

**Village of Menands
Demolition Permit Information Sheet**

1. All demolition activity requires a demolition permit. To obtain a permit, submission of the Demolition Permit Application is required. All information within the Demolition Permit Application is to be completed as requested. Information may be typed or handwritten in ink.
2. Along with the completed Demolition Permit Application, Applicants are required to submit the following:
 - Design drawings, details and/or performance specifications on demolition methods. Drawings are to indicate the project extents and method(s) of demolition, as well as any details on shoring or support that may be required for any remaining portion of the existing structure (if applicable). Design drawings should be on either 8.5-inch x 11-inch or 11-inch x 17-inch paper. In lieu of drawings and specifications, the Village of Menands Building Department (Building Department), at its discretion, may accept a written narrative and photographs that adequately describe the proposed demolition extents and procedure.
 - Three (3) sets of a survey of the property with planned demolition performed by a licensed surveyor.
 - One (1) single copy of any fully executed construction contract(s).
 - Insurance forms (see Insurance Form).
 - Payment of applicable fees.
 - An asbestos survey performed by a company possessing a valid asbestos handling license.
 - Certification, by the utility provider, of termination of electrical service to the property.
 - Certification, by the utility provider, of termination of natural gas service to the property.
 - Certification of termination of water service to the property.
3. Applicant may be required to submit the following, where applicable:
 - A proposal of post-demolition plans/use of property. This item is to be included ONLY when NO plans have been made for the site post-demolition. See the Post-Demolition Plan, Statement of Agreement Form included as part of the Demolition Permit Application.
 - A certification of completion of asbestos abatement performed by a company possessing a valid asbestos handling license, if asbestos abatement work is required. Prior to the disposal of asbestos-containing materials, the contractor shall furnish the Building Department with documentation from an approved disposal facility that will be accepting the material.
 - Certification, by the Albany County Health Department or a licensed pest control contractor, that no infestation exists at the property. The Village reserves the right to mandate an infestation inspection for any and all projects. An infestation inspection, however, is generally mandated for large demolition projects of vacant buildings.
4. Note: Based on the proposed scope the Village reserves the right to require the work be certified by an engineer or architect licensed in the State of New York.

DEMOLITION PROCEDURE

1. Upon the Building Department's acceptance of the Applicant's Demolition Permit Application and the payment of the applicable fees, the building or structure will be posted by the Village's Code Enforcement Officer to allow for a public comment period.
2. The posting will be for a period of not less than 14 days, at which time any public concerns may be addressed.
3. Following the posting period, the Building Department will contact the Applicant for the issuance of the Demolition Permit.
4. Prior to the commencement of demolition, the Applicant shall schedule a site meeting with the Building Department in order to review the proposed demolition procedure and ensure that all safety measures have been satisfactorily addressed. Safety measures to be addressed include (but are not limited to): proper placement of air-monitoring equipment, proper erection of barricades, proper removal of glass, proper termination and/or removal of electric service, phone wires, cable wires, water meters, gas meters and water and gas shut offs, and that the sewer has been properly plugged and cellar floor broken up.
5. Upon completion of the demolition work, the Building Department is to be notified and an inspection shall be scheduled to ensure that the foundation has been removed to a depth of 24-inches below grade and that all debris and organic material has been removed from the site.
6. Following the completion of this inspection, the Applicant shall be permitted to grade and seed the site. The Applicant shall use only clean fill for backfilling of the site.
7. If an approved building or structure is to be constructed on the site, the Applicant shall obtain a separate work permit from the Building Department for the new building or structure, prior to commencement of the construction.

Before digging, call Dig Safely New York excavation notification center at 1-800-962-7962 to locate utilities.