



City of Middletown

BUILDING DIVISION

245 DeKoven Drive, Middletown, CT 06457

TEL: (860) 638-4870 FAX: (860) 638-1970

Demolition Permit Procedure Checklist

Please submit this checklist and permit application with **all required documents to the Building Department. Demo fees can be paid by check only after all paperwork is reviewed by the department**

1. Certificate of Insurance (specifying demolition purpose)
2. Public utilities Certificate of Notice stating utilities have been severed & letters from the utilities companies stating that the utilities have been severed.
 - a) Electric Service
 - b) Gas Service
 - c) Water & Sewer
 - d) Cable
 - e) Phone
3. The demolition contractor is required to hold a current and valid certificate of registration (29-402). There are no exceptions to this requirement.
4. A certified letter must be sent to the Greater Middletown Preservation Trust ATTN: Mr. James Starbaugh, 47 East Main Street, Portland, CT 06480 or fax to 860-342-4149
5. Notify Planning and Zoning in writing prior to the start of demolition.
6. If the Building is fifty years or older, a legal notice shall be placed in the local newspaper by the applicant. The legal notice shall state the following:
 - a) An application for a demolition permit is being applied for;
 - b) The date of the filing;
 - c) The location of the property;
 - d) The name of the owner of the property
 - e) Unless written objection is filed to the issuance of the demolition permit setting for the reasons for the objection with the Building Official within ten (10) days of the publication of the notice, the permit may be issues after the expiration of said (10) days.

- _____ 7. Notify adjoining property owners by registered/certified mail before starting demolition and submit copies of the receipts to this office.
- _____ 8. The demolition permit shall be signed by the owner of the property or the owner's designated agent (enclosed affidavit must be completed).
- _____ 9. Notify the Middletown Health Department in writing prior to the start of demolition. Approval cannot be granted until all Health Department requirements are met.
- a) _____ An environmental assessment of the property must be conducted to determine the presence and extent of contaminants i.e. asbestos, lead and petroleum products. The assessment and plan of abatement/disposal must be submitted and approved by the Health Department.
 - b) _____ The location of existing wells and septic systems must be shown on a plot plan and submitted to the health official.
 - c) _____ a licensed pest control operation must treat for vermin infestations such as rodents. Documentation must be submitted to the health official.
 - d) _____ Measures must be in place to lessen the effects of dust during demolition.
 - e) _____ Copies of lead and asbestos manifest must be forwarded to the Health Department once proper disposal is completed.

- _____ 10. Letter of intent to demolish must be mailed or e-mailed to the CT Trust for Historic Preservation (a copy must be submitted with packet):

Jordan Sorensen
Connecticut Trust for Historic Preservation
940 Whitney Avenue
Hamden, CT 06517

jsorensen@cttrust.org

****Any Questions please contact the office at 860-638-4870****



DEMO PERMIT APPLICATION

Middletown Building Department
TEL: (860) 638-4870 FAX: (860) 638-1970

Proposed Job Location: _____

Description of Work:

Estimated Cost of Work (materials & labor): _____ Permit Fee: _____

#of Dwelling Units: _____ Type of Property: Residential ___ Commercial ___

Applicant Information:

Name/Business: _____

Address: _____ City/State/Zip _____

Phone: _____ Email (how approved permit is sent): _____

Contractor's License # (if applicable) _____

Property Owner Information:

Name: _____

Mailing Address: _____ City/State/Zip _____

** Pursuant to section 29-263 of the Connecticut General Statutes any permit applied for by someone other than the owner of that property must have a signed consent form before a permit will be issued **