

DEMOLITION PROCESS CHECKLIST

City of Independence

111 E Maple Ave – P.O. Box 1019 – Independence MO 64051-0519

www.ci.independence.mo.us – 816-325-7401

SUBMITTAL FOR THE DEMOLITION MUST BE COMPLETED BEFORE STARTING ANY UTILITY DISCONNECTIONS.

The following documents are required for the submittal of a demolition permit request:

- A completed and signed demolition permit application.
- A site plan showing the street name(s), location of the sewer, gas, and electrical line(s), any other structures on the property, and the distance to the property lines from the structure(s) to be demolished.
- The signed demolition contract with the owner of the property, or a Notice to Proceed for a City initiated demolition.
- A Certificate of Liability Insurance with minimum coverage of \$100,000 for bodily injury/\$300,000 for any one accident/\$100,000 for property damage. The certificate must also list the City of Independence as an additional insured in the Description of Operations box.
- Permit fee.

Submissions may be brought into the office or mailed to: City of Independence – Attention – Building Inspections, 111 E Maple Ave, Independence MO 64050.

Fees:	0-1,000 sf	\$200.00
	1,001 – 5,000 sf	\$400.00
	5,001 sf & above	\$600.00

Before the permit will be issued; all related utilities will need to verify disconnection or retention of the utility.

- Water – Meter removal and disconnection will be done automatically once the permit application is submitted. For questions contact Utility Customer Service at 816-325-7677.
- Water tap retention – Contact Water Engineering at 816-325-7650 or 816-325-7652.
- Capped water line inspections – Contact Water Services at 816-325-7664. **All water lines are to be capped at the main. A right-of-way permit through the Municipal Services will be required, 816-325-7617 for right-of-way permits.**
- Electric – Meter removal and disconnection will be done automatically once the permit application is submitted. For questions contact Utility Customer Service at 816-325-7677.
- Sewer disconnection or septic system pump down and collapse – Contact Municipal Services at 816-325-7617. At this time, you will be provided with the related information regarding erosion control requirements and inspections.
- Gas disconnection – Contact Spire Energy at MGEWorkloadPlanning@spireenergy.com.

All demolition contractors are required to have a valid business license through the City of Independence.

- Obtain a business license at City Hall – 111 E Maple Ave, Independence MO 64050, or online at www.indepmo.org/businesslicense. For questions contact Business Licensing at bllicenses@indepmo.org or 816-325-7079.

After the Community Development Dept. has received verification of all utility disconnects the demolition permit will be issued. If you have any questions, please call our office at 816-325-7401.



Demolition Permit Application

111 E Maple P.O. Box 1019 Independence, Mo 64051

Phone: (816) 325-7401

Permit Number: _____

Application Date: _____

Type of Permit

Residential Demolition

Commercial Demolition

Commercial Interior Demolition

Project Information

Project Address: _____

Existing Structure Square Feet: _____ (required for all demolition permits)

Number of Stories: _____ Number of structures being demolished: _____

Dimensions: Width: _____ Length: _____ Height: _____

Proximity to Property Lines: Sides: _____ Rear: _____ Front: _____

Description of Work: _____

Will all buildings/structures and signage be removed from the property? Yes No

City of Independence ordinances require that all structures be demolished in conjunction with the demolition of the primary structure and no signs can remain.

If No, Please explain: _____

Does work include any Hazardous Material Abatement? Yes No

If yes, Hazardous Material Landfill disposal ticket/tickets is/are required. Hazardous Material Landfill disposal tickets must be submitted to the City prior to the final inspection.

Owner

Owner: _____

Owner Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Note: A homeowner who personally occupies and undertakes the demolition of said homeowner occupied single-family residence or accessory structure is not required to have a Demolition Contractor.

Demolition Contractor Information

Demolition Contractor Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Submittal Requirements

- Demolition permit application.
- Site Plan.
- Signed copy of the Demolition Contract with the property owner or Notice to Proceed (if City initiated demolition).
- Provide proof of insurance certificate (minimum liability coverage is \$100,000/\$300,000/\$100,000) and must name the City of Independence as an additional insured.
- Permit fee.
- Mail or bring submittals to City of Independence Attn: Building Permits, 111 E Maple Ave Independence, MO 64050.

Utility Disconnect Department Contact

- City of Independence Customer Service Department – 816-325-7677 for water and electric.
- City of Independence, Water Department, Engineering – 816-325-7650 - for water disconnect requirements.
- City of Independence, Water Service Department – 816-325-7664 for inspections on capped waterlines.
- City of Independence, Municipal Services - 816-325-7617 – for sewer disconnect or septic system pump down and collapse. At this time, you will be provided with related information regarding erosion control requirements and inspections.
- City of Independence, Municipal Services – 816-325-7617 – for right-of-way excavations permit
- Spire Energy gas disconnection – MGEWorkloadPlanning@spireenergy.com.

Historic Preservation Ordinance & Demolition Review

In accordance with the Independence Historic Preservation Ordinance #13757 (Article 30 of Chapter 1 of the City Code), the permit you are requesting may be subject to review by the Independence Heritage Commission.

Upon Submitting your completed application, it will be sent to the Historic Preservation Staff for review to determine if the subject property meets established criteria for historical or architectural significance.

If the subject property is determined to be significant, or potentially significant, preservation staff will notify both the applicant and owner of the required review by the Heritage Commission and any further documentation that will be needed to review your application.

Any questions about historical properties please contact Wendy Shay – 816-325-7419

Erosion Control Requirements

Applicant agrees to establish erosion control before any utilities are removed or any work done on the job site prior to permit being issued. The erosion control requirements are handled by the Public Works Department, and they will inspect both the sewer kill and the erosion control at the same time. Any questions on erosion control should be directed to Public Works at 816-325-7619.

Department of Natural Resources Note:

Please note that there are additional state and federal regulations that apply to demolition and renovation projects regarding inspection for asbestos containing materials, project notification, and proper handling of asbestos containing materials. You should contact the Missouri Department of Natural Resources' Air Pollution Control Program at P.O. Box 176, in Jefferson City, Missouri 65102, or by telephone at (573) 751-4817 to obtain more information about these requirements.

NOTICE TO APPLICANT: Your signature is required to validate this form. Upon signing you agree to all responsibilities and authorizations established by Code for work authorized there-in. You further agree to all the terms and conditions set forth above.

Signature of Contractor

Date