

# Town of Coventry Building Department

1712 Main Street, Coventry, CT 06238  
860-742-4064

## DEMOLITION PERMIT APPLICATION CHECKLIST

➤ **Completed Coventry Building & Land Use Department Demolition Permit Application (Online):**

<https://coventryct.portal.opengov.com/categories/1083/record-types/6430>

**Required Attachments for all Residential Dwellings and Commercial Buildings:**

- **Site Drawings:** The applicant shall provide site drawings identifying the structure(s) to be demolished that shows distances to property lines, other buildings and the street
- **Demolition Delay Ordinance:** The applicant shall comply with the Town of Coventry ordinance regarding demolition delay when the structure is historical as sited in Sec. 54-31:

**Sec. 54-32. - Same—Issuance requirements.**

The permit shall be issued upon the completion by the applicant of the following requirements:

1. Filing of a notice of intent to demolish with the office of the building official stating the address of the building, along with a description;
2. Within ten days of filing, the applicant shall post on the property upon which the building to be demolished is located, in a conspicuous place for at least 30 consecutive days, a sign provided by the office of the building official; and
3. A waiting period of 60 days after the filing of a notice of intent to demolish.

(Ord. No. 229, 10-5-09)

**Sec. 54-31. - Permit—Required.**

No person, firm, partnership, corporation, owner or agent shall demolish a building or structure located within the town that is larger than 500 square feet and built more than 100 years ago without such owner or agent first obtaining a permit from the office of the building official.

(Ord. No. 229, 10-5-09)

- **Demolition License:** The applicant must provide a current copy of the demolition contractor's license issued by the Connecticut Department of Public Safety, or be the owner of the property in the case of a single-family dwelling or outbuilding.

**ATTENTION!!!**

*The owner of the single-family dwelling may only be the applicant when the structure being demolished does not exceed thirty feet in height, and the owner must be present on the site while the demolition work is in progress.*

- **Workman's Comp Insurance:** The applicant shall provide a copy of valid workman's compensation insurance or complete a State of Connecticut Workman's Compensation Commission form 7A.

- **Certificate of Liability and Property Insurance:** The applicant shall provide a certificate of insurance as required by Connecticut General Statute (CGS) 29-406 and shall specify in writing the following:

Certificate of Insurance must name the *Town of Coventry* as an additional insured Insurance must be specifically for demolition.

The property address clearly identifying the structure being demolished o Liability for bodily injury of at least \$100,000 per person and \$300,000 aggregate o Property damage of \$50,000 per accident and \$100,000 aggregate

- **Hold Harmless Letter:** The applicant shall provide a signed hold harmless document from an officer of the demolition company or the homeowner performing the demolition stating the following:

“In accordance with CGS 29-406 we, [*contractor or homeowner name*] hereby agree to save harmless the Town of Coventry and its agents from any claim or claims arising out of the negligence of the applicant or their agents or employees in the course of the demolition operations associated with [*property address*]

- **Letters of Disconnect:** The applicant shall provide written confirmation from all utility providers serving the structure (water, gas, electric, sewage, cable, phone, etc....) that utility services have been properly disconnected (*This requirement may be waived for small outbuildings with permission from the Building Official*).

- **Demolition Notice to Adjoining Property Owners:** The applicant shall provide postal receipts and copies for certified letters sent to all abutting property owners, informing them of when and where the demolition is to occur (per C.G.S. 29-407).

When a structure is 100+ years old additional certified letters need to be sent to:

- Town of Coventry Historical Society, c/o Historic Society President & Archivist, PO Box 534, Coventry, CT 06238
- Preservation Connecticut, c/o Ms. Jordan Sorenson, 940 Whitney Avenue, Hamden, CT 06517

- **Hazardous Material Survey Report:** The applicant shall provide an inspection report for the building being demolished identifying any lead, asbestos, or other hazardous material.

- **State of Connecticut Department of Public Health Notification:** The applicant shall provide the required State of Connecticut Department of Public Health form(s) as applicable that are accepted by the State DPH. These form(s) are to be completed and post marked to the Connecticut Department of Public Health (DPH) at least ten (10) days prior to the start of asbestos abatement or demolition.

- **Asbestos Abatement Notification Form-** This form must be completed and submitted by the applicant to the Department of Public Health (DPH) for asbestos abatement involving more than ten (10) linear feet or more than twenty-five (25) square feet of asbestos-containing material. (be sure to include payment with the mailed paperwork. It is the accepted stamped paperwork with payment by the DPH that needs to be uploaded to your permit application for Demo).

- **Notification of Demolition to DPH** **If no asbestos needs to be notified to DPH, then this notification must be submitted to DPH instead** (be sure to include payment with the mailed

paperwork. It is the accepted stamped paperwork with payment by the DPH that needs to be uploaded to your permit application for Demo).

**ATTENTION!!!**

*All asbestos abatement involving more than three (3) linear feet or more than three (3) square feet of asbestos-containing material must be performed by a licensed asbestos contractor.*

**NOTICE TO APPLICANTS!!!**

- Basements, cellars or other holes must be immediately filled to grade.
- Safety fencing may be required depending on the size, scope, and location of the structure being demolished o All debris or demolished materials shall be removed from the site immediately. Pursuant to the Connecticut General Statutes, Department of Environmental Protection Agency, State Health Department Regulations, and the Town of Coventry Zoning Regulations:

**NO ON-SITE BURIAL OF ANY BUILDING MATERIALS IS PERMITTED**

➤ **The following INSPECTIONS are REQUIRED:**

- Inspection when the building site is backfilled & graded o *Additional inspections as required by the Building Official*
- Please call the Building Department's main number at (860) 742-4064 at least **48 hours** in advance to schedule all inspections.

**A Demolition Permit will not be issued unless ALL items above are provided along with all applicable fees**