



**ESTABLISHED PROCEDURES BY THE BUILDING DEPARTMENT FOR  
ISSUANCE OF DEMOLITION PERMITS**

**NOTE: SITE MAP**

1. Check for address on New Haven Preservation Trust List and Historic list. If address appears on either or both lists, notify City Plan (Joy Ford at 946-6353; Dave Barone at 946-7061). Refer contractor to City Plan office for **“Hold for Delay of Demolition Ordinance” Section 7-147P**. Proper forms obtained. “Historic Property Ordinance”. Municipalities’ Title 7 Client must file forms at City Plan Department – subject to 90-day delay. **90-day delay starts from date of completed applications.**
2. City Plan must send all memos to Building Department if **“90 day delay requirement is”** waived.
3. Consult with Demolition Officer – Jose Romero (946-7730) on any questions. Provide completed forms for asbestos removal-EPA & DEP. Consult with local Health Department (Paul Kowalski at 946-8173) and refer to list of accepted **“Waste Disposal Sites.**
4. All utility company disconnection notices must be confirmed either in writing or by telephone confirmation. If all utilities: UI (electrical), Gas, Water & Telephone lines are recorded in proper file, notify Engineers Office for (sewer plug) signature – OK. (State Demolition Code 29-406)
5. **Requirements of Contractor:** Provide License – check expiration date/when in question call State Demolition Officer (Elliot Henowitz at 860 685-8470) for confirmation. Provide **Certificate of Insurance** for liability coverage (500,000 – 1 million minimum). Provide copies of letters (notification) to adjoining property owners of intent to demolish. Contractor’s Responsibilities must have assistance from Building Department Edward Camposano at 946-7012.

**Dump Site** on Demolition Application Form must be documented for **“Disposal of Hazardous Waste Materials”**.

**Owner** of building must sign Demolition Application form **prior** to issuance of Demolition Permit. Provide dimensions in cubic feet of structure to be demolished. Fees are determined on basis of cubic feet.

6. Consult checklist for any omissions. If every rule has been complied with then and **only** then can the Demolition Application proceed for issuance of Demolition Permit, i.e., **Notarized in office and Fee Paid.**

**UTILITY DISCONNECT CONTACT NUMBERS**

- Southern New England Telephone – (203) 420-6692/Fax (203) 235-7007
- Southern Connecticut Gas Co. – (203) 795-7792/Fax (203) 795-7784
- The United Illuminating Co. – (800) 722-5584/Fax (203) 499-3138
- Regional Water Authority – (203) 401-2582/Fax (203) 624-1147

**FEES**

Removal or demolition of any building or structure:

For buildings or structures not exceeding 5,000 cu. ft.	17-21(b)(2)	75.00
For buildings or structures exceeding 5,000 cu. ft. but not exceeding 50,000 cu. ft.	17-21(b)(2)	150.00
For buildings or structures exceeding 50,000 cu. ft.	17-21(b)(2)	150.00
Plus for each additional 5,000 cu. ft.:	17-21(b)(2)	40.00
For any building ordered demolished by governmental authority (except building under 5,000 cu.ft.)	17-21(b)(2)	150.00