

**City of Hopewell**  
**Division of Code Enforcement**

300 N Main St., Hopewell, VA 23860 (804) 541-2226 Fax (804) 541-2318

**APPLICATION FOR A DEMOLITION PERMIT**

It is understood with submittal of this application that all work and materials used in this installation shall conform strictly with the City of Hopewell ordinances and that this permit shall be voided if work is not commenced within thirty (30) days from the date of issuance. In addition to completion of the Application for Demolition Permit this document must be accompanied by the following completed documents: Standard Operating Procedure for the Removal of Unsafe Structure in the City of Hopewell, Virginia and the Asbestos Certification Form. You will also be provided with a copy of the VSBC 118.1 & 118.2.

**Project Description:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Address of Work:** \_\_\_\_\_ **Building Use** (check one): Residential \_\_\_\_\_ Commercial \_\_\_\_\_  
(Location) \_\_\_\_\_ Industrial \_\_\_\_\_ Other \_\_\_\_\_

**Owner Information:**

**Name:** \_\_\_\_\_ **Daytime Phone:**( ) - \_\_\_\_\_ **Cell:**( ) - \_\_\_\_\_  
**Address:** \_\_\_\_\_ **Email:** \_\_\_\_\_  
**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_ **Contact Person:** \_\_\_\_\_

**Contractor Information:**

**Contractor:** \_\_\_\_\_ **State License:** \_\_\_\_\_ **Expires:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **City License:** \_\_\_\_\_  
**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_ **Business Phone:**( ) - \_\_\_\_\_ **Cell:**( ) - \_\_\_\_\_  
**Contact Person:** \_\_\_\_\_

**Mechanics Lien Agent:**

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

I do hereby certify that all Demolition Debris will be transported to a Government approved landfill site and abatement of hazardous material has been carried out in the Legally Prescribed Manner. **It is understood that this is an application for a Demolition Permit and work may not begin until the official permit has been issued.**

**LIMITATIONS**

The responsibility for cleanup or mud tracked or debris left on the street falls upon the trucker (hauler), however the permit shall place secondary responsibility upon the permittee (applicant) to cover those instances when the hauler will not cooperate or removes himself from the operation. Section 11-21 of the City Code provides that \$500.00 bond be required to insure that appropriate remedial measures are employed by the applicant.

When necessary to revoke or suspend permit authorizations, notifications shall be sent to the applicant by certified mail/return receipt requested.

Cost Estimate for work to be completed:\$ \_\_\_\_\_ Minimum Permit Fee: **\$40.00 (Residential) \$100 (Commercial)**

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<i>Official Use Only</i>			
Permit # _____	Permit Fees \$ _____	Check # _____ Cash CC	Bond (Circle) Y / N
Sub/Parcel # _____	Lot / Block _____	Zoning _____	Amt: \$ _____
Zoning Official Approval: _____		Date: _____	
Building Official Approval: _____		Date: _____	



# **Standard Operating Procedure for the Removal of Unsafe Structures in the City of Hopewell, Virginia**

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Division of Code Enforcement  
300 North Main Street  
Hopewell, Virginia 23860  
Tel (804) 541-2226  
Fax (804) 541-2318  
www.hopewellva.gov

Address of Work: \_\_\_\_\_

Description of Work: \_\_\_\_\_

### **Property Owner Information:**

Name: \_\_\_\_\_ Daytime Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_ - \_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Contact Person: \_\_\_\_\_

1. Contractor is responsible to have all utilities disconnected and made safe; electrical, gas, water, sewer and any other service that may be pertinent to the structure also certification of asbestos. All verification documents must be submitted at the time of demolition permit application and post a \$500.00 bond.
2. The sewer lateral will be marked for future use and inspection made to assure proper sealing before concealing.
3. Demolish structures removing all debris to an approved landfill and submitting receipts to verify compliance.
4. The entire lot will be cleaned leaving only large trees, i.e., 8" diameter at breast height and larger.
5. The lots must be graded to prevent drainage problems with adjoining lots or streets and alleyways.

### **Virginia Uniform Statewide Building Code**

**118.1 General:** Demolition permits shall not be issued until the building official receives certification from the owner or the owner's agent that the following actions have been completed:

1. The owner or the owner's agent has obtained a release from all utilities having service connections to the building or structure stating that all service connections and appurtenant equipment have been removed or sealed and plugged in a safe manner.
2. The owner or owner's agent has given written notice to the owner's of adjoining lots and to the owners of other lots affected by the temporary removal of utility wires or other facilities caused by the demolition.

118.2 Hazard prevention: when a structure is demolished or removed, the established grades shall be restored and any necessary retaining walls and fences shall be constructed as required by the provisions of Chapter 33 of this code.

**The owner/owner's agent/contractor has read and understood the above procedure and agrees to comply.**

Contractor Name: \_\_\_\_\_ Contractor Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Asbestos Certification Form

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The Virginia Uniform Statewide Building Code requires that all buildings other than single family dwellings to be renovated or demolished shall be inspected for the presence of asbestos containing materials and unless subject to exemptions, the appropriate response actions shall be undertaken (See Section 108.10 of the VUSBC).

Address of Work: \_\_\_\_\_

Description of Work: \_\_\_\_\_

### Property Owner Information:

Name: \_\_\_\_\_ Daytime Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Contact Person: \_\_\_\_\_

### **Based upon the above building, I certify:** *(Check all that apply)*

- The building permit for the original construction of the building listed above was issued after January 1, 1985.
- The above building is a single-family dwelling or is a residential building containing four or fewer dwelling units, which will not be used either as a commercial building or as a public development project and is therefore exempt from asbestos inspection requirements.
- The combined amount of regulated asbestos containing material involved in the renovation or demolition is less than 260 linear feet on pipes or less than 160 square feet on other facility components or less than 35 cubic feet off facility components where length or area could not be measured previously and is exempt from asbestos inspection requirements.
- The affected portions of the above building have been inspected for the presence of abets by an individual licensed to perform such inspections and that appropriate response actions will be undertaken with the requirements of NESHAPS (40 CFR 61, SUBPART M) and the asbestos worker requirements established by OSHA (29 CFR 1926.58).

If the boxes above have not been checked and if the building permit application is for repair or replacement of roofing, floor covering, siding materials and is not a school, asbestos inspection requirements may be satisfied by checking one of the following boxes:

- The materials to be repaired or replaced are assumed to contain asbestos and that appropriate response actions will be accomplished by a licensed asbestos contractor or a licensed asbestos roofing, flooring, siding contractor **or**
- An inspection of the materials to be removed was accomplished by an RFS inspector and analysis of the sample showed no asbestos to be present.

**In addition to the above, I also certify that any asbestos abatement area will not be re-occupancy of the abatement area shall be 0.01 or fewer asbestos fibers per cubic centimeter if determined by Phase Contrast Microscopy analysis (PCM) or 70 fewer structures per square millimeter if determined by Transmission Electron Microscopy (TEM).**

This form has been completed by the *(circle one)*:      **Owner**                      **Owner/Agent**                      **Contractor**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

While proper completion of this form satisfies Section 112.1.4 of the 2000 Virginia Uniform Statewide Building Code for permit issuance, notification of applicable state agencies may be required.