

Procedures for a Demolition of House or Commercial Building Permit

(Please be sure to have all applications and plans complete in order to expedite your permit application.)

Step 1: Please read all applications, affidavits and informational packets carefully.

Step 2: Fill out **Zoning Application** completely and sign as indicated. You must provide with your Zoning application a **survey** depicting an accurate accounting of what is located presently on your property and where they are situated. Zoning permit must be approved and paid before applying for Construction permits.

Step 3: After Zoning permit is approved & paid for, please fill out all shaded areas of **Construction Jacket** completely and accurately, check off all appropriate items on inside of cover and then sign and date as indicated.

Step 4: You must provide a copy of the approved **Zoning permit & survey** with the Construction jacket.

Step 5: Contractor must fill out **Building Application** completely and accurately (including size and costs) and sign as indicated.

Step 6: If the project involves 5,000 sq.ft. or more in area of disturbance, you must provide an approval from the **Camden County Soils Conservation District**.

Step 7: Please provide with your application all **utility disconnect letters** including **electric, gas, water, sewer, telephone, and cable** services. The letters must state either that the utilities are disconnected or that they were never present at the property. You must also indicate whether or not any oil tank(s) are on the property and their location(s).

Step 8: The applicant must provide a letter from the owner or agent stating that all friable asbestos or asbestos-containing material that will become friable during demolition will be abated prior to demolition, per NJAC 5:23-2.17(e).

Step 9: You must provide with your application **proof of proper notification** of all surrounding properties, as well as any property that would be affected by this demolition project (this step may be waived by the township under certain conditions).

Step 10: If a contractor is doing the work, a copy of their **New Jersey Home Improvement Contractor's License** must be included in the application for **residential** demolitions.

Please note: These instructions are informational only. There may be additional information required or requested based on the individual application.

*If you have any questions or concerns, please contact the **Construction Office** and **keep all informational packets for your records.**

***Please sign and date to indicate that you have read and understood these procedures.**

***Construction Clerk** please check that all procedures have been followed, then date and initial _____ and **give copy back to applicant.** When issuing this permit, please make sure **Applicant** receives all **paperwork** associated with permits as well as any **site sets** of plans and/or **inspectors' notes.**