

# Charter Township of Shelby

**Timothy Wood**  
Building Director

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## OUTLINE PROCEDURES DEMOLITION

### PERMIT PROCEDURE

A person or company performing Demolition requires a building permit. Submit the information indicated below and allow approximately two weeks for plan review and processing. The permit applicant will be contacted when the permit is ready to be picked up. An application fee is required at the time the application is submitted.

- 1) Permit application** Complete all applicable sections of application. Missing information will cause delays.
  
- 2) Site Plan (3 Copies)** Provide a copy of Site Plan or scaled drawing indicating
  - Address, lot dimensions and distance to all other buildings
  - Recorded easements
  - Septic tank / field location (where applicable)
  - Well locations
  
- 3) Shut off Notice** A notice of verification is required for the disconnection of the following Utilities:
  - **Detroit Edison** 800-477-4747
  - **Consumers Energy** 800-477-5050
  - **DPW (Water and Sewer Department)** 586-731-5990
  - **Phone Company**
  
- 4) Soil Erosion Permit Required** 586-469-5327

### INSPECTIONS

- 1) Open hole inspection is required
  - All foundation material shall be removed from the site
  
- 2) Final building inspection
  - All debris shall be removed from the site

## **GENERAL REQUIREMENTS**

- Open hole inspection is required to verify all foundation material has been removed from the site.
- Any excavation resulting from the demolition shall be filled to match existing adjacent grades with approved "inert" materials.
- All service utility connections shall be discontinued and capped by the subject utility company, prior to any demolition.
- **Any water wells or septic tanks that are present shall be abandoned in accordance with requirements of the Macomb County Health Department.**
- All demolition shall be accomplished in a manner that prevents property damage to adjoining properties and the R-O-W.
- All trash and debris shall be promptly removed from the site. Do not bury materials. The site shall be maintained free from unsafe or hazardous conditions.

**\*\*\*PLEASE NOTE\*\*\***

**PERMITS OR FEES ARE NOT TRANSFERABLE OR REFUNDABLE.**

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