

## 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 5 in color on letter size paper, and pages 7 and 8 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 60 years old or less **OR** less than 500 SF in area)

1. Check year built to verify that building is 60 yrs. old or less, OR less 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 and back of form.
3. Check appropriate boxes for utilities supplied to building. Submit letters of disconnect from all utility companies:
  - 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 owner notification affidavit (affidavit for 60 years old or less) for proper notarized signature - Anyone can sign. Affidavit **does not** have to be signed by the demolition contractor or owner.
8. List valuation and fee, 5% surcharge is **not** applicable.
9. List demolition license number on form front and back. Copy of demolition license is **required**.
10. 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 \$100,000 per person with an aggregate of at least \$300,000, and for property damage of at least \$50,000 per accident with an aggregate of at least \$100,000.

**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.
11. A green IWWA form is required - check that activity on the form indicates **demolition** of the building.

## 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.



**Town of Greenwich**  
**Department of Public Works, Building Inspection Division**  
**Town Hall - 101 Field Point Road, Greenwich, CT 06836-2540**  
**Phone 203-622-7754 - Fax 203-622-7848**

**Affidavit of Notification of Demolition**  
**(Buildings or Structures 60 years old or less)**

I (Name) \_\_\_\_\_, being first duly sworn, do hereby certify that on or before (Date) \_\_\_\_\_, I mailed notices (in the format as shown on reverse side of this form), as required by C.G.S. Chapter 541, Part IV, to all adjoining property owners last address (according to the records of the Tax Assessor of the Town of Greenwich and as listed on the demolition application form), that the building or structure as described therein, and owned by (Owner Name) \_\_\_\_\_ has an application for demolition pending with the DPW, Division of Buildings.

\_\_\_\_\_  
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 Demolition  
(Buildings or Structures 60 years old or less)**

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 \_\_\_\_\_

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

## **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 60 YEARS OLD AND UNDER

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. 5% Surcharge **IS NOT** 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

**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**     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 \_\_\_\_\_ 9

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

**BUILDING CODE**

Use group \_\_\_\_\_ Const. type \_\_\_\_\_ 10

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

**HEALTH DEPARTMENT REVIEW**

Is there asbestos in the building?  YES     NO 11

Is there a septic system on the property?  YES     NO

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

Date \_\_\_\_\_

12 **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:	OFFICE USE ONLY	BUILDING CODE REVIEW
<p>13 <b>NO DELINQUENT SEWER OR REAL ESTATE TAXES DUE</b> PROP. I.D.# _____ DATE: _____</p>	<p>UTILITY DISCONNECT LETTERS:</p> <p>Electric    <input type="checkbox"/> Submitted    <input type="checkbox"/> Pending    <input type="checkbox"/> N/A</p> <p>Gas        <input type="checkbox"/> Submitted    <input type="checkbox"/> Pending    <input type="checkbox"/> N/A</p> <p>Water/Well    <input type="checkbox"/> Submitted    <input type="checkbox"/> Pending    <input type="checkbox"/> N/A</p> <p>Sewer/Septic    <input type="checkbox"/> Submitted    <input type="checkbox"/> Pending    <input type="checkbox"/> N/A</p> <p>Health Department review    <input type="checkbox"/> Submitted    <input type="checkbox"/> Pending    <input type="checkbox"/> N/A</p> <p>Inland Wetlands Questionnaire    <input type="checkbox"/> Submitted    <input type="checkbox"/> Pending    <input type="checkbox"/> N/A</p> <p>Demolition license    <input type="checkbox"/> Submitted    <input type="checkbox"/> Pending    <input type="checkbox"/> N/A</p> <p>Insurance certificate    <input type="checkbox"/> Submitted    <input type="checkbox"/> Pending    <input type="checkbox"/> N/A</p> <p>Affidavit of notification    <input type="checkbox"/> Submitted    <input type="checkbox"/> Pending    <input type="checkbox"/> N/A</p>	<p>Demolition Ordinance    <input type="checkbox"/> Applicable    <input type="checkbox"/> Submitted    <input type="checkbox"/> Pending    <input type="checkbox"/> N/A</p> <p>Newspaper notice    <input type="checkbox"/> Submitted    <input type="checkbox"/> Pending    <input type="checkbox"/> N/A</p> <p>Certified mail receipts    <input type="checkbox"/> Submitted    <input type="checkbox"/> Pending    <input type="checkbox"/> N/A</p> <p><input type="checkbox"/> Greenwich Historical Society    <input type="checkbox"/> Submitted    <input type="checkbox"/> Pending    <input type="checkbox"/> N/A</p>
<p style="text-align: center;"><b>ZONING REVIEW</b></p> <p>Conditions apply    <input type="checkbox"/> Prior to permit    <input type="checkbox"/> Prior to CO</p>		<p>Demolition Ordinance    <input type="checkbox"/> Applicable    <input type="checkbox"/> Submitted    <input type="checkbox"/> Pending    <input type="checkbox"/> N/A</p> <p>Newspaper notice    <input type="checkbox"/> Submitted    <input type="checkbox"/> Pending    <input type="checkbox"/> N/A</p> <p>Certified mail receipts    <input type="checkbox"/> Submitted    <input type="checkbox"/> Pending    <input type="checkbox"/> N/A</p> <p><input type="checkbox"/> Greenwich Historical Society    <input type="checkbox"/> Submitted    <input type="checkbox"/> Pending    <input type="checkbox"/> N/A</p>
<p>REVIEWED BY: _____</p>	<p>REVIEWED BY: _____</p>	<p><input type="checkbox"/> PERMIT PICKUP REQUESTED</p> <p><input type="checkbox"/> MAIL PERMIT</p>

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) \_\_\_\_\_ 15

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 \_\_\_\_\_

**CURRENT OWNER NOTARIZED AUTHORIZATION**

17 AMENDMENTS: \_\_\_\_\_

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

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

Signature \_\_\_\_\_ Address \_\_\_\_\_

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.

DemoHowToUnder60



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:

### 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"/> N/A |
| Inland Wetlands Questionnaire | <input type="checkbox"/> Submitted |                                  |                              |
| 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 |                              |
| Affidavit of notification     | <input type="checkbox"/> Submitted | <input type="checkbox"/> Pending |                              |

#### ZONING REVIEW

Conditions apply  Prior to permit  Prior to CO

Demolition Ordinance  Applicable  N/A

Newspaper notice  Submitted  Pending

Certified mail receipts  Submitted  Pending

Greenwich Historical Society  Historic District Commission

REVIEWED BY:

REVIEWED BY:

PERMIT PICKUP REQUESTED

MAIL PERMIT

# 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.