



## **Demolition Guidelines**

### **Application for Demolition of an existing building or structure:**

- In accordance with Town Code Chapter 84, a Demolition Application must be completed and submitted to the Town, with the designated fee and any required survey or documentation as requested on the application.
- The Town will review the application for a determination of potential as a contributing structure.
- If approved, you may proceed with the Building Permit Application for demolition of the structure.

### **When applying for a Demolition Building Permit you need the following:**

- A completed and signed Building Permit Application answering all questions applicable to your project.
- A site plan showing the location of the existing improvements/structures on your property and approximate distances to all property lines, driveway, etc.
- A copy of the Town of Georgetown approved Demolition Application.

### **After the Building Permit Application is submitted:**

- After submitting all required documents your application will be reviewed.
- The Town will contact you with an approval or denial.
- If approved, any inspection or disconnection fees will be due when you pick up the permit.

### **After the Building Permit for demolition is issued:**

- The Building Permit placard is to be visible on the site at all times during the demolition process.
- Once completed, please call the Town office to schedule an inspection. Be prepared to give your Permit Number, address and type of inspection you are requesting.

### **Owner responsibilities:**

- To grant the Town of Georgetown, and its agents, permission to enter the referenced property before and after permit issuance to perform inspections at any reasonable time.
- To contact Miss Utility at (800) 282-8555 to locate all existing utilities on site prior to the commencement of work.

- Understand that the Town will disconnect any Water service to this site at the street within five business days of the permit issuance. All other utility disconnects are the owner's responsibility. **Utility disconnect letters** will be provided with the permit application for **electric, gas, telephone and cable services**. The letters must state either that the utilities are disconnected or that they were never present at the property. Owner must also indicate if any oil tanks are on the property and their location(s). (Chapter 98 – Fees may apply)
- Understand that properly disconnecting and capping the Sewer service to this site, at the edge of the property, is the owner's responsibility. Owner will contact the Town for an inspection of this sewer disconnect upon completion. (Fees may apply)
- Understand that if no sewer cleanout is present, a sewer cleanout is to be installed by the owner.
- Use all means necessary to prevent dust from being a nuisance to the public or neighboring properties.
- Prevent any material, created as a result of the demolition, from entering the storm drain system.
- To notify DNREC, at least 10 days in advance of any demolition work taking place. Understand that DNREC, under the direction of the U.S. Environmental Protection Agency (EPA), requires an inspection of all materials being demolished for identification of any hazardous materials. (302)739-9402
- All debris must be removed from the site and disposed of in a lawful manner. Owner will restore the ground to its natural state with proper fill, grading and seeding.
- If a Permit is issued, it should only be construed as a license to proceed with the work and should at no time be construed as authority to violate, cancel, alter or set aside any code, ordinance or regulation. Owner will comply with all codes, ordinances and regulations of the Town of Georgetown, Sussex County, State of Delaware and the U.S. Federal Government.
- Understand that all contractors and subcontractors must have a current Town Business License.
- Understand that approval of the application is contingent upon the building or structure being removed within 90 days.
- Understand that any deviation from the information provided on or with the Building Permit Application may be grounds for the Town to revoke the permit.
- Notify the Town once demolition is complete for final Town inspection.