

## REQUIREMENTS FOR DEMOLITION PERMIT

1. **HISTORIC DISTRICT:** Historic Properties may be subject to historic review. Please contact the Planning Division at 860-757-9029. [Historic Preservation Commission review] fee is \$200.00.
2. **INTENT TO DEMOLISH:** Intent to Demolish Application must be submitted to the Department of Licenses and Inspections. This must be approved by the Director of Licenses and Inspections prior to filling out Demolition Permit Application. (Exception: A Building Permit Application is required for buildings or structures that has less than five hundred [500] square feet gross floor space).
3. **RESIDENTIAL PROPERTIES:** For residential properties the owner or his agent must contact the Housing Division at 860-757-9030 and meet the requirements of Re-Housing Assistance Program.
4. If an agent is applying on behalf of the property owner, the agent must submit a notarized letter from the owner granting permission to apply for the Notice of Intent application.
5. The owner or agent for the owner must contact the Tax Department if property is tax delinquent before applying for Notice of Intent applications.
6. The owner or agent for the owner must supply proof of ownership. A copy of your current tax bill can be used as proof.
7. Please be advised that the City of Hartford will notify property owners within one hundred fifty (150) feet of the property to be demolished.
8. Pursuant to the Connecticut General Statutes Section. 49-73b (a) and Sec. 9-14. The legal Notice for the Intent to Demolition shall be published up to (3) times in the Hartford Courant before Demolition permit is filed. Applicant is responsible for the advertising cost for legal notice.

**After the approval of Intent to Demolish application a separate application for Demolition Permit must be submitted with proper fees and required information within a specified time.**

9. Sec. 119 Pest Control: This Section specifies Section 119 pest control, rodent control and general pest control requirements within construction areas laydown areas; dump areas, and bordering areas as designated on the Plans. This work is to be performed prior to demolition, excavation, and site preparation and also throughout the duration of construction, so that rodents (rats and mice) and other pests do not disperse from or infest construction areas. **The Contractor shall develop and implement an integrated pest management (IPM) approach.**
10. **UTILITIES SHUT OFF NOTICES:** Utilities shut off notices shall be provided from respective Utility Companies. It is the responsibility of the Owner or his Agent to get this information from the utility companies and submit to the Division of Licenses and Inspections. In case any particular utility does not exist in the building, then the owner of the building shall submit a notarized letter stating so.

11. REHOUSING ASSISTANCE PROGRAM: Upon receipt of approval from the Director of Housing, which is subject to regulations of Hartford Municipal Code, Chapter 9-71 through 9-76 Ordinance, your application will continue to be processed.
12. LICENSES & INSURANCE CERTIFICATE: The Contractor must have a Demolition License from the State of Connecticut. (Exception: 1 family residential and out building which does not exceed 30' height). For more information about licenses requirement, please contact Mr. Philip E. Bourgeois, State of Connecticut, Department of Public Safety, State Demolition Inspector, 1111 Country Club Road, P.O. Box 2794, Middletown, CT 06457-9294, Phone: 685-8146. Certificate of Insurance as evidence of Comprehensive General Liability Insurance with limits of \$1,000,000 combined single limit (CSL) and name the City of Hartford as additional insured.
13. DUMPSITE LETTER: A letter from the Landfill Company authorizing you to dump demolition debris in their landfill area approved by the State. The letter must state their site is approved by D.E.E.P. (Department of Energy and Environmental Protection) of the State of Connecticut.
14. RODENT CONTROL APPROVAL: After receipt of your demolition permit application, we will notify Rodent Control Inspector for necessary inspection to obtain the initial certificate. Also, please note that after filling out the Demolition Permit Application, if you are not able to provide all the necessary information before the expiration date of Rodent Control approval, please contact the Rodent Control Inspector for renewal. In the event that the demolition has not been done within (28) days of the issuance of the certificate then the owner of the premises shall contact Rodent Control Supervisor for renewal of certificate at 860-757-4760.
15. SITE PLAN: Must be submitted at the time of the demolition permit application.
16. ASBESTOS REMOVAL: Contact the City of Hartford Health Department, Environmental Health Division for requirements of safe Asbestos removal for demolition at 543-8815. Please submit final asbestos clearance certificate for review.
17. SUBMISSION TO STATE OF CONNECTICUT: When we issue the demolition permit, we will notify the State of Conn. regarding demolition permit and your dumpsite.
18. EMERGENCY DEMOLITION: In case of emergency demolition, a written report from the Building Inspector is required.

**NOTE:** Items 7, 8, 9 thru 16 should be submitted to Plan Reviewers of Licenses & Inspections.  
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