comprehensive Plan and in surveys of the burial sites from Hill and Lewis in 1911 but the completeness or accuracy of this information is unknown. Additional information may be obtained through the Minnesota State Archeologist.

Any formal investigation of a site, including a determination of whether a mound or burial area exists on a subject site, is the responsibility of the property owner or developer. The issuance of permits by the City to do work on a site does not relieve the owner or the developer of that responsibility.

Minnesota Pollution Control Agency
520 Lafayette Road North
St. Paul, MN 55155-4194

Pre-Renovation/Demolition Environmental Checklist

Asbestos Program

Doc Type: Compliance/Enforcement Correspondence

Minn. R. 7035.0805 requires that you remove the items below before starting a renovation or demolition project, and then manage and recycle or dispose of them correctly. This checklist is provided to help you manage the project and does not need to be submitted to the Minnesota Pollution Control Agency unless requested.

Project Information

Structure owner

Name: _____

Address: _____

City, State, Zip: _____

Contact name: _____

Phone number: _____

Demolition contractor

Name: _____

Address: _____

City, State, Zip: _____

Contact name: _____

Phone number: _____

Structure information

Building name: _____

Address/Location: _____

City, State, Zip: _____

Age of bldg (yrs): _____ Size of bldg (sq ft): _____

Present use of bldg: _____

Prior use of bldg: _____

Dates of renovation, demolition, or fire training burn:

Start date: _____ *(mm/dd/yy)* End date: _____ *(mm/dd/yy)*

Mercury	*Qty*
Batteries	
Smoke detectors:	
Emergency lighting systems:	
Elevator control panels:	
Exit signs:	
Security systems and alarms:	
Lighting	
Fluorescent lights:	
High intensity discharge	
Metal halide:	
High pressure sodium:	
Mercury vapor:	
Neon:	
Switches for lighting using mercury relays *(look for any control associated with exterior or automated lighting systems):*	
"Silent" wall switches:	
Heating, ventilating, and air conditioning systems	
Thermostats:	
Aquastats:	
Pressurestats:	

	Qty
Firestats:	
Manometers:	
Thermometers:	
Boilers, furnaces, heaters, and tanks	
Mercury flame sensors by pilot lights:	
Manometers, thermometers, gauges:	
Pressure-trol:	
Float or level controls:	
Space heater controls:	
Electrical systems	
Load meters & supply relays:	
Phase splitters:	
Micro relays:	
Mercury displacement relays:	
Asbestos	
Boiler rooms	
Boilers, furnaces, fireplaces, and their components:	
Cement sheets near heating equipment:	

	Qty
Boiler insulation:	
HVAC duct insulation:	
Ductwork flexible fabric connections:	
Fireproofing materials:	
Fire doors:	
Flooring:	
Vinyl floor tile:	
Vinyl sheet flooring:	
Asphalt tile:	
Linoleum paper backing:	
Mastic/glue (floor tile, carpet, etc.)	
Electrical	
Electrical panels:	
Electrical wiring insulation:	
Heating and electrical ducts/conduit:	
Pipe and other insulation	
Aircell (corrugated cardboard):	
Millboard:	
Preform:	
Joint compound:	

bestos (continued)	Qty
y applied insulation:	
Blown-in insulation:	
Block:	
Surfacing materials	
Acoustical plaster:	
Decorative plaster:	
Textured paints & coatings:	
Spray-applied materials (acoustical, decorative, or insulative):	
Roofing	
Roofing shingles:	
Roofing felt:	
Base flashing:	
Cement materials (Transite)	
Cement pipes (flues & vents):	
Cement wallboard:	
Cement siding:	
Pegboard:	
Ceiling materials	
Ceiling titles:	
Ceiling tile adhesives (pucks):	
Lay-in ceiling panels:	
Acoustical tiles:	
Miscellaneous	
Taping, joint, and spackling compound:	
Caulking/putties:	
Fire curtains and blankets:	
Laboratory hoods, table tops, gloves, etc.:	
Gaskets:	

	Qty
ChloroFluoroCarbons	
Fire extinguishers (both portable and installed halon suppression systems):	
Air conditioners (rooftop, room, and central):	
Walk in coolers (refrigeration or cold storage areas):	
Water fountains and dehumidifiers:	
Refrigerators/freezers/chillers:	
Heat pumps:	
Vending machines/food display cases:	
Poly-Chlorinated BiPhenyls (PCBs)	
Transformers:	
Transistors:	
Capacitors:	
Heat transfer equipment:	
Light ballasts:	
Lead	
Lead-based paint (woodwork, metal equipment, interior/ exterior uses):	

	Qty
Lead-acid batteries (lighting, exit signs, security systems):	
Lead flashing molds and roof vents:	
Lead pipes and solder:	
Lead-lined X-ray rooms:	
Other	
Solid waste (all non-building components such as unattached carpet, files, books, trash, desks, chairs, etc.) must be removed prior to demolition:	
Hazardous waste (including household) must be properly handled and disposed of prior to demolition:	
Oil (used oil, hydraulic oils in door closers, elevator shafts, etc.) must be collected and properly disposed of prior to demolition:	
Tanks (no evidence of former heating tanks or storage tanks exist):	
Appliances must be recycled by an appliance recycler:	
Electronics:	

If you have questions or comments about this checklist, identify any additional items not found in this list, or would like to discuss an individual project, contact the Minnesota Pollution Control Agency at 651-296-6300 or 1-800-657-3864.

Affiliation with project: _____ Title: _____

Printed name: _____ Date: _____

Important Note:

This guidance document is not intended as a substitute for reading Minnesota Rules and Statutes and making your own independent determination of their applicability to your renovation/demolition project. Examples in this guidance document do not represent an exhaustive listing of type of materials that may be required to be removed from a building prior to renovation/demolition.

Minnesota Pollution Control Agency
520 Lafayette Road North
St. Paul, MN 55155-4194

Notification of Intent to Perform a Demolition

Asbestos Program

Doc Type: Asbestos & Demolition/Amendments

Type of notification: ☐ Original ☐ Amended ☐ Project cancellation

Notification must be postmarked or received ten (10) working days before demolition begins. See Item 5 for emergency demolitions. Both start and end dates should be amended in writing as necessary to reflect current project dates.

Demolition Contractor

Name: _____

Address: _____

City, State, Zip: _____

Phone number: _____

Contact name: _____

Phone number: _____

Building Owner

Name: _____

Address: _____

City, State, Zip: _____

Phone number: _____

Contact name: _____

Phone number: _____

Building Information

Building name: _____

Address/Location: _____

City, State, Zip: _____

County: _____

Phone number: _____

Age of bldg (yrs): _____ Size of bldg (sq ft): _____

Number of floors, including basement level(s): _____

Present use of bldg: _____

Prior use of bldg: _____

Dates of demolition or intentional burning:

Start date: _____ *mm/dd/yy* End date: _____ *mm/dd/yy*

Note: If there is >260 linear feet or >160 square feet of Regulated Asbestos-Containing Material (RACM) in the building to be demolished, it must be removed by a licensed asbestos contractor prior to demolition. The State of MN-Notice of Intent to Perform an Asbestos Abatement Project http://www.pca.state.mn.us/publications/w-sw4-06.doc must be used to notify for the asbestos removal.

Is nonfriable ACM present in the structure to be demolished? ☐ Yes ☐ No

Will nonfriable ACM be present in the structure at the time of demolition? ☐ Yes ☐ No

If **Yes** to both questions above, complete Items 1-9. If **No** to either question, complete Items 3-9.

1. **If ACM will be left in place for the demolition indicate the amount of Category I and/or Category II nonfriable ACM left in place.**

Category I: _____ Linear feet
_____ Square feet
_____ Cubic feet

Category I nonfriable ACM means asbestos-containing packings, gaskets, resilient floor covering, and asphalt roofing products containing more than one percent asbestos.

Category I nonfriable ACM is not allowed to remain in place for demolition if it is in poor condition.

Category II: _____ Linear feet
_____ Square feet
_____ Cubic feet

Category II nonfriable ACM means any material, excluding Category I nonfriable ACM, containing more than one percent Asbestos that, when dry, cannot be crumbled, pulverized, or reduced to a powder by hand pressure.

Category II nonfriable ACM is not allowed to remain in place for demolition if it has a high probability of becoming crumbled, pulverized, or reduced to a powder during demolition, transport, or disposal (e.g., transite, cement, slate roofing).

2. **Description and location of ACM remaining in place (including number of floors and rooms):**

3. **Company and/or individual that conducted the building inspection and the procedure used to determine the presence or absence of ACM** (including analytic method): ***(Note:*** *Prior to demolition all structures must be inspected by a licensed asbestos inspector who has been certified through the Minnesota Department of Health.)*

4. **Description of planned demolition and the specific method(s) that will be used:**

5. **If the demolition was ordered by a government agency, please identify the agency and attach a copy of the order:**

   Name: _____ Title: _____

   Authority: _____

   Date of order (mm/dd/yy): _____ Start date (mm/dd/yy): _____

   Notification for an emergency demolition must be submitted as early as possible before demolition begins, but not later than the following working day. A demolition is considered an emergency ***only*** *when the facility has been deemed structurally unsound and in danger of imminent collapse. If the structurally unsound building is known to contain any regulated ACM or is suspected to contain any regulated ACM, special procedures* ***must*** *be followed. If you are unaware of the special procedures, instructions/ regulations can be obtained by contacting the Minnesota Pollution Control Agency (MPCA) at the address or phone number listed below.*

6. **Description of procedure to be followed in the event that unexpected RACM is found or Category II nonfriable ACM becomes crumbled, pulverized or reduced to powder:**

7. **Demolition waste transporter(s) information:**

   Transporter name: _____

   Contact name: _____

   Tranporter address: _____

   City, State, Zip: _____

   Phone number: _____

8. **Demolition waste disposal information:** *see below for more information

   Landfill name: _____

   Owner/Operator: _____

   Address/Location: _____

   City, State, Zip: _____

   Phone number: _____

9. **I certify that the above information is correct and I am a bonafide representative of the demolition contractor or building owner and have authority to enter into agreements for my employer.**

   Print name: _____ Title: _____

   Signature: _____ Date: _____

Important Note:

Ensure you are in compliance with Minn. R. 7035.0805 prior to the commencement of renovation/demolition.
This rule requires that the following items be removed two days prior to demolition: mixed municipal solid waste; household hazardous waste; industrial or hazardous waste; waste tires; major appliances; items containing elemental mercury, Poly-Chlorinated BiPhenyls (PCBs), and chlorofluorocarbons (CFCs); oil; lead; electronics; and other prohibited items. See MPCA website at http://www.pca.state.mn.us/publications/w-sw4-20.pdf for a *Pre-Renovation/Demolition Environmental Checklist Guidance Document* to assist with completion of this rule.

*Demolition waste must be disposed of at a permitted solid waste facility. For other disposal option please contact the regional MPCA solid waste compliance/enforcement staff with any questions.

Submit to: Minnesota Pollution Control Agency
Industrial Division – Asbestos Program
520 Lafayette Road North
St. Paul, MN 55155-4194

E-mail: asbestos.demolition.pca@state.mn.us

Questions call: 651-296-6300 or 1-800-657-3864

Fax: 651-297-1438