

## Important Information

**All permit application forms must be printed on legal size paper (8 1/2" x 14").** Reduced size copies (printed on letter paper) are not acceptable because ample room is needed for handwritten notations on the applications by office staff.

**Any forms that have a colored background must be printed in color.**

Color printouts are necessary because the Division uses a color coding system.

Type in information on screen and print out. Print page 8 in color on letter size paper, and pages 10 and 11 in color on legal size paper.

Sign and have notarized where required.

Applications are not accepted by email.

# Checklist for Proper Filing of Demolition Permit Applications

(Buildings or Structures more than 60 years old **AND** more than 500 SF in area)

1. Check year built to verify that building is over 60 yrs. old or more than 500 SF in floor area.
2. Check for proper placement of signatures:
  - A. Owner on back of form – signature must be notarized.
  - B. Permittee/Licensed Demolition Contractor on front & back of form.
3. Check for utility disconnect letters - letters are not required prior to acceptance of the application.
  - A. If utility service is from a utility company, a letter from the utility company is required verifying disconnection. (Sewer disconnection required from DPW, Sewer Division)
  - B. If utility service is fed from another building a letter from a CT licensed contractor of the appropriate trade verifying that they have disconnected service is required.
  - C. If building is on septic or well a letter from a CT licensed P-I plumbing contractor is required to verify the line to the tank or well has been capped **OR** a letter from the demo contractor verifying that the septic system or well is also being demolished is required.
4. Make sure disposal site is noted.
5. Check box that verifies if asbestos is in building. If yes box is checked approval from the Department of Health is required in space provided. Applicant is responsible for obtaining this prior to filing.
6. Check that adjoining property owners are listed.
7. List adjoining property owners. Check affidavit of notification (affidavit for more than 60 years old) for proper notarized signature - Anyone can sign. Affidavit **does not** have to be signed by the demolition contractor or owner.
8. Check that copies of certified mail receipts are submitted for all adjoining property owners and for Greenwich Historical Society, Historic District Commission and any neighborhood residential association.  
**Mail Notices to: Greenwich Historical Society - Amy Braitsch, Archivist, 39 Strickland Road, Cos Cob, CT 06807 and Historic District Commission - Susan Richardson, Vice-chairman, 67 Bowman Drive, Greenwich, CT 06831**
9. List valuation and fee, 5% surcharge is applicable and is 5% of the regular fee not 5% of the valuation.
10. Make sure permittee prints and signs name and includes a phone number and demolition license number.
11. List demolition license number on form front and back. Copy of demolition license is **required**.
12. Copy of permittee's insurance certificate is **required**. As per Section 29-406 of the Connecticut General Statutes, applicants filing for a demolition permit shall submit a certificate of insurance specifying demolition purposes and providing liability coverage for bodily injury of at least \$100,00 per person with an aggregate of at least \$300,00, and for property damage of at least \$50,000 per accident with an aggregate of at least \$100,00.  
**Hold Harmless Clause:** Each such certificate shall provide that the town or city and its agents shall be saved harmless from any claim or claims arising out of the negligence of the applicant or his agents or employees in the course of the demolition operations.
13. A green IWWA form is required - check that activity on the form indicates **demolition** of the building.  
**Note: All of the above items except #3 must be in order PRIOR to the Building Inspection Division accepting the application.**
14. Within 5 days the applicant shall produce the newspaper ad from the Greenwich Time to verify the date same was published. It must be an original copy and cropped to include the date on the newspaper.

## Homeowner Applications

The steps to review the applications are the same except you have to insure they follow the steps listed on the homeowner handout.



**Affidavit of Notification of  
 Application for Demolition Permit  
 (Buildings or structures over 60 years old and over 500 sf)**

I (Name) \_\_\_\_\_, being first duly sworn, do hereby certify that on or before (Date) \_\_\_\_\_, I delivered, mailed and posted the following notices, as required by the Demolition Ordinance of the Town of Greenwich, that the building or structure as described therein and owned by (Owner(s) Name) \_\_\_\_\_, has an application for demolition pending with the DPW, Division of Buildings:

1. Delivered prepaid a notice of publication to a newspaper having a general circulation in the Town with direction that it be published within seven days of receipt. (Copy attached).
2. Mailed, postage prepaid, a registered or certified mail notice to the owners of all adjoining properties (as listed on demolition application form) of the building or structure to be demolished. (Copies attached, including copy of receipt for certified mail for each).
3. Mailed, postage prepaid a registered or certified mail notice to the organizations listed under Exhibit A on the reverse side of this form. (Copies attached, including copy of receipt for certified mail for each).
4. Posted a sign notice of a size **no smaller** than 24" x 36", on the property on which the building or structure to be demolished is located, in a conspicuous place visible from a public or other accessing street. The sign contains the word "**DEMOLITION**" in capital letters no less than two inches high.
5. That all notices (including sign) were of the format as shown in Exhibit B on the reverse side of this form.

\_\_\_\_\_  
 Signature

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_

Subscribed and sworn to, before me on this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_

\_\_\_\_\_  
 Notary Public

My commission expires \_\_\_\_\_

**Affidavit of Notification of  
Application for Demolition Permit  
(Buildings or structures over 60 years old)**

**Exhibit A**

Historical Society of the Town of Greenwich  
Historic District Commission  
Residential Association or Tax District in which the building is located (a copy of lists available  
in Town Clerk's office were reviewed and notices were mailed to the following):

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**Exhibit B**

**Demolition**

To Whom it May Concern:

Notice is hereby given that \_\_\_\_\_ has filed an  
application with the DPW, Division of Buildings for approval to demolish the building or  
structure described below:

Name, if any, of building or structure \_\_\_\_\_ Year built \_\_\_\_\_

Address \_\_\_\_\_

Type of building or structure \_\_\_\_\_

Owner's Name \_\_\_\_\_

Owner's Address \_\_\_\_\_

Further information concerning this pending application may be obtained by contacting the  
DPW, Division of Buildings (622-7755).

Any objection to the demolition of the above building or structure must be filed **in writing** with  
the DPW, Division of Building Inspection within twenty days of publication notice or the  
required ninety day waiting period established by Town ordinance will be waived.

\_\_\_\_\_  
Applicant's Signature



TOWN OF  
**GREENWICH**

Town Hall • 101 Field Point Road • Greenwich, CT 06836-2540

Historic District  
Commission

January 1, 2003

To Whom It May Concern:

The Historic District Commission of the Town of Greenwich is concerned about the manner in which it is being notified about demolitions of houses over 60 years old in the Town of Greenwich. It finds that the notices frequently lack one or more pieces of information that are required according to Article 6, Section 6-315 of the Greenwich Municipal code.

Further, the Commission has found that the notice of demolition to be placed in a "conspicuous place visible from a public or other accessing street" and "to remain on the property from the time of posting until the final demolition," as required in Section 6-136(d) of Article 6, is often missing or is removed before the demolition takes place.

Therefore, as of January 1, 2003, the Historic District Commission will automatically place a stay of demolition on all buildings for which it receives notice if:

The original notice is lacking any of the information required;

the notification to the required recipients does not list every building to be demolished; or

the notice of demolition is not placed in a conspicuous place easily seen by the public and does not remain in place on the site until the building is demolished.

The Commission may also place a stay of demolition if it determines that the building(s) to be demolished are of historic significance.

Christopher Holbrook, Chairman  
Historic District Commission



## **Greenwich Municipal Code**

### **Article 6. Waiting Period for Demolition Permits**

#### **Sec. 6-313. Waiting period imposed.**

As authorized by § 29-406 (b) of the Connecticut General Statutes, there is hereby imposed a ninety-day waiting period before granting any permit for the demolition of any building or structure five hundred (500) square feet or larger that is more than sixty (60) years old.

(RTM, § 1, 3/11/1991.)

#### **Sec. 6-314. Definitions.**

In the construction of this Article, words and phrases shall be construed according to the commonly approved usage of the language; and technical words and phrases that have been given working definitions in state demolition regulations shall be construed and understood accordingly.

(RTM, § 2, 3/11/1991.)

#### **Sec. 6-315. Application for permit.**

Any applicant for a demolition permit shall provide the following information, verified under oath, on a form provided by the Building Official:

- (a) The name, if any, and address of the building or structure to be demolished.
- (b) The name and address of the owner of the building or structure to be demolished.
- (c) The age of the building or structure to be demolished.
- (d) The square footage of the building or structure to be demolished.
- (e) The names and addresses of the owners of all properties adjoining the property on which the building or structure to be demolished is located according to an attached copy of a pertinent portion of the current assessor's map.

(RTM, § 3, 3/11/1991.)

#### **Sec. 6-316. Notices.**

Within five (5) days of the filing of an application for a demolition permit for a building or structure five hundred (500) square feet or larger that is over sixty (60) years old, the applicant shall issue notices set forth in this section containing information provided in Section 6-315 (a) through (c), along with a statement that an application for a demolition permit is pending, that information may be obtained from the Building Official and that any objection to the demolition must be filed in writing with the Building Official within twenty (20) days of publication notice to prevent the shortening of the waiting period established by town ordinance:

- (a) Publication notice delivered prepaid to a newspaper having a general circulation in the town with direction that it be published within seven (7) days of receipt.
- (b) Registered or certified mail notice to the owners of all property adjoining the property on which the building or structure to be demolished is located.
- (c) Registered or certified mail notice to each Historic District Commission in the town, the Historical Society of the Town of Greenwich and the residential association or tax district in which the building or structure is located.
- (d) Sign notice of a size no smaller than twenty-four by thirty-six (24 x 36) inches on the property on which the building or structure to be demolished is located, posted in a conspicuous place visible from a public or other accessing street. The sign shall contain the word "DEMOLITION" in capital letters no less than two (2) inches high. If there is more than one (1) building or structure proposed for demolition, a sign shall be posted near each of them. Said sign shall remain on the property from the time of posting until the final demolition.

## **Greenwich Municipal Code**

### **Article 6. Waiting Period for Demolition Permits**

#### **Sec. 6-316. Notices, (continued)**

- (e) First class mail notice to the Building Official verifying, under oath, that all the notices required in Subsections (a) through (d) above have been made with copies of the notices required in Subsections (a) through (c) attached.  
(RTM, § 4, 3/11/1991.)

#### **Sec. 6-317. Surcharge.**

A surcharge of five percent (5%) of the fee for demolition applications shall be charged by the Building Official for all demolition applications that require administrative review under this Article to defray the cost of all such review.

(RTM, § 5, 3/11/1991.)

#### **Sec. 6-318. Waiver of waiting period.**

If no written objection to the granting of the demolition permit is filed with the Building Official within twenty (20) days of the publication notice set forth in Section 6-316 (a), the balance of the waiting period shall be waived.

(RTM, § 6, 3/11/1991.)

#### **Sec. 6-319. Applicability.**

The provisions of this Article shall not apply to orders of the Building Official or Director of Health for emergency applications because of hazardous buildings or structures or otherwise posing a threat to public health or safety.

(RTM, § 7, 3/11/1991.)

## **Inland Wetlands & Watercourses Agency Questionnaire**

Before obtaining any building permit, as a requirement, you will need to fill out a “Green Sheet” Questionnaire and submit it to the Wetlands Department. This form can be found in the Land Use Department, 2<sup>nd</sup> Floor of Town Hall or by visiting the Inland Wetlands website link below.

[http://greenwichct.virtualtownhall.net/Public\\_Documents/GreenwichCT\\_Wetland/forms/index](http://greenwichct.virtualtownhall.net/Public_Documents/GreenwichCT_Wetland/forms/index)

# How to Properly Fill Out a Demolition Permit Application

## FOR BUILDINGS OVER 60 YEARS OLD

Below is a sample of a Demolition Permit Application with notations as to how to properly fill out parts of the form where errors or omissions are most common.

[See checklist for more detailed information.](#)

Side 1

- 1 Obtain Parcel ID # from Tax Assessor's Office or from your property tax bill.
- 2 Permittee is CT Licensed Demolition Contractor. He/she must fill in this information. List CT Demolition License No. on front and back of form. **COPY OF LICENSE IS REQUIRED TO BE SUBMITTED WITH THIS APPLICATION.** If owner is filing as permittee, see Homeowner Requirements.

- 3 Check appropriate boxes indicating all utilities in building. If building never had any utilities, check "Structure has no utilities".

**A.** If utility service is from a utility company, a letter from the utility company is required verifying disconnection. (Sewer disconnection permit required from DPW, Sewer Division).

**B.** If utility service is fed from another building, a letter from a CT Licensed Contractor for the appropriate trade verifying that they have disconnected service is required.

**C.** If building is on septic or well, a letter from a CT Licensed P-1 Plumbing Contractor is required to verify the line to the tank or well has been capped, **OR** a letter from the demo contractor is required verifying that the septic system or well is also being demolished.

- 4 Address of building to be demolished. Indicate location of building by checking appropriate boxes and listing nearest cross street.

- 5 Check appropriate box. If you are not sure of the section of town, ask for help at our front counter.

- 6 List type of building (residence, garage, office building, etc.)

- 7 Disposal site must be indicated.

- 8 List all adjacent property owners that have a common lot line or point. Properties across a street do not need to be listed.

- 9 List year building was built and submit a copy of the tax card from the Tax Assessor's Office to verify. Also, the building's square footage is required to be noted.

- 10 List building information. If not sure, ask for help at front counter.


- 11 Check appropriate boxes. Approval from the Department of Health is always required in space provided. **APPLICANT IS RESPONSIBLE FOR OBTAINING THIS PRIOR TO FILING.**

- 12 List value of work and fee. 5% surcharge (add 5% of permit fee) **IS** applicable.


- 13 Have form stamped at Tax Collector's Office verifying taxes are up to date. **APPLICATION WILL NOT BE ACCEPTED WITHOUT STAMP.** The rest of this section is for Office Use only.

- 14 Shall match item 2 on front. If Owner is applying for permit, Owner's name and signature should appear in the Permittee section, in which case signature does not need notarization and # 13 does not need to be filled out.

- 15 If Permittee is someone other than Owner, **OWNER MUST SIGN AND SIGNATURE MUST BE NOTARIZED.**



Town of Greenwich  
DPW, Building Inspection Division  
Town Hall - 101 Field Point Road  
Greenwich, CT 06836-2540  
Phone: 203-622-7754 - Fax: 203-622-7848



OFFICE USE ONLY

PERMIT NO. \_\_\_\_\_

ISSUE DATE: \_\_\_\_\_

COMPLETED BY APPLICANT

PARCEL ID \_\_\_\_\_

## PERMIT APPLICATION TO DEMOLISH BUILDING OR STRUCTURE

The undersigned owner or authorized agent applies for a permit to demolish an existing building or structure in accordance with the laws and ordinances of the Town of Greenwich, Chapter 541 (Part IV) of the Connecticut General Statutes and Sections 110.0 and 3310.0 of the Connecticut State Building Code.

**OWNERS AND AGENTS**

(PLEASE TYPE OR PRINT)

PROPERTY OWNER \_\_\_\_\_ ADDRESS \_\_\_\_\_

**PERMITTEE / LICENSED DEMOLITION CONTRACTOR**  
(PERSON RESPONSIBLE FOR SUPERVISION OF DEMOLITION AND COMPLIANCE WITH ALL CODES AND ORDINANCES)

NAME [TYPE] \_\_\_\_\_ ADDRESS \_\_\_\_\_

CT DEMOLITION LICENSE NO. \_\_\_\_\_ PHONE \_\_\_\_\_

INDICATE TYPES OF UTILITIES SUPPLIED TO STRUCTURE BY CHECKING THE APPROPRIATE BOXES. SUBMIT A LETTER FROM EACH APPLICABLE PUBLIC UTILITY CO. THAT SERVICE HAS BEEN DISCONNECTED OR IF PRIVATE UTILITY SUBMIT A LETTER FROM AN APPROPRIATE CT LICENSED CONTRACTOR VERIFYING SERVICE HAS BEEN DISCONNECTED OR CAPPED, SECTION 110.1, CSBC. PUBLIC SEWER REQUIRES A PERMIT TO DISCONNECT FROM SEWER DIVISION, DPW.

GAS  PUBLIC WATER  PUBLIC SEWER

ELECTRICITY  PRIVATE WELL  PRIVATE SEPTIC

STRUCTURE HAS NO UTILITIES LISTED ABOVE

3

**BUILDING LOCATION**

BUILDING ADDRESS \_\_\_\_\_ on the NORTH SOUTH EAST WEST side

APPROXIMATELY (DISTANCE) \_\_\_\_\_ N S E W FROM THE INTERSECTION WITH \_\_\_\_\_

SECTION OF TOWN

CENTRAL  OUTLYING  BYRAM  PEMBERWICK  GLENVILLE  COS COB  RIVERSIDE  OLD GREENWICH

BUILDING INFORMATION	CODE INFORMATION
<p><input type="checkbox"/> 1996 BOCA <input type="checkbox"/> 2003 IRC <input type="checkbox"/> Flood Zone</p> <p>Type of building or structure _____</p> <p>Disposal site _____</p> <p>List all adjoining property owners and attach copy of current assessor's map: <span style="float: right;">Cert. Mail Receipt</span></p> <p>Name _____ Address _____ <input type="checkbox"/></p> <p>Name _____ Address _____ <input type="checkbox"/></p> <p>Name _____ Address _____ <input type="checkbox"/></p> <p>Name _____ Address _____ <input type="checkbox"/></p> <p>Name _____ Address _____ <input type="checkbox"/></p> <p>Name _____ Address _____ <input type="checkbox"/></p> <p>Name _____ Address _____ <input type="checkbox"/></p>	<p><b>TOWN REGULATIONS</b></p> <p>Year structure built _____</p> <p>Building square footage _____</p> <p><b>BUILDING CODE</b></p> <p>Use group _____ Const. type _____</p> <p>Stories _____ Height _____</p> <p><b>HEALTH DEPARTMENT REVIEW</b></p> <p>Is there asbestos in the building?</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>Is there a septic system on the property?</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>Reviewed by _____</p> <p>Date _____</p>
<p>ONLY IF OVER 60 YRS OLD</p> <p><b>VALUE OF WORK:</b> _____ <b>PERMIT FEE DUE:</b> _____ <b>5% OF PERMIT FEE:</b> _____ <b>TOTAL:</b> _____</p> <p><b>INVESTIGATION FEE [ONLY IF APPLICABLE]:</b> _____</p> <p><small>Certificate of Occupancy may be withheld until final valuation of work has been established and fee adjusted and paid. Issuance of this permit shall not be construed as a permit to perform any regulated activity on any inland wetlands.</small></p>	

AMENDMENTS:

13 NO DELINQUENT SEWER OR REAL ESTATE TAXES DUE

PROP. I.D.# \_\_\_\_\_

DATE: \_\_\_\_\_

**OFFICE USE ONLY**

**BUILDING CODE REVIEW**

UTILITY DISCONNECT LETTERS:

Electric	<input type="checkbox"/> Submitted	<input type="checkbox"/> Pending	<input type="checkbox"/> N/A
Gas	<input type="checkbox"/> Submitted	<input type="checkbox"/> Pending	<input type="checkbox"/> N/A
Water/Well	<input type="checkbox"/> Submitted	<input type="checkbox"/> Pending	<input type="checkbox"/> N/A
Sewer/Septic	<input type="checkbox"/> Submitted	<input type="checkbox"/> Pending	<input type="checkbox"/> N/A
Health Department review	<input type="checkbox"/> Submitted	<input type="checkbox"/> Pending	<input type="checkbox"/> N/A
Inland Wetlands Questionnaire	<input type="checkbox"/> Submitted	<input type="checkbox"/> Pending	<input type="checkbox"/> N/A
Demolition license	<input type="checkbox"/> Submitted	<input type="checkbox"/> Pending	<input type="checkbox"/> N/A
Insurance certificate	<input type="checkbox"/> Submitted	<input type="checkbox"/> Pending	<input type="checkbox"/> N/A
Affidavit of notification	<input type="checkbox"/> Submitted	<input type="checkbox"/> Pending	<input type="checkbox"/> N/A

Demolition Ordinance  Applicable  Submitted  Pending  N/A

Newspaper notice  Submitted  Pending  N/A

Certified mail receipts  Submitted  Pending  N/A

Greenwich Historical Society  Submitted  Pending  N/A

**ZONING REVIEW**

Conditions apply  Prior to permit  Prior to CO

REVIEWED BY: \_\_\_\_\_

REVIEWED BY: \_\_\_\_\_

PERMIT PICKUP REQUESTED

MAIL PERMIT

pwBIDemoBuildAppl.p65 Revised 9/2004 Page 1 of 2

Side 2

## PERMIT APPLICATION TO DEMOLISH BUILDING OR STRUCTURE

### AFFIDAVIT

THE UNDERSIGNED PROPERTY OWNER, BEING DULY SWORN, DEPOSES AND SAYS:

1. That he/she is the current owner of premises described on this application for a building permit.
2. In accordance with the CT General Statutes, that the below said Permittee/Licensed Demolition Contractor is duly authorized on behalf of the owner to execute and complete this application.
3. That the work described in this application is duly authorized by the current owner.
4. That the undersigned Permittee/Licensed Demolition Contractor is hereby designated as the owner's representative with whom the Division of Building Inspection, DPW may deal with in respect to the work under this application.
5. That this authorization shall continue unless revoked by the owner by giving written notice of revocation to the Division of Building Inspection, DPW.

**PERMITTEE/LICENSED DEMOLITION CONTRACTOR INFORMATION**

14 CT Demo. License No. \_\_\_\_\_

Name (type) \_\_\_\_\_

Signature \_\_\_\_\_

Phone \_\_\_\_\_

Permit pickup requested  Mail permit

Contact name (type) \_\_\_\_\_ Phone \_\_\_\_\_

AMENDMENTS:

CT Reg. No. \_\_\_\_\_ Phone \_\_\_\_\_ Date: \_\_\_\_\_

Name (type) \_\_\_\_\_

Signature \_\_\_\_\_

Address \_\_\_\_\_

**CURRENT OWNER NOTARIZED AUTHORIZATION**

15 Name (type) \_\_\_\_\_

Signature \_\_\_\_\_

Subscribed and sworn to, before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

Notary Public signature \_\_\_\_\_

AMENDMENTS:

CT Reg. No. \_\_\_\_\_ Phone \_\_\_\_\_ Date: \_\_\_\_\_

Name (type) \_\_\_\_\_

Signature \_\_\_\_\_

Address \_\_\_\_\_

- 16 Check appropriate box. If you are requesting to pick up the permit, indicate person and phone number to contact.

- 17 Only used for amending permits already issued.



Town of Greenwich  
 DPW, Building Inspection Division  
 Town Hall - 101 Field Point Road  
 Greenwich, CT 06836-2540  
 Phone: 203-622-7754 - Fax: 203-622-7848



OFFICE USE ONLY

PERMIT NO. \_\_\_\_\_

ISSUE DATE: \_\_\_\_\_

COMPLETED BY APPLICANT

PARCEL ID \_\_\_\_\_

# PERMIT APPLICATION TO DEMOLISH BUILDING OR STRUCTURE

The undersigned owner or authorized agent applies for a permit to demolish an existing building or structure in accordance with the laws and ordinances of the Town of Greenwich, Chapter 541 (Part IV) of the Connecticut General Statutes and Sections 110.0 and 3310.0 of the Connecticut State Building Code.

(PLEASE TYPE OR PRINT)

## OWNERS AND AGENTS

PROPERTY OWNER \_\_\_\_\_ ADDRESS \_\_\_\_\_

### PERMITEE / LICENSED DEMOLITION CONTRACTOR

[PERSON RESPONSIBLE FOR SUPERVISION OF DEMOLITION AND COMPLIANCE WITH ALL CODES AND ORDINANCES]

NAME [TYPE] \_\_\_\_\_ ADDRESS \_\_\_\_\_

CT DEMOLITION LICENSE NO. \_\_\_\_\_ PHONE \_\_\_\_\_

INDICATE TYPES OF UTILITIES SUPPLIED TO STRUCTURE BY CHECKING THE APPROPRIATE BOXES. SUBMIT A LETTER FROM EACH APPLICABLE PUBLIC UTILITY CO. THAT SERVICE HAS BEEN DISCONNECTED OR IF PRIVATE UTILITY SUBMIT A LETTER FROM AN APPROPRIATE CT LICENSED CONTRACTOR VERIFYING SERVICE HAS BEEN DISCONNECTED OR CAPPED, SECTION 110.1, CSBC. PUBLIC SEWER REQUIRES A PERMIT TO DISCONNECT FROM SEWER DIVISION, DPW.

- GAS  PUBLIC WATER  PUBLIC SEWER  
 ELECTRICITY  PRIVATE WELL  PRIVATE SEPTIC  
 STRUCTURE HAS NO UTILITIES LISTED ABOVE

## BUILDING LOCATION

BUILDING ADDRESS \_\_\_\_\_ on the NORTH SOUTH EAST WEST side

APPROXIMATELY (DISTANCE) \_\_\_\_\_ N S E W FROM THE INTERSECTION WITH \_\_\_\_\_

### SECTION OF TOWN

- CENTRAL  OUTLYING  BYRAM  PEMBERWICK  GLENVILLE  COS COB  RIVERSIDE  OLD GREENWICH

### BUILDING INFORMATION

- 1996 BOCA  2003 IRC  Flood Zone

Type of building or structure \_\_\_\_\_

Disposal site \_\_\_\_\_

List all adjoining property owners and attach copy of current assessor's map: **Cert. Mail Receipt**

Name \_\_\_\_\_ Address \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_

### CODE INFORMATION

#### TOWN REGULATIONS

Year structure built \_\_\_\_\_

Building square footage \_\_\_\_\_

#### BUILDING CODE

Use group \_\_\_\_\_ Const. type \_\_\_\_\_

Stories \_\_\_\_\_ Height \_\_\_\_\_

#### HEALTH DEPARTMENT REVIEW

Is there asbestos in the building?

- YES  NO

Is there a septic system on the property?

- YES  NO

Reviewed by \_\_\_\_\_

Date \_\_\_\_\_

VALUE OF WORK: \_\_\_\_\_ PERMIT FEE DUE: \_\_\_\_\_ ONLY IF OVER 60 YRS OLD 5% OF PERMIT FEE: \_\_\_\_\_ TOTAL: \_\_\_\_\_

### INVESTIGATION FEE [ONLY IF APPLICABLE]:

Certificate of Occupancy may be withheld until final valuation of work has been established and fee adjusted and paid. Issuance of this permit shall not be construed as a permit to perform any regulated activity on any inland wetlands.

AMENDMENTS:	<b>OFFICE USE ONLY</b>	<b>BUILDING CODE REVIEW</b>
		UTILITY DISCONNECT LETTERS: Electric <input type="checkbox"/> Submitted <input type="checkbox"/> Pending <input type="checkbox"/> N/A Gas <input type="checkbox"/> Submitted <input type="checkbox"/> Pending <input type="checkbox"/> N/A Water/Well <input type="checkbox"/> Submitted <input type="checkbox"/> Pending <input type="checkbox"/> N/A Sewer/Septic <input type="checkbox"/> Submitted <input type="checkbox"/> Pending <input type="checkbox"/> N/A Health Department review <input type="checkbox"/> Submitted <input type="checkbox"/> Pending <input type="checkbox"/> N/A Inland Wetlands Questionnaire <input type="checkbox"/> Submitted <input type="checkbox"/> Pending <input type="checkbox"/> N/A Demolition license <input type="checkbox"/> Submitted <input type="checkbox"/> Pending <input type="checkbox"/> N/A Insurance certificate <input type="checkbox"/> Submitted <input type="checkbox"/> Pending <input type="checkbox"/> N/A Affidavit of notification <input type="checkbox"/> Submitted <input type="checkbox"/> Pending <input type="checkbox"/> N/A
<b>ZONING REVIEW</b>		Demolition Ordinance <input type="checkbox"/> Applicable <input type="checkbox"/> Pending <input type="checkbox"/> N/A Newspaper notice <input type="checkbox"/> Submitted <input type="checkbox"/> Pending <input type="checkbox"/> N/A Certified mail receipts <input type="checkbox"/> Submitted <input type="checkbox"/> Pending <input type="checkbox"/> N/A <input type="checkbox"/> Greenwich Historical Society <input type="checkbox"/> Historic District Commission
Conditions apply <input type="checkbox"/> Prior to permit <input type="checkbox"/> Prior to CO		<input type="checkbox"/> PERMIT PICKUP REQUESTED <input type="checkbox"/> MAIL PERMIT
REVIEWED BY: _____	REVIEWED BY: _____	

# PERMIT APPLICATION TO DEMOLISH BUILDING OR STRUCTURE

## AFFIDAVIT

THE UNDERSIGNED PROPERTY OWNER, BEING DULY SWORN, DEPOSES AND SAYS:

1. That he/she is the current owner of premises described on this application for a building permit.
2. In accordance with the CT General Statutes, that the below said Permittee/Licensed Demolition Contractor is duly authorized on behalf of the owner to execute and complete this application.
3. That the work described in this application is duly authorized by the current owner.
4. That the undersigned Permittee/Licensed Demolition Contractor is hereby designated as the owner's representative with whom the Division of Building Inspection, DPW may deal with in respect to the work under this application.
5. That this authorization shall continue unless revoked by the owner by giving written notice of revocation to the Division of Building Inspection, DPW.

### PERMITTEE/LICENSED DEMOLITION CONTRACTOR INFORMATION

### CURRENT OWNER NOTARIZED AUTHORIZATION

CT Demo. License No. \_\_\_\_\_

Name (type) \_\_\_\_\_

Name (type) \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Subscribed and sworn to, before me on this

Phone \_\_\_\_\_

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

Permit pickup requested

Mail permit

Notary Public signature \_\_\_\_\_

Contact name (type) \_\_\_\_\_ Phone \_\_\_\_\_

#### AMENDMENTS:

#### AMENDMENTS:

CT Reg. No. \_\_\_\_\_ Phone \_\_\_\_\_ Date: \_\_\_\_\_

CT Reg. No. \_\_\_\_\_ Phone \_\_\_\_\_ Date: \_\_\_\_\_

Name (type) \_\_\_\_\_

Name (type) \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

## Requirements for Homeowners Application for Demolition Permit

As per Section 29-406, Section 4 of the General Statutes of the State of Connecticut, the following shall apply:

1. Application permitted for **Single Family** residence or outbuilding **only**.
2. Application shall be filed by the Homeowner as indicated on attached sample application.
3. Building to be demolished shall not exceed 30' in height – measured to average roof height.
4. Homeowner is required to submit a letter stating the following:
  - a. He/she shall be on the site at all times during the demolition process.
  - b. He/she shall be personally liable for any injury to individuals or damage to public or private property caused by the demolition.
5. Submit a Site Plan indicating that the structure has clearance from other structures, roads or highways equal to or greater than the height of the structure subject to demolition.
6. Homeowner shall submit a Certificate of Insurance **specifying demolition purposes** and providing the following minimum liability coverage:
  - a. Bodily injury of at least \$100,000/person with an aggregate of at least \$300,000.
  - b. Property damage of at least \$50,000/accident with an aggregate of at least \$100,000.
7. The insurance certificate **shall** provide a clause that the Town of Greenwich and its agents shall be held harmless from any claim or claims arising out of the negligence of the applicant, or his agents or employees, in the course of the demolition operation.
8. A Certificate of Notice from all public utilities stating that such utilities have been severed from the structure to be demolished shall be submitted.

**Note:** Section 29-406 CGS applies to structures of all sizes; there is no minimum size exceptions.