

# East Chicago Building Department

Division of Inspections & Permits/Code Enforcement

4444 Railroad Avenue, East Chicago, IN 46312

(219) 391-8294 / Fax: 391-7013

## PRELIMINARY CHECKLIST FOR DEMOLITION

### I. Wrecking Permit Application and Pre-demolition Documentation Requirements.

Please submit the following documentation with application:

- Proof of ownership by person/entity ordering demolition of property.
- Owner's signed affidavit authorizing demolition of building(s) by a contractor licensed to perform wrecking work in the City of East Chicago, Indiana.
- Copy of demolition proposal showing scope of work.
- Plot plan, drawn to scale, showing the building(s) on the lot and the distances to street, alley and property lines, with widths of adjacent sidewalks.
- Protection barriers (fencing, barricades, etc.) to be erected during demolition for public right-of-ways, adjacent properties, and/or surrounding areas: i.e. sidewalks, sewer/storm water drains, etc.) - shall be shown and specified in its proper position relative to the building.
- Engineering Department and/or Board of Public Works written approval, if occupying any public sidewalk or right-of-way.
- State of Indiana or Federal Government written approval, if occupying any State/Federal road or right-of-way.
- Photographs required of any and all capped lines.
- Disposal facility information (name, address and phone).
- Dump receipts required upon completion of work.
- Source and type of clean fill (name, address and phone).
- Plan of action, to include commencement date, time, etc.
- 811 Dig issued ticket number required.
- Rat control plan of action as required by Health Department (219.391.8467)
- Copy of IDEM notification.
- Copy of certified asbestos inspection report.
- Copy of notification to adjacent properties to be submitted.
- Copy of certified asbestos removal contractor's report, if applicable.
- Verification of termination of services/utilities (water, NIPSCO, etc.).

**Prior to commencing any demolition work, you are required to contact the Building Department for a pre-demolition site inspection.**

## **PRELIMINARY CHECKLIST FOR DEMOLITION OF CLASS I BUILDINGS**

### **II. Wrecking Permit Application**

Please submit the following documentation with application:

- Applicant must hold a valid wrecking license with the City of East Chicago. Information for licensing is available at the Building Department office.
- Proof of ownership by person ordering demolition of property.
- Owner's signed affidavit authorizing demolition of building(s) by a contractor licensed to perform wrecking work in the City of East Chicago, Indiana.
- Copy of the demolition proposal showing scope of work.
- Plot plan, drawn to scale, showing the building(s) on the lot and the distances to street, alley and property lines, with widths of adjacent sidewalks. Barricade, fence, or sidewalk bridge/cover shall be shown and specified in its proper position relative to the building.
- Board of Public Works written approval, if occupying any public sidewalk or right-of-way.
- State of Indiana or Federal Government written approval, if occupying any State/Federal road or right-of-way.
- Submit a wrecking permit application signed by owner and verified by the affidavit authorizing the wrecking contractor to obtain the wrecking permit for said building.

### **III. Pre-demolition documentation requirements**

- Copy of IDEM notification.
- Copy of certified asbestos inspection report.
- Copy of certified asbestos removal contractor's report, if applicable.
- Before starting demolition, you are required to contact the Building Department for a pre-demolition site inspection.
- Applicant is required to submit the following information before the issuance of a permit.
  - Submit asbestos inspection report approved by the Indiana Department of Environmental Management.
  - Submit copy of ten (10) day notification to the Indiana Department of Environmental management.
  - Submit total square footage per structure being demolished.
  - Submit plan/description as to how the wrecking is going to be performed, including equipment to be used.

### **IV. Other requirements**

- Applicant is required to contact the Building Department when work is to commence, for inspection and to insure that all proper safety measures have been taken.
- Applicant is required to contact the Building Department for final inspection upon completion of job.
- Applicant must display permit issued by the Building Department at the job site until final inspection has been made and approved.