



# City of Longwood

Building Division

Version: October 2022

## **CITY OF LONGWOOD** **DEMOLITION PERMIT PROCEDURES**

Anyone wishing to demolish all or part of an existing structure which is not part of a renovation covered by a valid building permit must apply for and receive a permit from the City of Longwood to do so according to the procedures and policies set forth herein.

Additional and pertinent information described in this document shall be attached to and made part of the application and permit.

### **APPLICANT**

- Demolition of non-residential and other than one or two-family homes must be carried out by a properly State License, Division 1 contractor, or a Licensed Demolition Specialty Contractor. Demolition of one or two-family homes may be carried out by an owner/builder subject to exemption standards of the Building Code, or a State License Residential Contractor. Contractors shall provide proof of liability insurance and workers' compensation coverage.
- The applicant for a demolition permit shall provide a notarized letter from the property owner of record acknowledging that the structure is to be demolished, and that the property is vacant
- A Notice of Commencement shall be required for all demolition activity when required per Chapter 713, Florida Statutes.

### **PERMIT**

Concurrent with an application for demolition of a structure or a portion thereof, the following information shall be included and made part of the application:

- Written description of the means of demolition to be utilized including any special needs, equipment or machinery, and the proposed methods of storage of debris until removed from the site.
- Written description of the nature of material to be removed from the site and the proposed means of disposal – recycle, landfill, hazardous waste, etc.
- Written description of the proposed means of controlling potential adverse impacts of demolition activity including sedimentation, erosion, storm water runoff, windblown sand, dust and debris and any other issues particular to the site.
- Site plan, survey, or other graphic depiction of site improvements which are proposed to be removed from the property and any improvements which are proposed to remain after demolition is completed including structures, building slabs, footers, pavement or other impervious surfaces and underground structures.
- Projection of the duration of the excavation activity including commencement and completion
- Disconnect Letter(s) from utility providers – including Seminole County Health Department for septic systems
- All required information shall be submitted, and approved prior to the issuance of the demolition permit
- NOTE: Depending on location of demolition project, other jurisdictional permitting may be required, such as State and County ROW permits. If required, these permits must be approved by the applicable jurisdiction, and proof provided prior to release of your Demolition permit.



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## **Approval:**

**FIRST:** Prior to the issuance of a demolition permit, an inspection shall be scheduled through the Building Department to verify:

- All utilities have been disconnected
- Any required runoff or other potential environmental hazards have been addressed
- Fencing, if required, has been installed according to the Temporary Fence Permit
- Proper protection of the City ROW has been completed
- All outlined erosion control systems have been established

NOTE: In order for the permit to be approved, and released, the below outlined items must be completed and approved by the appropriate City staff.

\* Installation of silt fencing around the entire property boundary must be completed. Installation of protective barriers, at all stormwater inlets and outlets to drain troughs must be completed. Installation of turbidity barriers, if applicable, must be completed along all surrounding water body shorelines. Once completed, you will need to contact Matt Hockenberry at (407) 407-263-2379 to schedule an inspection. Once your installation(s) are approved, Matt will sign-off as approved in our permitting system.

\* Protection measures must be in place to protect all adjacent/ adjoining ROW areas, to include by not limited to installation of barriers to protect all surrounding pedestrian routes. Depending on distance between structure, and pedestrian routes specifically outlined measure will be dictated by City staff, and must be completed. Once all stated measures are in place, you will need to contact Eric Nagowski at (407) 263-2395 to schedule an inspection. Once your installation(s) are approved, Eric will sign-off as approved in our permitting system.

\* Upon approval by the above two stated City staff members, and completion of any other outlined items, depending on site conditions, scope of demolition, and location concerns as it applies to adjoining structures, roadways and pedestrian routes, full approval will be granted, and your permit will be approved and readied for release. Understand, as outlined in the Florida Building Code, no demolition work may commence until your permit has been fully approved, and released. Once your permit is released, you are required to schedule an in-progress inspection the day you plan on starting. This inspection must be schedule by utilizing our online permitting system, or via our inspection line at (407) 260-3471. Then, once all demolition work has been completed, site is fully cleaned, and all measure to protect adjoining ROW's, and pedestrian routes are removed, a final inspection must be scheduled. Understand, the silt fencing system, stormwater inlet protectors, and any installed turbidity barriers must be left in a properly maintained state until all site erosion issues have been remediated. Any deviation in this matter will result in a Stop Work Order being placed on the property, and daily fines being assessed until these issues are remediated.

\* Please note, further requirements may apply depending on overall site concerns observed by City staff during any of these required inspections.

## **INSPECTIONS:**

In-Progress Demolition Inspection:

- Depending on size, and extent of the demolition project, an In-Progress inspection may be required. Refer to your released permit for applicability.

**Demolition Final:** After the completion of demolition activity, a post-demolition inspection shall be scheduled to confirm the following:

- All debris has been removed from the site
- Construction/demolition fencing has been removed
- Site has been restored according to the demolition permit

## **PROCEDURE:**



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- The applicant is encouraged to schedule a pre-permit meeting with the Longwood Building Official to review the proposed demolition and permit requirements
- Submission of a demolition permit application and all required attachment information including utility shut-off and confirmations.

### **UTILITY DOCUMENTATION**

Prior to the issuance of a demolition permit, the applicant shall provide written confirmation from all applicable utility providers that service has been discontinued and service lines have been removed, cut, capped or otherwise appropriately disconnected. See contact list below.

### **ASBESTOS REMOVAL**

State and federal regulations require that all applicants for demolition permits be advised of the existence of established standards for the removal and disposal of asbestos.

Prior to the issuance of a demolition permit, the applicant shall provide documentation of adherence to said standards including a copy of the required notification to the Environmental Protection Agency and contact with the State Asbestos Coordinator.

### **OZONE DEPLETING SUBSTANCES**

The removal and disposal of refrigerants in air conditioning systems and equipment is required to be done by a certified technician and is subject to Section 608 of the Clean Air Act as enforced by the Environmental Protection Agency.

Documentation shall be provided of compliance with these provisions if applicable.

### **ADDITIONAL INFORMATION**

Based on individual situations the Building Official may require further certification regarding the structure to be demolished and the site conditions including but not limited to the following:

- Certification by a State Certified Pest Control technician that the building is free of infestation by rodents and/or other vermin
- Documentation that any existing septic tank(s) have been addressed according to applicable standards
- Written confirmation that any grease traps, underground storage tanks, fuel oil, propane and/or other hazardous materials will be disposed of according to pertinent federal, state, county or municipal regulations and a description of required permits and processes.
- Installation of temporary fencing around the subject property boundary. All temporary fencing systems require a separate approved permit.

### **STANDARDS**

**DEMOLITION:** All demolition activity shall adhere to the following standards:

- All demolition activity shall be performed in accordance with generally accepted safe practices and applicable federal, state, county and municipal codes.
- Every effort shall be made during the demolition process to minimize negative or hazardous impacts associated with demolition activity including impacts on surrounding properties, public roadways, sidewalks, undesirable visual blight, or adverse environmental effects.
- Fencing may be required by the Building Official to address site-specific health and safety concerns. Any required fencing shall obtain a Temporary Fence Permit.



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- Swimming pools are to be removed or have the bottom broken out, beams destroyed and filled with acceptable clean fill.
- Wells shall be abandoned by a licensed contractor as part of the demolition process
- The Building Official may permit the preservation of grade level improvements provided that they are deemed to be in satisfactory condition and do not present a safety hazard

**RESTORATION:** All portions of a site which have been disturbed or otherwise altered by demolition activity shall be restored in the following manner:

- Unless otherwise approved by the Building Official, all above and below ground, man-made stationary features, including mechanical and electrical accessories, shall be removed including footers, posts, foundations and the like.
- Level, hard surface improvements including parking lots, vehicular use areas, building slabs and the like may be preserved on site provided that there are no vertical protrusions or projections or significant potholes or depressions which may be hazardous or retain storm water, subject to review by the Building Official.
- Any holes or depressions in hard-surface areas to be retained as identified during the pre-demolition inspection shall be filled concurrent with site grading activities with a material acceptable to the Building Official
- The disturbed portion of a site and all other pervious area shall be re-graded to a uniform condition so that they are generally smooth and level with no drop-offs, holes or other features which might pose a safety hazard including areas likely to hold standing water
- Changes in grade between the subject and abutting properties shall be minimized. In no instance shall the site be regraded so that the subject site is higher than adjacent properties at the property line, including frontage on rights-of-way.
- No change in storm water runoff or outfall from the property shall result from the regrading
- Unpaved or other pervious surfaces shall be re-vegetated with sod, seed, or sprigs of a lawn grass commonly used in Seminole County and maintained, including watering, until growth is self-sustaining.
- After completion of demolition activity and final inspection by the building official, the site shall be maintained in a clean, well-maintained manner. Failure to maintain property in such a manner may result in Code Enforcement action by the city.

## **CONTACT INFORMATION**

### Asbestos

State Asbestos Coordinator 407-897-4100  
DEP Asbestos Removal Notification 850-717-9000

### Septic Tank

Seminole County Health Department; Environmental Health Services  
407-665-3619

### Wells

St Johns River Water Management District 407-659-4800  
Seminole County Health Department 407-655-3604

### Water



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City of Longwood 407-263-2388  
Utilities, Inc. of Florida 407-869-1919

## Sewer

City of Longwood 407-260-3470  
Sunshine Utilities 866-842-8432

## Electric Utilities

Duke Energy 800-700-8744

## Gas

Teco Peoples Gas Company 407-425-4662

## Telephone

CenturyLink 407-917-4835  
Spectrum 888-369-2408

## Petroleum Tanks

Central District 407-897-2929