



Building Department CHECKLIST FOR DEMOLITION PERMITS

PERMIT APPLICATION – The following information must be completed on the permit application:

- For office use only - Permit number and pin number, C# if applicable
- Property address
- Legal description
- Owner's information
- Contractor's information
- Commercial/Residential
- Description of work
- Type of structure
- If the demo will involve (check all that apply)
- Valuation
- Notarized Contractor/Homeowner builder signature
- For office use only – application date and received by

PLANS AND DOCUMENTS – Provide 2 copies:

- Sub-contractor permits must be submitted with the demo permit, if applicable
- Demo of a house requires letters from Utilities Departments stating they have been removed.
- Asbestos Notification Statement with owner's initials
- Recorded Notice of Commencement for work valued at \$5,000 or more. (NOC must be submitted to permitting prior to scheduling the first inspection.)
- ****If applying for the permit as a homeowner builder, a copy of the recorded warranty deed or property card showing homeowners name from the property appraiser's website must be submitted, along with HOB Affidavit.**

NOTES:

- Sub-contractor permits are not required to demo a house but will require a letter from FPL and the Utilities Department for shut off.
- When demolishing a house, an Asbestos Report is NOT required unless asbestos was found on the property.

This checklist is intended for Building Department use only. Additional documents may be requested at any time during the permitting process. Any exceptions must be approved by a Supervisor.